



BHUBANESWAR

HANDBOOK OF INFORMATION

FOR STUDENTS



**ACADEMIC YEAR
2025 – 2027**

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.2025-26. 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 two dots. The signature is written in a cursive, flowing style.

10 June 2025
Bhubaneswar

Dr. Supriti Mishra,
Dean Academics

ABOUT THE INSTITUTE

IMI Bhubaneswar, established in 2011, is a premier management institution in India. The institute currently offers Post Graduate Diploma in Management (PGDM), Post Graduate Diploma in Management Online (PGDM Online), and Fellow Programme in Management (FPM, equivalent to PhD), which are approved by AICTE. The flagship PGDM programme is accredited by AMBA (Association of MBAs), NBA (National Board of Accreditation), and NAAC (National Assessment and Accreditation Council) and has received equivalence from AIU (Association of Indian Universities).

Set in a serene and green campus environment, IMI Bhubaneswar has emerged as a center of excellence, committed to developing socially responsible, ethically grounded, and industry-ready management professionals. It fosters a dynamic learning environment through experiential learning, research-driven teaching, and exposure to a dynamic business environment. Over time, the institute has built strong industry ties at the local and national levels.

IMI Bhubaneswar has made significant strides in the field of management education and achieved the coveted position of 61st rank in the National Institutional Ranking Framework (NIRF) 2024 by the Ministry of Education, Government of India. Rooted in the legacy of IMI Delhi, which was founded in 1981 in collaboration with IMI Geneva (now IMD Lausanne) as the first corporate-sponsored B-school in India, IMI Bhubaneswar has carved its distinct identity as a forward-looking and globally oriented B-school that blends academic excellence with industry relevance.

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 LEARNING GOALS (LG):

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 teamwork 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 a detailed study of matters referred to it for its consideration;
- Responsible for maintaining academic discipline across Programmes;

- Should meet frequently for the smooth functioning of Programmes;
- The Director may refer cases, if necessary, for the Council's opinion/decision;
- May follow the Academic Advisory Council's (comprising external experts, Senior Corporate Members, and Policy Makers) suggestions to improve the academic standards;
- Responsible for framing 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

IMI Bhubaneswar follows a trimester system. The academic year will be divided into 6 academic terms of approximately 3 months each. 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 from April to June. The academic calendar provides all relevant dates for commencement of academic terms, examinations, and term breaks.

2. NUMBER OF CREDITS IN PGDM PROGRAMME

- a. The Eligibility for earning the PGDM diploma is based 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 computers, etc. On 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 102 credits, of which 96 credits correspond to coursework, 3 credits correspond to Summer Internship after the completion of the first year, 1.5 credits of the Social Immersion Programme during the first year, and another 1.5 credits of a Capstone project dissertation in the second year. Out of 96, 60 credits correspond to core papers, and 36 credits correspond to elective papers. These credits are normally completed over 2 years, with the maximum allowed duration for completion being 3 years.
- c. 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 Learning Goals (LGs) and Learning Objectives (LOs).
6. Course pedagogy
7. Course readings: Recommended books and Suggested Readings.
8. Course evaluation criteria (CEC)
9. Mapping of CEC with LOs
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 an appropriate method of evaluation as per the requirements of the course and method of instruction.

Students' evaluation may comprise 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 a minimum of 4 components for evaluation, of which the end-term is compulsory. **Mid-term examination is mandatory for 3 Credit Core Courses and optional for all other courses, including elective courses.** However, if in any elective course, Mid Term has been set as an 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

- a) Students are expected to maintain the sanctity of the academic environment in general and the examination system in particular.
- b) All students should be present 10 minutes before the commencement of the exam in the examination hall.
- c) No student will be allowed to appear for the exam after 15 minutes of the commencement of the exam.
- d) 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.
- e) Students are not expected to take washroom break in any examination up to the duration of 90 minutes. In a two-hour exam they may take a washroom break after 60 minutes, only in case of an emergency. Washroom break can only be taken with the approval of the supervising staff. Further, no washroom breaks are allowed in the last 30 minutes of the exam. No student will be allowed to leave the examination hall without submission of the answer script in the last half hour of the examination.
- f) 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.

- g) Write on both sides of the page except the cover page. Do not leave blank pages.
- h) 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) Digital diaries, digital and smart watches, cell phones or any electronic device which may have internet connections are not permitted inside the examination hall. Further sharing of calculators, erasers, pencils etc. in the examination hall is strictly prohibited.
- k) Under no circumstances students can have in their possession a mobile phone, even in switched-off mode, during the time they are writing the examination. 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 (f) 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 institute will not be liable for any consequences of the concerned student.
- q) Submission of answer script to the invigilator after the examination is over is the responsibility of the examinee. Carrying answer scripts out of the examination hall by students is strictly prohibited. Penalties for carrying the answer script out of the examination hall will lead to outright cancellation of the student's examination
- r) A repeat offender may be expelled from the programme.

Please note that noncompliance with the above instructions by the students will attract necessary penalties as per IMI's rules. Without prejudice to the foregoing provisions, the institute reserves the right to take any disciplinary action against any 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 the IMI network or through the 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. **Any breach of OLT security by the student would invite disciplinary actions.**
- c. Some Salient Features of OLT are:

- i. Students can view their grades for each course and their GPA and CGPA.
- ii. Students can view their attendance for each course during the term.
- iii. Student Feedback is taken online during and after completion of the course sessions in each term for respective courses. It is expected that the course feedback given is constructive in nature, and the suggestions given should be to enhance the learning outcome. The feedback is very confidential, and the student's identity is not revealed at any cost. Students must complete the feedback process before the commencement of Mid-Term and End-Term Examinations. Any student who fails to give feedback on any course will not be permitted to sit in the midterm or end-term examination of that course. If a student is found to have not filled in the feedback on a particular course, despite all the reminders, he/she shall be penalized by a reduction in attendance by two sessions in the given course even if that results in a grade drop.

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/IMPROVEMENT 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 of Rs 10,000/- per course for Improvement Examinations. 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)

1. 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.
2. 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.

3. 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.

4. 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%

5. 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. ELECTIVE SELECTION

All students are expected to make their elective choices before leaving for SIP, soon after the elective briefing conducted by each area in Term III. Students are required to select the elective courses through a transparent and rule-based bidding mechanism. IMI Bhubaneswar uses EDEX Course Bidding System, which is a structured platform designed to facilitate the course selection process. It supports multi-term bidding (Terms IV, V, and VI) and follows an Open Bidding structure.

A course should have a minimum of 20 student registrations to be offered. The maximum number of students in a course is 70. There will be ONLY ONE SECTION (of a maximum of 70 students) for any elective course.

For an area to qualify as a specialised area (**Major**), students should have a minimum of 6 full credit courses (equivalent to 18 credits) from that area. For any area to qualify as a **Minor**, a minimum of 4 full credit courses (equivalent to 12 credits) must be taken from that area.

The suggested number of electives a student should go for in different trimesters are as follows:

Trimester	Minimum Number of Credits
IV	5 full-course equivalent (15 credits)
V	4 full-course equivalent (12 credits)
VI	3 full-course equivalent (9 credits)

15. 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)/ Placement Committee (PC) 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.

16. 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. The student will be required to pay the requisite fees (if applicable) as per the norms of the partner institute.

17. ATTENDANCE

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.

Registration for each term **on the specified date** is mandatory. **Registration is allowed only on payment of complete fees (tuition fee as well as hostel and mess fee) due for the term.**

Students not registering on time would be marked absent for classes until they register themselves.

IMI uses the biometric system to record student attendance in classes. In case a student is unable to mark his/her attendance on the biometric machine despite being present in class, he/she should immediately report this through email to the faculty member concerned after the class, with a copy marked to the Chairperson Programme and Programme Office (within 24 hours of the session). **The faculty will review and approve the request within 48 hours, after which the Programme Office will mark the student as present.**

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 weekends.

Students are expected to attend all the open houses with the Director, Dean, and Chairperson 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.

17.1 Attendance Waivers

Attendance waivers may be granted on a case-to-case basis for the following specified reasons, which may potentially be considered for excused absence.

- a. Hospitalization or Serious Medical Condition (no waiver is admissible for normal sickness/illness, which is covered under the waiver of 20% already being provided).
- b. Attending placement interviews.
- c. Institutional work, which may include working for placements or admissions, organizing Institutional events, including alumni meets, etc.
- d. Participation in competitions/student festivals, etc., outside IMI Campus.
- e. Other exigencies, including:
 - Death in the close and immediate family (parents or siblings).
 - The student's own wedding day or the marriage of a sibling.

All waivers need to be approved by the Chairperson Program.

Absence from classes owing to the above reasons does not automatically constitute an excused absence. The decision to excuse absence is taken after the timely submission of an application by the student, as explained below.

17.2 Procedure for Grant of Attendance Waiver

- a. The student must apply in the prescribed format to the Chairperson Programme in advance to seek an attendance waiver. In case of emergency, this can be submitted to the programme office on the day of re-joining classes
- b. Notifying the Programme Chairperson does not automatically constitute an excused absence. Even if the absence is excused, students are responsible for satisfying any “Make-Up” requirements for a missed class. If a waiver has been granted and an Improvement Exam is required, the student will have to pay the Improvement Exam fee (as per rule no 11 (b)).
- c. For a leave of absence that can potentially be considered for an attendance waiver, the student needs to submit the following documents along with the leave application form.

Hospitalization or Serious Medical Condition

- Proof of hospitalization (stay in hospital) in the form of a Discharge Summary issued by the hospital.
- Supporting documents like X-ray reports, blood test reports, Ultra-sound reports, and MRI/CT scan reports, according to the requirements of the case.
- In case of serious medical conditions not requiring hospitalization, a discharge summary is not applicable, but all other supporting documents are still required to prove the case of a serious medical condition.

Application and supporting documents must be submitted, preferably on the day of joining the Institute, but not later than 24 hours after rejoining. Late applications may be rejected.

Attending Placement Interviews

Mail from the Placement Office to the Programme Office marked to the Programme Chairpersons stating the name of the company and the sessions to be missed for

various courses must be sent regularly. The student must ensure that these emails are sent by the concerned officials in the Placements Office to the Programme Office. Such emails must be received by the Programme office within 24 hours of the occurrence of the placement interview.

Work related to placements, admissions, or alumni affairs

An application by the student in the prescribed format stating the reason for the grant of waiver, duly recommended by the Head of the concerned vertical, is to be submitted beforehand, or within 24 hours of missing the class.

Institutional work

For participation in competitions/events etc., outside the campus, an application in the prescribed format along with the Invitation for the event from the concerned institute/university and approval of the Chairperson – Hostel and Student Affairs has to be submitted beforehand. Late applications are liable to be rejected. The final decision to excuse the leave of absence for applications submitted on time will be taken on a case-by-case basis.

Except for emergencies, students should take prior approval for leave from the Programme Chairperson otherwise, disciplinary action may be taken.

Note: The students will get to know about their attendance through OLT (Online Learning and Teaching) after each class. The responsibility of conveying 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.

18. ATTENDANCE AND GRADE:

- a. Students are normally expected to attend 100% of the classes. However, a 20% relaxation is provided for personal exigencies, including family matters and routine ailments/sicknesses. No separate waivers are admissible for these.
- b. Required attendance for the purpose of calculating penalty for shortage of attendance is as given in the table below. A grade drop due to attendance shortage will be applicable as mentioned. Attendance percentage is defined as the

percentage of classes attended out of the total number of classes held in a course. For any extra classes held by the faculty that are mandated for course completion by them will be included in the total classes held for the course.

Attendance Percent	Grade Drop Rule
80% - 100%	No Grade drop
70% - Below 80%	One Step Grade drop, for example, if the faculty has awarded "A" grade and the student's attendance is below 80% but more than or equal to 70%, then the student will finally be awarded "A-" (A Minus) grade.
60% - Below 70%	Two Step Grade Drop, for example, if the faculty has awarded an "A" grade and the student's attendance is below 70% but more than or equal to 60%, then the student will finally be awarded a "B+" (B Plus) grade.
Below 60%	"F" Grade (As mandated by AICTE) In this case, a student will not be permitted to appear in the End term examination.

