

HANDBOOK OF INFORMATION FOR STUDENTS

Academic Year
2020 – 2021



International Management Institute
Bhubaneswar

Shaping global leaders for tomorrow

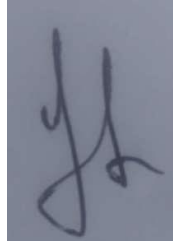
Dear Students,

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. 2020-21. The students are advised to adhere to the rules strictly.

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

Wishing you a very happy learning at IMIB!

A square box containing a handwritten signature in dark ink, which appears to be 'Dr. Sourabh Sharma'.

Bhubaneswar

14 July, 2020

Dr. Sourabh Sharma,
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.

IMI Bhubaneswar is the is youngest institution to be ranked 63rd B-Schools by NIRF 2020, Ministry of HRD, Govt. of India. Post Graduate Diploma in Management (PGDM) Programme offered by IMI Bhubaneswar is approved by AICTE and accredited by NBA (National Board of Accreditation) and UBSES (United States Board for Education Standardization). PGDM programme has also got equivalence from AIU (Association of Indian Universities). IMI Bhubaneswar has been rated higher than many IIMs on parameters like corporate linkages, intellectual capital, Infrastructure etc. by various reputed ranking agencies.

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

VISION:

To be a 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.

PROGRAMME EDUCATIONAL OBJECTIVES:

- To develop students with a solid foundation in managing organisation with effective communication and analytical skills for a successful career in business management.
- To develop value adding business leaders able to apply cutting-edge ideas and new skills in practice.
- To inculcate in students the ability for professional development through innovation, training and self-study.
- To introduce students towards social sensitivity, professional ethics and integrity.

PROGRAMME OUTCOMES:

- Apply knowledge of management theories and practices to solve business problems (To impart state-of-the-art skills and knowledge in functional areas of management with the objective of preparing students for cross-functional roles in industry)
- Foster analytical and critical thinking abilities for data-based decision making (To hone analytical and problem-solving skills using modern day managerial tools to enhance decision making capabilities)
- Ability to develop value-based leadership ability (To develop the students' personality, integrated with strong values and positive attitude so as to be receptive to societal concerns and ethical conduct)
- Ability to understand analyze and communicate global legal and ethical aspects of business (To build awareness about the socio-economic environment both domestic & international and its implications for businesses)
- Ability to lead themselves and others in the achievement of organizational goals contributing effectively to a team environment.

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 external experts, Senior Corporate Members and Policy Makers) suggestions in order to improve the academic standards;
- Responsible to frame the academic rules of the Institute.
- The Faculty Council may withdraw the registration of any candidate on the recommendation of the Director due to academic indiscipline.

TABLE OF CONTENT

ACADEMIC TERMS	8
NUMBER OF CREDITS IN EACH PROGRAMME	8
SYLLABUS	9
COURSE OUTLINE	9
EVALUATION	9
EXAMINATION HALL RULES	10
GRADING	11
EVALUATION OF MID AND END TERM PAPERS & RE-EVALUATION	12
ONLINE LEARNING AND TEACHING (OLT)	13
PROJECT AND OTHER ASSIGNMENTS IN COURSES	13
MAKE-UP EXAMINATION	13
Make-up Examinations	13
Improvement Examination	13
AUDIT COURSES/ TAKING ADDITIONAL COURSES	14
COURSE OF INDEPENDENT STUDY (CIS)	14
Objective	14
Student participation in CIS	14
CIS Supervisor	14
CIS Evaluation	15
CIS Viva	15
LIVE PROJECTS	15
STUDENT EXCHANGE PROGRAMME	15
ATTENDANCE	16
Attendance and Grade	16
MENTORING	17
DISCIPLINE	17
PLAGIARISM, SYNDICATION & CHEATING	18
CRITERIA FOR PROMOTION	19
CRITERIA FOR AWARD OF DIPLOMA	20
MERIT SCHOLARSHIP	20
SIP SCHOLARSHIP	20
IMI HONOUR LIST & AWARD OF MEDALS	20
CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES	21
LIBRARY RULES	22
Library Membership	22
Membership Procedure	23
Circulation Rules	23
General Rules	23
Library Working Hours	24
COMPUTER CENTRE RULES	24
General Rules	24
Timings	25
HOSTEL RULES	25
Introduction	25
General Information	26
Admission	26
End of residence	26
Living in the Hostels	26
Prohibited Behaviours	28
Anti-ragging Measures	29
Residential Rules and Regulations	29
Residents' Affairs Committee	31
Role of Hostel Superintendent	31
Important	31
CARRER GUIDENCE	31
Placement Support.....	31
Summer Placements	32
Final Placements	34

Eligibility	34
General Guidelines	34
Application Procedure	35
Interview Procedure	35
Withdrawal Procedure	37
Job Offers	37
Miscellaneous	38
Dress Code	39
Entrepreneurship Support	39
Guest / Corporate Lectures.....	39
Weekly Activities	40
Live Projects.....	41
Training/Placement Preparation activities.....	41
ACADEMIC CALENDAR (2020-21): PGDM 2019-21.....	42
ACADEMIC CALENDAR (2020-21): PGDM 2020-22.....	44
APPENDIX-I: RE-EVALUATION FORM	46
APPENDIX-II: COURSE OF INDEPENDENT STUDY (CIS) FORM	47
APPENDIX-III: LIVE PROJECT PROPOSAL FORM (PGDM)	48
APPENDIX-IV: LEAVE APPLICATION FORM	49
APPENDIX-V: PARTICIPATION IN CONFERENCE/B SCHOOL EVENTS	50
APPENDIX-VI: HOSTEL STUDENT MOVEMENT FORM	51
APPENDIX-VII: HOSEL ROOM CHANGE FORM	52
APPENDIX-VIII: CLEARANCE FORM	53
IMPORTANT INFORMATION	54

ACADEMIC RULES

1. ACADEMIC TERMS

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

2. NUMBER OF CREDITS IN PGDM PROGRAMME

- a. The Eligibility for earning the PGDM diploma is on the basis of completing the prescribed number of credits. One credit is equivalent to 10 class-room contact hours. All core courses are of 2 credits and electives may be of 3 or 1.5 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 minimum 20 sessions of 60 minutes in each 2-credit course. A 2-credit course demands 60 hours of in-class and outside class time.
- b. The PGDM has a minimum requirement of 104 credits of which 98 credits correspond to coursework, 3 credits correspond to Summer Internship after the completion of one year and 3 credits of field based comprehensive dissertation in the second year. Out of 98 credits of course work, 54 credits correspond to core papers, 8 credits are for flexi-core and 36 credits correspond to elective papers. Students are required to take flexi-core in the third trimester and all elective papers in second year. Students are given a bouquet of flexi-core and electives to choose from. They may also propose an elective of their choice. However, an elective will be floated only if minimum 20 students opt for that particular elective. These credits are normally completed over a 2-year period with the maximum allowed duration for completion being 3 years.
- c. As part of PGDM course structure, apart from completing the course work, each student is supposed to do the field based comprehensive project of 3 credits. The statutory period of this project is ten months. It provides the opportunity for the students to demonstrate their independence and originality, to plan and organize a large project and to put into practice some of the techniques they have been taught throughout the course.

