

HANDBOOK OF INFORMATION FOR STUDENTS

**Academic Year
2016 – 2017**



International Management Institute
Bhubaneswar
Shaping global leaders for tomorrow

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. 2016-17. 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!

**Bhubaneswar
13 June, 2016**

Chairperson – Programme (PGDM)

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.

FACULTY COUNCIL

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

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

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ACADEMIC RULES

1. ACADEMIC TERMS

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

2. NUMBER OF CREDITS IN EACH PROGRAMME

- a. The Eligibility for earning the diploma in each Programme is on the basis of completing the prescribed number of credits. One credit is equivalent to 10 class-room contact hours. A course will typically be of 3 credits with some courses of variable credits. One hour of class room time requires about 2 hours of preparation time. This includes study of text books, readings, cases, case discussions in groups, solution of exercises, hands-on-exercises on computer etc. On an average, one should expect around 24 hours of class room 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 20 sessions of 90 minutes in each course across all Programmes. A 3 credit course demands 90 hours of in-class and outside class time.
- b. The PGDM has a minimum requirement of 114 credits of which 111 credits correspond to coursework and 3 credits correspond to Summer Internship after the completion of one year. Out of 111 credits of course work 36 credits (12 subjects) correspond to Elective papers which are taught in the second year. Students are given a bouquet of electives to choose from or they may propose an elective of their choice. However an elective will be floated only if minimum 12 students opt for that particular elective. These credits are normally completed over a 2 year period with the maximum allowed duration for completion being 3 years.
- c. 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. Learning objectives in terms of what the student should be able to do after completion of the course
- d. Content, specifying at a broad level the course curriculum

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:

- a. Title of the course, number of credits, academic term, and name of the instructor.
- b. Objectives of the course
- c. Pedagogy
- d. Session-wise titles, readings, cases, exercises etc.
- e. Prescribed text, recommended readings, if any
- f. Evaluation scheme

5. EVALUATION

IMI follows a system of continuous assessment. The instructor can design appropriate method of evaluation as per the requirements of the course and method of instruction. Students' evaluation may comprise of preparation made for the class and participation, quizzes, mid-term examination, term papers/project, home assignments, end-term examination and any other criterion that the instructor concerned may decide. Every course must take into account minimum 4 components for evaluation – of which end-term is compulsory. Mid-term is, however, compulsory for only core papers. For electives, the faculty has the discretion of keeping mid-term as the component of evaluation.

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

The schedule for mid-term and end-term examinations will be announced by the Programme office.

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. Students are allowed to leave the examination hall for wash room only after 30 minutes once the exam has started. No student will be allowed to leave the examination hall without submission of the answer script in the last half hour of the examination.
- c. 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. The student will be allowed to appear in the said exam component in the subsequent year after paying the fee of Rs. 5000.

- d. Write on both sides of the page except the cover page. Do not leave blank pages.
- e. 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.
- f. 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.
- g. Non-programmable calculators are allowed. Digital diaries and cell phones are not permitted in the examination hall. Further, sharing of calculators, erasers, pencils etc. in the examination hall is strictly prohibited. **Under no circumstances mobile phone should be found with the student during the examination even in the switched off mode.** Student may keep the mobile phone on the front desk of the examination room and collect it after the examination. If found with the mobile phone or any other electronic device, the same will be confiscated and the concerned exam component of that student will be cancelled. The student will be allowed to appear in the said exam component in the subsequent year after paying the fee of Rs. 5000.
- h. Students should not have their bags or other belongings including books with them during the exam. Only in case of open book exams they may have their books/ notes with them as instructed by the concerned faculty.
- i. **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.
- j. 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.
- k. 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.
- l. Exchange of any remarks, notes or gestures, glances at any other student's answer sheet may be treated as an attempt to cheat.
- m. All students should be present 5 minutes before the commencement of the exam in the examination hall.
- n. No student will be allowed to appear for the exam after 30 minutes of the commencement of the exam.
- o. The student will not be allowed to leave the examination hall before the expiry of 50% of the allotted time.

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

7. GRADING

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

- a. For each component of evaluation, the faculty member will communicate the performance of students through marks only. The student can also see marks/grades on OLT. However, if the students find any error in totaling 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 Moderation Committee, consisting of Programme Chairperson and those faculty members who taught in that particular term, will finalize 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 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

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. Programme Office 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 totaling error or cases where questions have not been evaluated in full or part, an application will have to be made to the Programme Office within 2 days on receipt of Answer Sheet. 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 Programme 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 Rs.1,000/- per subject.
- e. Students are required to fill the re-evaluation form (***Appendix I***) and submit the same in the Programme Office within the time limit specified above. Re-evaluation requests will be forwarded to the Programme Chairperson. Under no circumstances, students should carry answer sheets to the faculty. If they do, they will get a zero in that particular subject.
- f. Reevaluation will be done by the concerned course faculty member. In case of further grievance, an appeal may be made to the Director. Director will address the grievance, in consultation with the concerned faculty member. After an appeal is made to the Director, any change in marks will be binding on the student. Any further complaint will be treated as frivolous and dealt with accordingly.

9. ONLINE LEARNING AND TEACHING (OLT)

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

10. PROJECT AND OTHER ASSIGNMENTS IN COURSES

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

11. MAKE-UP EXAMINATION

- a. **Make-up Examinations:** Make-up Examinations will be applicable only for Mid-Term and End-Term component. It will be allowed only in case of a serious illness or medical urgency including that of any immediate family members. The student needs to pay make-up exam fee for missed mid-term/end-term examination as per the following rule:-

- ≤ 3 Papers - Rs 3000/ paper
- 4-5 Papers - Rs 2500/paper
- ≥ 6 Papers - Rs 2000/paper

Genuineness of reasons will be determined by the Director in consultation with the Programme Chairperson.