Required Attendance = Total number of sessions less the number of sessions of the waiver granted.

If a student's attendance falls short of the required attendance in a particular course, the student would be sub graded in that course. The penalty for shortage of attendance would be as stated below:

1. A student must obtain a minimum of 60% of the required attendance in each course. Failure to obtain a minimum of 60% of the required attendance will result in an automatic 'F' in the overall grade for that course.
2. Those students who have an attendance of 60% and above but less than 70% of the required attendance would be penalized by two grades in the overall grade for that course.
3. Those students who have an attendance of 70% and above but less than 80% of the required attendance would be penalized by one grade in the overall grade for that course.

4. If a student has been granted a waiver of 6 sessions in a course, the required attendance is defined as 14 sessions. If he/she attends less than 60% of the required sessions (8.4 rounded upward to 9), the student gets an F, if he/she attends less than 70% (9.8, rounded off to 10), two sub grades and less than 80% (11.2 rounded off to 12), one sub grade.
5. In the normal course, the maximum no. of waivers to be allowed in a 3-credit course is limited to 8. As a general norm, 40% of the total no. of sessions would be taken as the maximum waivers allowed, which also includes the 20% relaxation provided for personal exigencies as mentioned in 18(a). Specific approval of the Chairperson Programme in consultation with the Dean (Academics) will be required for a higher waiver on a case-to-case basis for attending the placement process only.
6. In exceptional circumstances, the Chairperson Programme may use his/her discretion to grant waivers beyond what is normally allowed.

19. 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.

20. 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 a 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.

21. 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), the faculty concerned, and the Faculty Council, determine the 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 the 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 deposit their mobile phones in silent/switched off mode in the classroom. Students are not supposed to use laptops/mobile phones in the classroom without prior permission from the instructor.
- e. **If any student is found using a mobile phone or a laptop without the permission of the instructor in the classroom, a fine of Rs. 2000/- will be imposed for the first offence. A second offence would lead to a fine of Rs. 4000/- plus one sub-grade in the overall grade for that course. Any further recurrence would mean an overall 'F' grade in that course.** In addition, if any misuse of a laptop is detected in class, the faculty may confiscate the laptop to be released later as per the decision of the Faculty Council.
- f. All deadlines for a particular task in course/class assignments must 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.
- h. Derogatory postings from any Social Media Platform (Instagram, WhatsApp account, etc.) with the IMI Bhubaneswar name by students will not be tolerated and accepted. Necessary and Strict Action will be taken if such postings are found.
- i. 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 a new identity card.

22. 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.

23. 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. Not have obtained Ds equal to or more than 12 course credits.
- c. No 'F' grade at all.
- d. Successful completion of Summer Project/Company Project/Dissertation.
- e. 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.

24. 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. 40,000/- for the first rank holder, Rs. 30,000/- for the second rank holder and Rs. 20,000/- 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.

25. 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. 20,000/-, Rs. 15,000/- and Rs. 10,000/-

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.

26. 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.
- i. PGDM Gold Medal - awarded to the student with the highest CGPA in PGDM
 - ii. PGDM Silver Medal - awarded to the student with the second highest CGPA in PGDM
 - iii. Dr. Rama Prasad Goenka Best Student Medal is given to the student with the best overall performance on the parameters of Discipline, Behaviour, Academic Commitment, and Extra-curricular Activities.
 - iv. Director's Medal for the Overall Contribution to the Institute is given to the student on the parameters of Institutional Development Activities, Attitude and Behaviour, Co-curricular Activities, and performance in inter-institute events/competitions.
 - v. 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.

27. STUDENT GRIEVANCES

Students can raise any academic or non-academic grievance by submitting a complaint online on the OLT (Grievance redressal portal). Based on the type of complaint, it would get addressed by the:

- i. Dean (Academics)
- ii. Dean (SII)
- iii. Chairperson Programme
- iv. Chairperson, Hostel & Student Affairs
- v. Chief Administrative Officer

If the complaint has not been resolved, it can be further taken to the Student Grievance Redressal Committee, chaired by a senior faculty, Chairperson GSCASH, independent faculty members nominated by the Director General, Chief Hostel Warden, and a Student Representative.

However, if it is found that the complaint was not genuine and / or it was motivated or intentional, strict disciplinary action will be taken against the student concerned.

28. APPOINTMENT WITH DIRECTOR

We welcome students to connect with the Director for guidance or to discuss important matters. To ensure smooth communication and efficient scheduling, please follow the steps below:

- a. Students should please send an appointment request via email to **directoroffice@imibh.edu.in**. In the email, please mention your concern clearly along with the names and details of all students requesting the appointment.
- b. To maintain an organized process, we request that students and/or their parents **schedule an appointment in advance**. Kindly follow the proper channel by first approaching your respective Chairpersons before requesting to meet the Director.
- c. For security and to avoid any distractions during your meeting, students are requested to **submit their mobile phones at the Reception**. A register will be available for you to sign while submitting and collecting your phones.

29. 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 a 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 (Midnight)
- II. Issue and Return - 09.30 AM to 5.30 PM (Circulation Timing)

- III. Saturday, Sunday, National/Gazetted Holidays - 9.30 AM to 5.30 PM (No Circulation) or 12:00 PM to 8:00 PM (only during examination)
- IV. Reference Material - No Reference Material will be Issued (Only printout allowed from Konica printer)

Library Will Remain Closed on National Holiday's

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

30. 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 MFP Printers are available on a per page charge basis as follow:
 - i. Black & White Printing (Rs.1.00)
- 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 person concerned. 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

9:30 AM to 05:30 PM (Except Every Sundays, Saturdays & IMI Holidays).

31. PLACEMENT PROCESS

In the full-time PGDM Programme at Bhubaneswar, all students undertake a Summer Internship Project (SIP) at the end of Term-III. The placement process for the SIP begins in the Term I. Final Placement process begins in Term-IV, with students joining the companies after Term VI. The institute assures SIP to all its students and provides assistance towards Final Placement.

The process for Summer Placements and the Final Placements is organized by the Placement Office. Placement activities of the institute are managed by the Placement Office, with assistance from Student Corporate Relations Committee.

As a matter of policy, the academic work of the students will take precedence over any other non-academic activity. Normally, we have observed a pattern that the companies visiting campus for Summer & Final Placements prefer short-listing CVs with a minimum CGPA of 6 on a scale of 10. It is therefore advisable to maintain your CGPA accordingly.

The institute facilitates the process for career development. However, to reiterate, there is no obligation on the part of the institute to find placement for every student eligible for placement assistance.

Summer Internship Project (SIP)

It is mandatory for students to undertake 8-10 week summer internship with an established organization, between the Term III and Term-IV. The Summer Project is evaluated and has an equivalence of 3 Credits. Bhubaneswar has a policy of awarding Best Summer Project Awards in all the two-year programs. A cash prize of Rs.20,000, Rs. 15,000 and Rs. 10,000 is given to the selected students for 1st, 2nd and 3rd prize respectively.

Rules for Summer Placement

All placements for SIP are to be routed through the Placement Office.

Each student must submit a resume in the prescribed format provided by Placement Office, by a specific date and time

There is no limit on the number of applications a student can make for SIP if the student has not received an offer for SIP.

Short listing of students is invariably done by the companies themselves on the basis of information provided by the student in their resume/ CV.

In case a company insists on short-listing to be done by the institute, it will be done based on available grade(s) at that time. If the term grade(s) are not available, the past performance of the students will be taken into consideration.

Once a student makes an application to a company and the company requires them to undergo the selection process (online/offline test, group discussion, interview, etc.), it is mandatory for the student to participate in the process unless they have already been given an offer by another company. This will result in the withdrawal of the application from the company's selection process.

The moment the first offer is made to a student, it will automatically exclude that student from the next process. Subsequently the concerned student shall not be allowed to sit for another process or change the SIP to any other company, unless approved by the Campus Head - Career Services under exceptional cases. Attempts to do so otherwise will render the student ineligible for Final Placement.

Students can opt out of the Summer Placement Process, if they wish so, and can arrange for their SIP in a company of their choice only after prior approval from the Placement Office. In such a case, the student concerned will have to submit a copy of the offer letter to the placement office. Thereafter the institute shall get in touch with the company to monitor the SIP progress.

Once a student has been placed with the assistance of the Placement Office, and he/she takes up an alternate opportunity without the prior approval of the Campus Head – Career Services, he/she will be rolled out of the Final Placement process.

In case a student loses the SIP because of incorrect information mentioned on the CV, he/she shall not be eligible for SIP from campus again.

The students will be required to complete their SIP and submit a copy of:

1. Their complete project report: a) Spiral bound hard copy; b) Soft copy of the report.
2. The Completion Certificate duly signed by the Organizational Guide should be included in the project report.
3. Industry Mentor evaluation of the project in the prescribed format sent by the Placement Office

In case a company does not allow a student to share data confidential to the company in the summer project report, the student shall obtain a letter /email from the project guide stating the above limitation. In such cases the SIP report of the student shall include methodology and other information related to the work done as part of the summer project, while keeping out the confidential data from the report.

The detailed guidelines of the Summer Internship are shared with the students by the Placement Office before the commencement of the SIP.

Rules for Final Placement

Role of the Placement Office is to provide placement assistance to the graduating students. It brings together the students and the potential employers and facilitates their

interactions. For this purpose, the Student Corporate Relations Committee assists the Placement Office in arranging interviews for students and coordinating the process on the ground.

The Placement Office will invite relevant companies on campus for the Final Placement process depending on the profile being offered, compensation and other factors. The process may include Pre-Placement talks, group discussions, psychometric tests, interviews (and other subsequent rounds as the company may deem fit). A student nominated by the Placement Committee to be a part of the Pre-Placement talk (PPT) must compulsorily attend the same.

The student has the option of applying to any company of his/her choice, which has been invited for the campus hiring process. However, once the student is short-listed for the subsequent rounds, he/she will not be allowed to withdraw from the process under any circumstances

Once a student has been placed through the Final Placement process and has graduated from the institute, he/she cannot request for further placement opportunities or any changes in location, role, or organisation.

Eligibility

Area of specialization for PGDM can be mentioned by a student in the CV if they take a minimum of 7 (seven) electives in a particular area for a major specialization and a minimum of 4 (four) electives for a minor specialization.

All graduating PGDM students are eligible to receive placement assistance unless otherwise debarred by the Placement Office from receiving such assistance. Corporate-sponsored students will not be eligible for placements since they are required to go back to the company that has sponsored them.

Placement assistance could be suspended because of non-payment of fees, mess bills and or other dues to the institute.

Any action which hampers the image of the Institute or the Placement Office in the presence of recruiters, or otherwise, will lead to strict action under the guidance of Campus Head - Career Services.

Activity of any individual student that comes in conflict with the general well-being of placement of students, placement process, and branding of the institute, etc. shall be considered as violation of disciplinary norms and will lead to exclusion from further participation in the placement process.

Students are free to opt out of the placement process before the first company visits the campus for placements. Any student who receives a placement offer from external sources/ companies not officially approached by Institute's, must inform the Placement

Office immediately. In such a case, once a student has opted out of the placement process, a request to opt in again shall not be entertained. Students who have received job offer through their personal sources must provide a copy of the offer letter to the placement office and the Corporate Relations and Placement Committee as required for internal documentation. Students who are opting out for joining their family business must provide a letter from a director of the company stating the same. Students opting out of placement to pursue higher studies must provide a copy of the admission offer letter for higher studies.

Students are encouraged to form a team and co-found start-ups while in campus and get them funded by angel investors and/or venture capital firms. The co-founding team who has been able to obtain the first round of funding for their start-up while on campus may give in writing their intent to work on the start-up rather than look for placements. As a safety net in case the start-up does not work out, the co-founding team of students will be allowed to be part of the placement process two years later, which is along with the batch that is two years junior to them. This opportunity to get back in the placement process will be available only two years later and not earlier or later so that the co-founding team of students gives a serious shot at the start-up for which two years should be a sufficient time. The intention of the co-founding team to take this two-year deferred placement option must be given before any of the members of the co-founding team have been placed through the campus process and not necessarily before the start of the placement season since funding may not have been obtained that early. The two-year deferred placement option is conditional upon the co-founding team of students getting funded for which proof must be submitted through a term sheet and documents related to the investment by the angel investors and/or venture capital firms. This two-year deferred placement option is not meant for individual students going into the family business or starting a new business as part of the family business but is meant for campus start-ups co-founded by a team of students on campus.

