

**EXECUTIVE POST-GRADUATE PROGRAMME
MANUAL (EPGP 2024-25)**



Indian Institute of Management Indore

CONTENTS

PART A: INTRODUCTION	PAGE NUMBERS
1. Introduction.....	3
2. Programme Objectives.....	3
3. Special Features of EPGP at IMI.....	5-6
3.1. Experiential Learning	
3.2. International Focus	
3.3. Creativity, Innovation and Entrepreneurship	
3.4. Social Sensitivity	
4. Pedagogy.....	6
5. Courses.....	6-7
6. Credit Courses.....	7
6.1. Audit Course	
6.2. Credit load	
7. Academic Calendar.....	8
 PART B: PROGRAMME ADMINISTRATION	
8. EPGP Executive Committee.....	9
9. Registration.....	9
10. Fees & Payment Schedules.....	9
11. Registration for Elective Courses.....	9-10
12. Attendance.....	10 - 12
13. Missed Quizzes and Examinations.....	12
14. Evaluation Procedure.....	12 - 16
15. Communication of Grades.....	16
16. Criteria for Promotion and Award of Degree	16-17
17. Convocation & Award of Degree	17
18. Academic Discipline & General Conduct.....	17-18
19. Redressal.....	18
 PART C: FACILITIES (Please refer to EPGP Hostel manual for this part)	
20. Accommodation.....	19
21. Mess Facilities.....	20
22. Medical Facilities.....	20
23. Other Facilities.....	21
24. General Guidelines for EPGP participants.....	22-23

APPENDIX

Appendix 1 – Programme Fee details.....	24-26
Appendix 2- Conduct of Quizzes and Examinations	27-28
Appendix 3- Course of Independent Study (CIS).....	29-33
Appendix 4- Registration form for Elective Courses.....	34

INDIAN INSTITUTE OF MANAGEMENT INDORE

Executive Post Graduate Programme in Management

Part A – INTRODUCTION

1. Introduction

This manual provides a brief description of the academic objectives, design and administration of the Executive Post Graduate Programme (EPGP) in Management at the Indian Institute of Management Indore. All participants, therefore, are expected to go through the content of this manual carefully and understand the same to facilitate better administration of the programme. The Institute reserves the right to change these norms any time without notice.

Mission

To produce contextually relevant middle and senior level managers and leaders with exposure to world class management education.

2. Programme Objective

The EPGP at IIM Indore is a one-year full time residential programme. It aims at facilitating the participants into becoming competent professional managers with the following set of capabilities:

- ⦿ Learn and adapt to the dynamic national and international environment
- ⦿ Work in diverse and diversified organizations
- ⦿ Sensitive to social needs

The EPGP is spread over one year with five terms including an international module.

Programme Learning Goals

Goal 1: Participants will demonstrate understanding of relevant management concepts along with data analytical skills to identify and appraise viable solutions for solving complex business situations.

Sl. No.	Objectives
1.1	Can use relevant theory and concepts to analyze situations, examine data, and interpret results soundly to support decision making process.
1.2	Can employ appropriate quantitative tools to acquire and examine data effectively for solving complex business situations.
1.3	Identify and appraise viable strategies and take appropriate actions to compare alternative options to attain stated objectives.

Goal 2: Participants shall demonstrate interpersonal awareness and ability to work in teams.

Sl. No.	Objectives
2.1	Prepares for team meetings regularly and contributes to the idea generation in the team meetings.
2.2	Actively listens and respects other's contributions.
2.3	Helps the team complete the task at hand successfully.

Goal 3: Participant will demonstrate awareness of legal & financial environment of business.

Sl. No.	Objectives
3.1	Understands the legal environment in which business operates.
3.2	Clearly understands & interprets financial statements.
3.3	Illustrate capability to employ business valuation frameworks, and understands the implications of risk - return trade-off.

Goal 4: Participants will demonstrate that they are effective communicators.

Sl. No.	Objectives
4.1	Communicate effectively in writing by exhibiting: clear and precise use of English (grammar, punctuation); structured arguments; reasoned conclusions; adherence to word limit.
4.2	Deliver a professional quality formal presentation by exhibiting: clarity and appropriate pace; logical structure; credibility; effective use of visual aids/technology; appropriate body language.

Goal 5: Participants will demonstrate the understanding of the ethical dimensions of management decision making.

Sl. No.	Objectives
5.1	Demonstrate capabilities to identify and analyze ethical issues and ethical dilemmas pertaining to business management.
5.2	Understands and demonstrates clear understanding on ethical perspectives and principles meant for resolving business issues by comparing and differentiating available alternatives.
5.3	Suggests an ethical course of action based on the application of ethical perspectives and principles.

Goal 6. Participants will demonstrate integrated and strategic thinking

Sl. No.	Objectives
6.1	Demonstrate understanding of the key concepts in strategic management and interrelationships between the main business functions.
6.2	Demonstrate knowledge of integrative business planning and ability to think holistically from a strategic viewpoint.

Goal 7. Participants will demonstrate the understanding of the international business environment

Sl. No.	Objectives
7.1	Demonstrate understanding of the international business environment in the context of cross-cultural and collaborative business and management aspects.

3. Special Features of EPGP at IIM Indore

The EPGP of IIM Indore has the unique blend of Experiential Learning, International Focus, Creativity, Innovation and Entrepreneurial Orientation and Social Sensitivity.

3.1 Experiential Learning

Management is an art, which cannot be taught by lecturing. To derive maximum benefit from the Programme, it is necessary to relate concepts with practice. Since all the participants of the programme come with experience, the interactions in the class would be rich with examples and focus on applications in different settings. Workshops on various topics enhance the experiential learning process.