- b. **Improvement Examination:** A student getting 'F' grade in any compulsory or elective course is required to improve their grade for being qualified for the Institute's Diploma. Such a student will be required to take the same course again as and when it is next offered. The grade obtained in this repeated course will be entered in the transcript replacing the existing 'F' grade. The student will be required to pay fee for Improvement Examination as per the Institute's fee rules for taking up an audit course. In case a student gets a 'F' grade in an elective paper, he/she can take another elective in case that option exist.

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. 10,000/- and must be paid in advance to accounts prior to commencement of the term.

13. COURSE OF INDEPENDENT STUDY (CIS)

- A. **Objective:** The objective of introducing a Course of Independent Study (CIS) in the IMI curriculum is to provide a platform for knowledge creation rather than just knowledge dissemination as is the case in normal course work.

B. **Student Participation in CIS:**

- a. The CIS is an individual assignment and is to be undertaken by a single student.
- b. Student will submit CIS proposal in the prescribed form (**Appendix-II**) to the Programme Office in a prescribed time frame from the date of announcement.
- c. Programme Office sends the CIS proposals to Area Chair(s).

- d. Area Chair(s) along with area faculty review the proposals. If proposal is not good or relevant, then area may reject the same.
- e. If Area accepts the proposal, then based on the subject interest, Supervisor is suggested by the Area Chair to the Programme Office. The Programme Office communicates the Area decision to the student.
- f. IMI students, pursuing any of the long-term PGDM Programmes may opt for a maximum of one CIS, during their pursuit of their Programme. One CIS is equivalent to 3 credits of course work.
- g. Students of the PGDM Programme can enroll for a CIS in Term IV and V.

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

C. CIS Supervisor

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

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

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

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

14. LIVE PROJECTS

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

failing which the student will not be allowed to mention the same in his/her CVs during the placement process.

15. STUDENT EXCHANGE PROGRAMME

- a. Businesses worldwide need management graduates who have the tools to succeed globally – leadership skills, cultural awareness, foreign language proficiency, and an understanding of how the global marketplace functions. IMI prepares students to meet these demands.
- b. We at IMI want students to have as much international exposure as possible. The Outbound Exchange Programme offer 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 are required to deposit the fee of Rs. 15,000/- which will be refunded on completion of their study at exchange Programme. The selection of students for exchange Programme will depend on the number of seats available at the partner institutes and the student's performance in the interview. The panel members will interview a student for an exchange Programme. The panel is constituted by the Director, IMI Bhubaneswar. If the student withdraws from the exchange Programme after selection, the fee deposited by him/her will be forfeited.

16. ATTENDANCE

- a. IMI places high emphasis on regularity and punctuality. Hence, attendance is compulsory in all courses. This requirement formalizes the reciprocal responsibilities between students and faculty to be fully prepared for class and to contribute to joint learning. More broadly, it reinforces our belief in education as a shared exercise. The success of our learning model depends on broad, regular class participation by all students. This, in turn, depends crucially upon regular attendance by all students in all classes.
- b. If scheduled classes have to be cancelled due to unscheduled holidays, such as Bandhs, government's declaration of public holidays, etc., such classes will be rescheduled on the remaining working days of the term or on weekends.
- c. Students are expected to attend all the open houses with the director and chairpersons as well as any group activities and industrial tours organized by the institute, failing which the rules listed in **clause 29.[D.](e.)** will be applicable.

A. Excused Absences

- a. Leave of absence will not be granted in case of minor or personal illnesses. It will only be granted in case of serious illness or hospitalization. To prove Serious Personal illness, a registered doctor's certificate supported by medical test results or a hospitalization certificate is necessary.

Leave of absence due to the following specified reasons may potentially be considered for excused absence:

- i. Death or serious illness in the immediate family

- ii. Student's own wedding day, or that of an immediate family member
 - iii. Court summons or jury duty that cannot be postponed
 - iv. Official work with the ***prior approval*** of the concerned faculty or administrative staff. Under no circumstances, this leave should be more than 4 classes.
- b. Leave of absence for the above reasons does not automatically constitute an excused absence. The decision to excuse absences is taken after the timely submission of an application by the student as explained below.

B. Notification of Absences

- a. Students must submit an application in the prescribed format (**Appendix-IV**) to the The Programme Chairperson (PGDM), of any absence in advance by e-mail, or in person, or, in the case of emergency, as soon as possible afterward. Notifying the Director 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.
- b. For leave of absence that can potentially be considered to fall under the category of excused absences, an application for the leave of absence to be excused supported by all supporting documents (medical certificate, medical test results, hospitalization certificate, etc.) must be submitted to the Programme office on the day the student returns to classes. Late applications will not be considered for excused leave of absence. The final decision to excuse the leave of absence for applications submitted on time will be taken on a case by case basis.
- c. The penalty for shortage of attendance in various Programmes is listed as under.

C. Attendance Deduction Parameters

- a. Those that have attendance below 70% in a course will get an **automatic F** as the overall grade for that course.
- b. Those that have attendance of 70% and above but less than 80% would be penalized **two sub-grades** in the overall grade for that course.
- c. Those that have attendance of 80% and above but less than 90% would be penalized **one sub-grade** in the overall grade for that course.

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

17. MENTORING

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

convenience and discuss any issue related to career exploration, networking, professional skill building and even the students' personal issues. The mentoring programme will be reviewed twice in a trimester (Please refer to the *Academic Calendar* in the HAND BOOK OF INFORMATION FOR STUDENTS).

