HANDBOOK OF INFORMATION FOR STUDENTS

Fellow Programme in Management (FPM)

FPM 2020

Academic Year 2020 – 2021

IMI

International Management Institute
Bhubaneswar
Shaping global leaders for tomorrow

Dear Students,

Welcome to the IMI, Bhubaneswar family.

Please read the academic and administrative rules given in this handbook carefully. These rules will be applicable for all the FPM students for the A.Y. 2020-21. 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 IMI, Bhubaneswar!

Bhubaneswar
September, 2020   **Chairperson – FPM & Research**

ABOUT THE INSTITUTE

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

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

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

VISION:

To be a world-class business school, achieving excellence in management education and research through continuous competency building.

MISSION:

- To develop outstanding managerial talent capable of providing enlightened and effective leadership
- To further the advancement of knowledge in the field of management by undertaking relevant research programmes
- To collaborate with counterpart institutions, industry and government in the development and application of new knowledge for the benefit of society.

FPM AND RESEARCH COMMITTEE

The FPM and research committee is chaired by Chairperson - FPM and Research and consists of Area chairs of various functional disciplines. The committee ensures that the FPM programme runs smoothly.

The specific responsibilities of the FPM and Research Committee include, but are not limited to, the following:

- Facilitate in the admission process of Fellow Programme in Management
- Undertake detailed study of matters related to the programme or student referred to it for its consideration
- Maintain academic discipline
- Provide opinion/take decisions on cases referred to it by the Director
- Implement Committee's suggestions in order to improve the academic standards; and
- Frame the academic guidelines for conduct and successful completion of the programme

The following faculty members constitute the FPM and Research Committee

Prof. Bindu Chhabra (Chair)
Prof. Pallavi Pandey (Member)
Prof. Sourabh Sharma (Member)
Prof. Devesh Baid (Member)
Prof. Rajesh Katiyar (Member)

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ACADEMIC RULES

1.   ABOUT THE PROGRAMME

AICTE approved Fellow Programme in Management (FPM) at IMI Bhubaneswar has been designed to cater to the scholarly needs of the faculty members, researchers and executives willing to pursue rigorous research work at doctoral level. The FPM programme is aimed at giving prospective scholars an academic space to challenge the conventional wisdom and encourage them to extend horizons of current thought into a new realm of knowledge and understanding. The FPM research scholars of IMI Bhubaneswar are expected to undertake a rigorous multidisciplinary approach to offer original works of theoretical and application-oriented research with far reaching implications.

2.   AREAS OF SPECIALIZATION

Finance and Accounting, Decision Sciences & Operations Management, Marketing, Organizational Behavior & Human Resource Management, Strategy/General Management, Information Management & Analytics

3.   PROGRAMME OBJECTIVES

The programme aims to fulfill the following objectives:

- To generate conceptual and empirical knowledge in the field of business management
- To disseminate knowledge regarding rigorous interdisciplinary research practices
- To promote ethical research practices
- To extend the horizon of knowledge in various domains of business management
- To promote research that leads to actionable decisions by the industry

4.   PROGRAMME DURATION

The FPM at IMI Bhubaneswar is a four-year programme which can be extendable by 1 year. However, in case of exceptional circumstances, the programme may further be extended twice by1-yearduration, subject to approval by competent authority.

5.   PROGRAMME STRUCTURE

The programme is divided into two phases. The first phase of two years requires the scholar to undertake course work. Students who have completed their MBA/PGDM will be granted an exemption for the first year of course work. These students will be required to undertake only one year of course work. On completion of the course work, the students will be required to take a Comprehensive Examination (CE). The CE is based on scholar's chosen area of interest. The purpose of CE is to provide an opportunity to the scholars to identify

their area of research interest and build sound background knowledge for dissertation. During the second phase, scholars are expected to work on their doctoral thesis. The award of FPM at the end of second phase requires the scholar to prepare thesis proposal, pursue research based on the approved proposal and finally, defend the thesis before the research committee.

6. COURSE STRUCTURE AND CURRICULUM

IMI Bhubaneswar follows trimester system. Students admitted to the Fellow Programme in Management (FPM) must undergo a rigorous two year of course work unless exemption is granted to them for the first year of the courses. In the first year, the students will pursue the core courses spread over 3 trimesters.

The subjects to be studied by the students in first year are as follows:

Table I: List of courses in first year

Sl.No.	Subject	Credit
1.	Organizational Behaviour	2 Credit
2.	Managerial Economics	2 Credit
3.	Information Technology for Decision Making	2 Credit
4.	Marketing Management	2 Credit
5.	Operations Management	2 Credit
6.	Strategic Management	2 Credit
7.	Financial Accounting & Management	2 Credit
8.	Human Resource Management	2 Credit
9.	Quantitative Techniques	2 Credit
10.	Research Methodology	2 Credit
Total Credits		**20 Credits**

On successful completion of first year, the students will be promoted to the second year. During the second year, the students are required to pursue the courses as per the details below:

Table II: List of courses in second year

Sl. No.	Subject	Credit
1.	3 elective courses of 3 credits each	9 Credits
2.	Advanced Research Methods	3 Credits
3.	Qualitative Techniques	3 Credits
4.	Teaching Methods and Pedagogy	3 Credits
5.	Seminar Paper	3 Credits
6.	Review Paper Based on the Literature on the Thesis Related Topic	3 Credits
Total Credits		**24 Credits**

However, if the student is exempted from doing the first-year course work, he/she will be required to do two additional papers i.e. **Statistics** and **Research Methodology** in order to brush their knowledge on these two important courses. Each of these courses will be of two

credits. Therefore, the courses required to be undertaken by the student exempted from the first-year course work are as per the table below:

Table III: List of courses for the student exempted from first year course work

Sl. No.	Subject	Credit
1.	Statistics	2 Credits
2.	Research Methodology	2 Credits
3.	3 elective courses of 3 credits each	9 Credits
4.	Advanced Research Methods	3 Credits
5.	Qualitative Techniques	3 Credits
6.	Teaching Methods and Pedagogy	3 Credits
7.	Seminar Paper	3 Credits
8.	Review Paper Based on the Literature on the Thesis Related Topic	3 Credits
Total Credits		**28 Credits**

The student will be required to take 3 electives from his/her area of specialization. Instead of opting for an elective course in the area, a student can also work on a Course of Independent Study (CIS) under a faculty member. In case a student decides to work on the CIS, the same will be considered as an Elective Course.The student is required to apply for the same to the Programme Office in the prescribed format *(Annexure I,* Title page *Annexure II)*

The students will be required to prepare the seminar paper and review paper as a part of their course work requirement. These papers would be presented in the in-house monthly research seminar and should be of publishable quality. For both these papers, the student needs to identify a faculty guide who would mentor them in preparing these papers.

For the purpose of undergoing course work, the student will be required to visit IMI Bhubaneswar campus every four months for 9 days. These nine days of course work will start with a weekend and end with a weekend.

