

प्रबंधन में पचवर्षीय एकीकृत कार्यक्रम (आई पी एम)
Integrated Programme in Management [IPM]

नियम पुस्तिका
Manual

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IIM INDORE

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INTRODUCTION

1 About the Manual

This Manual provides a brief description of the Integrated Programme in Management (IPM) at IIM Indore and lays down the norms governing its design and administration. All students are required to be conversant of these norms. The Institute reserves the right to change these norms from time to time based on requirements.

2 Mission

To produce contextually relevant, socially-conscious managers and leaders with a foundation of world class education in social sciences followed by management education.

3 Programme Objectives

IIM Indore's Five year Integrated Programme in Management (henceforth IPM) is an innovative, unique and creative programme. The IPM of IIM Indore has been designated to meet the aspirations of young undergraduate students, (who have passed out class XII / Higher Secondary or equivalent from various schools in India), to become management professionals, change agents and societal leaders. The programme is designed to provide intellectual maturity, a holistic education, and lay foundation of leadership qualities in the students so that they can craft a career of their own choice and make a difference to themselves and society.

4 Programme Learning Goals

Given the nature of the programme (first 3 year of UG and next 2 years of PG education) learning goals of IPM are split into those for the first 3 years and the last two years.

Learning goals for the first three years (under graduate level) of the programme:

Goal 1: Demonstrates language and communication skills

Sl.No.	Objectives
1.1	Displays accuracy of grammar
1.2	Demonstrates effective articulation and expression
1.3	Displays clarity of thought

Goal 2: Demonstrates knowledge of basic foundations of management studies

Sl.No.	Objectives
2.1	Acquires analytical rigor through Mathematics and Statistics
2.2	Understands fundamentals of Economics
2.3	Understands fundamentals of core disciplines such as Economics, Sociology, Psychology, Political Science, Philosophy and other social sciences with the study of management is based.
2.4	Exhibits the knowledge and application of courses in Information Systems, Technology and Tools

Goal 3: Demonstrates ethical understanding

Sl.No.	Objectives
3.1	Identifies an ethical issue/problem in a given situation
3.2	Recognizes and understands ethical traits, principles, and perspectives
3.3	Suggests an appropriate action based on given ethical principles

Goal 4: Demonstrates social consciousness

Sl.No.	Objectives
4.1	Understands the social context in which organizations operate
4.2	Demonstrates awareness of social issues and responsibilities

Learning goals of the last two years (Post graduate level)

Last two years of the programme are at Post-graduate level and the IPM students are mixed with the PGP programme students and they go through the same set of courses as the PGP programme. Hence the learning goals for these two years are the same as that of the PGP Programme. These goals are:

Goal 1: Develop Critical Thinking

Goal 2: Ability to Work in Groups Effectively

Goal 3: Develop Competence in Quantitative Analysis

Goal 4: Prepare socially conscious and ethically motivated managers, leaders and entrepreneurs

5 Special Features of IPM at IIM Indore

The IPM of IIM Indore has some special features like:

- Social Internship - At the end of second year
- UG Research thesis - Third year
- Sabbatical – At the end of third year
- Rural Engagement Programme - Fourth Year
- Industry Orientation Programme/Summer Internship –Fourth Year
- Himalayan Outbound Programme – Fifth Year

6 Academic Calendar

The Academic Calendar is uploaded on the intranet of IPM Office

7. Pedagogy

IIM Indore uses a combination of various teaching methods such as cases, simulations, projects, computer aided instructions, group discussions, lectures, role plays, seminars, presentations by students, and lectures by guest speakers from industry, government and academic institutions.

8. Course Structure (Year I, II & III)

The Programme follows the trimester system, with 3 terms per year. During the first three years of the programme, each student is required to complete at least 288 credits, consisting of compulsory courses as well as electives. One credit is equivalent of 5 classroom sessions of 75 minutes duration.

9. Credits

9.1 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 student of which 25 hours are to be spent in the classroom (usually 20 sessions of 75 minutes each) and the balance to be utilized for preparation and assignments. The courses are of one, two, three, four, five or six credits.

9.2 Workshop Course

a) Workshop courses are conducted through a one-credit course with 5 sessions or a two/three-credit course with 10/15 sessions. Students will be awarded any of the four grades: Excellent (E), Good (G), Satisfactory (S), and Poor (P) in these courses on the basis of their performance. Students receiving a poor grade will be treated as having obtained a 'D' grade in a course carrying equal credits and the rules for the DCPs will be applicable.