18. DISCIPLINE

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

- a. A student found resorting to any unethical academic practices in mid-term/end-term examinations, quizzes, assignments, projects, etc., will be awarded an overall F grade in that course.
- b. Cases of indiscipline, violation of IMI's code of conduct and unsavory behavior outside of academic endeavors 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 Chairperson (Programme), other faculty members and the Hostel Superintendent (if applicable) to determine appropriate course of action.
- c. IMI is a ragging-free campus. No instances of ragging will be tolerated whatsoever. Students are encouraged to report incidents of ragging to the Director. The Director will then constitute a committee consisting of the Chairperson (Programme), other faculty members, and the Hostel Superintendent (if applicable) to determine an appropriate course of action that will send a very strong message about our seriousness of being a ragging-free campus. Action taken against a student charged with ragging could range from reporting the matter to the police to permanent expulsion from the academic Programme that student is enrolled in.
- d. Students are supposed to keep their mobile phones on silent mode in the class-room. Students are not supposed to use laptops in the class-room without prior permission of the instructor.
- e. If any student is found using a mobile phone or a laptop (without permission of the instructor) in the class room, a fine of Rs. 1000/- will be imposed for the first offence. Second offence would lead to a fine of Rs. 2000/- plus one sub grading 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 given for a particular task have to be followed. Any one violating these deadlines as specified from time to time will be subjected to disciplinary action to be decided by the institute.
- g. Registration on the specified date for each term is mandatory. Students who register late will lose attendance in 2 sessions in each course in the term over and above the sessions missed due to late joining of classes.
- h. Students will be issued an Identity Card on their joining IMI Bhubaneswar. In case the student loses it, he/she will be required to give in writing to the programme office and deposit Rs. 200 as a processing fee for issuing new identity card.

19. 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.

20. 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 more than 4 Ds or its equivalent for 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 term.

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) or the 6th term (end of 2nd year), as the case might be. Students are allowed to enroll on a provisional basis for the next term that starts before this one month period is over. If a student is not found eligible for promotion, the provisional enrollment for the next term of such a student will be cancelled and the student will be asked to repeat the previous year.
- b. In case the Programme office identifies any student whose performance is not satisfactory and carries a risk of not being eligible for promotion to the next year, it will recommend to the appropriate authority for taking an appropriate action. At the end of each term a formal meeting of the Faculty Council is held to review students' progress. The Programme Office identifies students making unsatisfactory progress and then decides to issue a warning letter or initiate other appropriate action against them.
- c. 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.

21. CRITERIA FOR AWARD OF DIPLOMA

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 more than 4 Ds or its equivalent for 12 course credits.
- c. No 'F' grade at all.
- d. Successful completion of Summer Project/Company Project/Dissertation.

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

22. MERIT SCHOLARSHIP

The merit scholarships are awarded to the students of the PGDM Programme on the basis of outstanding cumulative academic performance at the end of first year. The amount of the scholarship is Rs. 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.

23. SIP SCHOLARSHIP

In order to emphasize the seriousness of summer internships and encourage the students to put in their maximum effort, best summer internship project scholarships are awarded to two students. These scholarships amount to Rs. 15,000/- and Rs. 10,000/- respectively for the first and second rank holders. The prize money, along with the certificate is handed over to the students during the convocation.

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

24. IMI HONOUR LIST & AWARD OF MEDALS

- A.** The IMI award for scholastic performance will be given to the students of a graduating class on the basis of the criteria detailed below. To qualify for the award of a medal a student must first qualify to be on the IMI Honour list, for which a student must satisfy conditions (a. through e.), which are as follows:
- a.** The student should be among the top 10 students in the class in terms of CGPA in the first year.
 - b.** The student should be among the top 10 students in the class in terms of CGPA in the second year, where applicable.
 - c.** The student must have a CGPA of -
 - i.** 7.0 and above for the entire Programme
 - ii.** 6.7 and above individually in each year for a multi-year Programme
 - d.** The student must not have obtained a 'D' or 'F' grade in any course.
 - e.** The student must not have violated the specified academic discipline or code of conduct as stipulated by IMI during the entire Programme.
- B.** From among the students who qualify for the IMI Honour list, the following medals will be awarded.
- a.** PGDM Gold Medal - awarded to the student with the highest CGPA in PGDM
 - b.** PGDM Silver Medal - awarded to the student with the second highest CGPA in PGDM

- c. Dr. Rama Prasad Goenka Best Student Medal is given to the student with best overall performance on the parameters of Discipline, Behaviour, Academic Commitment, Extra-curricular Activities and Institutional Development Activities.
 - d. Director's Medal For The Overall Contribution To The Institute is given to the student on parameters of Institutional Development, Attitude and Behaviour, Co-curricular Activities and Consistent Academic Performance.
- C. In case of a tie in CGPA for any of the medals, the Academic Council shall decide on the award and provide reasons for the choice.

25. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

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

- a. The Institute encourages its students to participate in various events /competitions organized by other national/international universities and B-schools. As a matter of policy, however, the students are expected to assign due priority to their academic work as also the activities organized at the Institute while opting for participating in events at other Institutions. In case of international university and B-school abroad, the institute may permit to participate in the events depending upon the academic commitments. However, IMI does not fund for such events.
- b. A prior approval from Director is mandatory for students to participate in any event outside the Institute. For obtaining approval, copies of the letter of invitation/mail/documentary evidence should be attached along with the application (Appendix-V).
- c. In case, the participating students do not get re-imburement of travel expenses from the visiting institute, a certificate from the visiting institution/ university must be obtained to that effect to be eligible for getting the reimbursement from the Institute as per the existing rules.
- d. With the phenomenal growth of professional institutions all over the country, thousands of events are being organized round the year. It is neither desirable nor possible for the students to participate in all these events. The students are expected to be selective in making such choices as it might affect their academic pursuits, the primary purpose for which they are here. The students are thus advised to exercise self-restraint and voluntarily restrict the number of institutions they would like to visit in an academic year. A suggestive list of B-school is given below:
 - i All IIMs
 - ii All IITs
 - iii All NITs
 - iv All IIITs
 - v Xavier Labour Research Institute
 - vi Indian School of Business
 - vii Faculty of Management Studies

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

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

26. LIBRARY RULES

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 will be issued one library borrower ticket, against which a maximum of 10 books/documents can be borrowed at a given point of time.

B. Membership Procedure

- a A prescribed form available at the library security check 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 against the borrower ticket issued to individuals. The borrower ticket is Non-transferable.
- b The holder of borrower ticket is responsible for any book issued against that ticket, as per the library records.
- c The students must produce the Library ticket on the counter at the time of issue and return of books.