The tentative list of area wise electives is given below:

Table IV: Area wise Elective courses

Area – Decision Science & Operations Management	Area – Organizational Behaviour/ Human Resource Management
➢ Advanced Service Operations Management ➢ Sustainable Supply Chain ➢ Advanced Supply Chain Management ➢ Inventory Theory ➢ Supply Chain Coordination and Contracts	➢ Theory and Research in Organizational Behavior ➢ Theory and Research in Leadership and Interpersonal Group Processes ➢ Advances in HRM ➢ Organizational Theory and Design ➢ Diversity Management

Area – Finance	Area - Information Management and Analytics
- Quantitative Research Methods in Finance - Asset Pricing - Algorithmic Finance and Trade - High Frequency Finance - Computational Finance - Contemporary Research in Management Accounting and Financial Reporting. - Qualitative Research in Accounting and Finance.	- Business Analytics - Digital Marketing - Block Chain - Data Visualization & Dashboard - E-Business: Model & Analytics
Area – Marketing	Area – Strategy and General Management
- Principles of Marketing - Consumer Research - Marketing Theory - Product and Brand Management - Services Marketing	- Entrepreneurship - CSR & Sustainability - Corporate Governance - Theories of the Firm

7. CRITERIA FOR PROMOTION:

A. First Year to Second Year:

i. A minimum GPA of 5 in the first year. Number of Ds should not exceed 3 and no F is allowed.

ii. In case a student does not satisfy the above point, the case will be discussed in the FPM andResearch Committee and the decision of the committee will be final and binding on the candidate.

B. Clearing the Second Year:

i. A minimum GPA of 5 in the second year and a minimum CGPA of 5 at the end of the second year. Number of Ds are not to exceed 3 and no F is allowed. Student getting less than 5 CGPA may be asked to withdraw from the programme and the scholarship (if any) and other benefits will be discontinued immediately.

ii. At least Bgrade in both the seminar paper and review paper. The evaluation will be done by FPM and Research Committee.Student getting less than B will be asked to leave the course.

8. EVALUATION OF SEMINAR PAPER AND REVIEW PAPER

The evaluation for the seminar paper and review paper will be based on two parameters

A. Presentation – 30 Marks

The student will be required to present the seminar paper and review paper in the in-house monthly research seminar, attended by all faculty members and research scholars. All the faculty members will evaluate the research scholar on the basis of the presentation and the viva-voca which follows. The scholar is expected to incorporate the suggestions given by the faculty members in the final report.

B. Report – 70 Marks

Two weeks after the presentation, the student is expected to submit three copies of the research report (Title page – *Annexure III* and *Annexure IV*), duly signed by the guide. Based upon the topic of the paper, three faculty members will be nominated by Chairperson – FPM and Research to evaluate the report.

9. FELLOW PROGRAMME COMPREHENSIVE EXAMINATION

A. Purpose

A comprehensive examination (CE) based on research scholar's chosen area of interest will be taken after completion of the course work. The CE ensures that research scholars have the background knowledge to do a dissertation. The examination seeks to assess research scholar's knowledge about research methodologies and their specific research area (or chosen area). The Examination thus serves as a preparation for the dissertation by facilitating the development of a solid conceptual base for research in the research scholar's area of study.

B. Objectives

- To assess the research scholar's general knowledge of the field.
- To assess the research scholar's specific knowledge of their research area.
- To assess the research scholar's ability to evaluate current and past research, particularly in terms of research design.
- To assess the research scholar's ability to communicate effectively, orally and inwriting, about research.

C. Structure

The CE consists of written examination and viva voca. This approach allows research scholars to concentrate on expressing their ideas, demonstrating full integration of materials and displaying scholarly depth, creativity and initiative in their preparations for examination.

For the written examination, the scholar would be asked to identify and select **Two Courses** from the area courses he/she studied. These courses should ideally be the courses that the scholar identifies as in sync with his/her thesis area/topic. The scholar would inform the FPM programme office/Chairperson FPM and Research about their subject choices, post which the exam schedule would be announced for the same. The nature of the format, the duration of the exam and the date would be communicated to the scholar by FPM programme office.

The viva voca is expected to test the knowledge of scholar in all the area specialization courses as well as the knowledge related to courses on research methodology. The viva is conducted, preferably on the same day as the written examination, by a panel consisting of subject matter expert, one member from scholar's chosen area of research, one member from other related area, an expert in research methodology and chairperson-FPM & Research. The weightage allocated to written examination and viva voca is 70% and 30% respectively.

D. Timing

The CE is normally scheduled about one month after the result of course work is declared. This includes the result of seminar paper and review paper also.

E. Evaluation and Reexamination

After the Comprehensive Examination (CE), the student is communicated about the result in the form of a letter where his/her grades are mentioned. The student is required to get atleast B grade in the comprehensive exam. If a student is unable to get B in CE, he/she may be allowed to appear for it again after 3 months. His/her scholarship, if any, will be discontinued for this interim period of 3 months, which will revive once he/she clears the CE with B grade. The student will not be eligible to get the scholarship for this period of 3 months. After failing in the second attempt to clear the CE, student will be required to leave the course.

10. GRADING

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

In each course a student is 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:
Percentage = CGPA × 8 + 20

In case, there is only one student appearing in a course, the grading will be done as below:

Letter Grade	Mark Range	Grade Point
A+	91-100	10
A	81-90	9
A-	71-80	8
B+	61-70	7
B	51-60	6
B-	41-50	5
C+	31-40	4
C	21-30	3
C-	11-20	2
D	1-10	1
F	0	0

11. CONSTITUTION OF THESIS ADVISORY COMMITTEE (TAC)

The identification of the Thesis Advisory Committee (TAC) must be accomplished within One Month of the successful completion of the Comprehensive Examination (CE). The TAC is formed by the supervisor under whose mentorship/guidance the student wish to complete the thesis workand it (TAC) consists of three members including the supervisor himself/herself.The studentmust submit a form (*AnnexureV*)for the formation of TAC, duly signed by the supervisor and other members who have consented to be part of the TAC.

The following criteria needs to be fulfilled to be a supervisor/TAC member

    i.   The supervisor must be from the Area of Specialization/s chosen by the scholar

    ii.   The supervisor must be a full-time faculty member of IMI Bhubaneswar

    iii.   The supervisor/ TAC member should have a Doctoral/Fellow Degree

    iv.   The supervisor/ TAC member must have at least 2 peer-reviewed SCOPUS/WOS LISTED research papers.

    v.   In exceptional cases the scholar can also seek joint supervision by two IMI full-time faculty - one from the area of specialization and another from an area related to his/her thesis work; however, the above criteria (pt. i-iv) would hold for both the supervisors.

    vi.   In exceptional cases the scholar can look at maximum ONE external expert, (same criteria as above holds). However, the supervisor needs to provide clear justification and support for the external expert's credentials in the scholar's area of study.

vii. The TAC should have exactly three members including the supervisor/s. Of these at least one of them must be from the area of specialization of the scholar.

viii. A faculty member should not be on the TAC of more than FIVE FPM scholars, out of which she/he can be the supervisor of not more than THREE FPM scholars.

ix. In the event of the FPM supervisor/ member leaving or taking a sabbatical from the institute for a period of one year, a new guide/member needs to be nominated and the information immediately shared with the FPM office for their records.