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

Option 1: Based on Field Research
Option 2: Field based Industry Study
Option 3: Join IMI Incubation Center and Start their own Venture
- d. The classes are usually scheduled from 8.30 am onwards.

3. SYLLABUS

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

- a. Course code, course name, and number of credits
- b. Desirable prerequisites, if any
- c. 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

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. Learning Outcomes
- d. Pedagogy
- e. Session-wise titles, readings, cases, exercises etc. duly aligned with Learning Outcomes
- f. Prescribed text, recommended readings, if any
- g. 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 only for core and core-elective papers. For electives, the faculty has the discretion of keeping mid-term as the component of evaluation. However, if in any elective course, Mid Term has been set as Evaluation Component, students must compulsorily appear for the same.

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

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

6. EXAMINATION HALL RULES

- 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/-. Repeat examination grade cannot be more than B Grade. However, if a student of final year is found to be in possession of any slip/paper or indulging in any unfair means during the examination, the case will be taken to the Faculty Council and the decision of Faculty Council will be final.
- 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/-. Repeat examination grade cannot be more than B Grade. However, if a student of final year is found with mobile phone or any other electronic device, the case will be taken to the Faculty Council and decision of Faculty Council will be final.
- h. Students should not have their bags or other belongings including books with them during the exam. In case of open book exams, they may carry book/study material (only one) with them as instructed by the concerned faculty.
- 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 and Rule 6 (c.) will be applicable in such a case.
- 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 15 minutes of the commencement of the exam.
- o. The student will not be allowed to leave the examination hall, without submitting the answer sheet before the expiry of 50% of the allotted time.
- p. If any examination is held in computer lab, students are required to save the file(s) according to the instructions given by the examiner/invigilator, failing which the concerned student will be sub-graded by one grade.

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

7. GRADING

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

- a. For each internal component of evaluation, the faculty member will communicate the performance of students through marks only. The student can also see marks/grades on OLT. End Term and Mid Term marks will be communicated by the Programme Office by showing the answer sheets. However, if the students find any error in 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 Faculty Council moderates the result and finalizes the appropriate grades for all the courses.
- c. In each course a student is thus awarded a Letter grade only. The weighted average for all courses taken by a student in the Programme is called the Cumulative Grade Point Average (CGPA). Please note that the weights used to compute CGPA are the number of credit hours for a course.

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

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

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

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

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. 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 a non-refundable Rs.1000/- per subject.
- e. Students are required to fill the re-evaluation form (Appendix I) and submit the same in the 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 of the subject concerned. If they do, they will get a zero in that particular subject.
- f. Revaluation will be done by the concerned course faculty member. In case of further grievance, an appeal may be made to the Director. Director will address the grievance, in consultation with the concerned faculty member. After an appeal is made to the Director, any change in marks will be binding on the student. Any further complaint will be treated as frivolous and dealt with accordingly.

9. ONLINE LEARNING AND TEACHING (OLT)

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

10. PROJECT AND OTHER ASSIGNMENTS IN COURSES

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

11. MAKE-UP EXAMINATION

- a. Make-up Examinations: Make-up Examinations will be applicable only for Mid-Term and End-Term component. It will be allowed only in case of a serious illness or medical urgency of self and that of any immediate family members. 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. In such cases, the student's grade is lowered by one grade point in the respective subject(s).

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

in the same academic year, in case that option exist. However, if that option does not exist, the decision will be taken in Faculty Council Meeting.

12. AUDIT COURSES/TAKING ADDITIONAL COURSES

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

13. COURSE OF INDEPENDENT STUDY (CIS)

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

B. **Student Participation in CIS**:

- a. The CIS is an individual assignment and is to be undertaken by a single student.
- b. Student will submit CIS proposal in the prescribed form (Appendix-II) to the Programme Office in a prescribed time frame from the date of announcement.
- c. Programme Office sends the CIS proposals to Area Chair(s).
- d. Area Chair(s) along with area faculty review the proposals. If proposal is not good or relevant, then area may reject the same.
- e. If Area accepts the proposal, then based on the subject interest, Supervisor is suggested by the Area Chair to the Programme Office. The Programme Office communicates the Area decision to the student.
- f. IMI students may opt for a maximum one CIS, during the pursuit of their Programme. One CIS is equivalent to 3 credits of course work.
- g. Students of the PGDM Programme can enroll for a CIS in Term IV and V.

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

C. **CIS Supervisor**

- a. Initial consultation with a faculty member does not obligate the student to select him/her as a supervisor – nor is a faculty member obligated to serve, if the topic is not of interest to him/her.
- b. The supervisor – student relationship is determined by mutual interest on the part of student and faculty member involved. The initiative, however, lies with

the student. When the student has a topic in mind, he/she should discuss it with a faculty member in whose field of interest the topic lies. It is not the supervisor's responsibility to seek out the student to see whether he/she is making progress.

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

14. LIVE PROJECTS

- a. In addition to the commitment to academic excellence, the institute encourages the students to take up live projects available with the companies. These projects can be obtained by personal contact of the students, individual faculty, or through institutional contacts.
- b. When the Corporate Relation Committee (CRC) receives a request from companies for live projects, it in turn, forwards such requests to the entire batch of the students and they are free to take-up the live projects. It is compulsory on the part of a student to submit the details of a live project undertaken as per the pro forma (Appendix-III), failing which the student will not be allowed to mention the same in his/her CVs during the placement process.

15. STUDENT EXCHANGE PROGRAMME

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

constituted by the Director, IMI Bhubaneswar. If the student withdraws from the exchange Programme after selection, the fee deposited by him/her will be forfeited.