- d** A student is allowed to borrow not more than ten books on library borrower ticket at a time, and is required to return within FOUR days for Text books and within one day for Reference books.
- e** Periodicals, Newspapers and books on reference section may not be taken away from the library.
- f** 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.
- g** The Librarian can recall books and other library documents any time if need arises.
- h** If the book is not returned by due date, the member will be charged a penalty of Rs. 20/- per day per volume for Text books and Rs. 50/- per day per volume for Reference books.
- i** The library can refuse to issue books to members having unpaid dues.
- j** If a member loses a book against his/her ticket, 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).
- k** If a member loses his borrower's ticket, he/she shall make a written report to the Librarian. On request, duplicate ticket may be issued after a period of one week after the report of the loss is made. However, the member will have to pay Rs. 100/- for each duplicate ticket required.

D. General Rules

- 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.

Library Working Hours (All days open)

“A” Block Library Working Hours	9.30 AM to 2.30 PM
Hostel Library Working Hours	2.30 PM – 8.00 PM
Issue and return	10.00 AM to 06.30 PM
2 nd Saturday, Sunday, National/ Gazetted Holidays	9.30 AM to 5.30 PM
Overnight Issue	After 12.00 PM (Every working day)
Overnight Return	Before 3.00 PM next day (Excluding Holidays)

27. COMPUTER CENTRE RULES

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

- 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 not allowed 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.
- 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 losses 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/-)
 - ii. Text & Graphics Color Printing (Rs.5/-)
 - iii. Full Graphics Color Printing (Rs.10/-)
- t. User must log off the computer before leaving the computer lab.

Timings

09.30 AM TO 05.30 PM
(Except Sundays, 2nd Saturdays & IMI Holidays)

28. HOSTEL RULES

A. Introduction: 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. General Information

a. Admission

- i. All IMI students need to stay at IMI hostel.
- ii. 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 bi-cycles/motor bikes 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 90 minutes on any given night. They must fill in the out Pass (Appendix-VI) and get it signed by the Warden and that too on Saturdays and Sundays or on a holiday. A student who took permission up to 90 minutes and comes back beyond 90 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.
- ii. If resident students stay out of the campus for a longer duration, this will be brought to the notice of the Hostel Superintendent/Hostel administration. For outstation outing (Non Bhubaneswar), to other place than home, the resident students must download form (available on "O" drive Forms & Formats) and get it recommended by parents/ local guardian and Director and then get it sanctioned from the Superintendent before proceeding, otherwise it will be treated as indiscipline and dealt with accordingly, and parents will be informed. If the resident student does not return to the Hostel before Institute's time after the outing, he/she will be treated as absent without permission. For out station outing for home, the resident student should take written permission from the Superintendent in a prescribed form (available on "O" drive), duly recommended by the Director. However, this is not applicable for Term Breaks.
- iii. 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 of the college.
- iv. Residents are required to display information cards on their room doors indicating their name, year of studies, etc.
- v. Residents are required to keep the hostel clean and tidy. They are expected to clean their room periodically.
- vi. Residents are required to dress properly in the main hall and other public areas of the hostel.
- vii. Residents are advised to look after their own belongings and money. They are fully responsible for any loss of personal property.

- viii. 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.
- ix. Residents are required to move out of the hostel during summer holidays (April- Mid-June).
- x. Residents should inform the Superintendent/Hostel Manager of any emergency or special circumstances as soon as possible.
- xi. Resident who wish to exchange hostel room with resident of other room in a particular hostel must have sufficient reasons. An application should be submitted to the Superintendent.
- xii. No alternation or addition of large-size furniture or miscellaneous items is allowed in the rooms without special approval.
- xiii. Residents should use hostel facilities with care. If they damage such facilities, they will be responsible for any financial compensation incurred.
- xiv. 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.
- xv. Posting and distribution of all promotion material in hostels must be carried out according to the hostel rules.
- xvi. 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.
- xvii. 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.
- xviii. 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.
- xix. Every student residing in the hostel must join the mess attached to the hostel. Individual cooking is not permitted. They are not allowed to cook anything in their rooms.
- xx. The hostel fee paid by the student covers 3 academic terms starting from mid-June to March.

- xxi. 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.
- xxii. 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.
- xxiii. 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.
- xxiv. Do not litter. Take pride and responsibility to keep the campus and your room clean.
- xxv. 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.
- xxvi. 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.
- xxvii. To organize any function in the hostel /campus the students/residents should take prior written permission from the Director.

C. Prohibited Behaviours

- a. The following behaviours **(as mentioned in 28.4 (a) and 28.5)** 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. Anti-ragging Measures

- 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. Any student found consuming such a thing or in a drunken state in the hostel will render himself liable for strict disciplinary action, including expulsion/rustication from Hostel/Institute.
- b. Allow a person of the opposite sex to stay in the hostel.
- c. Visit and stay in the hostel of the opposite sex.
- d. Allow a person of the opposite sex into their room or public area at the floor of the opposite sex.
- e. Residents keeping any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel.
- f. Students taking law into their own hands. They must report all disputes to the Hostel Superintendent/Manager/Administrative Officer.
- g. Shouting, fighting, gambling, stealing, violet knocking, maltreating or abusing.

- h. A resident engaging a private servant or pet animals
- i. Residents remaining absent from their hostels during night without the prior permission of the Superintendent/Manager/ Administrative Officer.
- j. 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 intimidated.
- k. 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.
- l. Formation of association of students on the basis of regions, caste or creed is not permitted, during their stay in the hostels.
- m. 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.
- n. 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.
- o. 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.
- p. Residents invite any outside person to address any meeting in the hostel without written permission of the competent authorities.
- q. Students screening/ keeping obscene literature/ video films in the possession. Any violation in this regard will result in disciplinary action.
- r. 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. Residents' Affairs Committee

- a. Representing PGDM (first year: Boys/girls), PGDM (second year: 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. Role of Hostel Superintendent:

- 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. Important: 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.