3.2 International Focus

Globalisation of business is one of the important areas in management today. In this scenario, managers, irrespective of whether they are working in India or abroad, cannot do without an understanding of international business. The programme has an international component that provides a hands-on exposure to the practice of managing in multicultural environment. Further electives in international business also build on the skills required to work in an international environment.

3.3 Creativity, Innovation and Entrepreneurship

The course emphasizes the importance of creativity, innovation and entrepreneurship in building and running successful organizations. Courses/workshops on these topics not only provide knowledge and skill but also focus on inculcating the spirit of innovation and entrepreneurship in the participants.

3.4 Social Sensitivity

Another unique feature of the EPGP at IIM Indore is the offering of courses on ethics, CSR, Society and Business, etc. that exposes the participants to the ethical dilemmas and social responsibilities of business through classroom sessions and develops their social sensitivity through workshops and projects.

Therefore, broadly the programme is aimed at enabling the participants to seek opportunity based economic prosperity anywhere in the world without compromising social responsibilities.

4. Pedagogy

IIM Indore uses a combination of teaching methods such as case discussion, projects, independent studies, computer aided instructions, group discussions, lectures, seminars, presentations by participants, and lectures by guest speakers from academia, practice and policy. The *case method* is the predominant pedagogical tool. This sharpens the analytical skills of participants and helps analyse problems from multi-functional perspectives. Instructors primarily facilitates by pushing the participants to develop arguments, defend arguments and take decisions.

5. Courses

Academic input is delivered through six types of courses like - Orientation courses, Core courses, International Immersion courses, Elective courses, practitioner driven courses and Experiential based courses. The first three of these would be compulsory for all participants and occupy approx 50% of the total curriculum. They provide participants with the

fundamental conceptual knowledge, analytical skills techniques, contextual understanding, environmental awareness and overall perspective that will serve as the bedrock for learning. The elective courses, which are offered, will give participants a deeper understanding of different functional areas and enable them to specialize in areas of their choice.

6. Credit Courses

The concept of credit is used to compute the workload of a course. As a general rule, a four-credit course requires a commitment of about 100 hours from the participant of which 25 hours are to be spent in the classroom (usually 20 sessions of 75 minutes each) and the balance to be utilised for preparation and assignments. The courses carry two, three or four-credits thereby having ten, fifteen or twenty sessions respectively of 75 minutes each.

6.1 Audit Courses

It is possible for a participant to audit an elective course with the permission of the course instructor. An audit course is one where the participant does not get any credits for taking the course. Therefore the participant's CGPA remains unaffected and is not computed in meeting the requirements of award of the Degree. The purpose of audit course is to provide learning opportunity to participants who are keen to study a course but are otherwise constrained.

6.2 Credit Load

A participant from the EPGP has to satisfactorily complete 113 credits (65 credits of core courses, 06 credits of core courses during International Immersion Module, and 42 credits of elective courses) spread over Terms I to V. A participant is required to choose an elective course mix of around 42 credits across the terms. A participant, who chooses an elective course mix of more than 42 credits, is allowed to take a maximum of 08 credits worth of elective courses (not more than four credits in a term). An EPGP participant can take maximum 08 credits of workshop courses in complete academic year.

7. Academic Calendar

The following is the academic calendar for the EPGP 2024-25 management aspects:

EPGP 2024-25 Academic Calendar: From 04 April 2024 to 28 February 2025				
Term	Start Date	End Date	Approx. Duration	Public Holidays
Term 1	8-Apr-24	31-May-24	8 weeks	11th April - Id-ul-Fitr (Thursday) 17th April - Ram Navami (Wednesday) 23rd May - Buddha Purnima (Thursday)
Term 2	3-June-24	26-Jul-24	8 weeks	17th June - Id-ul-Zuha Bakrid (Monday) 17th July- Muharram (Wednesday)
Term 3	29-Jul-24	01-Oct-24	10 weeks	15th August - Independence Day (Thursday) 26th August - Janmashtami (Monday) 16th September - Milad-un-Nabi (Monday)
Term 4	14-Oct-24	25-Oct-24	2 weeks	NA - International Immersion Module
Placement Preparation	26-Oct-24	04-Nov-24	1 Week	31st October - Diwali (Thursday)
Term 5	5-Nov-24	28-Feb-24	15 weeks	15th November - Guru Nanak's Birthday (Friday) 25th December - Christmas Day (Wednesday)

* The academic calendar dates are tentative and subject to change if required.

Part B – PROGRAMME ADMINISTRATION

8. EPGP EXECUTIVE COMMITTEE

EPGP Executive Committee is the policy making body of the Executive Post Graduate Programme headed by Chair EPGP.

9. Registration

All participants are required to register on the notified registration day unless otherwise permitted by the EPGP Chair.

A participant who fails to register on the above specified date will be deemed to have left the programme, and would be allowed to register only after he/she has obtained permission from the EPGP Chair. A late registration fee not be less than Rs.5000.00 (Rupees five thousand only) will be charged . In addition to the late registration fee, late payment fees of Rs.100.00 per day will be charged in case the payments are not made on time. In exceptional cases, the EPGP Chair may grant extension of time for making payments. Late fees, once imposed, will not be excused.

10. Fees & Payment Schedules

The details of fees payable by each participant are given in *Appendix 1*. Payment of fees should be made as specified. In case the payment is not made on or before the due date, a late fee of Rs. 100.00 per day will be charged for the first 7 days and if the same is not paid by then, the participants name will be removed from the rolls. If a participant is removed from the rolls, he will have to reregister for the course as described above.