Once a student has received an offer through Campus, the student will have to join as per the terms and conditions of the company. If the student gets an alternate offer from another company off campus, they need to inform the Placement Office within 1 day of receiving the offer letter. Failing to do so will result in penalty for indiscipline. Not joining the company that made an offer through a campus process results in loss of credibility and jeopardizes IMI's relationship for future engagement with that company. A student will, therefore, be allowed to join the company that offered them a job off campus instead of the company that made a campus offer only with the written explicit permission of Campus Head-Career Services.

PPO/PPI Policy

Students receiving PPO or PPI from Internship Company BEFORE receiving placement through the final placement process:

If a PPI opportunity is received the student must compulsorily appear for the interview.

The student must compulsorily accept the PPO or converted PPI and will be rolled out of the final placement process, except if the compensation (CTC) offered in the PPO or converted PPI is less than 60% of the average CTC quoted in the placement report for that academic programme for the previous year, the student will be given a chance to be part of the final placement process with a maximum of 3 applications permitted throughout the placement process. If a student avails this opportunity and receives an offer through final placement process at campus, the student will have to compulsorily accept the offer and forfeit the PPO or converted PPI.

It is mandatory for students to accept a PPO/PPI as an when it is offered by the organization (exception to the rule is given in the above-mentioned point). If the Placement Office gets to know that a student has rejected the PPO/PPI opportunity as offered by the organization, he'/she will be rolled out of the Placement process

Students receiving PPO or PPI from Internship Company after receiving placement through the final placement process: If the student receives a PPO from a company after receiving placement through the final placement process, the student will be allowed to choose either the PPO or the campus final placement. Once the student has chosen an offer, it will be binding.

If the student appears for a PPI process before receiving placement through the final placement process and obtains a positive PPI conversion result after receiving placement through the final placement process, the student will be allowed to choose either the converted PPI or the campus final placement. Once the student has chosen an offer, it will be binding.

If the student receives a PPI opportunity after receiving placement through the final placement process, then the student will not be allowed to appear for the PPI process and must drop his/her PPI opportunity, and the offer made through final placement process shall be binding.

Students receiving PPO or PPI through Corporate Competition

If a student receives a PPO/PPI opportunity through a Corporate Competition after receiving an offer through the final placement process, then the student has the right to choose any of the opportunities which he/she wants to avail.

Procedure for Applying to the Company

It is in the general intent that students fill in the Expression of Interest (EOI) for a particular company within the stipulated deadline. If due to any reason whatsoever the student is unable to do so, he/she shall inform the Placement Office at the earliest. The decision to allow the student to apply for the company will be with the Campus Head - Carrer Services, which shall be final and binding.

The Placement Office requires each student to prepare their CV in the given format, as prescribed by them, and to submit the same on a stipulated date. The Placement Office can advise necessary changes in the CV, if needed.

Sometimes organizations, at the time of campus interviews, inform the Placement Office that they will be interested in screening more candidates other than the CVs sent to the company. The Placement Office will then ask other interested students to apply within a prescribed time period.

Interview Procedure

Students should keep a record of organizations and positions for which they apply. They should keep notes on the job details announced. These are useful at the time of interview. It should not be expected from the Placement Office to furnish such details on the interview day.

At the time of interview, students should not negotiate with the employer about salary and terms, different from what is announced, unless the announcement specifies that the salary is negotiable.

After the preliminary interview, some organizations want students to go for a final interview at their headquarters. The Placement Office will pass on the information received from the organization by communicating to the students. The students are expected to make their own travel and other arrangements.

If a student does not appear for an interview or any other selection process component after submitting the resume, it will be treated as withdrawal from the Final Placement process.

Once a student is placed through campus placements, the student cannot directly interact with the HR of the company for any reason, be it change of location or CTC. Such cases will be liable for action by the Placement Office and are subject to disciplinary actions as deemed fit by the Campus Head - Career Services

CAP Guidelines

The cap on the number of companies for which a student can sit for the final interview round during the Summer Internship Placement Process and the Final Placements is FIVE [The Specifics of a Final round of a company might vary from company to company]

If any student appears for 5 Final Interviews and is still unplaced, then he/she will be rolled out from the Summer Internship Placement and the Final Placements Process

The student will be rolled back into the Summer Internship Placement and Final Placement Process once 80% of the batch is placed.

A student is eligible to apply for companies as per the eligibility criteria specified by the organization. Students of all courses will be rolled out of the placement process if they are unplaced after 30 companies have visited the campus for which they were eligible to apply. The decision to roll out students lies with the Campus Head - Carrer Services.

Given that L&D interventions are key to good placement. Students not meeting pre-determined benchmarks are liable to be restricted from applying to companies, and even rolled out of placements, by the Campus Head - Carrer Services

Withdrawal Procedure

Students having once applied to an organization will not be permitted to withdraw from the selection procedure at any stage unless they have accepted an offer from another organization under the norms of the placement process as laid down by the Placement Office. It is presumed that students would apply for a position after careful consideration of all the relevant aspects.

In only exceptional circumstances, a student may be permitted to withdraw from attending preliminary interview on getting shortlisted by the organization, subject to following conditions:

They explain in writing to the Campus Head - Carrer Services full reasons for unusual circumstances which necessitated the withdrawal. The withdrawal will be permitted by the Campus Head - Carrer Services. Only if grounds for the withdrawal are truly exceptional and legitimate and that the interviewing organization would not feel offended.

If a student has deliberately under-performed in a placement process in order to get himself/herself out of that particular process and if the same has been documented by recruiters and the same has been communicated via email or in written to the Placement Office, the student will be rolled-out from the entire placement process immediately. If the feedback is received verbally from the recruiters, strict action will be taken against the student responsible, which may include restricting the student from applying to other companies. Such acts can ruin the reputation of the institute with the recruiter concerned and can also affect the relationship between the institute and the organization.

Job Offers

Students are permitted to receive a maximum of one job offer. After the entire batch gets placed, students who got placed earlier might be allowed to sit for further processes. However, the decision to allow a particular student will be taken up by the Campus Head - Carrer Services.

All offers of a particular company will be announced at the end of the selection process of that company. All offers will be routed through the Placement Office

Students will not be permitted to request any organization to keep the offer pending. Any such request will be considered as a serious breach of the placement norms and the student concerned may be denied further placement support.

Students will not be permitted to request the employers to allow extension of deadline for communication of their decision regarding offers made by an organization.

Rules for Dream Companies

The Placement Office will invite relevant companies on campus for the Final Placement process depending on the profile being offered, compensation and other factors.

Any company being floated as a 'Dream Company' would be decided by the Placement Office and application of concerned students shall go ahead only after the approval of Campus Head – Career Services

The student has the option of applying to any company falling under the category of 'Dream Company', as termed by the Placement Office. However, once the student is short-listed for the subsequent rounds, they will not be allowed to withdraw from the process under any circumstances.

If a student does not appear for an interview or any other selection process component after submitting the resume, it will be treated as withdrawal from the Final Placement process.

A student once placed in a 'Dream Company' would have to mandatorily accept the offer and join the organization as per the terms laid out by the company.

Once a student is placed in a Dream Company, a student cannot directly interact with the HR of the company for any reason, be it change of location, CTC, etc. Such cases will be liable for action by the Placement Office and are subject to disciplinary actions such as hinderance of the Diploma.

Shortlisting

Shortlisting of students will be done by companies themselves on the basis of information supplied by the student in their CV.

In case a company insists on shortlisting to be done by the institute without explicitly citing any criteria, it will be done based on CGPA. The shortlisting will be done under the guidance of Campus Head - Carrer Services.

Dress Code

It is mandatory on the part of the students to be well groomed and in business suits while attending guest lectures organized as part of corporate interaction, pre- placement talks, and interviews.

Learning and Development

L&D sessions organized by the Placement Office are mandatory to attend.

In case students do not attend the sessions they are liable to be rolled-out of the Final Placements under the guidance Campus Head - Carrer Services.

Business Thought Leadership

It is mandatory for students to attend Business Thought Leadership sessions as instructed by the Student Corporate Relations Committee. Students who are nominated must mandatorily attend the session.

No exemptions for the sessions would be entertained. Students who do not attend the sessions are liable for repercussions as deemed fit by the Student Corporate Relations Committee, under the guidance of Placement Office. In case of extreme circumstances, students must write to the Corporate Relations and Placement Committee with valid proof. No exception would be entertained after 4 hours prior to the start of the event. The Student Corporate Relations Committee under the guidance of Placement Office has the authority to impose infractions as deemed fit by them for misconduct, misbehaviour or misrepresentation during the course of Business Thought Leadership.

In case any discrepancy is found in the proof submitted the Corporate Relations and Placement Committee has the authority to roll the student out for the Final Placements.

Miscellaneous

The placement norms have been framed to ensure equality and fairness of opportunity to all the students. All students are required to abide by these rules. If there is a breach of these rules by any student, the Placement Office will bring it to the notice of the Campus Head - Carrer Services, and serious action would be taken against the student, as deemed fit.

Placement Office involves, apart from existing penalties, the blacklisting of the student concerned from placement process, debarring them from receiving the institute's Diplomas; debarring from membership of the Alumni Association, and any other action that the Placement Office, deems necessary and in keeping with the gravity of the violation.

Students are forbidden from approaching the visiting executives, either formally or informally, or in any way communicating with organizations regarding job opportunities announced by the Placement Office. If a student does so without prior permission of the Campus Head - Carrer Services, he/she may be denied further placement assistance.

If a student has behaved in a manner unbecoming of a graduate of Institute's during the placement process with a company, the Placement Office would be free to impose a suitable penalty to the extent of withdrawing further placement assistance to the student

concerned and taking other action as may be deemed necessary including rolling him/her out of the offer previously held.

Companies share Job description, compensation package, career path, and location among the students during Pre-Placement Talks. However, students can be debarred from attending the further placement processes, if they are found negotiating with company during interview on account of any of the above-mentioned details or negative attitude during the interview. This will be based on companies' feedback.

The Campus Head – Career Services reserves the right to modify any or all of the above rules and /or stipulating additional norms for placement, in consultation with the Head – Career Services, IMI and Director General IMI, which in their judgment and discretion, are likely to benefit the students, in the immediate or the future context.

The students shall not be eligible for any reimbursements from Bhubaneswar for expenses for interviews they wish to appear outside campus.

Students may pursue Live projects alongside their Academic curriculum with the prior approval of the Placement Office by submitting the necessary project-related details, beforehand.

Once a student is placed through Campus Placements, the student shall not approach the Placement Office for a change in location, role or any other parameter provided by the company themselves.

Note: In case of any discrepancy in any of the above matters the Placement Office will discuss internally and share the final decision. This will be in consultation with Campus Head – Career Services and Head – Career Services, IMI.

Placement Discipline

Campus Hiring/Placement Services: Student Discipline Policy (Academic Year 2025-26)

Aim: To maintain long and mutually beneficial relations with the corporate partners and recruiters.

To ensure that the association of the institute with the corporate community developed over a long period of time through hard work and diligence is further strengthened and our actions are aligned accordingly.

To preserve the Brand Image of the Institute by maintaining high integrity & transparency with respect to the placement services offered to the students.

Rules for award of 'Infractions' and 'Roll Out' from the Campus Placement Process and 'Debarment from Dream Companies':

Infractions will be awarded on committing the following act(s) of indiscipline in an event/process/activity, conducted by the Corporate Relations and Placement Committee (CRPC):

Not adhering to the communicated dress code

Use of any electronic gadget during an event/activity/process

Absence in an event/process/activity organized by the Placement Office/Student Corporate Relations Team without prior communication, unless exempted for genuine reasons

Is late for any event/process/activity organized by Placement Office/Student Corporate Relations Team

An act of misconduct with Institute's staff and/or with a member of Student Corporate Relations Team and/or representative of an organization during the event/process/activity

An act of Deliberate underperformance in a Live Project/ SIP/Corporate Competition/Placement Process/PPI Process, which can be established on the basis of tangible proof.