12. RESEARCH PROPOSAL

Once the Thesis Advisory Committee (TAC) is formed and registered, the FPM scholar needs to develop his/her thesis proposal with the help of his/her supervisor and committee members. The research proposal is a written document and needs to include but not be limited to:

i. Cover page (*Annexure VI*)

ii. Table of content

iii. Introduction

iv. Study Background

v. A Brief Review of Related Literature

vi. Research gaps identified and conceptual framework (if any)

vii. Scope of the study and study objectives

viii. Proposed methodology: including: Operationalization of variables; sampling plan; hypotheses (if any) and data analysis plan

ix. Significance & Expected outcomes of study

x. References: APA format

The scholar is expected to be ready with the above defined document within **Six Months** of his/her CE results. Once the scholar is ready with the written document and this has been approved by the supervisor and TAC members, the proposal is ready for the pre-registration seminar.

Pre-registration seminar: The pre-registration seminar is organized by the FPM office. The process to be followed for the same is as follows:

- The written document of the proposal is duly approved by the TAC/Supervisor
- The document is checked and the plagiarism report is attached duly cross-signed by the Supervisor. *Refer to Plagiarism section.*
- The Scholar's supervisor submits the final proposal draft and plagiarism report to the FPM office
- The FPM Programme Office organizes the Seminar in consultation with the Guide and TAC members

The proposal is presented before the FPM and Research committee, IMI Bhubaneswar faculty and FPM scholars for their comments and feedback. Post the presentation, the faculty council examines the defense and takes a decision on **Accepting or Rejecting** the proposal.

In the event of acceptance, the guide communicates any suggestions given by the faculty council to the student and final proposal along with the registration form is to be submitted within maximum **One month** of the defense.

In the event of Re-submission, the scholar would be given time to resubmit the revised research proposal within **Three Months; a**nd give a fresh seminar on the revision. In case he/she fails to defend the proposal a second time the scholar would need to withdraw from the program.

Application for Registration: A candidate must apply for formal registration to the programme, within one month of the successful defense of the pre-registration seminar. The application for registration needs to be done on the institute's prescribed form **(AnnexureVII)**. The application for registration needs to be accompanied by the following

- Thesis title and summary (250 words)
- Final research proposal approved/signed by the supervisor/s
- Registration is effective from the date of registration for the FPM Candidature.

Once the registration is complete the scholar would be engaged in the conduction of the thesis work and is expected to carry out the following:

Progress Report: The TAC monitors the progress of the Research Scholar. At the end of every **Six Months**, the Supervisor submits the scholar's progress in the prescribed format *(Annexure VIII)* to Chairperson – FPM and Research. In case the performance of the scholar is unsatisfactory, the Chairperson – FPM and Research and TAC decide, in consultation with the FPM & Research Committee, regarding the course of action to be taken.

Final Thesis: Submission & Evaluation: Every FPM scholar needs to fulfil certain conditions before formal submission of his/her thesis.

Publication pre-conditions: FPM Scholar should publish (or has received letters of final acceptance with DOI) two papers in SCOPUS indexed journals prior to submission of the thesis. Only those papers will be considered which have the research scholar as the first author showing that major portion of the paper has been contributed by the scholar.

Pre-thesis submission presentation: Prior to thesis submission, presentation by the candidate before the Faculty Council is an essential requirement. On completion of the research work, the candidate shall submit to the Chairperson – FPM and Research, through his/her supervisor(s), **five** copies of the Summary of his/her research work including bibliography and make a presentation at which faculty members and other research scholars should be present.

Thesis submission guidelines: The following guidelines need to be followed for thesis submission

a) The thesis shall be written in English (Title page – *Annexure IX*).

b) The thesis shall be a piece of research work characterized by (i) discovery of new facts (ii) enunciation of a new theory or theories or (iii) fresh interpretation of known facts. It should bear evidence of the candidate's capacity for analysis and judgment as well as his ability to carry out independent investigation, design or development. Part of the Thesis may have been published prior to the submission for examination.

c) The candidate shall be required to submit his/her thesis within three months from the date of pre-thesis submission presentation. However, in case candidate fails to submit his/her thesis within the stipulated time and has adequate suitable justification for the same, the Chairperson - FPM and Research may, on recommendations of the supervisor, grant an extension of not more than three months. In such cases, the candidate may be allowed to submit his /her thesis within a period not exceeding six months from the date of pre-thesis submission presentation.

d) The candidate will be required to submit a certificate from his/her supervisor and committee members in the prescribed format *(Annexure X)* that the work embodied in the thesis is original.

e) The candidate will be required to submit a declaration *(Annexure XI)*.

f) Five Copies of the thesis in soft binding along with One Soft Copy for record must be submitted to the Chairperson - FPM and Research for evaluation. In case of the FPM research scholar being supervised by more than one supervisors, appropriate number of additional copies must be submitted.

g) The copy of the thesis must be accompanied by the plagiarism assessment report duly signed by the supervisor.

Appointment of Examiners:

(a) A panel of at least six experts in the subject area of research work will be suggested by the supervisor(s) and placed before the FPM and Research committee for its recommendations. The FPM and Research committee may delete any of the name(s) proposed by the supervisor(s) and/or add any names. This should be done after consultation with the guide and not arbitrarily. The suggested list should have at least one international expert.

(b) A person from the same institution/University where the candidate is employed cannot be appointed as an external examiner. Further a person from an institution/University to which the Supervisor and/or joint Supervisor of the candidate belongs, cannot be appointed as an external examiner.

(c) On receipt of the title and synopsis of the thesis, the Chairperson FPM and Research shall send the panel of examiners as approved by the FPM and Research committee to the Director who will appoint the Board of Examiners for the thesis. The Board shall consist of one internal examiner from amongst the supervisor(s), and two external

examiners. The examiners shall normally be chosen from the panel of examiners recommended by the Research Council.

(d) In case one or more appointed examiners decline to examine the thesis, another examiner shall be appointed out of the panel. In case the panel gets exhausted, FPM and Research committee shall recommend additional names.

Thesis Evaluation

(a) Each examiner will be requested to submit to the Chairperson – FPM and Research, a detailed assessment report and his/her recommendations on a prescribed proforma within three months of the date of receiving the thesis.

(b) In the event that the assessment report is not received from an examiner within four months, the FPM and Research committee may recommend appointing another examiner from the panel of examiners for evaluating the thesis/dissertation duly approved by Director.

(c) The examiners shall be required to state categorically whether in their individual opinions, the thesis should be either:

   (i) Accepted without changes for the award of "Fellow of the International Management Institute, Bhubaneswar"

   (ii) Referred back to the candidate for (a) minor corrections, or (b) major corrections; or,

   (iii) Rejected. The examiner shall state the reasons for recommending resubmission/rejection of the thesis. If re-submission is recommended, the examiner shall specifically indicate the modifications that need to be made in the thesis by the candidate.