29. PLACEMENT RULES

(The rules supersede all previous rules and are applicable with immediate effect).

Placement assistance is provided to PGDM students and there shall be a common 'Placement Brochure' for the Summer Internship/Project and the Final Placement.

The process for Summer Internship/Project (SIP) and the Final Placement are organized by the student co-coordinators with the guidance and support from the Placement Committee (PC) which keeps constant touch with industry and alumni.

Placement activities are generally managed by students. However, recognizing the importance of placement, the PC has been constituted to provide overall supervision and direction for Final as well as Summer Placements of the students. The PC consists of faculty members of the Institute. Faculty members may co-opt a Placement Officer to the PC, if required. The student level placement committee which is generally formed on recommendation of the PC, is referred to as the Placecomm. The Placecomm works under the able supervision and guidance of the faculty level PC.

As a matter of policy, the academic work of the students shall take precedence over placement activities, and in no case academics shall be subordinated to placements. The Institute facilitates the process for career development. There is no obligation on the part of the Institute to find placement for any student.

A. Summer Placements

It is mandatory for students to undertake 6-8 weeks of Summer Internship with an organization after the 3rd term. This SIP shall be considered and evaluated as a 3-credit course. The institute has a policy of awarding '**Best Summer Internship Project**' in the PGDM programme (cash prize of Rs. 15,000 and Rs. 10,000 for the best two projects respectively).

Rules for Summer Placements *(Subject to changes by the PC)*

- a. There is no limit on the number of applications a student can make for Summer Placement as long as the student has not received an offer.
- b. When the First Offer for summer internship is made, the student is automatically excluded from the further process. Students are bound to accept the offer on first-come-first served basis.

- c. All placements for SIP shall be routed through the PC. Once a student avails the SIP process by the Institute, s/he cannot opt out or make any other arrangement for SIP on his/her own. However, if a student wants to make his/her own arrangement for SIP, s/he must give in writing to the PC about her/his withdrawal from the Summer Internship process of the Institute. If a student undertakes SIP by herself/himself without intimating in writing to the PC or taking prior approval of the PC, his/her project will not be valid for evaluation process. Strict disciplinary action amounting to debarring from the placement process of the Institute may also be applied in case of the particular student.
- d. Students have to submit their expression of interest (EOI) for all the opportunities that are announced for SIP by the Placecomm. In case a student is not interested in a particular SIP opportunity, s/he is allowed to forego it only up to 20% of the total number of opportunities provided by the Institute. Refusal to respond to SIP opportunities for more than the prescribed limit of 20% will indicate that the student is not interested in the SIP offers made through the Institute. In such cases, the student has to arrange his/her SIP by formally withdrawing himself/herself from the SIP process as mentioned in aforementioned **point no. 29.[A.](c.)**.
- e. Students shall be required to complete their Summer Projects and submit a copy of the following:
 - i. Their complete project report:
 - Two spiral bound hard copies
 - A soft copy in a CD
 - ii. The completion certificate duly signed by the Organizational Guide, which should be included in the project report.
 - iii. Evaluation of the project from the organization in the prescribed format.
 - iv. In case an organization does not allow a student to share data of his/her summer report with the Institute, the student shall have to obtain a certificate from the project guide on the letter head of the organization in that regard. The student shall have to submit a copy of the methodology and other information to the Institute.

B. Final Placements

Role of the Placement Committee (PC) is to provide placement assistance and not placement guarantee to the graduating students. It brings together the students and the potential employers and facilitates their interactions. For this purpose, the PC corresponds with organizations, arranges interview for students and undertakes coordination activities.

Rules for Final Placements *(Subject to changes by the PC)*

- a. **Eligibility**
 - i. Area of specialization for PGDM can be mentioned by a student in his/her CV if he/she takes minimum 4 (four) electives in a particular area.
 - ii. All PGDM students are eligible to avail the placement assistance unless having formally opted out or otherwise debarred from receiving such assistance.

- iii. Placement assistance could be suspended on account of non-payment of fees, mess bills, and any other dues to the Institute.
- iv. Students against whom action is taken for breach of discipline and general misconduct will not be eligible for placement assistance.
- v. Students having a minimum of 24-months' of post-graduation work experience shall be eligible for lateral placement subject to availability of such opportunities. This must be clearly mentioned in the admission form. This may, however, vary as per the requirements of the organization.

b. General Guidelines

- i. It is our constant endeavour to build and portray the positive and professional image of the institution to the industry. Accordingly, students are expected to work for at least one year with the organization they are placed with through the Institute's placement process.
- ii. Once a student makes an application to an organization and the organization requires him/her to undergo the selection process (test, group discussion, interview, etc.), it is mandatory for the student to participate in the process unless s/he is already given an offer by another organization.
- iii. Shortlisting of students shall be done by the organizations themselves on the basis of information supplied by the student in their applications. The Institute has no role in the shortlisting process.
- iv. In case an organization insists on shortlisting to be done by the Institute, it shall be done on the basis of their indicated guidelines & job suitability by the PC.
- v. In case of any blanket offer sent by any organization to the Institute, the shortlisting shall be on the basis of their indicated guidelines, job suitability and currently available grades. If term grades are not available, the past performance along with the suitability of the students shall be taken into consideration.
- vi. The Institute facilitates placements of students wherein the prospective employers are connected to students. It is therefore a facility to the students and NOT a right of students.

c. Application Procedure

- i. Students are required to prepare their CVs in a given format provided by the Placecomm and to submit the same on a stipulated date. The Placecomm can advise necessary changes in the CV, if needed.
- ii. Sometimes organizations, at the time of campus interviews, inform the PC that they shall be interested in screening more candidates other than the CVs sent to the organization. The PC shall then ask other interested students to apply within a prescribed time.
- iii. Any student who receives a Pre-Placement Offer (PPO) from the organization, where s/he has done the SIP, will have to either accept the PPO or opt out of the final placement process.