16. ATTENDANCE

- a. IMI places high emphasis on regularity and punctuality. Hence, attendance is compulsory in all courses. This requirement formalizes the reciprocal responsibilities between students and faculty to be fully prepared for class and to contribute to joint learning. More broadly, it reinforces our belief in education as a shared exercise. The success of our learning model depends on broad, regular class participation by all students. This, in turn, depends crucially upon regular attendance by all students in all classes.
- b. If scheduled classes are cancelled due to unscheduled holidays, such as Bandh, government declared public holidays, etc., such classes will be rescheduled on remaining working days of the term or on weekends.
- c. Students are expected to attend all the open houses with the director and chairpersons as well as any group activities and industrial tours organized by the institute, failing which a fine of Rs. 1000 would be levied upon the student.

A. Attendance and Grade:

The penalty for shortage of attendance is listed as under:

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

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

17. MENTORING

In order to help students grow academically, socially and professionally, IMI Bhubaneswar has instituted a mentoring programme. Each student is allocated a faculty mentor, who guides the student through his/her personal and professional life. It is a learning partnership where a more experienced mentor draws upon his or her knowledge, skill set, and perspective to provide guidance and feedback while facilitating the personal growth and development of a less experienced mentee. The student mentee and the faculty mentor can meet as per their mutual convenience and discuss any issue related to career exploration, networking, professional skill building and even the students' personal issues. 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 attract a penalty according to Rule 6 (c) in the HAND BOOK OF INFORMATION FOR STUDENTS.
- 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 institute.
- 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. Under no circumstances, a student should be seen using a mobile phone in the classroom. If found doing so, the phone will be confiscated and deposited with the administration office for the first offence. The student can get the phone back only after

3 days, by paying a fine of Rs. 1000. Second offence would lead to a fee of Rs. 2000 plus one sub-grading in the overall grade for that course.

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

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 Ds equal to or more than 12 course credits.
- c. Student with one 'F' grade may be promoted to the second year. However, 'F' grade has to be upgraded by successfully passing the course.
- d. However, if the student has more than one F grade, he/she will not be promoted to the next year.

Other promotion norms:

- a. Promotion letters are issued to the students within one month of the completion of the last scheduled examination of the 3rd term (end of first year) 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. A minimum Grade of C+ in Field based comprehensive project
- c. Not have obtained Ds equal to or more than 12 course credits.
- d. No 'F' grade at all.
- e. Successful completion of Summer Project/Company Project/Dissertation.
- f. Under no circumstances a student failing to obtain the minimum CGPA required for the award of diploma i.e. 4.5, would be given any further opportunity to improve his/her performance.

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

22. MERIT SCHOLARSHIP

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

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

23. SIP SCHOLARSHIP

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

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

24. IMI HONOUR LIST & AWARD OF MEDALS

- A. The IMI award for scholastic performance will be given to the students of a graduating class on the basis of the criteria detailed below. To qualify for the award of a medal a student must first qualify to be on the IMI Honour list, for which a student must satisfy conditions (a. through e.), which are as follows:

- a. The student should be among the top 15 students in the class in terms of CGPA in the first year.
 - b. The student should be among the top 15 students in the class in terms of CGPA in the second year, where applicable.
 - c. The student must have a CGPA of -
 - i. 6.5 and above for the entire Programme
 - ii. 6.5 and above individually in each year
 - 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 and 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-imbursement of travel expenses from the visiting institute, a certificate from the visiting institution/ university must be obtained to that effect to be eligible for getting the reimbursement from the Institute as per the existing rules.
- 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. LibraryMembership

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

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

B. Membership Procedure

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

C. Circulation Rules

- a. Borrowing facilities are given only to the members of the library. Documents may be borrowed only in individuals Library ID.
- b. The students must produce his/her ID Card on the circulation counter at the time of issue and return of books.
- c. A student can borrow not more than ten books on library ID at a time and is required to return or re-issue the same within THIRTY days.
- d. Periodicals, Newspapers and books on reference section may not be taken away from the library.
- e. For reissuing it is necessary to present the book at the counter. Reissue is not automatic. If there is a pending demand for the book, the request for reissue may be turned down by the library.
- f. The Librarian can recall books and other library documents any time if need arises.
- g. If the book is not returned by due date, the member will be charged a penalty of Rs. 5/- per day per volume/book.
- h. The library can refuse to issue books to members having unpaid dues.
- i. If a member loses a book Issued in his/her Library ID, the penalty will be as follows:
 - I. He/she will have to replace the document(s) lost or pay the current price of the document(s).
 - II. If the book is not easily available in the market, then the loser would pay 200% extra of the last known cost of the document(s).

D. 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.

E. Library Working Hours (All days open)

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

27. COMPUTER CENTRE RULES

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

A. General rules:

- a. Students are advised to maintain discipline in computer lab.
- b. Use of cell phone is prohibited inside the lab.
- c. Users are not permitted to carry their bags to the computer lab.
- d. Students are not permitted to install, modify or delete any software on lab computers.
- e. Food or drinks are strictly prohibited in the computer labs at any time.
- f. Scheduled computer-based classes in the labs have priority over all other uses.
- g. Students are allowed to access & download intellectual material from internet as per IMI Internet Policy.

- h. Users are provided with User ID & E-mail ID for accessing IMI network & emails. The maximum space allotted to each email box is 5 GB and attachment limit is 20 MB. The User ID & E-mail ID are accessible till Convocation.
- i. User should save their data files on network drive (O: drive). Each user is assigned a maximum of 200 MB space on the Network Drive (O: Drive). Do not save files on lab computer.
- j. Computer Centre is not responsible for data loss caused due to computer viruses, improper use of the computer or any other malfunctions.
- k. Equipment in the computer labs may not to be removed, modified, relocated, or disassembled without permission of the lab coordinator.
- l. Computer Centre resources may not be used for illegal or disruptive purposes.
- m. Usage of pirated software is prohibited.
- n. Reproduction of any copyrighted material (e.g. software, music, video, books, photographs, etc.) is prohibited.
- o. Don't access, upload, or download obscene, pornographic, threatening, or discriminatory material.
- p. Don't use chat rooms, online games in the computer lab.
- q. Any problems with the computer should be reported to the lab coordinator immediately.
- r. Online database can be accessed through IMI intranet (www.imibhserver.com)
- s. Laser & Color Printers are available on a per page charge basis as follow:
 - i. Black & White Printing (Rs.1.50/-)
 - ii. Color Printing (Rs.5/-)
- t. User must shutdown the computer before leaving the computer lab.