Results of these courses are not included in the computation of CGPA. In case of workshop courses with four grades (E/G/S/P), the grade cut of 0.25 will result in to one lower grade. In the case of Poor (P) grade, as there is no lower grade thereafter, any grade cut will result in Poor (P) grade only, until less than 50% attendance where "F" grade will be awarded.

b) To enrich the industry-connect of the undergraduate students of the Integrated Programme in Management (IPM), practitioner-oriented workshop courses from IIMI alumni have been introduced in year 2021 as per the following details:

- i. The alumni may be invited as a VF to conduct a 1-credit workshop course, for which the Program office may initiate the process well in advance.
- ii. The alumni will be required to meet the criteria of IP category as per accreditation norms.
- iii. These workshop courses are to be offered through respective areas by inviting industry experts.
- iv. The workshop courses may be designed by the area in alignment with the existing courses Offered to the participants in the first three years of IPM.
- v. The workshop course will be a non-graded, pass/fail course.
- vi. The course will be evaluated and reviewed by IPM course committee.

The workshop course will be as per the rules of workshop courses in Term IX.

C) Norms to invite foreign faculty to offer a full course or partial course in collaboration with our faculty members:

- i. 20% of the 288 credits in IPM (around 57 credits) in the first three years may be offered by the foreign faculty members. The courses may be offered term-wise.
- ii. The core course may be offered in jointly by Internal and foreign faculty, however the elective courses may be offered by the foreign faculty only.
- iii. The respective Area may oversee the courses to be offered by the foreign faculty.
- iv. Same online course cannot be offered in UG and PG years. Courses committee may look into it.

9.3 Physical Training & Yoga/Meditation

Physical Training and Yoga/Meditation will be a compulsory Elective 2 credit workshop course. The Grading system of the Physical Training and Yoga/Meditation course will be the same as the grading system of workshop courses where Excellent, Good, Satisfactory, Poor and Fail Grades are given and the same will be reflected in the transcript.

9.4 Course of Independent Study (CIS) and UG Research Thesis

9.4.1 Course of Independent Study (CIS)

A third year student may opt for Course of Independent Study (CIS) which is equivalent to 2 credit Workshop course. Norms and procedure of CIS are mentioned in the Appendix-2. Various Forms to be used for CIS are given in Appendix 4 to 6.

9.4.2 UG Research Thesis

A third-year student may opt for UG Research Thesis which is equivalent to 4, 4-credit Workshop courses. The norms and procedures of UG Research Thesis are mentioned in Appendix 7. Various forms to be used are given in Appendix 8 to 10.

10. Credit Load (Existing Programme structure)

10.1 A first-year student has to satisfactorily complete 96 credits of compulsory and elective courses, spread over Terms I, II, and III.

10.2 A second-year student has to satisfactorily complete 94 credits of compulsory and elective courses, spread over Terms IV, V, and VI.

10.3 After Term VI and before Term VII, a second-year student has to complete a Social Internship of 06 credits compulsorily. For details refer to clause no. 14 of this manual.

10.4 A third-year student has to satisfactorily complete 92 credits of compulsory and elective courses, spread over Terms VII, VIII, and IX.

Out of 92 credits in the third year, the students can take a maximum of 12 credits of Workshop (maximum of 04 credits per term) across the year. There are no minimum credits decided for workshop courses across the third year of IPM.

10.5 The fourth and fifth years will be as per PGP norms/rules.

Credit Distribution:

First Year:

Course Type	Term – I	Term - II	Term - III
Compulsory	31 Credits	32 Credits	33 Credits
Elective	Nil	Nil	Nil

Second Year:

Course Type	Term –IV	Term-V	Term-VI
Compulsory	31 Credits	31 Credits	28 Credits
Elective	Nil	Nil	04 Credits

Third Year:

Course Type	Term –VII	Term-VIII	Term-IX
Compulsory	13 Credits	Nil	14 Credits
Elective	19-21 Credits (19 Credits Minimum)	30-32 Credits (30 Credits Minimum)	16-18 Credits (16 Credits Minimum)

Note: In third year i.e. in Term VII, VIII and IX (combined), the students have to opt for at least 16 credit of Economics area courses. Please ensure that you fulfill this requirement.

11. Credit Load (Revised Programme structure) – IPM 2024-29 batch onward

11.1 A first-year student has to satisfactorily complete 97 credits of compulsory and elective courses, spread over Terms I, II, and III.