(d) On receipt of reports from all the examiners, these will be placed before the FPM and Research committee. The committee shall peruse the reports and advise one of the following:

   (i) If the examiners are unanimous that the thesis be accepted without changes for award of Fellow of the International Management Institute, Bhubaneswar, candidate should be required to appear for oral defense;

   (ii) If the examiners are unanimous that the thesis be rejected, then that decision will be communicated to the candidate and the candidate will discontinue his/her association with the Fellowship Programme in Management at IMI Bhubaneswar;

   (iii) If the examiners recommend the thesis be revised, then that decision will be communicated to the candidate with details regarding the revisions to be made;

   (iv) In the event of the candidate being required to submit a revised thesis (minor revisions), he/she shall submit the same within a period of three months from

date of communication. The revised version will be submitted to FPM and Research committee which will provide the same to one of the two external examiners to verify that the changes have been made satisfactorily. If so, the candidate will be required to appear for oral defense;

(v)   In the event of the candidate being required to submit a revised thesis (major revisions), the candidate will be given not more than one year from the date of communication. The revised thesis shall be sent for assessment to the original panel of examiners. In the event of one or more of the original external examiners not being available, an additional external examiner may be appointed.

Thesis Oral Defense:

(a)   A candidate, whose thesis is recommended for acceptance on the basis of thesis evaluation, shall be required to defend the thesis orally before a duly constituted committee, hereinafter referred to as Oral Defense Committee (ODC), at the IMI Bhubaneswar premises. Any deviation from this should have prior permission of Director.

(b)   ODC shall consist of the Director, Chairperson – FPM and Research, the supervisor(s), and one external examiner to be appointed out of the external examiners by the Director. If none of the external examiners is available for the conduct of the oral defense, an alternative external examiner shall be appointed by the Director for this purpose only. The external examiner invited for oral examination shall submit his/her report in the prescribed proforma to the Director.

(c)   If the thesis has been accepted but the candidate fails to defend it successfully at the oral defense, he/she should reappear for the same within Six Months.

13. AWARD OF "FELLOW OF THE INTERNATIONAL MANAGEMENT INSTITUTE, BHUBANESWAR"

(a) Fellowship shall be awarded by the Institute provided that:

  i. FPM and Research Committee approves.
  ii. The candidate produces a "No Dues Certificate" in the prescribed form.

(b) The candidate has submitted five hard-bound copies of the thesis one for the Institute's Library and the other for AICTE Library and three copies for the TAC. These should incorporate all necessary corrections/modifications.

(c) Hard bound copies and soft copy of the thesis (pen-drive), submitted after the oral defense examination, must contain the copyright certificate as well as the declaration of the originality of the Thesis work.

(d) On the completion of all the stages of examination stated above, Research Council shall recommend to IMI Society for the award of **"Fellow of International**

Management Institute, Bhubaneswar". This will be awarded at the Institute's annual convocation.

14. DURATION OF THE PROGRAMME

a.   The FPM candidate can submit his/her thesis only after a **Minimum Period of two years after registration as an FPM Scholar**.

b.   The maximum period for the submission the thesis is **Four+ One** years from the date of admission to the program.

c.   If the candidate fails to submit the thesis within the prescribed upper limit due to reasons beyond his/her control he/she may apply to the Director of IMI Bhubaneswar for an extension (***Annexure XII*-Re-registration form**). The application will be considered for extension subject to the same being duly approved by the TAC supervisor.

15. CANCELLATION OF REGISTRATION

Registration of an FPM student shall be cancelled in any one of the following eventualities, after due approval of the Director:

(i)   If he/she absents himself for a continuous period of six weeks without prior intimation/sanction of leave.

(ii)   If he/she resigns from the Fellow programme and the resignation is duly recommended by FPM and Research committee.

(iii)   If his /her academic progress is found unsatisfactory

(iv)   If he/she is found to be involved in an act of misconduct and/or indiscipline and termination is recommended by the Research Council.

(v)   Others

(a)   Notwithstanding anything contained on the above, FPM research scholars shall be governed by the rules and procedures framed by the FPM and Research Committee.

(b)   Notwithstanding anything stated on the above, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Director may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of FPM & Research Committee. The decision of the Director shall be final.

16. FEE STRUCTURE

The fee structure for FPM Programme is given in the following table:

Table V

	Academic Fee	Text/ Reading Material	Student Welfare	Library Fee	IT Fee	Tuition Fee	Registration Fee	Alumni- Life Membership	Refundable Security Deposit*
1st installment	120000	9000	4500	8000	8500	**150000**	25000	12000	25000
2ndinstallment	120000	9000	4500	8000	8500	**150000**			
3rdinstallment	120000	9000	4500	8000	8500	**150000**			
4thinstallment	120000	9000	4500	8000	8500	**150000**			
Total #	**480000**	**36000**	**18000**	**32000**	**34000**	**600000**	**25000**	**12000**	**25000**

Note 1*: Security deposit is refundable subject to obtaining clearance against all dues and damages, if any, to institute's properties/assets.
Note 2: Each candidate needs to adhere to the payment schedule. Late fee payments are accepted only in exceptional cases (with prior approval), with a daily penalty of Rs. 500/ day from the scheduled date.
Note 3: In case, the candidate is unable to clear his/her dues within ten days of scheduled payment with penalty, he/she may be asked to leave the campus.

17. HOSTEL FEES AND MESS CHARGES**

Table VI

Academic Year	Amount (in Rupees) for One Academic year (June 2020 to March 2021)	Amount Due on
2020-2022	1,68,000/- for AC single room (This is for Lodging only)	June 01, 2020
	1,10,000/- for shared AC room (2 persons) (This is for Lodging only)	
	1,12,000 for Non- AC Single Room (This is for Lodging only)	
	58,000/- for shared Non- AC room (2 persons) (This is for Lodging only)	
	Mess: Vegetarian /Non-Vegetarian 5,800/- per month*	Mess Charges are payable Quarterly in advance (5th of every Quarter)

*Hostel and Mess charges are indicative and subject to change. Delayed hostel fee payment will be accepted with a daily penalty of Rs. 500/ day. GST extra as applicable.

18. FINANCIAL SUPPORT

A. IMI Bhubaneswar offers limited number of scholarships to the full-time candidates. Successful candidates are exempted from paying the tuition fee and are only required to pay a one-time amount of Rs. 62,000/- (non-refundable Registration Fee of Rs. 25,000, lifetime Alumni fee of Rs. 12,000 and a refundable Security Deposit of Rs. 25,000) at the time of admission. The Security Deposit of Rs. 25,000 will be refunded only after completion of the programme and will be forfeited if a candidate fails to complete the programme.

B. On successful completion of the coursework, comprehensive examination, thesis proposal defense and on registration as FPM scholar, the student will get a stipend of Rs. 25,000 per month for a period of two years. Stipend will be disbursed at the end of each term of 3 month's duration. The progress of the student will be reviewed every six months henceforth and the decision regarding the disbursement of incentive for the next six months will be based on the scholar's performance in the last six months period. The satisfactory/unsatisfactory performance of the candidate in the last six months will be certified by the candidate's guide.