B. Timings 09.30 AM to 05.30 PM (Except Sundays, 2nd and 4th 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

I. 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.

II. End of residence

- i. At the end of the residence period, residents are required to move out of the hostel on or before the designated move-out date. When moving out, residents are required to clear all belongings (including clothing, books, etc.), and return all the original keys to the Hostel representative. They are also advised to take their vehicles from the Hostel premises.
- ii. Residents who violate hostel regulations will attract disciplinary action. Hostel residence will be terminated for residents certified by the Institute's doctor as not suitable for living in student hostel.
- iii. Hostel residence will be terminated for residents whose studies are terminated or suspended or whose Institute affiliations are changed.

III. Living in the Hostels

- i. Gate officially closes at 10 p.m. daily. Student will not be allowed to enter the Institute after that. In case a student wants to return after the stipulated time, he/ she shall obtain prior permission from the Hostel Proctor/ Hostel Superintendent mentioning the reason thereof. If a student remains out after 10 PM without prior approval, suitable disciplinary action as decided by the Hostel Proctor will be initiated
- ii. Students moving outside for more than 180 minutes (3 hours) are required to fill in the "Hostel Student Movement Form" (Appendix – VI in your handbook) and get it signed by the warden. You are also required to plan your movement a day in advance. On the spot permission will only be given in the case of emergency.
- iii. With reference to the rule number 1, the hostel gate is officially closed by 10:00 pm so if the student is leaving after 8:00 pm, they are required to take a written permission by fill in the above-mentioned form. The form is mandatory to fill even if the student is returning before 10:00 pm.
- iv. A student who took permission up to 180 minutes and comes back after 180 minutes, needs to deposit the ID Card to security on duty, who will deposit the same to Hostel Proctor to be collected personally by the student on next working day.
- v. Fan and room lights must be switched off while leaving hostel for classes etc. No other electric gadgets (except computer, hair dryer, radio and mobile phone charger) are permitted to be used. If any other gadgets are to be used, prior permission must be taken & charges, if any, must

be paid beforehand on monthly basis, as fixed by the authorities. Any flouting of these rules will incur fines as deemed fit by the authorities and the electric gadget will be confiscated.

- vi. Residents are required to display information cards on their room doors indicating their name, year of studies, etc.
- vii. Residents are required to keep the hostel clean and tidy. They are expected to clean their room periodically.
- viii. Residents are required to dress properly in the main hall and other public areas of the hostel.
- ix. Residents are advised to look after their own belongings and money. They are fully responsible for any loss of personal property.
- x. Residents are required to be familiar with the locations and operation methods of fire prevention facilities. All fire exits and hallways should be kept clear of personal belongings and public articles.
- xi. Residents are required to move out of the hostel during summer holidays (April- Mid-June).
- xii. Residents should inform the Superintendent/Hostel Manager of any emergency or special circumstances as soon as possible.
- xiii. Resident who wish to exchange hostel room with resident of other room in a particular hostel must have sufficient reasons. An application (Appendix-VII) should be submitted to the Superintendent.
- xiv. No alternation or addition of large-size furniture or miscellaneous items is allowed in the rooms without special approval.
- xv. Residents should use hostel facilities with care. If they damage such facilities, they will be responsible for any financial compensation incurred.
- xvi. To manage the hostel properly, Superintendent, Hostel officials, Resident Associations, and hostel attendants may patrol within the hostel. Student rooms are not private domains. In principle, hostel staff will get consent from corresponding student before entering individual student rooms, nevertheless, if situation arises (e.g. situations involving maintenance, suspect of accident within room, handling of disciplinary cases and distributing supplies), hostel staff may enter student rooms even without residents' consent.
- xvii. Posting and distribution of all promotion material in hostels must be carried out according to the hostel rules.
- xviii. The residents shall have to vacate accommodation as and when asked for. All the residents shall vacate the hostel rooms before they leave for the summer vacation so that annual repairs and white washing can be carried out. All the hostel articles issued to the students are returned to the caretaker before the residents leave their rooms.
- xix. Hostel inmates are supposed to take care of their health themselves. A resident suffering from infectious disease has to leave for medical treatment to proper clinic/hospital or isolated place.

- xx. In case of damage to any part of the hostel buildings, furniture, apparatus or other property of the institute, caused by inmates of the hostel, the loss shall be recovered from the persons identified as responsible for such damage.
- xxi. Every student residing in the hostel must join the mess attached to the hostel. Individual cooking is Strictly Prohibited. They are not allowed to cook anything in their rooms.
- xxii. The hostel fee paid by the student covers 3 academic terms starting from mid-June to March.
- xxiii. All cases of illness should be reported to the Medical – Officer of the Institute. Students may visit the nearest clinic such as SUM Hospital for medical treatment.
- xxiv. In case of the need for hospitalization, student should inform his/her parents/guardian. Parents/guardian are required to communicate with the concerned Hostel authority in this regard.
- xxv. Residents are advised to keep cash and valuables in their respective almirahs in a locked in condition. The concerned student will only be held responsible for these items. They are cautioned to be very careful about safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Institute shall not be responsible for the loss of such items due to theft or otherwise. However, in the case of theft, the matter should be immediately reported to the Hostel authority of the Institute.
- xxvi. Do not litter. Take pride and responsibility to keep the campus and your room clean.
- xxvii. The entire cost of replacing lock will be borne by the concerned resident in case a resident loses his/her keys of Cupboard/Almirah. The caretaker may not have the duplicate keys.
- xxviii. Residents are advised not to spoil the walls, corridor walls and inside of the hostel and other building in the campus. Any graffiti inside the rooms will invite strict penalty.
- xxix. To organize any function in the hostel /campus the students/residents should take prior written permission from the Director/Hostel Proctor.

C. Prohibited Behaviours

- I. The following behaviours (as mentioned in 28.D.a. and 28.E.) are strictly prohibited in student hostels.
- II. 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

- I. 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
- II. “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.”
- III. 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:
- IV. 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.
- V. 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:

- I. Smoking, consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the hostel or to enter the hostel after consuming the same or possession of any of the above. Anyone found smoking or consuming

alcohol in hostel premises or anywhere in IMI premises to be fined Rs.5000 on first instance, Rs 10,000 on the second instance and in the third instance (s)he will be suspended for one trimester. A student in the final term will be immediately asked to vacate the hostel.