d. Interview Procedure

- i.** A student can avail up to 5 interview opportunities for final placement. Taking part in the interview/selection process with a company will be counted as one chance. Students need to make themselves competent enough to convert the interview opportunities to final placements. Institute's role is limited only to provide the specified number of opportunities (5 numbers) subject to availability of such opportunities. After providing 5 interview opportunities, the student is deemed to be placed by the Institute. Any further placement assistance will be at the sole discretion of the PC/Institute.
- ii.** If the Institute arranges interviews for unplaced students after the stipulated 5 chances, and the student wishes to avail hostel facility of the Institute after the end of the academic session, such facilities may only be extended on payment basis. In such cases, the student has to seek prior permission of the Director and Hostel Warden through written application.
- iii.** The Institute will try to organize interviews in the broad domain areas of Marketing, Finance, HR, and IT as per the specialization exercised by students. This however is, subject to availability of opportunities and offers in the company in the aforementioned areas. Students having dual specialization will have to appear interviews in both the domains, in whichever domain the opportunity comes first. Forgoing, even a single opportunity, will indicate a student's lack of interest in the Institute's placement process. In case a student is found to forego interview opportunities in his/her specified domains of interest, the opportunity will be counted as a chance [subjected to **clause {29.[B.](d.)(i)}**] and s/he will be deemed to be placed by the Institute. The Institute will also not take responsibility of providing job opportunities in specific locations with specified roles and responsibilities and pay packages.
- iv.** Students are required to maintain 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.
- v.** 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.
- vi.** After the preliminary interview, some organizations may want students to go for a final interview at their headquarters, in places outside Bhubaneswar. The PC/Placecomm shall pass on the information received from the organization by communicating to the student through mail. Students are expected to make their own travel and other arrangements.
- vii.** If a student does not appear for interview after submitting the CV, it shall be treated as withdrawal from the Final Placement process.
- viii.** If a student is found to be involved in any negative campaign about the Institute in any form and in any media including social media during/after his/her studentship in IMI Bhubaneswar, the DIPLOMA AWARDED BY THE INSTITUTE WILL BE IMPOUNDED AT ANY

STAGE OF THE CONCERNED STUDENT'S CAREER. ADDITIONALLY, HIS/HER LATEST EMPLOYER WILL BE INTIMATED ACCORDINGLY.

- ix. Selection process conducted by companies varies and as such the process may be conducted on the campus, through skype, VC, telephone or visiting any other city outside Bhubaneswar, as per the requirement of the company.
- x. As per the requirement of companies, sometimes a placement may be facilitated by the Institute, but not conducted in the campus of the Institute. However, such opportunities will be counted as opportunities extended by the Institute.
- xi. Sometimes, some companies may express interest for conducting pooled campus interviews along with other Institutes. If the companies are good and their offers are also good, the Institute may decide to go for such opportunities. Students are supposed to cooperate with the PC in this matter. Any non-cooperation in this regard shall be considered as breach of discipline and may attract punitive actions amounting to debarring from the placement process by the Institute.

e. Withdrawal Procedure

- i. Students having once applied to an organization shall not be permitted to withdraw from the selection procedure at any stage, unless they have accepted an offer from another organization under the confines of the due process. It is presumed that students would apply for a position after careful consideration of all the relevant aspects.
- ii. In very exceptional circumstances, a student may be permitted to withdraw from the selection procedure of attending preliminary interview when shortlisted by the organization, if
- iii. S/he explains in writing to the PC, providing full reasons for the unusual circumstances which necessitate his/her withdrawal and the PC accepts these as truly exceptional and legitimate grounds for withdrawal.
- iv. The PC is convinced that the interviewing organization is not feeling offended.
- v. It might be necessary for the student to meet personally the organization's executive and explain the reasons why he/she does not wish to be considered further by the organization. However, the same shall be routed only through the PC.

f. Job Offers

- i. Students are permitted to receive a maximum of 1 (one) job offer.
- ii. All offers of a particular organization shall be announced at the end of the selection process of that organization. All offers shall be routed through the PC.
- iii. Students shall not be permitted to request any organization to keep the offer pending. Any such request shall be considered as a serious breach

of the placement norms, and the concerned student may be denied further placement assistance.

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

g. Miscellaneous

- i. The placement norms have been framed to ensure equality and fairness of opportunity to all students. All students are required to abide by these rules. If there is a breach of these rules by any student, the PC shall take a serious view of the matter and take necessary action against the defaulting student, as it may deem fit.
- ii. Any outsider or unauthorized student cannot have access to communication regarding placements from the Institute's administrative systems.
- iii. The flouting of rules shall involve, apart from existing penalties, debarring of the concerned student from placement process, debarring him/her from receiving the Institute's Diplomas; debarring from membership of the Alumni Association, and any other action that the PC may deem appropriate and in keeping with the gravity of the violation.
- iv. Students are forbidden from approaching the visiting executives, either formally or informally, or through any kind of communication to organizations regarding job opportunities announced by the PC. If a student is found to do so, he/she may be denied further placement assistance.
- v. If, in the judgment of the PC, a student has behaved in a manner unbecoming of a graduate of the institute, the PC would be free to impose a suitable penalty to the extent of withdrawing further placement assistance to the concerned student and taking other action as may be deemed appropriate.
- vi. The organizations may or may not share a formal Job Description (JD) and may only share limited details. PC shall share all such details received from the organization with the students.
- vii. Organizations may share full or in part the JD, compensation packages, career path and location with the students during Pre-Placement Talks (PPTs). It is mandatory for students to attend all the PPTs. Students can be debarred from the placement process if they fail to attend all the PPTs. Students who are already placed are also required to attend the PPTs. If found absent, their placement offers could be withdrawn
- viii. A student can be debarred from attending the further placement processes, if, he/she found negotiating with organization during interview on account any of the above mentioned details or negative attitude during the interview. This shall be based on organizations' feedback.
- ix. The PC reserves the right of modifying any or all of the above rules and/or stipulating additional norms for placements which, in its

judgment and discretion, are likely to benefit the students, immediately or in the future.