11.2 A second-year student has to satisfactorily complete 93 credits of compulsory and elective courses, spread over Terms IV, V, and VI.

11.3 After Term VI and before Term VII, a second-year student has to complete a Social Internship of 06 credits compulsorily. For details refer to clause no. 14 of this manual.

11.4 A third-year student has to satisfactorily complete 92 credits of compulsory and elective courses, spread over Terms VII, VIII, and IX.

Out of 92 credits in the third year, the students can take a maximum of 12 credits of Workshop (maximum of 04 credits per term) across the year. There are no minimum credits decided for workshop courses across the third year of IPM.

11.5 The fourth and fifth years will be as per PGP norms/rules.

Credit Distribution:

First Year

Course Type	Term – I	Term - II	Term - III
Compulsory	31 Credits	31 Credits	35 Credits
Elective	Nil	Nil	Nil

Second Year

Course Type	Term –IV	Term-V	Term-VI
Compulsory	31 Credits	30 Credits	32 Credits
Elective	Nil	Nil	Nil

Third Year

Course Type	Term –VII	Term-VIII	Term-IX
Compulsory	20 Credits	Nil	8 Credits
Elective	12-14 Credits (12 Credits Minimum)	30-32 Credits (30 Credits Minimum)	22-24 Credits (22 Credits Minimum)

Note: In the third year i.e. in Term VII, VIII, and IX (combined), the students have to opt for at least 16 credits of Economics area courses. Please ensure that you fulfill this requirement.

12. INTERNATIONAL EXCHANGE PROGRAMME

Students have the option of studying in a reputed partner- institution abroad during Term VIII, provided they satisfy the selection criteria.

Eligibility

1. Third year IPM students who are interested in International Students Exchange Programme (ISEP) must register when the International Relations Office (IRO) /STEPCOM announces the date for registration.
2. To be eligible for a student exchange programme, students must have a minimum CGPA of 2.00 for the first 2 years (combined GPA of two years). This will be communicated to the students before the selection process. Students also must maintain minimum passing criteria till term 5. Students who accumulated 18 DCPs or more prior to the bidding process or prior to the exchange programme (Term VI & Term VII) may proceed only with the approval of the IPM Chair in consultation with IPM EC.
3. Students who participate in the IPM exchange programme will be eligible for the PGP exchange program.
4. Repeaters, students who have taken a break from the programme & re-joined and/or provisionally / conditionally promoted students will not be allowed to participate in the ISEP.
5. Students with any of the disciplinary issues, viz, any misconduct, malpractice in examination/assignment, academic indiscipline, Punch-in- Punch-Out (PIPO), violation of rules, ragging, consumption/possession of banned substances, etc., where IPM Executive Committee / Disciplinary Committee / H&SA EC imposed any one or more of the following penalties during their course of study at the Institute are not allowed to participate in ISEP:-
 - a) Fine of Rs.5,000/- and above,
 - b) Suspension from the classes or the hostel for a specific period,
 - c) Awarding "Fail" grade in the course concerned,

- d) Repeating a course/term/year,
- e) Suspension, made ineligible for scholarships or participation in management festivals,
- f) Debarred from placement activities,
- g) Any other disciplinary action as decided by the IPM EC or any other Institutional Committee of IIM Indore.
- h) Fine towards late payment of fees or late registration or late arrival in the hostel will not be considered as disciplinary action.

6. Students opting for ISEP must possess a passport valid for at least a year from the time of commencement of exchange term. A copy of the same must be submitted during the bidding process. Failure to do so will lead to cancellation of the application.

7. Voluntary disclosure will be obtained from the students along with the ISEP application. Before confirming the nomination, the IRO Office will obtain clearance from the IPM Office/Hostel Office. In case the disclosure from any student is later found to be false / suppressed the application will be declared ineligible subsequently and the student will not be permitted for the exchange programme. In that case, an appropriate penalty will be imposed as per the IRO EC decision.

Allocation

8. Allocation of ISEP will be done through a process of bidding.

9. Bidding process will be handled by the ISEP Committee and submit the result to IPM/IRO EC for its approval.

10. Once a student has been allotted a seat, he/she will not be allowed to change his/her allotment.

11. In the event of new school/university seats being added to our partner network, subsequent rounds of bids will be held. There would be no revision of allocations for those who have taken up seats in the first round of bidding. Fresh applications will be opened for the rest of the batch as well, for the subsequent rounds of bidding. Those who have not been allotted seats in the first round may also apply for subsequent rounds.