- II. Allowing a person of the opposite gender into their room or public area at their floor. If any female student of IMI Bhubaneswar is found on fourth, fifth and sixth floor or any male student is found on second or third floor he/she will be fined Rs. 5,000 along with equal fine on all concerned batch mate(s) with whom he/she went to meet, when caught for first time. For the subsequent violation, the fine will be Rs 10,000 each along with a suspension from the hostel as may be decided by the hostel authorities and a written intimation to the respective parents.
- III. Residents keeping any firearms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel.
- IV. Students taking law into their own hands. They must report all disputes to the Hostel Superintendent/Manager/Administrative Officer.
- V. Shouting, fighting, gambling, stealing, violet knocking, maltreating or abusing.
- VI. A resident engaging a private servant or pet animals
- VII. Residents remaining absent from their hostels during night without the prior permission of the Superintendent/Manager/ Administrative Officer.
- VIII. A resident leaving the campus without prior permission of the Hostel authority. If they need to leave the campus, they shall have to apply in prescribed form in advance stating the reason for leaving and the address of destination. A resident who leaves hostel without the permission from the concerned Superintendent/Hostel Manager shall be deemed to be missing and Parent/Guardian/Police authorities may be intimated.
- IX. 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.
- X. Formation of association of students on the basis of regions, caste or creed is not permitted, during their stay in the hostels.
- XI. 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.
- XII. 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.
- XIII. 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.
- XIV. Residents invite any outside person to address any meeting in the hostel without written permission of the competent authorities.

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

- I. 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.
- II. 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:

- I. Key policy and decision maker. Promote an ideal hostel atmosphere;
- II. Help individual residents to adapt to hostel life;
- III. Manage the hostel and maintain order in the hostel;
- IV. 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. CARRER GUIDENCE

A. Placement Support

(The rules supersede all previous rules and are applicable with effect from 01-06-2020).

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 Cell (PC) which keeps constant touch with industry and alumni.

Structure of the Placement Cell (PC):

The Placement cell is headed by the Placement Chair who is assisted by the Placement Co-Chair, General Manager and Manager Placements. The Placement Chair & Placement Co-Chair are faculty members of the Institute and the General Manager & Manager Placements

are full-time employee of the Institute. However, recognizing the importance of placement, the Placement Advisory Committee (PAC) has been constituted to provide overall supervision and direction for Final as well as Summer Placements of the students. The PAC consists of faculty members of the Institute and the faculty members of the PAC are nominated by the Director of the Institute.

Placement activities are generally managed by students. The student level placement committee which is generally formed through a rigorous selection process from the batch, is referred to as the Student Placement Committee. Two Student Placement Committees are formed The Senior Placement Committee (SPC) and the Junior Placement Committee (JPC). The JPC and the SPC works under the able supervision and guidance of the PC. The number of students in the SPC and JPC are decided by the PC as per the requirement of the placements.

Notwithstanding anything given above, the PC has the full right to co-opt any student of the batch for SPC or JPC or for General Placement Activities if the PC feels that the student can contribute to the placement. Furthermore, students who have been selected in the JPC and SPC, can be ordinary members of any other committee, but cannot hold any important post in any other student committee.

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. Placement is a facilitation Process and Institute has no role in selection of the candidate in any organization

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. 20000, Rs. 15000 and Rs. 10000 for the best three projects). The prize money, along with the certificate is handed over to the students during the convocation.

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

- I. 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.
- II. 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.
- III. All placements for SIP shall be routed through the Placecom. 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. IMI Bhubaneswar makes every effort to offer SIP with stipend to the students, but it does not guarantee that every SIP would carry a stipend. Students cannot opt out of SIP provided by the Institute
- IV. Students must submit their Expression of Interest (EOI) for all the opportunities that are announced for SIP by the Placement Cell / SPC / JPC. In case a student is not interested in a particular SIP opportunity, s/he is allowed to forego the opportunity

subject to a maximum of 3 opportunities provided by the Institute. Refusal to respond to SIP opportunities for more than the prescribed limit of 3 opportunities 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 (e) below

- V. If a student wants to make his/her own arrangement for SIP, The student has to take permission of Chair Placement do so SIP on his/her own. The company and the project must be approved by the chair. The student must give in writing to the PC about her/his withdrawal from the Summer Internship process of the Institute. In the written withdrawal request student must mention the organization applying to and the full contact details of the concerned person in the organization. This is to avoid duplication of effort while approaching Companies for SIP and for maintenance of records at the Institute. On receipt of the written withdrawal request the PC will issue a No Objection Certificate (NOC) for the specified company. Once the NOC is issued the student would be deemed placed and the institute will not look for SIP for the said student. The student should send in their withdrawal application before they get placed from the institute. Once placed from the institute, the student cannot withdraw from the process.
- VI. 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 Final placement process of the Institute may also be applied in case of the particular student.
- VII. The institute has no role in deciding the location of the summer internship. It is expected that a student of IMI Bhubaneswar is mobile and is willing to do his summer internship in any part of India or abroad as deemed by the recruiting organization. The Institute / Placement Cell will not negotiate with any recruiting organisation regarding choice of location or change in location once the recruiting organisation decides on the location. Any such request would be turned down and suitable action will be taken against the erring student
- VIII. 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
 - In case submission through CD is not possible, a soft copy may also be sent to: placement@imibh.edu.in
 - 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.

- IX. All the students will be required to appear and qualify in each and every component for evaluation of summer internship (including synopsis submission, report submission and presentation). Failure to do so will lead to award of 'F' grade in Summer Internship.

b. Final Placements

Role of the Placecom is to provide placement assistance to the students by facilitating campus recruitment process and only placement assistance can be given to the graduating students. It brings together the students and the potential employers and facilitates their interactions. For this purpose, the PC, along with the JPC and SPC, corresponds with organizations, arranges interview for students and undertakes coordination activities.

Rules for Final Placements (subject to changes by the PC)

I. 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
- vi. of such opportunities and solely at the discretion of the company. This must be clearly mentioned in the admission form. This may, however, vary as per the requirements of the organization.
- vii. A student having a CGPA of less than 4.5 (which is also a mandatory requirement for receiving the Institute's Diploma) as on the date of campus visit/ interview by a particular company, will not be eligible to sit for that company and for subsequent interviews till (s)he secures the required CGPA of 4.5.

II. General Guidelines

- i. It is our constant endeavor 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.

III. Application Procedure

- i. Students are required to prepare their CVs in a given format provided by the Placement Cell and to submit a hardcopy and one softcopy of the same on a stipulated date. The Placement Cell can advise necessary changes in the CV, if needed. The student is to update the CV and resubmit the CV to the Placecom. The PC reserves the right to reject a CV for placements if it does not meet the guidelines. The onus of updating the CV lies with the students and once the CV available with the PC is sent to an organisation the PC shall not entertain any plea to send an updated copy of the CV to the organisation.
- 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 which is below 6 lacs, where s/he has done the SIP, will have to either accept the PPO or reject within 5 working days in writing, failing which the PPO will be considered as deemed accept. In case the PPO is 6 lac CTC or above, it is mandatory for student to accept the PPO.