An act of canvassing or making unwarranted contacts with the recruiters without seeking permission from the Placement Office

Failing to submit the personal data or any other information required for placement process to the CRPC within a reasonable time frame as intimated by it.

An act of misconduct which hampers the image of the Institute in the eyes of the external organization, as decided by the Campus Head - Career Services in consultation with the Student Corporate Relations Team.

Not maintaining decorum during the event/ activity/process/meet

The above is equally applicable to hostel and day scholar students irrespective of travel time

On accumulation of a specific number of Infractions, the student will be rolled out from a certain number of companies visiting the campus for placements as described below:

On accumulation of 3 Infractions against a student, the student will not be allowed to apply for the next 5 companies, including a DREAM company if it is one of them

From the 4th infraction onwards, for each infraction, the student will not be allowed to apply for the next 2 companies per infraction, including a DREAM company if it is one of them.

The number of infractions levied are carried forward from the first year to the second year. After an accumulation of 12 infractions, the student will be completely rolled out from the placement process (summers/finals/live projects, as applicable)

Student who has received a PPO from Summer Internship Company, is liable to be rolled out of respective organization, in case of any misconduct. In such cases student will not be eligible to apply for companies which will be open under the Dream Policy

Depending on the severity of indiscipline, student will be liable for multiple infractions (The decision of whether an act falls under severe indiscipline, lies at the sole discretion Campus Head-Career Services)

The roll out will be applicable with immediate effect for companies slotted/floated for the process as soon as the infraction is levied. All Business Thought Leaderships Talk/ Pre-Placement Talk/ Guest Sessions are mandatory and are required to be attended. Exemption, if any, are permitted only if approved by the Placement Office over mail. Any student missing more than 5 sessions (including medical reasons) would be liable to 3 infractions or as deemed fit by the Placement Office under the guidance of Campus Head-Career Services

Under following circumstances, the student will be completely rolled out from the Final Placements:

Failure to appear in the final placement process after filling the Expression of Interest and is likely to get shortlisted without a genuine and justifiable reason.

An act of indiscretion leading to leakage of information related to campus placements to any external parties.

Failure to join the SIP organization after selection

Any other act of indiscipline/misconduct reported by the SIP organization which can be corroborated with evidence

Any act of negotiation/misconduct for role, compensation, or location, during the placement process, as per the communication received from the recruiter.

On occurrence of the following circumstances twice, the student will not be allowed to apply for the next 2 dream companies visiting the campus.

(Only applicable to students who have been rolled out/secured placement through the campus placement drive/have opted out of the placement process)

Not adhering to the communicated dress code

Use of any electronic gadget during an event/activity/process

Absence in an event/process/activity organized by Placement Office/Student Corporate Relations Team without prior communication, unless exempted for genuine reasons

Is late for any event/process/activity organized by CRPC

An act of misconduct with college staff and/or with a member of Student Corporate Relations Team and/or representative of an organization during the event/process/activity

An act of Deliberate underperformance in a Live Project/SIP/Corporate Competition/Placement Process/PPI Process, which can be established on the basis of tangible proof.

An act of canvassing or making unwarranted contacts with the recruiters without seeking approval of the Placement Office

Failing to submit the personal data or any other information required for placement process to the Placement Office within a reasonable time frame as intimated by it.

An act of misconduct which hampers the image of the Institute in the eyes of the external organization, as decided by the Campus Head-Career Services in consultation with the Student Corporate Relations Team



IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khordha,
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. 2025-2026 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 photocopy 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: Khordha,
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. 2025-26, 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: Khordha,
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: _____



BHUBANESWAR

IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khordha,
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)



BHUBANESWAR

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

PARTICIPATION IN CONFERENCE/B SCHOOL EVENTS

Date:

The Director
IMI
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: _____



BHUBANESWAR

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: Khordha,
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 _____



BHUBANESWAR

IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khordha,
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.

(Name and Signature of the Student)

(Accounts Dept)

(Programme Office)

32. ACADEMIC CALENDAR

ACADEMIC CALENDAR		
Year: 2025-26		
Date	PGDM 2024-2026, 2nd Year	PGDM 2025 – 2027, 1st Year
	Term IV (June 23- September 22, 2025)	Term I (June 30 - September 22, 2025)
15 June 2025	-	Programme & Term 1 Registration
16 June 2025		Batch Inauguration and Orientation Programme Commencement
23 June 2025	Term IV Registration & Class Commencement	-
30 June 2025	-	Term I Class Commencement
July 23 - 24, 2025	SIP Presentations	
August 05 - 08 2025	Mid -Term Exam*	Mid -Term Exam*
August 22- 23, 2025	Management Conclave*	Management Conclave*
September 12 - 22, 2025	End -Term Exam	End -Term Exam
Date	Term V (September 23- December 23, 2025)	Term II (September 23 - December 23, 2025)
23 September 2025	Term V Registration and Classes resume	Term II Registration and Classes resume
September 23 -27 , 2025	Capstone Proposal Presentation	
September 27 -October 5, 2025	Puja Holiday	Puja Holiday
October 24 - 25, 2025	International Banking & Finance Conference*	International Banking & Finance Conference*
October 31- November 01, 2025	Khel - E - IMI	Khel - E – IMI
November 05 - 07, 2025	Mid -Term Exam*	Mid -Term Exam*
December 15 - 24, 2025	End-Term Exam	End-Term Exam
Date	Term VI (January 5, 2026 - March 25, 2026)	Term III (January 5, 2026 - March 27, 2026)
05 January 2026	Term VI Registration and Classes resume	Term III Registration and Classes resume
January 16- 18, 2026	<i>Infinix (Jazbaa, Sparx & Phronesis)</i>	<i>Infinix (Jazbaa, Sparx & Phronesis)</i>
22 January 2026	Doctoral Colloquium*	Doctoral colloquium*
January 23 - 24, 2026	11th International GBE Conference *	11th International GBE Conference*
31 January 2026	Startup Mela	Startup Mela
07 February 2026	Ted X	Ted X
February 04 - 06, 2026	Mid -Term Exam*	Mid -Term Exam*
March 05 - 07, 2026	Capstone Final Presentation	-
March 16- 28, 2026	End-Term Exam	-
March 24 - April 02, 2026	-	End-Term Exam
<i>* Classes would be scheduled on these days depending upon availability</i>		

33. IMPORTANT CONTACTS

Sl. No.	Committee	Members	Contact Number	E-Mail ID
1	PGDM Programme (programme@imibh.edu.in)	Prof. Supriti Mishra	9439100112	mishrasupriti@imibh.edu.in
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2	Students Affairs & Events (csa@imibh.edu.in)	Prof. Soumyajyoti Banerjee	7439658045	soumyajyoti.b@imibh.edu.in
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3	IT Support (it-admin@imibh.edu.in)	Prof. Aritra Pan	8250216957	aritra.p@imibh.edu.in
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		Mr. Debakant Behera	7008022100	debakant.b@imibh.edu.in
		Mr. Satya Gopal Patra	8658980825	satyagopal.p@imibh.edu.in
4	Hostel (hosteladmin@imibh.edu.in)	Prof. Soumyajyoti Banerjee	7439658045	soumyajyoti.b@imibh.edu.in
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5	Library (library@imibh.edu.in)	Prof. Ramakrushna Panigrahi	9845172365	ramakrushna@imibh.edu.in
		Mr. Arvind Negi	9953656233	arvind.negi@imibh.edu.in
		Mr. Umakant Bisht	8178001348	uk.bisht@imibh.edu.in
6	Accounts (accounts@imibh.edu.in)	Mr. Pranab Ghosh	8018618463	pranab@imibh.edu.in
		Ms. Swati Pattnaik	9937540185	swati.p@imibh.edu.in
		Mr. Sovan Basu	9583718176	sovan.basu@imibh.edu.in
7	Anti-ragging Committee (antiraging@imibh.edu.in)	Dr. Shiv Pratap Verma (CAO, Ex-officio, Convenor)	9631750001	cao@imibh.edu.in
		Prof. Supriti Mishra, Dean, Ex-officio	9439100112	mishrasupriti@imibh.edu.in
		Prof. Pratyush Banerjee, Faculty	8185921465	pratyush.b@imibh.edu.in
		Mr. Abhinav Kumar, Staff	8972816628	abhinav@imibh.edu.in
		Mr. Pradeep Kr. Jena (Crime dept.)		
		Dr. Rajat Panigrahi (NGO)		

		Mr. Pradeep Nayak (Times of India)		
		Representative from Odisha Police		
		Representative from local Press		
		Ms. Sneha Mishra, NGO		
		Mrs. Harjeet Kour (Parent)	9682327342	
		Mr. Devinder Pal Singh (Parent)	9419135004	
		Mr. Navraj Singh (Student),	9149539744	
		Ms. Amritanshi Nayak (Student)	9777173653	
8	Anti-ragging Squad (antiraging@imibh.edu.in)	Prof. Soumyajyoti Banerjee	7439658045	soumyajyoti.b@imibh.edu.in
		Prof. Shreyanshu Parhi	9619270966	shreyanshu.p@imibh.edu.in
		Prof. Rojalin Sahoo	8908337494	rojalin.s@imibh.edu.in
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		Ms. Prachi Ram	8144586998	prachi.r@imibh.edu.in
9	E-Cell (e-cell@imibh.edu.in)	Prof. Devesh Baid	9426034869	devesh@imibh.edu.in
		Mr. Santjee Sharma	7008302165	sant@imibh.edu.in
10	Internal Compliant Committee: Gender Sensitization Committee Against Sexual Harassment (GSCASH) (icc@imibh.edu.in)	Prof. Supriti Mishra (Presiding Officer)	9439100112	mishrasupriti@imibh.edu.in
		Prof. Manit Mishra	8658988485	manit.mishra@imibh.edu.in
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		Mr. Sabyasachi Swain	9778807548	sabyasachi@imibh.edu.in
		Ms. Nazia Parveen	8908764326	nazia@imibh.edu.in
		Dr. Rajat Panigrahi (NGO)		
		Ms. Amruta Chundru (Student)	7569405999	
		Mr. Aditya Prasad Tripathy (Student)	6371459841	
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		Mr. Debakant Behera	7008022100	debakant.b@imibh.edu.in

		Mr. Swarnalata Behera	9338494666	s.behera@imibh.edu.in
12	Student Counselor	Prof. Manaswita Bharadwaj	8402824096	manaswita.b@imibh.edu.in
		Counsellor - AMAHA		
13	Student Grievance Redressal Committee	Prof. Supriti Mishra, Dean, Ex-officio	9439100112	mishrasupriti@imibh.edu.in
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		Prof. Manaswita Bharadwaja	8402824096	manaswita.b@imibh.edu.in
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		Dr. Rajat Panigrahi (NGO)		
		Mr. Abinash Das (Alumni)		
		Ms. Alisha Fatima (Student)	9123460886	
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		Shri. Sujeet Kumar (LexMantra and Kalinga Kusum)		
		Ms. Dhariti Patnaik (Diversified Energy Solutions & Jivada Ventures)		
16	Other Important Contacts	Fire Station	101 / (91)-674-2312088	
		Local Police/ Chandaka PS	100 / (91)-674-2466055	
		SUM Hospital	(91) 0674-2386292 /224/248	
		AMRI Hospital	(91) 0674 - 666 6000	
		Ambulance/Red Cross	102	
		Snake Helpline	9437171712 / 9337295142	