The results of the EPGP participants who fail to clear all the dues (including the late fees) by end of due date will be withheld and a late fee @ Rs.100.00 per day will be charged until the payments are made. The Degree of the participants who fail to clear all dues by end of due date will be withheld and the late fee @ Rs.100.00 per day will be levied, until the payments are made. No refund will be allowed on the fees paid.

11. Registration for Elective Courses

The process of registration for elective courses has two stages:

In Stage One, the EPGP Office will release the list of elective courses to be offered in various Terms with course outlines, well in advance.

The EPGP Office will share the course content of the electives with the EPGP

participants to facilitate decision-making process.

The last date for participants to choose the electives through an online bidding process will be announced alongwith the list of electives.

The minimum number of registrations for an elective to be offered will be 20% of the batch size. The EPGP Office will drop courses receiving *less than* 20% of the batch size. The list of dropped courses will be informed to the instructors and the participants.

The registrants of such dropped courses will register for other courses to make up for the shortfall in the credits they originally registered. Thereafter, the registrations will become final and participants will not be allowed to change their preferences.

In special circumstances, participants may be allowed to change the electives. The change has to be within the courses offered in the term only. If due to this option, the registration in any course drops below the stipulated minimum number of participants, the course may still be offered.

The timetable would be framed based on the mutual convenience of the faculty and participants. A few courses in each term may have to be scheduled simultaneously. Should the need arise, courses with the least number of common registrations will be dropped and participants in such courses would be required to register for a substitute course.

When the number of courses announced is very high, the EPGP Office may develop a timetable before the registration. In such a case, participants must register for courses that do not have overlapping schedule.

12. Attendance

Participants are required to mark their attendance once (for one session) **within 5 minutes before the start of the session and up to 05 minutes after the start of the session.** *For example, if there are 04 sessions in a particular day, the participants have to mark their attendance 04 times on that day.*

Additionally, the course instructor may check attendance on the attendance sheet. Marking proxy attendance will invite disciplinary action. If a participant has marked present before the class, but he/she is not able to attend such class, it should be immediately informed to EPGP Office through email.

Any participant found to have marked present for the class, but not attending such class will result into monetary fine and disciplinary action. Programme office will keep a record of attendance for all the courses.

12.1 Participants are expected to attend all sessions of a given course. However, participants may take leave up to 20% of the sessions in any course on account of emergencies, participation in management festivals or co-curricular activities etc., subject to approval of the Chair EPGP.

12.2 Any absence below minimum 80% attendance in any course will attract a grade cut of 0.25 points for each session missed beyond the 20% limit.

12.3 Participants with less than 50% attendance in any course will be awarded 'F' grade in that course.

Note: In case of Pass/Fail course (e.g. workshop), one grade cut of 0.25 will convert "Pass" grade to "Fail" grade.

Procedure to Apply Leave:

12.4 Participants need to inform Chair-EPGP and EPGP Office over email before availing leave.

12.5 Participants need to apply for leave through the IIM Indore's ERP platform as well.

12.6 In case of illness, EPGP Office should be informed by e-mail. Formal application should be made within 2 days of returning from leave.

12.7 Failure to submit the leave application within 2 days would result in being marked as unauthorized absence.

12.8 If the participant is absent without prior permission, EPGP Office will issue a memo asking him/her to explain the reason for absence. If satisfactory explanation answer is not obtained, unauthorized absence will be assigned to the session for which he/she was remained absent. For 4 sessions in any course, permanent "F" grade may be awarded.

12.9 For participant hospitalized in Indore on the advise of the Institute's doctor a grade cut waiver may be considered on case-by-case basis.

12.10 Grade cut on account of absence for participants attending competitions in the approved list of institutes will be considered for waiver on case-by-case basis.

12.11 If participants are leaving the campus, they will have to take prior permission of EPGP Chair. Leaving campus without authorization will attract disciplinary action.

12.12 Participants whose absence in a course is *more than what is specified above for whatever reason*, the EPGP Office shall automatically award a *permanent 'F'* to the concerned

participant in that course and inform the concerned course instructor accordingly. This 'F' replaces whatever grade the course instructor might have awarded to the participant on the basis of various components of evaluation.

12.13 The above rules will override any individual course specific rules for attendance set by the course instructor.

13. Missed Quizzes and Examinations

If a participant, whose absence in a course is less than 20%, misses any quiz, mid-term and/or end-term examination or other components of evaluation, the concerned course instructor has the discretion either to award an "F" for the missed component or to conduct a make-up examination or give a make-up assignment with or without a cut in the grade so obtained or extrapolate the grades obtained in other components to the missed component. The decision of the instructor in this regard will be final.

14. Evaluation Procedure

14.1 Grading of Individual Courses

1. Course instructors may use different components of evaluation like :
Class participation;
Quiz (announced or unannounced);
Assignments;
Individual / Group Presentations;
Oral examination (in special cases);
Mid term examination; and
End term examination.
2. Courses of two credits or more should have at least three components of evaluation. The weightage of any one component should not be more than 50%. Individual evaluation (as against group evaluation) components should constitute at least 60%. In other words, group components should be less than or equal to 40%. Mid-term and end-term examinations, if any, should have a minimum weightage of 20% and 30% respectively. A course instructor may decide not to have any written component of evaluation, after obtaining appropriate approval from the competent authority. *One and two credits workshop courses could be evaluated based on a single evaluation component and more than 2 credits workshop courses must have at least two evaluation components. There is no restriction on weightage on group or individual components. A course instructor*

may decide not to have any written component of evaluation, after obtaining appropriate approval from the competent authority.