IV. Interview Procedure

- i. A student can avail up to seven (7) interview opportunities for final placement. However, (s)he may decide to skip the selection process of any two companies subject to the prior approval of the Chairperson – Placements. Taking part in the interview/selection process, appearing in written or online examination, onsite or offsite, if any, by a company will be counted as one chance. Students need to make themselves competent enough to convert the interview opportunities to final placements. After providing the requisite number of chances, the student will be deemed placed by the Institute. Any further placement assistance will be at the sole discretion of the PC/Institute.
- ii. Many companies seek the CVs of the students as a part of the selection process and also for shortlisting for the subsequent rounds. If the CV of a student gets rejected by a particular company, then the Institute will not be responsible for it.
- iii. The Institute may at its discretion, continue to provide placement assistance to unplaced students after the stipulated chances have been exhausted. In

such a situation, the Placement Cell of IMI Bhubaneswar has the right to show such students as “deemed placed” in any external or internal communication. Students should note that IMI Bhubaneswar is not a placement agency and the placement assistance is being extended as a courtesy and not as a right. After the end of academic season, any such unplaced students, if they so wish, may continue to reside in the hostel subject to prior approval of Hostel Proctor and Director after paying the stipulated fees.

- iv. 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 [subject to clause (29.B.d.i.)] and s/he will be deemed to be placed by the Institute.
- v. The Institute will NOT TAKE RESPONSIBILITY of providing job opportunities in specific locations with specified roles and responsibilities and pay packages.
- vi. 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.
- vii. 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.
- viii. After the preliminary interview, some organizations may want students to go for a final interview at their headquarters, in places outside Bhubaneswar. The PC/SPC shall pass on the information received from the organization by communicating to the student through mail.
- ix. Students are expected to make their own travel and other arrangements.
- x. If a student does not appear for final interview, it shall be treated as withdrawal from the Final Placement process.
- xi. 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.
- xii. 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.
- xiii. 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.

- xiv. 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.
- xv. A student who has opted for a minimum of 4 subjects in a particular domain of specialization will have to appear for the campus interview in that domain irrespective of his/ her interest. Other students who have less than 4 courses in the area for which
- xvi. interview is conducted may also attend the interview process subject to the approval of the Chairperson – Placements and of the concerned organization.

V. 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 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.
- iii. The PC is convinced that the interviewing organization is not feeling offended.
- iv. 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.

VI. Job Offers

- i. Students are permitted to receive a maximum of 1 (one) job offer. Once the student receives a job offer s/he would be deemed placed and would be withdrawn from any other placement opportunity.
- 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 assistances

- 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.

VII. 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 (including students who have withdrawn from the course for any reason whatsoever) cannot have access to communication regarding placements from the Institute's administrative systems. The existing students should not share any placement detail on any social media. Any student found to be doing so – unless properly authorized by PC – shall be subject to clause 29d(x) mentioned above
- 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.
- ii. 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.
- iii. 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
- iv. 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.
- v. Notwithstanding anything mentioned in the Placement Rules, 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.

- vi. students are expected to be punctual during campus placements and adhere to timelines given by PC during campus interview process. Failing which a strict disciplinary action will be taken including monetary fine and debarment from further placement processes to the student. All training and Placement related activities will be compulsory for unplaced students all the time.

VIII. 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)

B. EntrepreneurshipSupport

- Student can take their own venture related studies as summer internship project (3 Credits).
- Student can do his/her dissertation project on their own venture (3 Credits) after formally registering with IMI Incubation foundation.
- Student can postpone his placement process for one year if he takes up his own venture. Placement office will provide their full support.
- Students who takes up their own ventures can take summer interns / final placements from campus.

Students may take SIP with IMI Incubation Foundation where they will work on their entrepreneurial venture under guidance of an Industry Mentor recognized by foundation. They will apply to foundation with their idea when SIP process begins at institute. Foundation will evaluate / modify their idea and allocate industry mentor for the SIP. Their SIP project submissions and assessments will be done in similar manner along with other SIPs.

C. Guest/CorporateLectures

- 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. A student will be required to attend at least 80% of the guest lectures. Under no circumstance should a student skip these sessions except for medical cases of self or immediate family members/ marriage of siblings only. In all such 40 cases, a written application attaching all the relevant documents like doctor's prescription etc./marriage cards shall have to be submitted to the Chairperson – Placements. A fine of Rs 2000/- shall be levied per session missed at the end of the term if the attendance is found to be between 70% and 80%. A student having attendance of less than 70% will NOT BE ELIGIBLE FOR ANY
- f. **PLACEMENT ASSISTANCE BY THE INSTITUTE.** If a student, who has already been placed, does not fulfil the criteria as above, then his/her appointment shall be cancelled and the concerned company shall be intimated accordingly. In all the above cases, a written approval from the Chairperson – Placements shall be required. The Chairperson – Placements also reserves the rights to make final decisions with respect to above.
- g. In case a student is cites illness and remain in the hostel room during the guest talks, grooming sessions etc. his/ her case will be considered ONLY if he/she DOES NOT attend other regular classes scheduled for that particular day.
- h. The above rules shall also be applicable for industrial visits and open house with the Director of the Institute as and when they are organized.
- i. Students suffering from fever or any other ailment which does not require visiting the doctor must mail/inform the Chairperson – Student's Affairs as well as Hostel Warden within ONE day of getting well. The copy of this mail must be submitted along with the application as mentioned in clause (29.C.e) above. Any such medical cases in which the Hostel Warden and the Chairperson – Student's Affairs have not been informed in writing, will NOT be considered and applicable fine shall be levied.

D. WeeklyActivities

- a. The PC and members of various students' clubs by rotation shall organize 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 analyses 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 mandatorily required to participate in these activities.
- d. Failure to attend and participate in such events will lead to penalty as mentioned above under Guest Lectures/Corporate Lectures section (Clause 29.C.).

E. LiveProjects

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 PC. It is the duty of the student to report the details of such live projects before they are commenced to placement@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. Students are also required to maintain their attendance. No attendance will be granted by Programme office for Live projects.