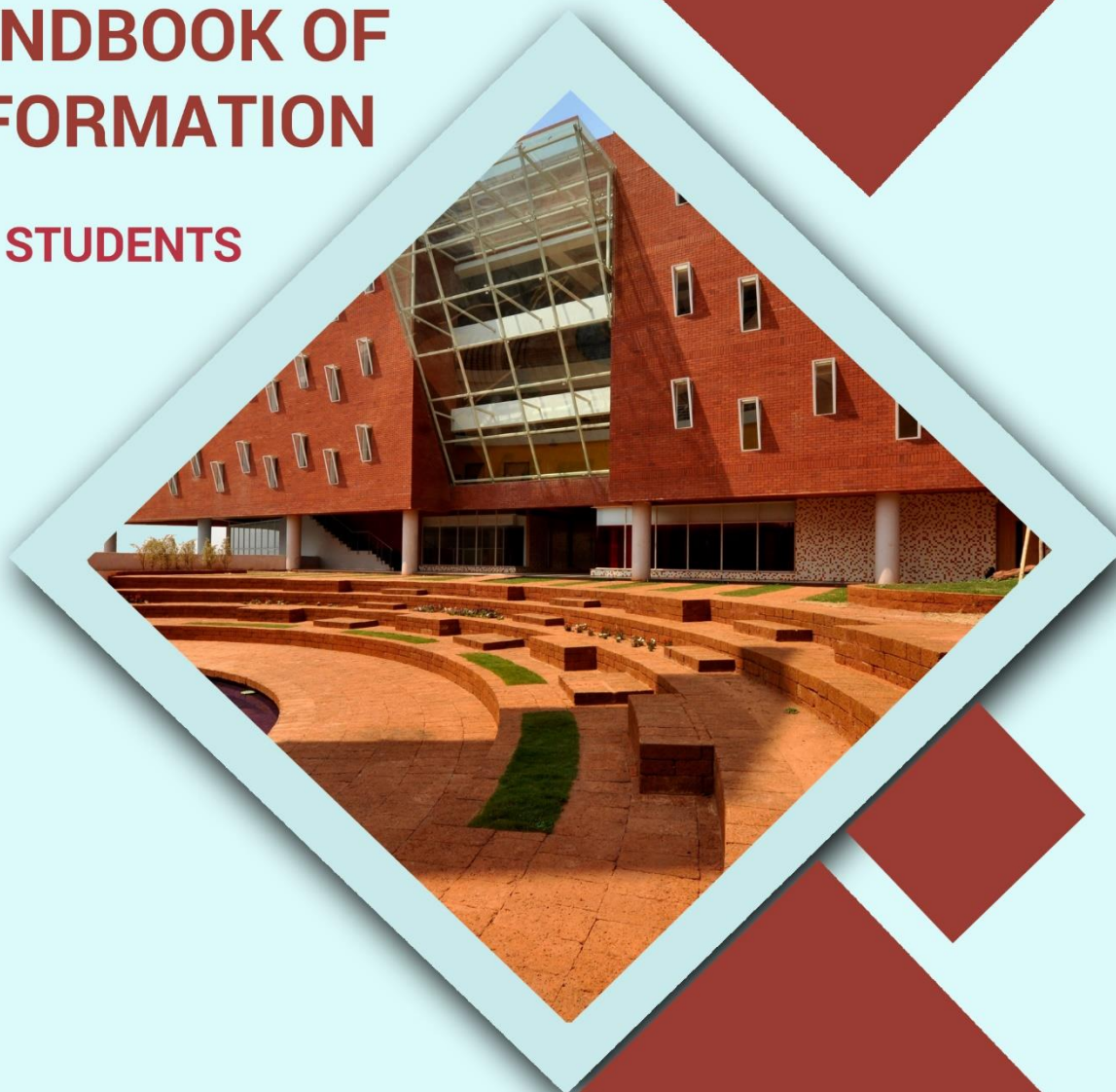
17	Administration (administration@imibh.edu.in)	House Keeping (Mr. Sameer Sahu and Mr. Santjee Sharma)	9989623555	sameer.sahu@imibh.edu.in
			9861756577	sant@imibh.edu.in
		Travel Desk (Mr. Ranjan Ch Das)	9776171874	traveldes@imibh.edu.in



BHUBANESWAR

HANDBOOK OF INFORMATION

FOR STUDENTS



ACADEMIC YEAR
2025 – 2027

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.2025-26. 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.

10 June 2025
Bhubaneswar

Dr. Supriti Mishra,
Dean Academics

ABOUT THE INSTITUTE

IMI Bhubaneswar, established in 2011, is a premier management institution in India. The institute currently offers Post Graduate Diploma in Management (PGDM), Post Graduate Diploma in Management Online (PGDM Online), and Fellow Programme in Management (FPM, equivalent to PhD), which are approved by AICTE. The flagship PGDM programme is accredited by AMBA (Association of MBAs), NBA (National Board of Accreditation), and NAAC (National Assessment and Accreditation Council) and has received equivalence from AIU (Association of Indian Universities).

Set in a serene and green campus environment, IMI Bhubaneswar has emerged as a center of excellence, committed to developing socially responsible, ethically grounded, and industry-ready management professionals. It fosters a dynamic learning environment through experiential learning, research-driven teaching, and exposure to a dynamic business environment. Over time, the institute has built strong industry ties at the local and national levels.

IMI Bhubaneswar has made significant strides in the field of management education and achieved the coveted position of 61st rank in the National Institutional Ranking Framework (NIRF) 2024 by the Ministry of Education, Government of India. Rooted in the legacy of IMI Delhi, which was founded in 1981 in collaboration with IMI Geneva (now IMD Lausanne) as the first corporate-sponsored B-school in India, IMI Bhubaneswar has carved its distinct identity as a forward-looking and globally oriented B-school that blends academic excellence with industry relevance.

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 LEARNING GOALS (LG):

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 teamwork 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 a detailed study of matters referred to it for its consideration;

- Responsible for maintaining academic discipline across Programmes;
- Should meet frequently for the smooth functioning of Programmes;
- The Director may refer cases, if necessary, for the Council's opinion/decision;
- May follow the Academic Advisory Council's (comprising external experts, Senior Corporate Members, and Policy Makers) suggestions to improve the academic standards;
- Responsible for framing 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

IMI Bhubaneswar follows a trimester system. The academic year is divided into three academic terms of approximately 3 months and additionally has a Summer Internship of 8 to 12 weeks duration between the first and the second year. The academic calendar provides all relevant dates for commencement of academic terms, examinations, and term breaks.

2. NUMBER OF CREDITS IN PGDM PROGRAMME

- a. The Eligibility for earning the PGDM diploma is based 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 computers, etc. On 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 a 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 coursework, 64.5 credits correspond to core papers, 36 credits correspond to elective papers. Students are required to choose their elective papers for the second year from the bouquet of electives, which will be announced in third trimester. These credits are normally completed over a 2-year period with the maximum allowed duration for completion being 3 years.

- c. As part of the PGDM course structure, apart from completing the coursework, 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.
- 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 Learning Goals (LGs) and Learning Objectives (LOs).
- 6. Course pedagogy
- 7. Course readings: Recommended books and Suggested Readings.
- 8. Course evaluation criteria (CEC)
- 9. Mapping of CEC with LOs

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 an appropriate method of evaluation as per the requirements of the course and method of instruction. Students' evaluation may comprise 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 a minimum of 4 components for evaluation, of which the end-term is compulsory. **Mid-term examination is mandatory for 3 Credit Core Courses and optional for all other courses, including elective courses.** However, if in any elective course, Mid Term has been set as an 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

- a) Students are expected to maintain the sanctity of the academic environment in general and the examination system in particular.
- b) All students should be present 10 minutes before the commencement of the exam in the examination hall.
- c) No student will be allowed to appear for the exam after 15 minutes of the commencement of the exam.
- d) 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.

- e) Students are not expected to take washroom break in any examination up to the duration of 90 minutes. In a two-hour exam they may take a washroom break after 60 minutes, only in case of an emergency. Washroom break can only be taken with the approval of the supervising staff. Further, no washroom breaks are allowed in the last 30 minutes of the exam. No student will be allowed to leave the examination hall without submission of the answer script in the last half hour of the examination.
- f) 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.
- g) Write on both sides of the page except the cover page. Do not leave blank pages.
- h) 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) Digital diaries, digital and smart watches, cell phones or any electronic device which may have internet connections are not permitted inside the examination hall. Further sharing of calculators, erasers, pencils etc. in the examination hall is strictly prohibited.
- k) Under no circumstances students can have in their possession a mobile phone, even in switched-off mode, during the time they are writing the examination. 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 (f) 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 institute will not be liable for any consequences of the concerned student.
- q) Submission of answer script to the invigilator after the examination is over is the responsibility of the examinee. Carrying answer scripts out of the examination hall by students is strictly prohibited. Penalties for carrying the answer script out of the examination hall will lead to outright cancellation of the student's examination
- r) A repeat offender may be expelled from the programme.

Please note that noncompliance with the above instructions by the students will attract necessary penalties as per IMI's rules. Without prejudice to the foregoing provisions, the institute reserves the right to take any disciplinary action against any 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 the IMI network or through the 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. **Any breach of OLT security by the student would invite disciplinary actions.**
- c. Some Salient Features of OLT are:
 - i. Students can view their grades for each course and their GPA and CGPA.
 - ii. Students can view their attendance for each course during the term.
 - iii. Student Feedback is taken online during and after completion of the course sessions in each term for respective courses. It is expected that the course feedback given is constructive in nature, and the suggestions given should be to enhance the learning outcome. The feedback is very confidential, and the student's identity is not revealed at any cost. Students must complete the feedback process before the commencement of Mid-Term and End-Term Examinations. Any student who fails to give feedback on any course will not be permitted to sit in the midterm or end-term examination of that course. If a student is found to have not filled in the feedback on a particular course, despite all the reminders, he/she shall be penalized by a reduction in attendance by two sessions in the given course even if that results in a grade drop.

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/IMPROVEMENT 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 of Rs 10,000/- per course for Improvement Examinations. 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)

1. 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.
2. 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.

3. 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.

4. 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%

5. 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)/ Placement Committee (PC) 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. The student will be required to pay the requisite fees (if applicable) as per the norms of the partner institute.

16. ATTENDANCE

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.

Registration for each term **on the specified date** is mandatory. **Registration is allowed only on payment of complete fees (tuition fee as well as hostel and mess fee) due for the term.** Students not registering on time would be marked absent for classes until they register themselves.

IMI uses the biometric system to record student attendance in classes. In case a student is unable to mark his/her attendance on the biometric machine despite being present in class, he/she should immediately report this through email to the faculty member concerned after the class, with a copy marked to the Chairperson Programme and Programme Office (within 24 hours of the session). **The faculty will review and approve**

the request within 48 hours, after which the Programme Office will mark the student as present.

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 weekends.

Students are expected to attend all the open houses with the Director, Dean, and Chairperson 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.

16.1 Attendance Waivers

Attendance waivers may be granted on a case-to-case basis for the following specified reasons, which may potentially be considered for excused absence.

- a. Hospitalization or Serious Medical Condition (no waiver is admissible for normal sickness/illness, which is covered under the waiver of 20% already being provided).
- b. Attending placement interviews.
- c. Institutional work, which may include working for placements or admissions, organizing Institutional events, including alumni meets, etc.
- d. Participation in competitions/student festivals, etc., outside IMI Campus.
- e. Other exigencies, including:
 - Death in the close and immediate family (parents or siblings).
 - The student's own wedding day or the marriage of a sibling.

All waivers need to be approved by the Chairperson Program.

Absence from classes owing to the above reasons does not automatically constitute an excused absence. The decision to excuse absence is taken after the timely submission of an application by the student, as explained below.

16.2 Procedure for Grant of Attendance Waiver

- a. The student must apply in the prescribed format to the Chairperson Programme in advance to seek an attendance waiver. In case of emergency, this can be submitted to the programme office on the day of re-joining classes

- b. Notifying the Programme Chairperson does not automatically constitute an excused absence. Even if the absence is excused, students are responsible for satisfying any “Make-Up” requirements for a missed class. If a waiver has been granted and an Improvement Exam is required, the student will have to pay the Improvement Exam fee (as per rule no 11 (b)).
- c. For a leave of absence that can potentially be considered for an attendance waiver, the student needs to submit the following documents along with the leave application form.