3. The Course feedback will be collected through ERP and students must ensure to provide their course feedback within the stipulated time / window. The students submitting feedback for a course will be awarded 0.1% grade for that course. Faculty will give course grade with 100% weightage (comprising all evaluation components mentioned in the course outline). Programme office will convert the faculty given grade to 99.9% (by multiplying the faculty given grade with 0.999). Programme office will give 0.00433 grade to students who have submitted the course feedback within the stipulated time (A+=13, hence 0.1% of A+ = 0.004333, i.e., $(13/3) \times 0.001$). 0.00433 grade will not be given to the students who have not submitted the course feedback.
4. Shorter duration quizzes will be conducted by the course instructor during class hours. Longer duration quizzes and mid-term/end-term examinations will be conducted by the EPGP Office at pre-announced timings.
5. A five-point scale will be used for evaluating participants in individual courses as described in the following table:

Grade	A	B	C	D	F	I
Description	Excellent	Good	Satisfactory	Low Pass	Fail	Incomplete (Final Grade pending)

6. For each component of evaluation, generally marks are first awarded which are next converted into letter grades on a thirteen-point scale (i.e. A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-) with the instructor deciding the range of marks for each letter grade. The instructor can also straightaway award the component wise letter grades on a thirteen-point scale without assigning the marks. These component-wise letter grades are then converted into numerical values (up to two decimal points) by using the Grade Conversion Table given below:

Grade Conversion Table
(the first row represents weight of the component)

	5%	10%	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%	100%
A+	0.65	1.30	1.95	2.60	3.25	3.90	4.55	5.20	5.85	6.50	7.15	7.80	13
A	0.60	1.20	1.80	2.40	3.00	3.60	4.20	4.80	5.40	6.00	6.60	7.20	12
A-	0.55	1.10	1.65	2.20	2.75	3.30	3.85	4.40	4.95	5.50	6.05	6.60	11
B+	0.50	1.00	1.50	2.00	2.50	3.00	3.50	4.00	4.50	5.00	5.50	6.00	10
B	0.45	0.90	1.35	1.80	2.25	2.70	3.15	3.60	4.05	4.50	4.95	5.40	9
B-	0.40	0.80	1.20	1.60	2.00	2.40	2.80	3.20	3.60	4.00	4.40	4.80	8
C+	0.35	0.70	1.05	1.40	1.75	2.10	2.45	2.80	3.15	3.50	3.85	4.20	7
C	0.30	0.60	0.90	1.20	1.50	1.80	2.10	2.40	2.70	3.00	3.30	3.60	6
C-	0.25	0.50	0.75	1.00	1.25	1.50	1.75	2.00	2.25	2.50	2.75	3.00	5
D+	0.20	0.40	0.60	0.80	1.00	1.20	1.40	1.60	1.80	2.00	2.20	2.40	4
D	0.15	0.30	0.45	0.60	0.75	0.90	1.05	1.20	1.35	1.50	1.65	1.80	3
D-	0.10	0.20	0.30	0.40	0.50	0.60	0.70	0.80	0.90	1.00	1.10	1.20	2

The values, so obtained by a participant in various components of evaluation in a course, would be added and the sum would be divided by 3 to obtain the final course grade points, which will then be converted into a final letter grade for the entire course by using the following conversion table:

Grade Point	3.55 to 4.33	2.55 to 3.54	1.55 to 2.54	0.55 to 1.54	0.00 to 0.54
Grade	A	B	C	D	F

7. The instructor should specify the grading plan in the course outline. Course coordinators should ensure that the components of evaluation, the weights attached to them and the grading plan for a course taught by different instructors in different sections are identical.
8. Normalization grading pattern would be adopted, as per the following table:

Grade	<i>Permissible range for individual evaluation components - Quizzes and Exams, individual assignments, individual presentations etc.</i>	<i>Permissible range for class participation & group based components: group assignments, group presentation etc. (*)</i>
A	0% (min) to 20% (Max)	0% (min) to 20% (Max)
B	30% (min) to 50% (Max)	30% (min) to 50% (Max)
C	25% (min) to 50% (Max)	25% (min) to 50% (Max)
D & F	5% (Min) to 20% (Max)	0% (Min) to 20% (Max)

Combined distribution of A and B may be 70% when A is less than 20%

(*) Please note CP is the only exception here, which is individual. Rest all are group based components.

Note: The sub grades (like A+, A and A-) within a grade will be clubbed together for determining the above ranges.

14.1.1 If a participant has not fulfilled the academic requirements of a course, he/she may be assigned "I" (Incomplete) grade temporarily, representing non-completion of the academic requirements of the course. A fifth term "I" has to be completed well in time to graduate. If for any reason, the participant fails to complete the course within the time stipulated by the course instructor and/or the EPGP Office, then the "I" grade would be automatically converted into an "F" grade.

14.1.2 If a participant misses one or more components of evaluation with prior permission, the following procedure will be followed:

1. Initially, the participant will be awarded "I" (incomplete) grade.
2. When the participant completes the make-up requirements as specified by the

course instructor within the specified time, "I" will be replaced by the final grade awarded for that component by the instructor.

3. In case the participant fails to complete the make-up requirements as indicated above, the instructor will give an "F" for the missed component(s) of evaluation.
4. In any case, the decision of the instructor is final.

14.1.3 The grades given by an instructor in any component of evaluation are final. The instructor will not be called upon to justify the grades as long as they conform to the norms. A participant, who desires clarification on the grade(s) awarded, may discuss the matter with the concerned instructor(s) within 4 days after receiving the grades. If any grievance regarding grading is not resolved through discussion with the instructor or if the instructor is not available in station, the concerned participant may refer the matter to the Chair EPGP in writing within 2 days thereafter, who will then discuss the matter with the instructor, if required.