C. Over and above the monthly stipend, a Contingency Allowance of Rs. 20,000 per year (for two years) to cover research expenses, expenses on books, photocopying etc. are also available to the eligible candidates. Students are entitled to get upto an amount of Rs.50,000/- (upper limit) for attending conference/workshop/summer school during their entire tenure as FPM scholar.

19. RESPONSIBILITIES OF RESEARCH SCHOLARS

IMI Research Scholars (for IMI scholarship holders) will be required to devote up to40 per cent of their time as teaching assistants after completion of course work. They will assist faculty in respective areas in grading, developing new courses, conducting tutorials and quizzes etc. They may also assist Faculty in writing research papers. They will also be given responsibility to conduct/coordinate one or two training programmes or conferences. The research scholars are required to follow office timings. Teaching and other assignments will be allocated by the FPM and Research Committee.

20. LEAVE RULES

Full-time students may be granted leave on submission of application to the Chairperson (FPM & Research), through the Supervisor. All leaves are applicable after registration as FPM candidate. Application in the prescribed format (*Annexure XIII*) must be submitted well in advance of the date of commencement of the leave requested. A student may be allowed maximum leave of 30 days in an Academic Calendar year with proportionate leave of 2 ½ days per month.

The scholars going for prescribed training, or any academic work related to the Thesis, assigned by the Supervisor, recommended by Chairperson (FPM & Research) and approved by the Director, shall be treated as on-duty.

Absence without sanctioned leave shall entail loss of financial assistantship for the period of absence and may result in the termination of the student's Programme on the recommendation of the Chairperson (FPM & Research).

The student will be sponsored for one National level conference after the successful completion of coursework, as per Institute's norms.

21. CLASS ATTENDANCE

IMI places high emphasis on regularity and punctuality. Hence, attendance is compulsory in all the core and elective courses.

A. Attendance and Grade:

The penalty for shortage of attendance is listed as under:

a. Those who have attendance below 60% in a course will get an automatic 'F' as the overall grade for that course.

b. Those who have attendance of 60% and above but less than 70% would be penalized three sub-grades in the overall grade for that course.

c. Those who have attendance of 70% and above but less than 80% would be penalized two sub-grades in the overall grade for that course.

d. Those who have attendance of 80% and above but less than 90% would be penalized one sub-grade in the overall grade for that course.

e. Registration on the specified date for each term is mandatory. Students who register late will lose attendance in 2 sessions in each course in the term over and above the sessions missed due to late joining of classes.

22. PLAGIARISM, SYNDICATION & CHEATING

A. **Syndication & Cheating**: 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, Bhubaneswar's Disciplinary Procedure.

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

- submitting other people's work as your own - either with or without their knowledge.

- using notes or unauthorized materials in examinations or copying form others in exam.

- 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;

- 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 copy or share another student's work or lend your work to another student

- 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;

- 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.

B. **Plagiarism**: 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.

C. **Guidelines** for plagiarism report submission: The following guidelines must be adhered to for submitting the Plagiarism reports generated by Turnitin or authenticated software at various stages of FPM.

   i. The Research Proposal/ Pre-synopsis report/ Thesis must undergo a plagiarism check by either Turnitin or authenticated software.

   ii. The exclusion at the time of performing the check should be limited to the following:

      a. Quotes

      b. Bibliography

      c. Phrases

      d. Small matches upto 20 words

      e. Small similarity less than 1%

      f. Mathematical Formula

      g. Name of Institutions, Departments etc.

   iii. Regarding self-plagiarism or cases where published work of the student is shown as Plagiarism in the check, a certificate has to be issued by the supervisor specifying and attaching the articles that have been published by the student from thesis work.

   iv. Similarity Index which is the percentage of text in one's assignment that has been matched with other sources **should not exceed 20 %.**
      a. If the figure is high, it does not necessarily mean that one has plagiarized as the report could be text matching against the following:

b. Quotations that have been correctly referenced.

c. Your bibliography, where the citations you have used could be exactly the same as those of another student.

d. A common phrase or series of words used in context to the topic.

e. Similarly, a low or zero percent similarity index does not necessarily mean that plagiarism has not taken place.

23. LIBRARY RULES

A. Library Membership

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

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

B. 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.

C. 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).

D. <u>General Rules</u>

a. Users should maintain silence and should not disturb other readers in the library. Smoking/eating/drinking/chatting is strictly prohibited in the library premises.

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

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

d. While entering the library, users should leave their personal belongings such as bags, personal books etc. at the entrance to the library on shelves provided. Users leaving the library should permit the library staff to examine their personal belongings, if asked.

e. 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.

f. 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.

g. 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.

h. 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.

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

E. <u>Library Working Hours (All days open)</u>

I.	"A" Block Library Working Hours	9.30 AM to 8.30 PM
II.	Hostel Library Working Hours on request basis	7.00 PM – 12.00 Midnight
III.	Issue and return	10.00 AM to 8.00 PM
IV.	2nd and 4th Saturday, Sunday, National/Gazetted Holidays	9.30 AM to 5.30 PM
V.	Overnight Issue	After 8.00 PM (Every working day)
VI.	Overnight Return	Before 10.00 AM next day (Excluding Holidays)

24. COMPUTER CENTRE RULES

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

A. <u>General rules:</u>

a. Students are advised to maintain discipline in computer lab.

b. Use of cell phone is prohibited inside the lab.

c. Users are not permitted to carry their bags to the computer lab.

d. Students are not permitted to install, modify or delete any software on lab computers.

e. Food or drinks are strictly prohibited in the computer labs at any time.

f. Scheduled computer based classes in the labs have priority over all other uses.

g. Students are allowed to access & download intellectual material from internet as per IMI Internet Policy.

h. Users are provided with User ID & E-mail ID for accessing IMI network & emails. The maximum space allotted to each email box is 5 GB and attachment limit is 20 MB. The User ID & E-mail ID are accessible till Convocation.

i. User should save their data files on network drive (O: drive). Each user is assigned a maximum of 200 MB space on the Network Drive (O: Drive). Do not save files on lab computer.

j. Computer Centre is not responsible for data loss caused due to computer viruses, improper use of the computer or any other malfunctions.

k. Equipment in the computer labs may not to be removed, modified, relocated, or disassembled without permission of the lab coordinator.

l. Computer Centre resources may not be used for illegal or disruptive purposes.

m. Usage of pirated software is prohibited.

n. Reproduction of any copyrighted material (e.g. software, music, video, books, photographs, etc.) is prohibited.

o. Don't access, upload, or download obscene, pornographic, threatening, or discriminatory material.

p. Don't use chat rooms, online games in the computer lab.

q. Any problems with the computer should be reported to the lab coordinator immediately.

r. Online database can be accessed through IMI intranet (www.imibhserver.com)

s. Laser & Color Printers are available on a per page charge basis as follow:
    i. Black & White Printing (Rs.1.50/-)
    ii. Color Printing (Rs.5/-)

t. User must log off the computer before leaving the computer lab.