F. Training/PlacementPreparationactivities

Training is an integral activity of Placement Process. Before the Summer and Final Placement season starts, Institute organizes various training activities for its students (personality improvement, Mock GD & PI, CV building, negotiation skill set etc). Since all these activities are very important to make a student market / job ready, hence attendance is compulsory for such activities. A student can miss 10 % due to health issues and some other important matters. This should be with due permission of Chairperson Placement in writing. In case of any deviation, student is liable to pay monetary fine as well as strict disciplinary action will be taken from Placement committee which may even lead into debarment from Placement.

ACADEMIC CALENDAR 2020-21: PGDM 2019-2021

Date	Term IV (July 14-October 3, 2020)
Tuesday, July 14, 2020	Student Registration and Class commencement
Saturday, August 1, 2020	ID-Ul-Zuha Holiday*
Monday, August 3, 2020	Rakshabandhan Holiday
August 4-7, 2020 (Tuesday-Friday)	SIP Presentation Week
Wednesday, August 12, 2020	Janmasthami Holidays
Friday, August 14, 2020	Review of mentoring programme
Saturday, August 15, 2020	Independence Day
August 17-22, 2020 (Monday-Saturday)	Mid-Term Exam (classes suspended)
Monday, August 24, 2020	Classes Resume after Mid-Term
Friday, August 28, 2020	Entrepreneurship Activities
Friday, September 25, 2020	Classes End & Review of mentoring programme
September 26-October 3, 2020 (Saturday-Saturday)	End-Term Exam (classes suspended)
Friday, October 2, 2020	Gandhi Jayanti Holiday
Wednesday, October 28, 2020	Term Moderation
Thursday, November 5, 2020	Term IV Result
Date	Term V (October 5-December 31, 2020)
Monday, October 5, 2020	Term registration and Classes resume
Friday, October 23, 2020	Maha Saptami Holiday
Monday, October 26, 2020	Vijaya Dashami Holiday
Friday, October 30, 2020	Milad-Un-Nabi Holiday*
Monday, November 16, 2020	Bhai Duj Holiday
Wednesday, November 18, 2020	Review of mentoring programme
November 19-24, 2020 (Thursday-Wednesday)	Mid-Term Exam (classes suspended)
Wednesday, November 25, 2020	Classes Resume after Mid-Term
Monday, November 30, 2020	Guru Nanak Jayanti Holiday
November 30-December 5, 2020 (Monday-Saturday)	Final Placement Week 1
December 11-12, 2020 (Friday-Saturday)	International Conference on Entrepreneurship, Resource Planning and Regional Development
Friday, December 18, 2020	TEDx
Tuesday, December 22, 2020	Classes End & Review of mentoring programme
December 23-31, 2020 (Wednesday-Thursday)	End-Term Exam (classes suspended)
Friday, December 25, 2020	Christmas Holiday
Sunday, January 24, 2021	Term Moderation
Thursday, January 28, 2021	Term V Result
Date	Term VI (January 2-March 30, 2021)
Thursday, January 2, 2021	Term registration and Classes resume
January 11-16, 2021 (Monday-Saturday)	Lateral Placement Week

Tuesday, January 26, 2021	Republic Day (Holiday)
January 28-30, 2021 (Thursday-Saturday)	Jazbaa & Phronesis (classes suspended)
January 27-31, 2021 (Wednesday-Sunday)	Final Placement Week 2
Saturday, February 6, 2021	Review of mentoring programme
February 8-13, 2021 (Monday-Saturday)	Mid-Term Exam (classes suspended)
Monday, February 15, 2021	Classes Resume after Mid-Term
Saturday, March 20, 2021	Classes End & Review of mentoring programme
March 22-30, 2021 (Monday-Tuesday)	End-Term Exam (classes suspended)
Thursday, April 8, 2021	Term Moderation
Friday, April 10, 2020	Term VI Result

Note: All dates are fixed but may change due to contingencies. Holidays on (*) marked festivals will be observed as per the declaration/notification by the Government of Odisha. Date of holidays January 2021 might change depending upon the List of Holidays to be published on December 2020

ACADEMIC CALENDAR 2020-21: PGDM 2020-2022

Date	Term I (July 7-October 3, 2020)
Tuesday, July 7, 2020	Student Registration
July 14-31, 2020 (Tuesday-Friday)	Orientation Week
Saturday, August 1, 2020	ID-UI-Zuha Holiday*
Monday, August 3, 2020	Rakshabandhan Holiday
Tuesday, August 4, 2020	Classes commencement
Wednesday, August 12, 2020	Janmashthami Holidays
Saturday, August 15, 2020	Independence Day
Friday, August 28, 2020	Entrepreneurship Activities
Saturday, August 29, 2020	Review of mentoring programme
August 31-September 5, 2020 (Monday-Saturday)	Mid-Term Exam (classes suspended)
Monday, September 7, 2020	Classes Resume after Mid-Term
Friday, September 25, 2020	Classes End & Review of mentoring programme
September 26-October 3, 2020 (Saturday-Saturday)	End-Term Exam (classes suspended)
Friday, October 2, 2020	Gandhi Jayanti Holiday
Wednesday, October 28, 2020	Term Moderation
Thursday, November 5, 2020	Term I Result
Date	Term II (October 5-December 31, 2020)
Monday, October 5, 2020	Term registration and Classes resume
Friday, October 23, 2020	Maha Saptami Holiday
Monday, October 26, 2020	Vijaya Dashami Holiday
Friday, October 30, 2020	Milad-Un-Nabi Holiday*
November 2-7, 2020 (Monday-Saturday)	Summer Placement Week 1
Monday, November 16, 2020	Bhai Duj Holiday
Wednesday, November 18, 2020	Review of mentoring programme
November 19-24, 2020 (Thursday-Wednesday)	Mid-Term Exam (classes suspended)
Wednesday, November 25, 2020	Classes Resume after Mid-Term
Monday, November 30, 2020	Guru Nanak Jayanti Holiday
December 7-12, 2020 (Monday-Saturday)	Summer Placement Week 2
December 11-12, 2020 (Friday-Saturday)	International Conference on Entrepreneurship, Resource Planning and Regional Development
Saturday, December 19, 2020	TEDx
Tuesday, December 22, 2020	Classes End & Review of mentoring programme
December 23-31, 2020 (Wednesday-Thursday)	End-Term Exam (classes suspended)
Friday, December 25, 2020	Christmas Holiday
Sunday, January 24, 2021	Term Moderation
Thursday, January 28, 2021	Term II Result