14.1.4 The Faculty will be required to provide model answers of End-Term and Mid-Term questions to the EPGP Office after the examination is over.

14.1.5 The Faculty will be required to give back all the questions and answer scripts of End-Term and Mid-Term examinations to the EPGP Office, which will keep the records for at least one year.

14.2. Grade Point Average (GPA)

GPA for a term is the weighted average of the grade points obtained in the courses registered for by a participant in that term, the weights being the respective course credits.

CGPA, as at the end of a term/year, is the weighted average of the grade points obtained in all the courses registered for by a participant up to and including that term/year, the weights being the respective course credits.

Deficit Credit Points (DCPs)

Grades "D" and "F" will carry DCPs as follows:

- ⊙ A "D" will carry one DCP in a one-credit course, two DCPs in a two-credit course, three DCPs in a three-credit course, four DCPs in a four-credit course and so on.
- ⊙ An "F" will carry two DCPs in a one-credit course, four DCPs in a two-credit course, six DCPs in a three-credit course, eight DCPs in a four-credit course and so on.

- ⦿ Total number of DCPs will be calculated by adding the number of DCPs accumulated by obtaining both "D"s & "F"s during the academic year.

15. Communication of Grades

15.1 Course instructors are required to communicate:

- ⦿ To participants the marks obtained in quizzes as soon after the event as possible but in not more than two weeks;
- ⦿ To participants the marks for the mid-term and end-term examinations as soon as possible, but in not more than three weeks from the date of the examination; and
- ⦿ To the EPGP Office, within three weeks of the end of the term, the final course grades.

15.2 While the component-wise marks are communicated directly to participants by instructors, the final course grade is communicated to the participants by the EPGP Office.

15.3 The EPGP Office will communicate to participants their final letter grades in various courses along with GPA and CGPA.

16. Criteria for Promotion and Award of Degree

CGPA and Deficit Credit Points (DCP) will be the criteria that will be used to award the Degree to the participant.

16.1 Criteria for Award of Degree

A participant, who has satisfactorily completed the programme, will qualify for the award of the **one-year full-time degree in Master of Business Administration (MBA)** if he/she satisfies the following criteria:

- He/ She should complete the prescribed courses and credit requirements.
- He/ She should have aggregate CGPA of at least 2.0.
- He/ She should not have aggregate accumulation of more than 20 DCPs.

16.2 A participant, who does not satisfy above criteria and who has not already repeated the programme, will be given an opportunity to make up for the shortfall in CGPA and/or DCPs either by repeating the course(s) in which he/she has obtained a D or F or by choosing a new elective course of the next academic year. As and when such a participant makes up the shortfall in CGPA and/or DCPs by successfully completing the required number of course credits, the EPGP Office would issue a Provisional Certificate. The Degree would

be awarded to him/her at the Institute's Annual Convocation. In all such cases, fees as recommended by the EPGP committee will be payable by the participant.

16.3 A participant, who does not satisfy above criteria and who has already repeated the programme, will be asked to withdraw from the programme.

17. Convocation & Award of Degree

The “ **one-year full-time degree in Master of Business Administration (MBA)**” will be conferred on all the participants, who at the end of the year have fulfilled all the conditions and requirements for the award of the Executive Post Graduate Programme at the Institute's Annual Convocation.

Medals and Awards: Meritorious academic performance in the programme is recognized in the following ways:

1. The Indian Institute of Management Indore Gold Medal for Scholastic Performance (Rank 1) is awarded every year to the topper from the graduating batch, during the convocation
2. Certificate of academic excellence to top 5 percentile participants as per CGPA.

The criteria to award the Gold Medal for Scholastic Performance (Rank 1) to the participant are:

- The participant should have the highest CGPA.
- The participant should not have an 'F' grade in any course, during the entire programme.
- No disciplinary action should have been taken against the participant.

18. Academic Discipline and General Conduct

The Institute expects participants of all programmes to conform to norms of integrity, honesty, civility and good conduct in all their activities. It also expects the participants to conform to the rules of the Institute both in letter and spirit. The following lists down some of the expectations from the participants:

- ⦿ Always carry identity card issued by the Institute to the class and while going out of the campus.
- ⦿ Smoking, drinking and eating in the classroom is strictly prohibited.
- ⦿ Smoking and consumption of alcohol, narcotic drugs on the campus is strictly prohibited.
- ⦿ Proxy attendance for others will lead to expulsion
- ⦿ Mobile phones, communication devices, cameras and audio-video gadgets (either switched on or off) are not allowed in the classrooms and during other academic activities such as examination, quizzes, guest lecture etc.
- ⦿ Cases of indiscipline or misconduct in classes, irresponsible behavior inside or outside the classes, use of unethical practices during placement or violation of the rules of the programme will be severely dealt with.

- ⊙ Any form of dishonesty including attempts to copy or help others copy in any manner is strictly prohibited.
- ⊙ Participants should not write/paste any materials, which may disfigure or leave marks on the walls, windows, or doors. In case of any damage to such facilities cost will be recovered from the person causing damage and if the person is not identified the participants, as a whole will be charged the cost of the damage.

19 Redressal:

Two registers are maintained - one in the hostel and another in EPGP Office for lodging complaints. The participants can put their complaints in these registers for appropriate redressal. The Chair, EPGP shall attend the academic issues of the EPGP participants between 5.00 p.m. – 6.30 p.m.