B. <u>Timings</u>   09.30 AM to 05.30 PM (Except Sundays, 2nd and 4th Saturdays & IMI Holidays**)**

25. HOSTEL RULES

A. <u>Introduction:</u> The social life in student hostels constitutes an important part of the learning experience on campus. Hostel life provides students with opportunities to interact with each other in a group setting, through which respect, cooperation and sense of responsibility can be developed. The hostel environment helps students to discover their talents, increase their emotional maturity, and acquire social skills.

All residents of student hostels are members of the hostel community; as such, they should actively participate in hostel functions and help to promote an ideal Hostel environment. The major objective of these student hostel regulations is to safeguard the collective interest of all residents, so that a comfortable environment conducive to both physical and mental well-being can be maintained. All residents are expected to comply with these regulations.

B. <u>General Information</u>

    a. Admission
        i. Rooms are allocated and informed to the residents by email. Notices of fees such as Hostel Rent (which is for term) and mess are issued by the finance section. Rooms once allotted cannot be changed without approval of competent authority. Violation will prompt disciplinary action.

b. End of residence

i. At the end of the residence period, residents are required to move out of the hostel on or before the designated move-out date. When moving out, residents are required to clear all belongings (including clothing, books, etc.), and return all the original keys to the Hostel representative. They are also advised to take their vehicles from the Hostel premises.

ii. Residents who violate hostel regulations will attract disciplinary action. Hostel residence will be terminated for residents certified by the Institute's doctor as not suitable for living in student hostel.

iii. Hostel residence will be terminated for residents whose studies are terminated or suspended or whose Institute affiliations are changed.

c. Living in the Hostels

i. Gates officially closes at 10 p.m. daily. However, a resident student shall be permitted to leave the campus for a maximum of 180 minutes (3 hours) by making the entry in the register at the main gate of the institute.

ii. Students moving outside for more than 180 minutes (3 hours) are required to fill in the "Hostel Student Movement Form" *(Annexure XIV)* in your handbook) and get it signed by the warden. You are also required to plan your movement a day in advance. On the spot permission will only be given in the case of emergency.

iii. With reference to the rule number 1, the hostel gate is officially closed by 10:00 pm so if the student is leaving after 8:00 pm, they are required to take a written permission by fill in the above-mentioned form. The form is mandatory to fill even if the student is returning before 10:00 pm.

iv. A student who took permission up to 180 minutes and comes back beyond 180 minutes, needs to deposit the ID Card to security on duty, who will deposit the same to Hostel Administrator to be collected personally by the student on next working day.

v. Fan and room lights must be switched off while leaving hostel. No other electric gadgets (except computer, hair dryer, radio and mobile phone charger) are permitted to be used. If any other gadgets are to be used, prior permission must be taken & charges, if any, must be paid beforehand on monthly basis, as fixed by the authorities. Any flouting of these rules will incur fines as deemed fit by the authorities and the electric gadget will be confiscated.

vi. Residents are required to display information cards on their room doors indicating their name, year of studies, etc.

vii. Residents are required to keep the hostel clean and tidy. They are expected to clean their room periodically.

viii. Residents are required to dress properly in the main hall and other public areas of the hostel.

ix. Residents are advised to look after their own belongings and money. They are fully responsible for any loss of personal property.

x. Residents are required to be familiar with the locations and operation methods of fire prevention facilities. All fire exits and hallways should be kept clear of personal belongings and public articles.

xi. Residents are required to move out of the hostel during summer holidays (April- Mid-June).

xii. Residents should inform the Superintendent/Hostel Manager of any emergency or special circumstances as soon as possible.

xiii. Resident who wish to exchange hostel room with resident of other room in a particular hostel must have sufficient reasons. An application *(Annexure XV)* should be submitted to the Superintendent.

xiv. No alternation or addition of large-size furniture or miscellaneous items is allowed in the rooms without special approval.

xv. Residents should use hostel facilities with care. If they damage such facilities, they will be responsible for any financial compensation incurred.

xvi. To manage the hostel properly, Superintendent, Hostel officials, Resident Associations, and hostel attendants may patrol within the hostel. Student rooms are not private domains. In principle, hostel staff will get consent from corresponding student before entering individual student rooms, nevertheless, if situation arises (e.g. situations involving maintenance, suspect of accident within room, handling of disciplinary cases and distributing supplies), hostel staff may enter student rooms even without residents' consent.

xvii. Posting and distribution of all promotion material in hostels must be carried out according to the hostel rules.

xviii. The residents shall have to vacate accommodation as and when asked for. All the residents shall vacate the hostel rooms before they leave for the summer vacation so that annual repairs and white washing can be carried out. All the hostel articles issued to the students are returned to the caretaker before the residents leave their rooms.

xix. Hostel inmates are supposed to take care of their health themselves. A resident suffering from infectious disease has to leave for medical treatment to proper clinic/hospital or isolated place.

xx. In case of damage to any part of the hostel buildings, furniture, apparatus or other property of the institute, caused by inmates of the hostel, the loss shall be recovered from the persons identified as responsible for such damage.

xxi. Every student residing in the hostel must join the mess attached to the hostel. **Individual cooking is strictly not permitted.** They are not allowed to cook anything in their rooms.

xxii. The hostel fee paid by the student covers 3 academic terms starting from mid-June to March.

xxiii. All cases of illness should be reported to the Medical – Officer of the Institute. Students may visit the nearest clinic such as SUM Hospital for medical treatment.

xxiv. In case of the need for hospitalization, student should inform his/her parents/guardian. Parents/guardian are required to communicate with the concerned Hostel authority in this regard.

xxv. Residents are advised not to keep excess cash or any valuables in their hostel rooms. They are cautioned to be very careful about safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Institute shall not be responsible for the loss of such items due to theft or otherwise. However, in the case of theft, the matter should be immediately reported to the Hostel authority of the Institute.

xxvi. Do not litter. Take pride and responsibility to keep the campus and your room clean.

xxvii. **The entire cost of replacing lock will be borne by the concerned resident in case a resident loses his/her keys of Cupboard/Almirah.** The care taker may not have the duplicate keys.

xxviii. Residents are advised not to spoil the walls, corridor walls and inside of the hostel and other building in the campus. Any graffiti inside the rooms will invite strict penalty.

xxix. To organize any function in the hostel /campus the students/residents should take prior written permission from the Director/Hostel Proctor.

C. <u>Prohibited Behaviours</u>

a. The following behaviours *(as mentioned in 25.D.a. and 25.E.)* are strictly prohibited in student hostels.

b. Violation of All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.

Note that ragging in any form is a cognizable offence and severely punishable as per the Supreme Court directives leading to expulsion from the Hostel and the disciplinary action may culminate in his/her expulsion from the Institute as well.