Hospitalization or Serious Medical Condition

- Proof of hospitalization (stay in hospital) in the form of a Discharge Summary issued by the hospital.
- Supporting documents like X-ray reports, blood test reports, Ultra-sound reports, and MRI/CT scan reports, according to the requirements of the case.
- In case of serious medical conditions not requiring hospitalization, a discharge summary is not applicable, but all other supporting documents are still required to prove the case of a serious medical condition.

Application and supporting documents must be submitted, preferably on the day of joining the Institute, but not later than 24 hours after rejoining. Late applications may be rejected.

Attending Placement Interviews

Mail from the Placement Office to the Programme Office marked to the Programme Chairpersons stating the name of the company and the sessions to be missed for various courses must be sent regularly. The student must ensure that these emails are sent by the concerned officials in the Placements Office to the Programme Office. Such emails must be received by the Programme office within 24 hours of the occurrence of the placement interview.

Work related to placements, admissions, or alumni affairs

An application by the student in the prescribed format stating the reason for the grant of waiver, duly recommended by the Head of the concerned vertical, is to be submitted beforehand, or within 24 hours of missing the class.

Institutional work

For participation in competitions/events etc., outside the campus, an application in the prescribed format along with the Invitation for the event from the concerned institute/university and approval of the Chairperson – Hostel and Student Affairs has to be submitted beforehand. Late applications are liable to be rejected. The final decision to excuse the leave of absence for applications submitted on time will be taken on a case-by-case basis.

Except for emergencies, students should take prior approval for leave from the Programme Chairperson otherwise, disciplinary action may be taken.

Note: The students will get to know about their attendance through OLT (Online Learning and Teaching) after each class. The responsibility of conveying 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. ATTENDANCE AND GRADE:

- a. Students are normally expected to attend 100% of the classes. However, a 20% relaxation is provided for personal exigencies, including family matters and routine ailments/sicknesses. No separate waivers are admissible for these.
- b. Required attendance for the purpose of calculating penalty for shortage of attendance is as given in the table below. A grade drop due to attendance shortage will be applicable as mentioned. Attendance percentage is defined as the percentage of classes attended out of the total number of classes held in a course. For any extra classes held by the faculty that are mandated for course completion by them will be included in the total classes held for the course.

Attendance Percent	Grade Drop Rule
80% - 100%	No Grade drop

70% - Below 80%	One Step Grade drop, for example, if the faculty has awarded "A" grade and the student's attendance is below 80% but more than or equal to 70%, then the student will finally be awarded "A-" (A Minus) grade.
60% - Below 70%	Two Step Grade Drop, for example, if the faculty has awarded an "A" grade and the student's attendance is below 70% but more than or equal to 60%, then the student will finally be awarded a "B+" (B Plus) grade.
Below 60%	"F" Grade (As mandated by AICTE) In this case, a student will not be permitted to appear in the End term examination.

Required Attendance = Total number of sessions less the number of sessions of the waiver granted.

If a student's attendance falls short of the required attendance in a particular course, the student would be sub graded in that course. The penalty for shortage of attendance would be as stated below:

1. A student must obtain a minimum of 60% of the required attendance in each course. Failure to obtain a minimum of 60% of the required attendance will result in an automatic 'F' in the overall grade for that course.
2. Those students who have an attendance of 60% and above but less than 70% of the required attendance would be penalized by two grades in the overall grade for that course.
3. Those students who have an attendance of 70% and above but less than 80% of the required attendance would be penalized by one grade in the overall grade for that course.
4. If a student has been granted a waiver of 6 sessions in a course, the required attendance is defined as 14 sessions. If he/she attends less than 60% of the required sessions (8.4 rounded upward to 9), the student gets an F, if he/she attends less than 70% (9.8, rounded off to 10), two sub grades and less than 80% (11.2 rounded off to 12), one sub grade.
5. In the normal course, the maximum no. of waivers to be allowed in a 3-credit course is limited to 8. As a general norm, 40% of the total no. of sessions would be taken as the

maximum waivers allowed, which also includes the 20% relaxation provided for personal exigencies as mentioned in 17(a). Specific approval of the Chairperson Programme in consultation with the Dean (Academics) will be required for a higher waiver on a case-to-case basis for attending the placement process only.

6. In exceptional circumstances, the Chairperson Programme may use his/her discretion to grant waivers beyond what is normally allowed.

18. 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.

19. 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 a 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.

20. 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), the faculty concerned, and the Faculty Council, determine the 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 the 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 deposit their mobile phones in silent/switched off mode in the classroom. Students are not supposed to use laptops/mobile phones in the classroom without prior permission from the instructor.

- e. **If any student is found using a mobile phone or a laptop without the permission of the instructor in the classroom, a fine of Rs. 2000/- will be imposed for the first offence. A second offence would lead to a fine of Rs. 4000/- plus one sub-grade in the overall grade for that course. Any further recurrence would mean an overall 'F' grade in that course.** In addition, if any misuse of a laptop is detected in class, the faculty may confiscate the laptop to be released later as per the decision of the Faculty Council.
- f. All deadlines for a particular task in course/class assignments must 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.
- h. Derogatory postings from any Social Media Platform (Instagram, WhatsApp account, etc.) with the IMI Bhubaneswar name by students will not be tolerated and accepted. Necessary and Strict Action will be taken if such postings are found.
- i. 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 a new identity card.

21. 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.

22. 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. Not have obtained Ds equal to or more than 12 course credits.
- c. No 'F' grade at all.
- d. Successful completion of Summer Project/Company Project/Dissertation.
- e. 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.

23. 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. 40,000/- for the first rank holder, Rs. 30,000/- for the second rank holder and Rs. 20,000/- 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.

24. 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. 20,000/-, Rs. 15,000/- and Rs. 10,000/- 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.

25. 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.
- i. PGDM Gold Medal - awarded to the student with the highest CGPA in PGDM
 - ii. PGDM Silver Medal - awarded to the student with the second highest CGPA in PGDM
 - iii. Dr. Rama Prasad Goenka Best Student Medal is given to the student with the best overall performance on the parameters of Discipline, Behaviour, Academic Commitment, and Extra-curricular Activities.
 - iv. Director's Medal for the Overall Contribution to the Institute is given to the student on the parameters of Institutional Development Activities, Attitude and Behaviour, Co-curricular Activities, and performance in inter-institute events/competitions.
 - v. 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.

26. STUDENT GRIEVANCES

Students can raise any academic or non-academic grievance by submitting a complaint online on the OLT (Grievance redressal portal). Based on the type of complaint, it would get addressed by the:

- i. Dean (Academics)
- ii. Dean (SII)
- iii. Chairperson Programme
- iv. Chairperson, Hostel & Student Affairs
- v. Chief Administrative Officer

If the complaint has not been resolved, it can be further taken to the Student Grievance Redressal Committee, chaired by a senior faculty, Chairperson GSCASH, independent faculty members nominated by the Director General, Chief Hostel Warden, and a Student Representative.

However, if it is found that the complaint was not genuine and / or it was motivated or intentional, strict disciplinary action will be taken against the student concerned.

27 APPOINTMENT WITH DIRECTOR

We welcome students to connect with the Director for guidance or to discuss important matters. To ensure smooth communication and efficient scheduling, please follow the steps below:

- a. Students should please send an appointment request via email to **directoroffice@imibh.edu.in**. In the email, please mention your concern clearly along with the names and details of all students requesting the appointment.
- b. To maintain an organized process, we request that students and/or their parents **schedule an appointment in advance**. Kindly follow the proper channel by first approaching your respective Chairpersons before requesting to meet the Director.
- c. For security and to avoid any distractions during your meeting, students are requested to **submit their mobile phones at the Reception**. A register will be available for you to sign while submitting and collecting your phones.

28. 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 a 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 (Midnight)

- II. Issue and Return - 09.30 AM to 5.30 PM (Circulation Timing)
- III. Saturday, Sunday, National/Gazetted Holidays - 9.30 AM to 5.30 PM (No Circulation) or 12:00 PM to 8:00 PM (only during examination)
- IV. Reference Material - No Reference Material will be Issued (Only printout allowed from Konica printer)

Library Will Remain Closed on National Holiday's

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

29. 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 MFP Printers are available on a per page charge basis as follow:
 - i. Black & White Printing (Rs.1.00)
- 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 person concerned. 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

9:30 AM to 05:30 PM (Except Every Sundays, Saturdays & IMI Holidays).

30. PLACEMENT PROCESS

In the full-time PGDM Programme at Bhubaneswar, all students undertake a Summer Internship Project (SIP) at the end of Term-III. The placement process for the SIP begins in the Term I. Final Placement process begins in Term-IV, with students joining the companies after Term VI. The institute assures SIP to all its students and provides assistance towards Final Placement.

The process for Summer Placements and the Final Placements is organized by the Placement Office. Placement activities of the institute are managed by the Placement Office, with assistance from Student Corporate Relations Committee.

As a matter of policy, the academic work of the students will take precedence over any other non-academic activity. Normally, we have observed a pattern that the companies visiting campus for Summer & Final Placements prefer short-listing CVs with a minimum CGPA of 6 on a scale of 10. It is therefore advisable to maintain your CGPA accordingly.

The institute facilitates the process for career development. However, to reiterate, there is no obligation on the part of the institute to find placement for every student eligible for placement assistance.

Summer Internship Project (SIP)

It is mandatory for students to undertake 8-10 week summer internship with an established organization, between the Term III and Term-IV. The Summer Project is evaluated and has an equivalence of 3 Credits. Bhubaneswar has a policy of awarding Best Summer Project Awards in all the two-year programs. A cash prize of Rs.20,000, Rs. 15,000 and Rs. 10,000 is given to the selected students for 1st, 2nd and 3rd prize respectively.

Rules for Summer Placement

All placements for SIP are to be routed through the Placement Office.

Each student must submit a resume in the prescribed format provided by Placement Office, by a specific date and time

There is no limit on the number of applications a student can make for SIP if the student has not received an offer for SIP.

Short listing of students is invariably done by the companies themselves on the basis of information provided by the student in their resume/ CV.

In case a company insists on short-listing to be done by the institute, it will be done based on available grade(s) at that time. If the term grade(s) are not available, the past performance of the students will be taken into consideration.

Once a student makes an application to a company and the company requires them to undergo the selection process (online/offline test, group discussion, interview, etc.), it is mandatory for the student to participate in the process unless they have already been given an offer by another company. This will result in the withdrawal of the application from the company's selection process.

The moment the first offer is made to a student, it will automatically exclude that student from the next process. Subsequently the concerned student shall not be allowed to sit for another process or change the SIP to any other company, unless approved by the Campus Head - Career Services under exceptional cases. Attempts to do so otherwise will render the student ineligible for Final Placement.

Students can opt out of the Summer Placement Process, if they wish so, and can arrange for their SIP in a company of their choice only after prior approval from the Placement Office. In such a case, the student concerned will have to submit a copy of the offer letter to the placement office. Thereafter the institute shall get in touch with the company to monitor the SIP progress.

Once a student has been placed with the assistance of the Placement Office, and he/she takes up an alternate opportunity without the prior approval of the Campus Head – Career Services, he/she will be rolled out of the Final Placement process.

In case a student loses the SIP because of incorrect information mentioned on the CV, he/she shall not be eligible for SIP from campus again.

The students will be required to complete their SIP and submit a copy of:

1. Their complete project report: a) Spiral bound hard copy; b) Soft copy of the report.
2. The Completion Certificate duly signed by the Organizational Guide should be included in the project report.
3. Industry Mentor evaluation of the project in the prescribed format sent by the Placement Office

In case a company does not allow a student to share data confidential to the company in the summer project report, the student shall obtain a letter /email from the project guide stating the above limitation. In such cases the SIP report of the student shall include methodology and other information related to the work done as part of the summer project, while keeping out the confidential data from the report.

The detailed guidelines of the Summer Internship are shared with the students by the Placement Office before the commencement of the SIP.

Rules for Final Placement

Role of the Placement Office is to provide placement assistance to the graduating students. It brings together the students and the potential employers and facilitates their

interactions. For this purpose, the Student Corporate Relations Committee assists the Placement Office in arranging interviews for students and coordinating the process on the ground.