- ⊙ Unless specified otherwise by the instructor, participants must not collaborate in any manner in completion of home assignments and projects.
- ⊙ Plagiarism is deemed as academic indiscipline and shall be dealt accordingly. Therefore all sources of information and ideas must be explicitly acknowledged. In other, words, the non-referenced part of the answer as presented to the instructor should be the independent work of the participant(s).
- ⊙ Rules regulating the conduct of quizzes and examinations are given in *Appendix 2*.
- ⊙ Canvassing for grades is strictly prohibited.

Instructors will be free to adopt any measure to penalize participants for breach of academic discipline. Any such violations and measures taken by the instructors will be reported to the Chair EPGP. Instructors may also choose to report the incident to the Chair EPGP recommending disciplinary action against the involved participant.

Disciplinary action(s) will be decided in the EPGP Executive Committee and determined on a case-by-case basis.

Notwithstanding the academic regulations mentioned above, the Chair EPGP is empowered to refer to the EPGP Executive Committee any deserving case for review and action.

A participant, who is aggrieved by the penalty imposed by the EPGP Executive Committee, may appeal, within 7 days of the date of intimation of the penalty imposed, in writing to the Director, through the EPGP Chair. The decision of the Director on such an appeal shall be final.

Part C FACILITIES
(Please refer to Hostel Manual for this part)

20. Accommodation

Accommodation for EPGP participants has been arranged in Executive Residence (ER-III). The contact number of reception is Tel: 0731-2439771

Executive Residence (ER-III)

Air conditioned bath attached room on single occupancy basis will be provided for the board and lodging facilities of the EPGP participants. The Executive Residence (ER) Office shall allocate the rooms for the participants on a random basis for equitable distribution. However preferences should be given to girl participants with respect to nearness of entrance and exit (stairs). The rooms within the Executive Residence III have all/most of the following amenities/furniture:

Single Bed, Side Table, Wardrobe, Study Table, Study Chair, Coffee Table, Visitor Chair, Book Cabinet, Dressing Table, Tube Light Set, Fan, Down Lighter- 1x11 W, Speaker, Exhaust Fan, Bathroom Light- 1x11 W, Mirror Light – 1x18 W, Internet Point, and A.C.

Solar Heater is installed in the Hostel and hot running water is supplied at pre-specified timings. The Housekeeping staffs may be contacted for specific information.

The bed sheets and pillow covers would be changed at regular intervals and the rooms and toilets would be cleaned everyday. Participants are advised to put their valuable belongings within their dedicated wardrobe and lock the same as a precautionary measure.

Participants are hereby requested to ensure that the same are present in their rooms. In case some items are not there, the concerned participant(s) shall immediately bring it to the notice of the representative of ER - III House Keeping and Hostel & Student Affairs Office. Damage to the above (other than normal wear and tear) is subject to realisation from the concerned occupier.

Married Residence (MR-1): The Indian Institute of Management (IIM) Indore has Married Residence (MR-1) available on campus for married participants. Allotment of the rooms of Married Residence is done by the Hostel and Student Affairs Office.

21. Mess Facilities

The Institute provides mess facilities to the EPGP participants. The EPGP participants are required to use the Mess in Executive Residence III. The Dining Hall has a self-service system and is open during the following hours.

	Weekdays	Sundays & Other Institute Holidays
Breakfast	08.00 – 9.30 am	08.00 – 10.00 am
Lunch	01.00 – 02.30 pm	01.00 – 02.30 pm
Tea/Snacks	05.00 – 06.00 pm	05.00 – 06.00 pm
Dinner	08.00 – 10.00 pm	08.00 – 10.00 pm

Sick diet is provided for a day if the request is made to the caterer in advance. If the sick diet is to be continued, then the concurrence from the Institute's Doctor (intercom no. 782) is necessary.

Sick diet would be served within the room. Night Canteen Facility is available in the main PGP hostel mess area from 11.30 pm – 02.00 am.

22. Medical Facilities

Medical Facility is available on the campus. Participants may avail of the services of the Institute's doctor at appointed days/timings as notified by the Institute. Diagnosis, prescription and emergency treatments are given, if required. Only emergency medicines are provided at the Institute dispensary. Participants have to buy the drugs prescribed by the doctor. In the event of doctor not being around, first aid box available in the Medical Centre can be used to treat minor injuries.

22.1. Medical Insurance

It is the responsibility of the participants to be covered under the health/medical insurance. Participants are also advised to carry their Medical Card with them to ensure cashless medical facilities in times of need/emergency. In case they do not avail cashless facility or are admitted to any hospital where cashless medical facility is not available, they will have to settle the bills directly with the hospital. The Institute shall not be responsible in any case for settling the hospital bills of participants.

23. Other Facilities:

Library Facility- Details about the Library facilities are available at the following links:

<http://www.iimidr.ac.in/iimi/index.php/facilities/library>
<http://192.168.1.11/> (accessible only from IIMI intranet)

Sports Complex: A large Sports complex is available with the facilities like: Tennis Court, squash room, Aerobics Hall, Cardio zone, Gymnasium, Steam and Sauna room, Swimming pool, Amphitheatre and a Large Auditorium where movies are also screened on weekends.

Laundry Facilities: Laundry facility is also available for the EPGP participants on a payment basis.

Community Center: A community center with multiple facilities like – Grocery shop, Vegetable and fruit shop is available. Hair saloon for men is also available near it.

ATM Facility: A branch of State Bank of India (With ATM facility) in campus and an SBI E Corner with latest facilities is available in the ground floor of new administrative block. An ICICI ATM kiosk is also available in the main reception of the campus.

Parking Facility: The EPGP Participants can avail parking facilities for four wheelers in the ER-3 basement parking. The vehicle details are to be provided for parking authorization. Unauthorized parking and at inappropriate places shall attract penalties.