D. <u>Anti-ragging Measures</u>

a. The term ragging means any act which causes, or is likely to cause - physical, psychological or physiological harm or apprehension or shame or embarrassment to a student, and includes (a) teasing or abusing of laying practical joke on, or causing hurt to any student or (b) asking any student to do any act, or perform something, which he/she would not, in the ordinary course, is willing to do or perform. The following acts will be considered as ragging (the list is only indicative and not exhaustive):

    i. To perform mass drills
    ii. To serve various errands
    iii. To do menial jobs for the seniors
    iv. To ask/ answer vulgar questions
    v. To force to drink alcohol, smoke etc.
    vi. To force to act with sexual overtones
    vii. To force to do act which can lead to physical injury/mental torture

b. "Ragging is a form of Abuse on new entrants to educational institutions. It is not only considered a serious act of indiscipline and misconduct but is also considered a "crime" under the Prohibition of Ragging Act and the directives issued by the Hon'ble Supreme Court of India from time to time."

c. In tune with this, to ensure completely ragging free environment in the IMI campus, two committees namely; the Anti-Ragging Committee and the Anti Ragging Squad are in place. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the Institute, the possible punishment for those found guilty of ragging shall be any one or combination of the following:

d. Cancellation of admission.

    i. Suspension from attending classes.
    ii. Suspension / expulsion from the hostel.
    iii. Withholding diploma.
    iv. Debarring from appearing in any test/ examination or other evaluation process.
    v. Handing over to police for taking necessary action as per IPC.
    vi. Any other form of punishment, suggested by the committee.

e. Complaints related to ragging can be lodged with the Police as an FIR and punishment may lead to rustication from IMI as well as imprisonment. Students are advised in their own interest to abstain from and dissuade others from any Ragging Activities, failing which they will be liable for punishment and penalties as per the law.

E. Residential Rules and Regulations

Strictly Prohibited:

a. Smoking, consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the hostel or to enter the hostel after consuming the same. Anyone found smoking or consuming alcohol in hostel premises or anywhere in IMI premises to be fined Rs.5000 on first instance and thereafter (on second instance) to be suspended for one trimester.

b. Allowing a person of the opposite gender into their room or public area at their floor. If any female student of IMI Bhubaneswar is found on fourth, fifth and sixth floor or any male student is found on second or third floor he/she will be fined Rs.1000/- along with equal fine of Rs.1000/- to concerned batch mate to whom he/she went to meet, when caught for first time. On second such instance, the penalty would be Rs. 5,000 for both the students and the third instance would result in the suspension of both the students from hostel for entire trimester.

c. Residents keeping any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel.

d. Students taking law into their own hands. They must report all disputes to the Hostel Superintendent/Manager/Administrative Officer.

e. Shouting, fighting, gambling, stealing, violet knocking, maltreating or abusing.

f. A resident engaging a private servant or pet animals

g. Residents remaining absent from their hostels during night without the prior permission of the Superintendent/Manager/ Administrative Officer.

h. A resident leaving the campus without prior permission of the Hostel authority. If they need to leave the campus, they shall have to apply in prescribed form in advance stating the reason for leaving and the address of destination. A resident who leaves hostel without the permission from the concerned Superintendent/Hostel Manager shall be deemed to be missing and Parent/Guardian/Police authorities may be intimated.

i. Residents leave the hostel premises on holidays for the purpose of excursion or picnic. Prior permission of the Superintendent/Hostel Manager has to be obtained for going for any picnic or excursion. However, for any eventuality that may occur during picnic/excursion, the responsibility does not lie with the Institute authorities.

j. Formation of association of students on the basis of regions, caste or creed is not permitted, during their stay in the hostels.

k. Penalty for violation of hostel rules will be decided by the hostel authorities considering the severity of the offense/violation of rules/act of indiscipline. Fine/ penalty amount may be deducted from the hostel deposit.

l. Guests stay overnight in the room of the students. The student must get permission for keeping his/her guest in the guest room of the Hostel from the Hostel Authority. A resident keeping a guest without permission is liable to be fined.

m. Resident giving shelter to any other student/outsider in the rooms. In case of any unauthorized shelter, the concerned resident will be liable to disciplinary action.

n. Residents invite any outside person to address any meeting in the hostel without written permission of the competent authorities.

o. Students screening/ keeping obscene literature/ video films in the possession. Any violation in this regard will result in disciplinary action.

p. Crockery and other such items brought from the canteen to Hostel rooms. Fines shall be levied on the spot in case of non-compliance on all occupants. All floor residents will be fined in case they are found on the floor. The amount of fine will be multiplied in the event of repeat offences.

F. <u>Residents' Affairs Committee</u>

a. Representing PGDM (first year: Boys/girls), PGDM (second year: Boys/girls) and FPM (Boys/girls)-The Resident's Affairs Committee will comprise of the Chairperson (Student Welfare & Hostel Committee), Senior Manager (Administration), Vice-President (Corporate Relations), one girl and one boy student from each PGDM batch. All residents will automatically be members of the Residents' Association of the hostel.

b. Residents' Association has the right to issue oral warnings to residents who violate hostel regulations. After an oral warning is issued, the Residents' Association is required to report the incident to the Hostel authority.

G. <u>Role of Hostel Superintendent:</u>

a. Key policy and decision maker. Promote an ideal hostel atmosphere;
b. Help individual residents to adapt to hostel life;
c. Manage the hostel and maintain order in the hostel;
d. Formulate and implement temporary measures for the protection of the collective interest of residents.

H. <u>Important:</u>

IMI reserves the right to modify the rules. The Institute reserves the right to conduct surprise check of hostel rooms at any time. Any violation of the hostel rules and regulations by residents will result in strict disciplinary action.

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FELLOW PROGRAMME IN MANAGEMENT
FPM2020

COURSE OF INDEPENDENT STUDY PROPOSAL FORM

Scholar's Name: _____ **(In block letters)**

Scholar's Enrollment Number:

Title of the CIS:

Type of study: Desk Research/Case study/ Field study/ Any other(specify)

Scholar (Signature) _____

CIS supervisor (Signature) _____

DATE:

<Title>

Course of Independent Study Report submitted in partial fulfillment for the Fellow Programme in Management

<CIS Supervisor>

Submitted by:

<Scholar name>
<Month, year>

**INTERNATIONAL MANAGEMENT INSTITUTE
BHUBANESWAR**

Margin:
Top: 1.25", Box: 0.86"
Left: 1.5", Rt: 1"
1.5 Line spacing throughout

18, Arial Black

TITLE OF THE SEMINAR PAPER

Bold Upper Case

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22, Monotype Corsiva

Seminar Paper Report
For
Fellow Programme in Management

14, Arial, Bold Italic ***SUBMITTED TO***

16, Arial Black, Bold **International Management Institute Bhubaneswar**

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1"x1" Logo

1 Black Lines, 14 font

14 Arial, Bold **By**

14 Verdana, Bold **NAME OF THE SCHOLAR**

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14 Arial, Bold **Under the supervision of**

14 Verdana, Bold **NAME OF THE SUPERVISOR**

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16 Arial, Bold **2020**

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Left: 1.5", Rt: 1"
1.5 Line spacing throughout

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TITLE OF THE REVIEW PAPER

Bold Upper Case

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22, Monotype Corsiva

Review Paper Report

For

Fellow Programme in Management

14, Arial, Bold Italic   ***SUBMITTED TO***

16, Arial Black, Bold   **International Management Institute Bhubaneswar**

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14 Verdana, Bold   **NAME OF THE SUPERVISOR**