Date	Term III (January 2-March 30, 2021)
Saturday, January 2, 2021	Term registration and Classes resume
January 11-16, 2021 (Monday-Saturday)	Lateral Placement Week
Tuesday, January 26, 2021	Republic Day (Holiday)
January 28-30, 2021 (Thursday-Saturday)	Jazbaa & Phronesis (classes suspended)
Saturday, February 6, 2021	Review of mentoring programme
February 8-13, 2021 (Monday-Saturday)	Mid-Term Exam (classes suspended)
Monday, February 15, 2021	Classes Resume after Mid-Term
Saturday, March 20, 2021	Classes End & Review of mentoring programme
March 22-30, 2021 (Monday-Tuesday)	End-Term Exam (classes suspended)
Thursday, April 8, 2021	Term Moderation
Saturday, April 10, 2021	Term III Result

Note: All dates are fixed but may change due to contingencies. Holidays on (*) marked festivals will be observed as per the declaration/notification by the Government of Odisha. Date of holidays January 2021 might change depending upon the List of Holidays to be published on December 2020



International Management Institute, Bhubaneswar

Shaping global leaders for tomorrow

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

RE-EVALUATION FORM

The Programme Chairperson (PGDM)
IMI Bhubaneswar

Dear Sir/Madam,

I wish to apply for re-evaluation for:

Course Name: _____

Term: _____

Faculty: _____

Reason for re-evaluation: _____

As per Handbook of Information for A.Y. 2020-2021 under clause 8(d), I am required to pay the re-evaluation fee of Rs. 1000/- (non-refundable) to the accounts department and submit the photo copy of the same to the Programme Office in order to initiate the process of re-evaluation.

Thanking you,
Yours Sincerely,

Answer Sheet Serial No.: _____

Programme Name: _____

Date: _____



International Management Institute, Bhubaneswar

Shaping global leaders for tomorrow

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

COURSE OF INDEPENDENT STUDY (CIS) FORM

The Programme Chairperson (PGDM)
IMI Bhubaneswar

Dear Sir/Madam,

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

A preliminary proposal of the CIS is enclosed. The proposal includes all the details as prescribed in the Handbook of Information for A.Y. 2020-2021, clause 13, therefore, may be permitted to do the CIS.

Thanking you,
Yours Sincerely,

Signature: _____

Name: _____

Programme Name & Roll No: _____

Date: _____



International Management Institute, Bhubaneswar

Shaping global leaders for tomorrow

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

LIVE PROJECT PROPOSAL FORM (PGDM)

Student Name & Roll number : _____

Interning Organization: _____

Organization Supervisors Name: _____

Project Title: _____

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

Project Background

Aims and Objectives of Project

Scope of the project

A Hands-on learning assignment or a survey The
extent- both geographic and study domain Intended

Methodology: any indication of the kind of Data

collection methods: Secondary/primary or both

Population to be studied

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

Student's Signature: _____ Date: _____

Placement Officer: _____ Signature: _____



International Management Institute, Bhubaneswar

Shaping global leaders for tomorrow

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

LEAVE APPLICATION FORM

Date: _____

The Programme Chairperson (PGDM)
IMI Bhubaneswar

Dear Sir/Madam,

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

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

Please grant me the leave.

Thanking you,
Yours sincerely,

Signature: _____

Name: _____

Programme Name & Roll No: _____

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

Leave of absence from the class granted/Not granted:

Officer Concerned (Programmes)

.....
(Signature)

.....
(Date)

Programme Chairperson

.....
(Signature)

.....
(Date)



International Management Institute, Bhubaneswar

Shaping global leaders for tomorrow

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

PARTICIPATION IN CONFERENCE/B SCHOOL EVENTS

Date:

The Director
International Management Institute
Bhubaneswar

Through: – Students’ Welfare & Hostel Committee

Dear Sir,

I would like to:

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

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

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

Thanking you,
Yours sincerely,

Signature: _____

Name: _____

Programme Name & Roll No: _____



International Management Institute, Bhubaneswar

Shaping global leaders for tomorrow

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

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 - Support)

Approved/Not Approved
(Hostel Warden)

Out Pass for Students

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

(Hostel Warden)

(Chairperson Student Affairs)

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

Security Signature and Seal

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

Security Signature and Seal



International Management Institute, Bhubaneswar

Shaping global leaders for tomorrow

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

HOSEL ROOM CHANGE FORM

Name of Student

Mobile/Contact No. Roll No.

Current room is occupied from (Date):

Category of Room occupied currently:

Category of Room willing to shift to:

Reason for changing room

Problem (if any) with the Current room:

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

Student Signature

Initiated
(Administration)

Recommended/Not Recommended
(Hostel Warden)

Approved/Not Approved
(The Director)

Current Hostel Fee _____ . Hostel fee after shifting _____



International Management Institute, Bhubaneswar

Shaping global leaders for tomorrow

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

CLEARANCE FORM

Name of the Student: _____

Student's Roll No.: _____

Residential Address (Permanent): _____

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

Email ID (Personal): _____

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

You are advised to submit the form on or before 30th March 2021, failing which your diploma will not be issued.

(Signature of the Student)

(Accounts Dept.)

(Programme Office)



International Management Institute, Bhubaneswar

Shaping global leaders for tomorrow

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

IMPORTANT INFORMATION

Sl. No.	Committee	Members	Ext. No./Phone No.
A	PGDM Programme	Prof. Sourabh Sharma	136
		Ms. Esha Datta	116
B	Students Affairs and Events	Prof. Ranjit Roy Ghatak	178
		Prof. Pallavi Pandey	129
C	IT Support	Prof. Sourabh Sharma	136
		Mr. Prasanta Ranjan Mishra	147
		Mr. Gyana Prakash Rajguru	118
D	Hostel	Prof. Santanu Das	149
		Mr. Chetan Gupta	121
		Mr. Santjee Kr. Sharma	139
E	Library	Prof. Bindu Chhabra	151
		Mr. Arvind Negi	145
		Ms. Umakant Bisht	145
		Mr. Sovan Basu	120
F	Accounts	Mr. Pranab Ghosh	143
		Mr. Santjee Kumar Sharma	139
G	Anti-ragging Squad	Prof. Sourabh Sharma	136
		Prof. Supriti Mishra	152
		Ms. Nidhi Gupta	111
H	E Cell	Prof. Devesh Baid	123
I	Tedx	Prof. Rohit Vishal Kumar	130
J	Internal Compliant Committee: Gender Sensitization Committee against Sexual Harassment	Prof. Bindu Chhabra	151
		Prof. Manit Mishra	127
		Prof. Supriti Mishra	152
		Ms. Nidhi Gupta	111
		Ms. Nazia Parveen	110
K	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.