City Trips: The institute also has a bus facility towards and from Indore City on a daily basis and weekly bus facility to Mhow. The timings of the buses can be obtained from Transport Office at 856/597.

Computer Lab: The Institute also provides facilities to use computer lab for the participants. For more details contact IT department or call at 642. The institute's information and help desk number is 2439666.

24. General Guidelines for the EPGP Participants

- ⦿ Mess fee is for the actual period of stay in campus is included in the overall course fee. Similarly hostel fee is for the actual period of stay in campus.
- ⦿ The participants are required to vacate their rooms when they go for vacation/term breaks and international module. The ER Office / Hostel Office may provide storage facility during the period of leave.
- ⦿ The expenses incurred by the International partner on VISA service have to be borne by the participants. The other two charges generally paid by participants are SEVIS fee and VISA processing fee.
- ⦿ Participants are required to produce medical fitness certificates at the time of registration for the programme. This includes vaccination against Typhoid, Hepatitis A & B and Chicken Pox. In case they have not taken the same, it has to be taken immediately on arrival at the institute.
- ⦿ Any incidence of infectious disease must be reported immediately to the appropriate authority for necessary actions.
- ⦿ Prior permission must be obtained by the participant(s) from the appropriated authority if they wish to stay overnight outside the campus.
- ⦿ No stranger is allowed inside the Executive Residence III. Prior intimation must be provided to the Appropriate Authority in case of the participants wish to bring in their relatives.
- ⦿ Limited accommodation on paid basis is available for outstation guests of the EPGP Participants. However, the participants should ascertain the availability of rooms prior to calling their relatives.
- ⦿ The participants are required to vacate their rooms when they go for vacation/term breaks and international module. The ER Office / Hostel Office may provide storage facility during the period of leave.
- ⦿ Visiting hours for non-participants are from 7.00 am to 10.30 pm. The institute reserves the right of admission to the hostels.
- ⦿ The participants are not allowed cooking within the rooms.
- ⦿ The participants are not allowed to keep pets in hostel rooms.
- ⦿ Participants are informed that consumption or storage of narcotic drugs declared as contraband and dangerous by the Government of India and/or alcohol within the campus including Hostel premises is strictly prohibited. The main building of the Institute is a 'No smoking zone'. Similarly, participants are also expected to refrain from smoking in the corridors, common room, toilets and other public zones of the hostel.

- The participants are allowed to party under moderation and with the prior permission of the appropriate authority. Alcoholic beverages are not permitted.
- The ER / Hostel authorities reserve the right to inspect the hostels at any time.
It is advisable that EPGP participants, and girls in particular, shall refrain from using Gate No. 2 after sunset. The Institute shall not be held responsible for incidences occurring as a consequence to the non-adherence of the above warning.
- For all other issues the decision of the EPGP Chair/Executive Committee is deemed full and final.

APPENDIX – 1 Programme Fee:

Programme fee and Payment Schedule for EPGP 2024-25 Batch:

1. Non-Refundable Commitment Fee (payable at the time of acceptance of provisional admission offer)	
a. For Indian Nationals (Indian Passport holder)	INR 1,00,000/-
b. For foreign Nationals (Foreign passport holder)	INR 1,50,000/-
2. Programme Fee (including the commitment fee)	
a. For Indian Nationals (Indian Passport holder)	INR 22,11,800/-
b. For foreign Nationals (Foreign passport holder)	INR 33,17,700/-

Note: At present there are no taxes on the programme fee; however, taxes will be applicable if enforced by the competent authority in future.

Payment Schedule for the Indian Nationals:

Option I: The balance fee of INR 21,11,800/- (Rupees Twenty One Lakh Eleven Thousand and Eight Hundred only) can be paid fully on or before the day of Registration, i.e. 04 April 2024.

Option II: The balance fee can be paid in three instalments as per the below-given schedule:

If paid in instalments, candidates are expected to provide an irrevocable Bank Guarantee valid up to 04 February 2025 for INR 10,00,000/- (Rupees Ten Lakhs only) with the first instalment:-

First Instalment– On or before the day of Registration, i.e. 06 April 2023, INR 11,11,800/-

Second Instalment – Before 05 September 2024, INR 7,00,000/-

Third Instalment – Before 05 December 2024, INR 3,00,000/-

Payment Schedule for the Foreign Nationals:

Option I: The balance fee of INR 31,67,700/- (Rupees Thirty One Lakh Sixty Seven Thousand and Seven Hundred only) can be paid fully on or before the day of Registration, i.e. 04 April 2024.

Option II: The balance fee can be paid in three instalments as per the below-given schedule:

If paid in instalments, candidates are expected to provide an irrevocable Bank Guarantee valid up to 05 February 2025 for INR 15,00,000/- (Rupees Fifteen Lakhs only) with the first instalment:-

First Instalment– On or before the day of Registration, i.e. 06 April 2023, INR 16,67,700/-

Second Instalment – Before 05 September 2024, INR 10,50,000/-

Third Instalment – Before 05 December 2024, INR 4,50,000/-

The fee includes tuition, course material, access to library facilities, network/computer charges, alumni membership, lodging and boarding. All expenses towards International travel, visa, passport, lodging and boarding (international) etc. would have to be borne by the candidate. Expenses towards academic input (international) are included in the fee.