h. Dress Code

- i. It is mandatory on the part of the students to be in business suits as per the following specifications while attending guest lectures organized as part of corporate interaction, pre-placement talks, and interviews. It is also mandatory for all students to attend such talks.
 - Formal Suit (Sapphire Blue)
 - ✓ Raymond's Quality No: 005384
 - ✓ Raymond's Shade No: 0009
 - Formal Black Shoes (with or without laces)
 - Formal Shirt (White or light blue)
 - Tie (any suitable colour)

C. Guest Lectures/ Corporate Lectures

- a. The Institute through the PC arranges guest lectures by various corporate executives from time to time. This is done to ensure that the students get good exposure about the practical aspects of functioning and ambience of the companies.
- b. All the students are mandatorily required to attend these sessions as and when they are organised.
- c. The students must attend the sessions in corporate attire.
- d. No student should contact the visiting executives for seeking employment or asking questions regarding placements.
- e. Under no circumstance should a student skip these sessions. Doing so, will attract a penalty of Rs 500 per session. If a student who has already been placed and s/he decides not to attend these sessions, then the penalty will be Rs 2000 per session. If still, the student skips more than TWO sessions, then he/ she will be OUT of the placement process subsequently. Only under unavoidable circumstances will a student be allowed to skip any such session with the prior approval of the PC. Without written approval, the student will be considered to have skipped the sessions and the aforementioned rules shall be enforced.
- f. The above rules shall also be applicable for industrial visits and open house with the Director of the Institute as and when they are organised.

D. Weekly Activities

- a. The *Fintellecs* – Finance Club of IMI Bhubaneswar, organises various activities such as review of the Economic Times/ Business Standard/ or any other financial newspaper, review of books or any matter of business interest on a weekly basis. This is to ensure that students get a platform to discuss various such issues.
- b. The objectives of the above activities are
 - i. To help the students improving their communication skills,
 - ii. To help them analyse and debate such events in a professional manner, and

- iii. To keep them abreast of all industry related issues/developments which would be of immense value for their placement interviews.
- c. All students are required to participate in these activities for their own benefit. It is mandatory for all the students to participate in these activities. Failure to attend and participate in such events will lead to penalty as mentioned above under **Guest Lectures/Corporate Lectures section.**

E. Live Projects

Many companies award various live projects to students throughout the year and through such projects, students get hands-on experience. These projects add value to the CVs of the students and they may have an upper edge over other students during campus selection by various companies. Although not mandatory, but the Institute encourages its students to take up these assignments. Live projects are generally arranged by students themselves. However, the Institute also makes available these projects as and when a company approaches for the same and disseminates the information through Placecomm. It is the duty of the student to report the details of such live projects before they are commenced to **placecomm@imibh.edu.in**. Failure to do so, the student will not be allowed to mention the said live project in his/ her CV for placement purpose. Any breach of discipline during the live project as reported by the concerned company will lead to debarment from subsequent placement processes.

30. ACADEMIC CALENDAR 2016-17

Date	PGDM 2015-17 – 2 nd Year	PGDM 2016-18 – 1 st Year
	Term IV (June 13-September 12, 2016)	Term I (June 13-September 12, 2016)
June 13, 2016 (Monday)	Student Reporting and Term Registration	Student Reporting & Registration
June 14, 2016 (Tuesday)	Classes commence	Orientation (June 14-20, 2016)
June 21, 2016 (Tuesday)	-	Classes commence
June 30-July 1, 2016 (Thursday-Friday))	Classes and SIP Presentations	-
July 6, 2016 (Wednesday)	Rath Yatra/Id-Ul-Fitr (Holiday)	Rath Yatra/Id-Ul-Fitr (Holiday)
July 23, 2016 (Saturday)	Review of mentoring programme	Review of mentoring programme
July 25- 30, 2016 (Monday-Saturday)	Mid-Term Exam (classes suspended)	Mid-Term Exam (classes suspended)
August 1, 2016 (Monday)	Classes Resume after MT	Classes Resume after MT
August 15, 2016 (Monday)	Independence Day (Holiday)	Independence Day (Holiday)
August 26-27, 2016 (Friday-Saturday)	<i>Sparx (classes suspended)</i>	<i>Sparx (classes suspended)</i>
September 2, 2016 (Saturday)	Classes End & Review of mentoring programme	Classes End & Review of mentoring programme
September 5, 2016 (Monday)	Ganesh Chaturthi (Holiday)	Ganesh Chaturthi (Holiday)
September 3-9, 2016 (Saturday-Friday)	End-Term Exam (classes suspended)	End-Term Exam (classes suspended)
September 12, 2016 (Monday)	Id-ul-Zuha (Holiday)	Id-ul-Zuha (Holiday)
September 30, 2016 (Friday)	<i>Term Moderation</i>	<i>Term Moderation</i>
October 1, 2016 (Saturday)	<i>Term IV Result</i>	<i>Term I Result</i>
	Term V (September 13-December 24, 2016)	Term II (September 13-December 24, 2016)
September 13, 2016 (Tuesday)	Term registration and Classes resume	Term registration and Classes resume
October 2, 2016 (Sunday)	Gandhi Jayanti (Holiday)	Gandhi Jayanti (Holiday)
October 10-12, 2016 (Monday-Wednesday)	Dussehra and Muharram (Holidays)	Dussehra and Muharram (Holidays)
October 15, 2016 (Saturday)	Review of mentoring programme	Review of mentoring programme
October 17-22, 2016 (Monday-Saturday)	Mid-Term Exam (classes suspended)	Mid-Term Exam (classes suspended)
October 24, 2016 (Monday)	Classes Resume after MT	Classes Resume after MT
October 31-November 1, 2016 (Monday-Tuesday)	Govardhan Puja and Bhai Duj (Holidays)	Govardhan Puja and Bhai Duj (Holidays)
November 14, 2016 (Monday)	Guru Nanak Jayanti (Holiday)	Guru Nanak Jayanti (Holiday)
December 9-10, 2016 (Friday-Saturday)	International Conference	International Conference
December 17, 2016 (Saturday)	Classes End & Review of mentoring programme	Classes End & Review of mentoring programme