The Placement Office will invite relevant companies on campus for the Final Placement process depending on the profile being offered, compensation and other factors. The process may include Pre-Placement talks, group discussions, psychometric tests, interviews (and other subsequent rounds as the company may deem fit). A student nominated by the Placement Committee to be a part of the Pre-Placement talk (PPT) must compulsorily attend the same.

The student has the option of applying to any company of his/her choice, which has been invited for the campus hiring process. However, once the student is short-listed for the subsequent rounds, he/she will not be allowed to withdraw from the process under any circumstances

Once a student has been placed through the Final Placement process and has graduated from the institute, he/she cannot request for further placement opportunities or any changes in location, role, or organisation.

Eligibility

Area of specialization for PGDM can be mentioned by a student in the CV if they take a minimum of 7 (seven) electives in a particular area for a major specialization and a minimum of 4 (four) electives for a minor specialization.

All graduating PGDM students are eligible to receive placement assistance unless otherwise debarred by the Placement Office from receiving such assistance. Corporate-sponsored students will not be eligible for placements since they are required to go back to the company that has sponsored them.

Placement assistance could be suspended because of non-payment of fees, mess bills and or other dues to the institute.

Any action which hampers the image of the Institute or the Placement Office in the presence of recruiters, or otherwise, will lead to strict action under the guidance of Campus Head - Career Services.

Activity of any individual student that comes in conflict with the general well-being of placement of students, placement process, and branding of the institute, etc. shall be considered as violation of disciplinary norms and will lead to exclusion from further participation in the placement process.

Students are free to opt out of the placement process before the first company visits the campus for placements. Any student who receives a placement offer from external sources/ companies not officially approached by Institute's, must inform the Placement

Office immediately. In such a case, once a student has opted out of the placement process, a request to opt in again shall not be entertained. Students who have received job offer through their personal sources must provide a copy of the offer letter to the placement office and the Corporate Relations and Placement Committee as required for internal documentation. Students who are opting out for joining their family business must provide a letter from a director of the company stating the same. Students opting out of placement to pursue higher studies must provide a copy of the admission offer letter for higher studies.

Students are encouraged to form a team and co-found start-ups while in campus and get them funded by angel investors and/or venture capital firms. The co-founding team who has been able to obtain the first round of funding for their start-up while on campus may give in writing their intent to work on the start-up rather than look for placements. As a safety net in case the start-up does not work out, the co-founding team of students will be allowed to be part of the placement process two years later, which is along with the batch that is two years junior to them. This opportunity to get back in the placement process will be available only two years later and not earlier or later so that the co-founding team of students gives a serious shot at the start-up for which two years should be a sufficient time. The intention of the co-founding team to take this two-year deferred placement option must be given before any of the members of the co-founding team have been placed through the campus process and not necessarily before the start of the placement season since funding may not have been obtained that early. The two-year deferred placement option is conditional upon the co-founding team of students getting funded for which proof must be submitted through a term sheet and documents related to the investment by the angel investors and/or venture capital firms. This two-year deferred placement option is not meant for individual students going into the family business or starting a new business as part of the family business but is meant for campus start-ups co-founded by a team of students on campus.

Once a student has received an offer through Campus, the student will have to join as per the terms and conditions of the company. If the student gets an alternate offer from another company off campus, they need to inform the Placement Office within 1 day of receiving the offer letter. Failing to do so will result in penalty for indiscipline. Not joining the company that made an offer through a campus process results in loss of credibility and jeopardizes IMI's relationship for future engagement with that company. A student will, therefore, be allowed to join the company that offered them a job off campus instead of the company that made a campus offer only with the written explicit permission of Campus Head-Career Services.

PPO/PPI Policy

Students receiving PPO or PPI from Internship Company BEFORE receiving placement through the final placement process:

If a PPI opportunity is received the student must compulsorily appear for the interview.

The student must compulsorily accept the PPO or converted PPI and will be rolled out of the final placement process, except if the compensation (CTC) offered in the PPO or converted PPI is less than 60% of the average CTC quoted in the placement report for that academic programme for the previous year, the student will be given a chance to be part of the final placement process with a maximum of 3 applications permitted throughout the placement process. If a student avails this opportunity and receives an offer through final placement process at campus, the student will have to compulsorily accept the offer and forfeit the PPO or converted PPI.

It is mandatory for students to accept a PPO/PPI as an when it is offered by the organization (exception to the rule is given in the above-mentioned point). If the Placement Office gets to know that a student has rejected the PPO/PPI opportunity as offered by the organization, he'/she will be rolled out of the Placement process

Students receiving PPO or PPI from Internship Company after receiving placement through the final placement process: If the student receives a PPO from a company after receiving placement through the final placement process, the student will be allowed to choose either the PPO or the campus final placement. Once the student has chosen an offer, it will be binding.

If the student appears for a PPI process before receiving placement through the final placement process and obtains a positive PPI conversion result after receiving placement through the final placement process, the student will be allowed to choose either the converted PPI or the campus final placement. Once the student has chosen an offer, it will be binding.

If the student receives a PPI opportunity after receiving placement through the final placement process, then the student will not be allowed to appear for the PPI process and must drop his/her PPI opportunity, and the offer made through final placement process shall be binding.

Students receiving PPO or PPI through Corporate Competition

If a student receives a PPO/PPI opportunity through a Corporate Competition after receiving an offer through the final placement process, then the student has the right to choose any of the opportunities which he/she wants to avail.

Procedure for Applying to the Company

It is in the general intent that students fill in the Expression of Interest (EOI) for a particular company within the stipulated deadline. If due to any reason whatsoever the student is unable to do so, he/she shall inform the Placement Office at the earliest. The decision to allow the student to apply for the company will be with the Campus Head - Carrer Services, which shall be final and binding.

The Placement Office requires each student to prepare their CV in the given format, as prescribed by them, and to submit the same on a stipulated date. The Placement Office can advise necessary changes in the CV, if needed.

Sometimes organizations, at the time of campus interviews, inform the Placement Office that they will be interested in screening more candidates other than the CVs sent to the company. The Placement Office will then ask other interested students to apply within a prescribed time period.

Interview Procedure

Students should keep a record of organizations and positions for which they apply. They should keep notes on the job details announced. These are useful at the time of interview. It should not be expected from the Placement Office to furnish such details on the interview day.

At the time of interview, students should not negotiate with the employer about salary and terms, different from what is announced, unless the announcement specifies that the salary is negotiable.

After the preliminary interview, some organizations want students to go for a final interview at their headquarters. The Placement Office will pass on the information received from the organization by communicating to the students. The students are expected to make their own travel and other arrangements.

If a student does not appear for an interview or any other selection process component after submitting the resume, it will be treated as withdrawal from the Final Placement process.

Once a student is placed through campus placements, the student cannot directly interact with the HR of the company for any reason, be it change of location or CTC. Such cases will be liable for action by the Placement Office and are subject to disciplinary actions as deemed fit by the Campus Head - Career Services

CAP Guidelines

The cap on the number of companies for which a student can sit for the final interview round during the Summer Internship Placement Process and the Final Placements is FIVE [The Specifics of a Final round of a company might vary from company to company]

If any student appears for 5 Final Interviews and is still unplaced, then he/she will be rolled out from the Summer Internship Placement and the Final Placements Process

The student will be rolled back into the Summer Internship Placement and Final Placement Process once 80% of the batch is placed.

A student is eligible to apply for companies as per the eligibility criteria specified by the organization. Students of all courses will be rolled out of the placement process if they are unplaced after 30 companies have visited the campus for which they were eligible to apply. The decision to roll out students lies with the Campus Head - Carrer Services.

Given that L&D interventions are key to good placement. Students not meeting pre-determined benchmarks are liable to be restricted from applying to companies, and even rolled out of placements, by the Campus Head - Carrer Services

Withdrawal Procedure

Students having once applied to an organization will not be permitted to withdraw from the selection procedure at any stage unless they have accepted an offer from another organization under the norms of the placement process as laid down by the Placement Office. It is presumed that students would apply for a position after careful consideration of all the relevant aspects.

In only exceptional circumstances, a student may be permitted to withdraw from attending preliminary interview on getting shortlisted by the organization, subject to following conditions:

They explain in writing to the Campus Head - Carrer Services full reasons for unusual circumstances which necessitated the withdrawal. The withdrawal will be permitted by the Campus Head - Carrer Services. Only if grounds for the withdrawal are truly exceptional and legitimate and that the interviewing organization would not feel offended.

If a student has deliberately under-performed in a placement process in order to get himself/herself out of that particular process and if the same has been documented by recruiters and the same has been communicated via email or in written to the Placement Office, the student will be rolled-out from the entire placement process immediately. If the feedback is received verbally from the recruiters, strict action will be taken against the student responsible, which may include restricting the student from applying to other companies. Such acts can ruin the reputation of the institute with the recruiter concerned and can also affect the relationship between the institute and the organization.

Job Offers

Students are permitted to receive a maximum of one job offer. After the entire batch gets placed, students who got placed earlier might be allowed to sit for further processes. However, the decision to allow a particular student will be taken up by the Campus Head - Carrer Services.

All offers of a particular company will be announced at the end of the selection process of that company. All offers will be routed through the Placement Office

Students will not be permitted to request any organization to keep the offer pending. Any such request will be considered as a serious breach of the placement norms and the student concerned may be denied further placement support.

Students will not be permitted to request the employers to allow extension of deadline for communication of their decision regarding offers made by an organization.

Rules for Dream Companies

The Placement Office will invite relevant companies on campus for the Final Placement process depending on the profile being offered, compensation and other factors.

Any company being floated as a 'Dream Company' would be decided by the Placement Office and application of concerned students shall go ahead only after the approval of Campus Head – Career Services

The student has the option of applying to any company falling under the category of 'Dream Company', as termed by the Placement Office. However, once the student is short-listed for the subsequent rounds, they will not be allowed to withdraw from the process under any circumstances.

If a student does not appear for an interview or any other selection process component after submitting the resume, it will be treated as withdrawal from the Final Placement process.

A student once placed in a 'Dream Company' would have to mandatorily accept the offer and join the organization as per the terms laid out by the company.

Once a student is placed in a Dream Company, a student cannot directly interact with the HR of the company for any reason, be it change of location, CTC, etc. Such cases will be liable for action by the Placement Office and are subject to disciplinary actions such as hinderance of the Diploma.

Shortlisting

Shortlisting of students will be done by companies themselves on the basis of information supplied by the student in their CV.

In case a company insists on shortlisting to be done by the institute without explicitly citing any criteria, it will be done based on CGPA. The shortlisting will be done under the guidance of Campus Head - Carrer Services.

Dress Code

It is mandatory on the part of the students to be well groomed and in business suits while attending guest lectures organized as part of corporate interaction, pre- placement talks, and interviews.

Learning and Development

L&D sessions organized by the Placement Office are mandatory to attend.

In case students do not attend the sessions they are liable to be rolled-out of the Final Placements under the guidance Campus Head - Carrer Services.

Business Thought Leadership

It is mandatory for students to attend Business Thought Leadership sessions as instructed by the Student Corporate Relations Committee. Students who are nominated must mandatorily attend the session.

No exemptions for the sessions would be entertained. Students who do not attend the sessions are liable for repercussions as deemed fit by the Student Corporate Relations Committee, under the guidance of Placement Office. In case of extreme circumstances, students must write to the Corporate Relations and Placement Committee with valid proof. No exception would be entertained after 4 hours prior to the start of the event. The Student Corporate Relations Committee under the guidance of Placement Office has the authority to impose infractions as deemed fit by them for misconduct, misbehaviour or misrepresentation during the course of Business Thought Leadership.

In case any discrepancy is found in the proof submitted the Corporate Relations and Placement Committee has the authority to roll the student out for the Final Placements.

Miscellaneous

The placement norms have been framed to ensure equality and fairness of opportunity to all the students. All students are required to abide by these rules. If there is a breach of these rules by any student, the Placement Office will bring it to the notice of the Campus Head - Carrer Services, and serious action would be taken against the student, as deemed fit.

Placement Office involves, apart from existing penalties, the blacklisting of the student concerned from placement process, debarring them from receiving the institute's Diplomas; debarring from membership of the Alumni Association, and any other action that the Placement Office, deems necessary and in keeping with the gravity of the violation.