Bank Details for Inward Swift Transfer of Funds :

Account Name : Indian Institute of Management Indore

Account Number: 53018623445

IFSC Code: SBIN0030525

Branch Code: 30525

Name of Bank: State Bank of India

Branch Address: IIM Indore Campus, Rau, Indore, Madhya Pradesh

APPENDIX – 2: Conduct of Quizzes and Examinations

1. Participants shall be present in the examination hall at least 5 minutes before the commencement of the quiz/examination. Participants shall not be allowed to enter the examination hall after the commencement of the quiz/examination.
2. All participants shall wear name tags during examinations.
3. Participants shall occupy the seat allotted to them as per the seating chart. The question paper and answer sheet shall be placed by the Invigilator on each seat before participants occupy their seats. The participants shall turn the question paper and commence writing on the answer sheets only after the announcement to start has been made by the Invigilator. After the Invigilator's announcement, the participants should stop talking with one another. However in case of urgent problem/situation, the participants can talk with the Invigilator and with nobody else during the duration of the examination – both inside as well as outside.
4. Participants shall not go out of the examination hall without the prior permission of the Invigilator. However, no such permission shall be given during the first one and half an hour and the last half an hour of the examination. Participants will not be permitted to leave the examination hall for examinations of 2 hours or less. At any point of time, not more than one participant shall be given permission to go out.
5. Participants shall not refer to any book, paper or other notes, unless it is an open book examination. In an open book examination, a participant shall refer only to his/her own books and notes.
6. Passing, receiving or seeing papers of others during the examinations is STRICTLY PROHIBITED. Any one who willfully gives assistance to another shall be considered as guilty as the one who receives it.
7. Participants shall not bring any mobile phone or other communication device into the examination hall. The invigilator shall confiscate any such gadget found in the examination hall. In addition, disciplinary action may be initiated against the involved participant.
8. In case of any doubt regarding the quiz/examination that has not been clarified by the Instructor or the Invigilator, participants have to proceed by making suitable assumptions.
9. At the close of the examination, the supervisor on duty shall collect the answer books at the seats of the participants. Therefore, the participants should stay back until

their answer books are collected. However, those who finish the examinations at least fifteen minutes prior to the close of the examination could leave the hall earlier after handing in the answer books to the supervisor. Handing in the answer books to the Invigilator shall be the sole responsibility of the participant. The participant shall not take the answer book out of the examination hall.

10. Participants shall write their name on the loose/supporting answer sheets.
11. Invigilators should report to the EPGP Office any violation of these rules by the participants

Any violation of the 'Quiz & Examination' rules would attract 'F' grade and/or the matter would be referred to the EPGP Executive Committee.

APPENDIX – 3: Course of Independent Study (CIS)

1.1 Norms for CIS –

- CIS can be taken by a participant in case he/she :-
 - i. Is unable to attend the International Immersion programme due to denial of Visa.

or

- ii. Any extra ordinary situation.

or

- iii. CIS can be taken as an elective

This will be subject to approval of the EPGP Executive Committee

- Only an internal faculty member can be the supervisor for a CIS.
- CIS credits will add to his/her total credits of courses he/she has to compulsorily opt during the one year programme (minimum 113 credits).
- One Course of Independent Study (CIS) of 2 credits can be taken by the EPGP participants in a complete academic year.
- A faculty may supervise 2 CIS projects of 1 credit.
- All CIS proposals are required to be approved by the area to which the faculty belongs.
- No teaching load credit to be given to faculty for CIS as he/she is likely to benefit academically (inputs/ ground work for research or even publications).
- On completion of the study, the participant will have to make seminar presentation to IIM Indore community and submit the study/report to his/her supervisor.
- A participant may be considered PASS/FAIL on the basis of his/her performance in the seminar. Failure in CIS will attract DCPs.
- Name of CIS topic along with Pass/Fail will be put up on participant's grade sheet.
- The CIS can be done during Term-II till Term-V of EPGP Academic Calendar.

1.2 Procedure for submission and approval of the CIS project

- The participant is eligible to submit his / her expression of interest together with the proposal to the programme office.
- Any EOI without the proposal or any proposal that is incomplete is liable to be rejected.
- The EPGP office will forward the CIS proposal to faculty members of the concerned area for their approval.
- If nothing is heard from area members within a week of sending the proposal then, it shall be presumed that the area has no objection to the CIS proposal.
- The decision of the area is then communicated by the EPGP Office to the participant and to the faculty supervisor.
- Any contingencies not provided for herein shall be decided by the EPGP Executive Committee.

Annexures:

A• Form for choosing CIS - I. Form For Assessment of Seminar Presentation

II. Form For Expression of Interest

III. Format For Proposal For Course of Independent Study

FORM FOR ASSESSMENT OF SEMINAR PRESENTATION

Name of the participant:

Name of the supervisor:

Topic:

Area:

Performance: PASS / FAIL

Comments (if any):

Signature:

Date :

Name :

FORM FOR EXPRESSION OF INTEREST

Date:

To: The Chair, EPGP

From: Mr. / Ms. _____

Roll No. _____

[Through CIS supervisor]

Dear Sir,

I am interested in undertaking a CIS under the supervision of Prof. _____ on

the topic: _____ in

Term IV.

Thank you,

Signature of participant

FORMAT FOR PROPOSAL FOR COURSE OF INDEPENDENT STUDY

1. Name of the participant
2. Roll No.
3. Term.....
4. Name of the supervisor
5. Title of the CIS
6. Objectives
7. Brief description of CIS project
8. Methodology / analytical framework
9. Expected outcome

APPENDIX – 4: Registration form for elective courses

Indian Institute of Management Indore

ELECTIVE REGISTRATION FORM

for Term _____ EPGP- (20__ - __) Batch

Name: _____ Total Credits for the term: _____

(In CAPITAL letters)

Roll No. _____

Elective Courses (Min 20 and Max 24 Credits)		Credits
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Total Elective Credits for this Term		

I have submitted the same details to EPGP Office.

Date:

Signature of the Participant