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16 Arial, Bold   **2020**

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FELLOW PROGRAMME IN MANAGEMENT

THESIS ADVISORY COMMITTEE (TAC)

NAME OF STUDENT: _____

NAME OF GUIDE: _____

NAME OF CO-GUIDE (if any): _____

COMMITTEE MEMBERS (A minimum total of 2 members, including 1 outside member):

TAC Member 1:

Name: _____

Designation: _____ Area: _____

TAC Member 2:

Name: _____

Designation: _____ Area: _____

In case, a member is from other institution/University, please fill in the following details:

Name: _____

Institution: _____

Contact Details: Email: _____ Phone No: _____

Address:_____

_____

_____ _____   _____ _____
  Signature of the Guide   Date   Signature of the Co-Guide (if any)   Date

_____   _____
   Signature of the Chairperson   Date
          (FPM   &   Research)

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Research Proposal for Fellow Programme In Management (FPM)

Submitted
to
IMI Bhubaneswar

TITLE OF RESEARCH PROPOSAL

SUBMITTED
By
(Name of the Research scholar)

(Date)

Approved by the Thesis Advisory Committee

Guide: **Name** _____

Co Guide: **Name**   _____

Member   **Name**   _____

Member   **Name**   _____

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FELLOW PROGRAMME IN MANAGEMENT
FPM2020

REGISTRATION APPLICATION

Scholar's Name: _____ **(In block letters)**

Enrollment Number: _____

Title of the Dissertation	
Thesis Abstract:	
Names of the Committee Members(if applicable)	
Permanent Address and Telephone/Mobile No.:	
Postal Address and Telephone/Mobile No.:	
E-mail ID:	

Date: _____   **(Signature of the Scholar)**_____

Name of the Supervisor: _____ **(Signature)** _____

For Official Use Only

_____   _____   _____
Registration Number   **Date**   **(Signature of Official)**

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FELLOW PROGRAMME IN MANAGEMENT
FPM2020

FPM PROGRESS REPORT

1. **Name of the Scholar:**

2. **Registration No.:**

3. **Date of Commencement of the Fellow Programme:**

4. **Date of the Comprehensive Exam &Status:**

5. **Name of the supervisor:**

6. **TAC Members:**

7. **Last TAC meeting held on(report to be attached):**

8. **Thesis title:**

9. **Number of days the scholar remained out of station for field work travel with dates and places visited (if applicable):**

10. **Publications during the period under report(Title of the article/paper) (please enclose reprint of each):**

11. **A detailed account of the work done during the period (a separate sheet may be attached for the purpose)**

Research Phase	Status as per last report	Progress and currentstatus
Preparation of ResearchProposal,		
Pre-registration Presentation & Submission of the final draft of the proposal for the thesis		
Data Collection		
Data Analysis		
Writing of Thesis		

12. **Comments of the Supervisor on the progress of the research work by the scholar during the period under report**

Name and signature of the Scholar: **Name and Designation of the Supervisor:**

                                    Signature:

<TITLE>

A Dissertation submitted

in partial fulfilment of the

Fellow Programme in Management at

International Management Institute, Bhubaneswar

By

<Scholar name>

<Month, Year>

Under the supervision of

<Supervisor>

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CERTIFICATE

This is to certify that the dissertation titled "_____" submitted to the International Management Institute, Bhubaneswar in partial fulfillment of the requirements of the Fellow Programme in Management is an original work done by Mr./Ms. _____ at International Management Institute, Bhubaneswar under our supervision and guidance.

To the best of our knowledge, this thesis has not formed the basis for the award of Ph.D./fellowship or other similar title to any candidate of any university/ Institute.

Date:

Name and Signature
(Supervisor)

Professor of -------
IMI, Bhubaneswar

Name and Signature
(Committee Member)

Professor of -------
IMI, Bhubaneswar

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DECLARATION

I do hereby declare that the dissertation titled
"_____" submitted to the International Management
Institute, Bhubaneswar, in partial fulfillment of the award of Fellow in Management of
International Management Institute, Bhubaneswar, is an original work done by me under the
supervision and guidance of Prof. _____ (Supervisor), Prof.
_____ and Prof. _____ (Committee members) of
International Management Institute, Bhubaneswar. This work has not been submitted to any
other University/ Institution for any purpose.

Name and Signature
Research Scholar

IMI, Bhubaneswar
--/FPM/20

Date:

FELLOW PROGRAMME IN MANAGEMENT

FPM2020

RE-REGISTRATION FORM

Scholar's Name: _____ **(In block letters)**

Enrollment Number: _____

Registration Number: _____

Name of the Supervisor	
Names of the Committee Members(if applicable)	
Title of the Dissertation	
Permanent Address and Telephone/Mobile No.:	
Postal Address and Telephone/Mobile No.:	
E-mail ID:	

Date: _____   **(Signature) _____**

FELLOW PROGRAMME IN MANAGEMENT

FPM2020

LEAVE APPLICATION FORM

Date……………

Name:			
FPM Roll No:	**Time: –**		
	From	**To**	**No. of Days**
Absenting from class			
Reason for Leave			

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

Signature of the student

Leave of absence from the class granted/Not granted

Chairperson – FPM and Research   ………………….   ………………….
                                                                          (Signature)   **(Date)**

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HOSTEL STUDENT MOVEMENT FORM

Name of Student ………………………………………………………………………………………

Mobile/Contact No. ……………………………………. Roll No. ………….…………..…………

Reason Official /Personal ………………………. Purpose: ………………………………….........

Date: ………………… Time: From ………… To ...………… Place of Visit …………………………

I take full personal responsibility for movement outside the campus. I hereby declare that IMI does not have any responsibility & liability for any untoward incident. IMI can check or inform parents on case to case basis.

Note: This form should be submitted to Warden for approval before at least 6 hours in advance. In case of outstation plan it has to be approved 48 hours before.

Signature of the student:
Date: Time:

Recommended/Not Recommended   Approved/Not Approved
(Hostel Warden - Support)   (Hostel Warden)

Out Pass for Students

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

(Hostel Warden)   (Chairperson Student Affairs)

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

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HOSTEL ROOM CHANGE FORM

Name of Student …………………………………………………………….…..…

Mobile/Contact No. ……………………………………. Roll No. ……….……………..…

Current room is occupied from (Date): ………………………….……………………..

Category of Room occupied currently: …………………………………………………

Category of Room willing to shift to: …..………………………………………………

Reason for changing room …………………………………………………….…….

Problem (if any) with the Current room: ……………………………………………….

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

Student Signature

Initiated
(Administration)

Recommended/Not Recommended
(Hostel Warden)

Approved/Not Approved
(The Director)

Current Hostel Fee _____. Hostel fee after shifting_____

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CLEARANCE FORM

FPM 2020

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			
Mess			
Hostel			

(Signature of the Participant)   (Accounts Dept.)

You are advised to submit the form on or before **30th March, 20…….**

Programme Office