Students are forbidden from approaching the visiting executives, either formally or informally, or in any way communicating with organizations regarding job opportunities announced by the Placement Office. If a student does so without prior permission of the Campus Head - Carrer Services, he/she may be denied further placement assistance.

If a student has behaved in a manner unbecoming of a graduate of Institute's during the placement process with a company, the Placement Office would be free to impose a suitable penalty to the extent of withdrawing further placement assistance to the student

concerned and taking other action as may be deemed necessary including rolling him/her out of the offer previously held.

Companies share Job description, compensation package, career path, and location among the students during Pre-Placement Talks. However, students can be debarred from attending the further placement processes, if they are found negotiating with company during interview on account of any of the above-mentioned details or negative attitude during the interview. This will be based on companies' feedback.

The Campus Head – Career Services reserves the right to modify any or all of the above rules and /or stipulating additional norms for placement, in consultation with the Head – Career Services, IMI and Director General IMI, which in their judgment and discretion, are likely to benefit the students, in the immediate or the future context.

The students shall not be eligible for any reimbursements from Bhubaneswar for expenses for interviews they wish to appear outside campus.

Students may pursue Live projects alongside their Academic curriculum with the prior approval of the Placement Office by submitting the necessary project-related details, beforehand.

Once a student is placed through Campus Placements, the student shall not approach the Placement Office for a change in location, role or any other parameter provided by the company themselves.

Note: In case of any discrepancy in any of the above matters the Placement Office will discuss internally and share the final decision. This will be in consultation with Campus Head – Career Services and Head – Career Services, IMI.

Placement Discipline

Campus Hiring/Placement Services: Student Discipline Policy (Academic Year 2025-26)

Aim: To maintain long and mutually beneficial relations with the corporate partners and recruiters.

To ensure that the association of the institute with the corporate community developed over a long period of time through hard work and diligence is further strengthened and our actions are aligned accordingly.

To preserve the Brand Image of the Institute by maintaining high integrity & transparency with respect to the placement services offered to the students.

Rules for award of 'Infractions' and 'Roll Out' from the Campus Placement Process and 'Debarment from Dream Companies':

Infractions will be awarded on committing the following act(s) of indiscipline in an event/process/activity, conducted by the Corporate Relations and Placement Committee (CRPC):

Not adhering to the communicated dress code.

Use of any electronic gadget during an event/activity/process.

Absence in an event/process/activity organized by the Placement Office/Student Corporate Relations Team without prior communication, unless exempted for genuine reasons.

Is late for any event/process/activity organized by Placement Office/Student Corporate Relations Team.

An act of misconduct with Institute's staff and/or with a member of Student Corporate Relations Team and/or representative of an organization during the event/process/activity.

An act of Deliberate underperformance in a Live Project/ SIP/Corporate Competition/Placement Process/PPI Process, which can be established on the basis of tangible proof.

An act of canvassing or making unwarranted contacts with the recruiters without seeking permission from the Placement Office.

Failing to submit the personal data or any other information required for placement process to the CRPC within a reasonable time frame as intimated by it.

An act of misconduct which hampers the image of the Institute in the eyes of the external organization, as decided by the Campus Head - Career Services in consultation with the Student Corporate Relations Team.

Not maintaining decorum during the event/ activity/process/meet.

The above is equally applicable to hostel and day scholar students irrespective of travel time.

On accumulation of a specific number of Infractions, the student will be rolled out from a certain number of companies visiting the campus for placements as described below:

On accumulation of 3 Infractions against a student, the student will not be allowed to apply for the next 5 companies, including a DREAM company if it is one of them.

From the 4th infraction onwards, for each infraction, the student will not be allowed to apply for the next 2 companies per infraction, including a DREAM company if it is one of them.

The number of infractions levied are carried forward from the first year to the second year. After an accumulation of 12 infractions, the student will be completely rolled out from the placement process (summers/finals/live projects, as applicable)

Student who has received a PPO from Summer Internship Company, is liable to be rolled out of respective organization, in case of any misconduct. In such cases student will not be eligible to apply for companies which will be open under the Dream Policy.

Depending on the severity of indiscipline, student will be liable for multiple infractions (The decision of whether an act falls under severe indiscipline, lies at the sole discretion Campus Head-Career Services).

The roll out will be applicable with immediate effect for companies slotted/floated for the process as soon as the infraction is levied. All Business Thought Leaderships Talk/ Pre-Placement Talk/ Guest Sessions are mandatory and are required to be attended. Exemption, if any, are permitted only if approved by the Placement Office over mail. Any student missing more than 5 sessions (including medical reasons) would be liable to 3 infractions or as deemed fit by the Placement Office under the guidance of Campus Head-Career Services

Under following circumstances, the student will be completely rolled out from the Final Placements:

Failure to appear in the final placement process after filling the Expression of Interest and is likely to get shortlisted without a genuine and justifiable reason.

An act of indiscretion leading to leakage of information related to campus placements to any external parties.

Failure to join the SIP organization after selection.

Any other act of indiscipline/misconduct reported by the SIP organization which can be corroborated with evidence.

Any act of negotiation/misconduct for role, compensation, or location, during the placement process, as per the communication received from the recruiter.

On occurrence of the following circumstances twice, the student will not be allowed to apply for the next 2 dream companies visiting the campus.

(Only applicable to students who have been rolled out/secured placement through the campus placement drive/have opted out of the placement process).

Not adhering to the communicated dress code.

Use of any electronic gadget during an event/activity/process.

Absence in an event/process/activity organized by Placement Office/Student Corporate Relations Team without prior communication, unless exempted for genuine reasons.

Is late for any event/process/activity organized by CRPC.

An act of misconduct with college staff and/or with a member of Student Corporate Relations Team and/or representative of an organization during the event/process/activity.

An act of Deliberate underperformance in a Live Project/SIP/Corporate Competition/Placement Process/PPI Process, which can be established on the basis of tangible proof.

An act of canvassing or making unwarranted contacts with the recruiters without seeking approval of the Placement Office.

Failing to submit the personal data or any other information required for placement process to the Placement Office within a reasonable time frame as intimated by it.

An act of misconduct which hampers the image of the Institute in the eyes of the external organization, as decided by the Campus Head-Career Services in consultation with the Student Corporate Relations Team.



IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khordha,
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. 2025-2026 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 photocopy 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: Khordha,
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. 2025-26, 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: Khordha,
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: _____



BHUBANESWAR

IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khordha,
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)



BHUBANESWAR

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

PARTICIPATION IN CONFERENCE/B SCHOOL EVENTS

Date:

The Director
IMI
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: _____



BHUBANESWAR

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: Khordha,
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 _____



BHUBANESWAR

IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khordha,
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.

(Name and Signature of the Student)

(Accounts Dept)

(Programme Office)

31. ACADEMIC CALENDAR

ACADEMIC CALENDAR		
Year: 2025-26		
Date	PGDM 2024-2026, 2nd Year	PGDM 2025 - 2027, 1st Year
	Term IV (June 23- September 22, 2025)	Term I (June 30 - September 22, 2025)
15 June 2025	-	Programme & Term 1 Registration
16 June 2025		Batch Inauguration and Orientation Programme Commencement
23 June 2025	Term IV Registration & Class Commencement	-
30 June 2025	-	Term I Class Commencement
July 23 - 24, 2025	SIP Presentations	
August 05 - 08 2025	Mid -Term Exam*	Mid -Term Exam*
August 22- 23, 2025	Management Conclave*	Management Conclave*
September 12 - 22, 2025	End -Term Exam	End -Term Exam
Date	Term V (September 23- December 23, 2025)	Term II (September 23 - December 23, 2025)
23 September 2025	Term V Registration and Classes resume	Term II Registration and Classes resume
September 23 -27 , 2025	Capstone Proposal Presentation	
September 27 -October 5, 2025	Puja Holiday	Puja Holiday
October 24 - 25, 2025	International Banking & Finance Conference*	International Banking & Finance Conference*
October 31- November 01, 2025	Khel - E - IMI	Khel - E - IMI
November 05 - 07, 2025	Mid -Term Exam*	Mid -Term Exam*
December 15 - 24, 2025	End-Term Exam	End-Term Exam
Date	Term VI (January 5, 2026 - March 25, 2026)	Term III (January 5, 2026 - March 27, 2026)
05 January 2026	Term VI Registration and Classes resume	Term III Registration and Classes resume
January 16- 18, 2026	<i>Infinix (Jazbaa, Sparx & Phronesis)</i>	<i>Infinix (Jazbaa, Sparx & Phronesis)</i>
22 January 2026	Doctoral Colloquium*	Doctoral colloquium*
January 23 - 24, 2026	11th International GBE Conference *	11th International GBE Conference*
31 January 2026	Startup Mela	Startup Mela
07 February 2026	Ted X	Ted X
February 04 - 06, 2026	Mid -Term Exam*	Mid -Term Exam*
March 05 - 07, 2026	Capstone Final Presentation	-
March 16- 28, 2026	End-Term Exam	-
March 24 - April 02, 2026	-	End-Term Exam
<i>* Classes would be scheduled on these days depending upon availability</i>		

32. IMPORTANT CONTACTS

Sl. No.	Committee	Members	Contact Number	E-Mail ID
1	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
2	Students Affairs & Events (csa@imibh.edu.in)	Prof. Soumyajyoti Banerjee	7439658045	soumyajyoti.b@imibh.edu.in
		Mr. Amit Kumar Shaw	8755567245	amit.shaw@imibh.edu.in
		Mr. Diganta Saha	9776942230	diganta.saha@imibh.edu.in
3	IT Support (it-admin@imibh.edu.in)	Prof. Aritra Pan	8250216957	aritra.p@imibh.edu.in
		Mr. Byasmani Tripathy	9911656421	byasmani.tripathi@imibh.edu.in
		Mr. Prasanta Ranjan Mishra	9439099920	prasanta@imibh.edu.in
		Mr. Debakant Behera	7008022100	debakant.b@imibh.edu.in
		Mr. Satya Gopal Patra	8658980825	satyagopal.p@imibh.edu.in
4	Hostel (hosteladmin@imibh.edu.in)	Prof. Soumyajyoti Banerjee	7439658045	soumyajyoti.b@imibh.edu.in
		Mr. Amit Kumar Shaw	8755567245	amit.shaw@imibh.edu.in
		Mr. Diganta Saha	9776942230	diganta.saha@imibh.edu.in
5	Library (library@imibh.edu.in)	Prof. Ramakrushna Panigrahi	9845172365	ramakrushna@imibh.edu.in
		Mr. Arvind Negi	9953656233	arvind.negi@imibh.edu.in
		Mr. Umakant Bisht	8178001348	uk.bisht@imibh.edu.in
6	Accounts (accounts@imibh.edu.in)	Mr. Pranab Ghosh	8018618463	pranab@imibh.edu.in
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		Mr. Sovan Basu	9583718176	sovan.basu@imibh.edu.in
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		Mr. Pradeep Kr. Jena (Crime dept.)		
		Dr. Rajat Panigrahi (NGO)		
		Mr. Pradeep Nayak (Times of India)		

		Representative from Odisha Police		
		Representative from local Press		
		Ms. Sneha Mishra, NGO		
		Mrs. Harjeet Kour (Parent)	9682327342	
		Mr. Devinder Pal Singh (Parent)	9419135004	
		Mr. Navraj Singh (Student),	9149539744	
		Ms. Amritanshi Nayak (Student)	9777173653	
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		Shri. Sujeet Kumar (LexMantra and Kalinga Kusum)		
		Ms. Dhariti Patnaik (Diversified Energy Solutions & Jivada Ventures)		
16	Other Important Contacts	Fire Station	101 / (91)-674-2312088	
		Local Police/ Chandaka PS	100 / (91)-674-2466055	
		SUM Hospital	(91) 0674-2386292 /224/248	
		AMRI Hospital	(91) 0674 - 666 6000	
		Ambulance/Red Cross	102	
		Snake Helpline	9437171712 / 9337295142	
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		Travel Desk (Mr. Ranjan Ch Das)	9776171874	traveldes@imibh.edu.in