December 19-24, 2016 (Monday-Saturday)	End-Term Exam (classes suspended)	End-Term Exam (classes suspended)
December 25, 2016-Jan 1, 2017 (Sunday- Sunday)	Christmas (Holidays)	Christmas (Holidays)
January 9, 2017 (Monday)	<i>Term Moderation</i>	<i>Term Moderation</i>
January 11, 2016 (Wednesday)	<i>Term V Result</i>	<i>Term II Result</i>
	Term VI (January 2, 2017-March 25, 2017)	Term III (January 2, 2017-March 25, 2017)
January 2, 2017 (Monday)	Term registration and Classes resume	Term registration and Classes resume
January 26, 2017 (Thursday)	Republic Day (Holiday)	Republic Day (Holiday)
January 27-28, 2017 (Friday-Saturday)	Jazbaa & Phronesis (classes suspended)	Jazbaa & Phronesis (classes suspended)
February 4, 2017 (Saturday)	Review of mentoring programme	Review of mentoring programme
February 6-10, 2017 (Monday-Friday)	Mid-Term Exam (classes suspended)	Mid-Term Exam (classes suspended)
February 13, 2017 (Friday)	Classes Resume after MT	Classes Resume after MT
March 18, 2017 (Saturday)	Classes End & Review of mentoring programme	Classes End & Review of mentoring programme
March 20 -25 , 2017 (Monday-Saturday)	End-Term Exam (classes suspended)	End-Term Exam (classes suspended)
April 11, 2017 (Tuesday)	<i>Term Moderation</i>	<i>Term Moderation</i>
April 14, 2017 (Friday)	<i>Term VI Result</i>	<i>Term III Result</i>

Note: All dates are fixed but may change due to contingencies.



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RE-EVALUATION FORM

**The Programme Chairperson (PGDM)
IMI Bhubaneswar**

Dear Madam,

I wish to apply for re-evaluation for:

Term: _____

Subject: _____

Faculty: _____

As per Handbook of Information for A.Y. 2016-2018 under clause 8(d), I am required to pay the re-evaluation fee of Rs. 1000/- (per subject) to the accounts department.

Thanking you,
Yours Sincerely,

Signature: _____

Name: _____

Programme Name & Roll No: _____

Date: _____



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COURSE OF INDEPENDENT STUDY (CIS) FORM

**The Programme Chairperson (PGDM)
IMI Bhubaneswar**

Dear Madam,

I wish to do the Course of Independent Study (CIS) in Term _____ 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. 2016-2018, clause 13, therefore, may be permitted to do the CIS.

Thanking you,
Yours Sincerely,

Signature: _____

Name: _____

Programme Name & Roll No: _____

Date: _____



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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: _____



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LEAVE APPLICATION FORM

Date: _____

**The Programme Chairperson (PGDM)
IMI Bhubaneswar**

Dear Madam,

I shall be/was absent from the session _____
(subject name and code), taken by Prof. _____
(name of the faculty) scheduled on _____ (date) at
_____ (time) due to _____
_____ (reason for absence).

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)

Programme Chairperson (Signature) (Date)



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PARTICIPATION IN CONFERENCE/B SCHOOL EVENTS

Date:

**The Director
International Management Institute
Bhubaneswar**

Through: – Students’ Welfare & Hostel Committee

Dear Sir,

I would like to:

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

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

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

Thanking you,
Yours sincerely,

Signature: _____

Name: _____

Programme Name & Roll No: _____



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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
 (Hostel Warden
 Affairs)

Approved/Not Approved
 (Chairperson Student)

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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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			Computer Center in Charge
Library			Librarian
Mess			Mess in Charge
Hostel			Hostel Warden
Placement			Placement Chairperson

You are advised to submit the form on or before 30th March, 2017, failing which your diploma will not be issued.

(Signature of the Student)

(Accounts Dept.)

(Programme Office)



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LIST OF COMMITTEES

Sl. No.	Committee	Members	Ext. No./Phone No.
A	PGDM Programme	Prof. Bindu Chhabra	151
		Ms. Esha Datta	116
B	Placement	Prof. Santanu Das	149
		Prof. Supriti Mishra	152
		Ms. Minoo Gupta	141
C	Students Affairs and Events	Prof. Bindu Chhabra	151
		Mr. Yashraj Behera	168
D	IT Infrastructure	Prof. Sourabh Sharma	136
		Prof. Santanu Das	149
		Mr. Ritesh Kr. Sahu	147
		Mr. Gyana Prakash Rajguru	-
E	Media and PR	Prof. Sourabh Sharma	136
		Mr. Ritesh Kr. Sahu	147
F	Hostel Warden	Mr. Santjee Kr. Sharma	139
		Ms. Esha Datta	116
G	Library	Prof. Ramakrushna Panigrahi	142
		Mr. Subrata Seth	120
H	Accounts Office	Mr. Pranab Ghosh	143
		Mr. Santjee Kumar Sharma	139
I	Anti-ragging Squad	Prof. Santanu Das	149
		Prof. Sourabh Sharma	136
		Prof. Supriti Mishra	152
		Mr. Nitin Bhushan	121
		Ms. Esha Datta	116

J	Other Important Contacts	Fire Station	101 (91)-674-2312088
		Local Police/Chandaka PS	100 (91)-674-2466055
		SUM Hospital	(91)-674-2386292/ 224/248
		Ambulance/Red Cross	102
		Snake Helpline	9437171712 9337295142
		House Keeping Supervisor (Mr. Ritu)	9938764374

Note: The list is subject to change and the change will be communicated time to time