12. After the nomination from the IRO, the student will receive the details about the application process from the host university. It is the student's responsibility to complete the application by coordinating with the program office & IRO.

In case seats allotted during the first bid are vacated, those seats will be opened again for re-allotment. Students who were not allocated seats during the initial bid are eligible to apply for these bids. Reallocation of already allotted seats will not be entertained; no upgrade will be possible.

13. The students to whom seats are allocated during reallocation have to make their own arrangements for the deals/ offers that were previously arranged for by the IPM STEPCOM Office.

Program office will send a google form to all the exchange students and they need to share all the details required. The STEPCOM will follow up with all the students and they will be submitting to the program office

14. In case a student opts out of exchange programme for any reason fine will be imposed as stipulated by the IPM/IRO EC.

15. The Institute will not be responsible for loss incurred in connection with the cancellation of ticket / visa or any other expenses in case of withdrawal from ISEP.

16. Before leaving for ISEP, the students must check their credit requirements for IPM / ISEP. They Should subscribe required number of undergraduate level credits at the exchange university.

17. Credits at the exchange university will be counted as per the in-class hours as per the IPM conversion rule. Off-class hours will not be considered for credit requirements unless and until it is approved by the IPMEC.

18. The students cannot take similar/same course(s) in exchange university that they have already attended at the Institute. In case of doubt on the course title/content, students have to get it clarified from the Area Chair and then inform to the STEPCOM and Program office.

19. If the exchange university is not offering the required credits as per the IPM requirements and/or the student cannot subscribe to the required credits at the exchange university, the student has to subscribe to the required course credits either in term VII (maximum 05 credits) or term IX (the remaining credits failing short). The maximum permissible limit is 10 credits. The student exchange committee must process the allocation of extra credits before the start of the exchange term through due approvals from the IR/IPM office and the IPM Chair.

20. If the exchange university is not offering the required credits as per the IPM requirements, the students selected for the international exchange program to be allowed to take extra credit courses in Term-VII (maximum 05 credits) and Term-IX (the remaining credits failing short), respectively, to complete the international exchange with less number of credits courses to the ceiling of maximum 10 credits. This facility will be applicable to all the exchange universities so that the participants can have a wide range of choices of universities/institutions abroad. The student exchange committee must process the allocation of extra credits before the start of the exchange term through due approvals from the IR/IPM office and the IPM Chair.

22. If a student secures an 'F' grade in any of the course/s at the Host University, and credit/s is/are calculated to ensure minimum credit requirements, DCP will be calculated as per the IPM Programme manual. The DCP will also be considered for deciding promotion to fourth year. No further interpretation of "F", "D", etc., will be done by IPM / IRO Office (i.e., "F" means course credit x 2 = n2 DCPs). No further inference (implied) as per Exchange University.

23. The CGPA earned in IIM Indore only will be counted to decide gold medals/ scholarships or any other academic award. However, a student obtaining a 'Fail' grade in any course during exchange programme will not be eligible for gold medals / scholarships / awards.

24. IIM Indore is not responsible for any consequences due to cancellation of application at Exchange University for any reason.

25. Any communication from the partner institution with regard to non-compliance with their regulations and indiscipline will be viewed with utmost seriousness and strict disciplinary action will be initiated against the student.

26. Any remote exam conducted at IIM Indore on behalf of partner universities will be arranged for at the discretion of the IPMO. The students appearing for these exam(s) will have to bear any expenses arising out of the examination.

27. It is compulsory for students to bear for conducting the miscellaneous fee requirements of the partner exchange university, if any, and other charges such as insurance, transit payments, etc. The Institute will not be responsible for any expenses in connection with ISEP. In case of incurring any expenses by the Institute, the same will be recovered from the students.

28. Attendance requirements of the host university (if any) would have to be followed compulsorily.

29. From 2018 batch onwards since the Exchange Program will be scheduled in Term VIII, those students who are going for International Exchange programme and whose partner university has not submitted the grades on time, will be conditionally promoted to fourth year considering their Term- VII and Term IX grades. Subsequently, after obtaining final results from Partner University the final call regarding their eligibility to be part of the PGP will be confirmed.

In case anybody gets DCPs in view of an 'F' grade awarded by Partner University and the total DCP/s is/are exceeding the limit of 18, as per the rules he/she will not be promoted to 4th year. Further, the concerned student will be asked to withdraw from the IPM programme, if he has already repeated any year during the first three year of IPM. An undertaking should be taken in this regard from the students and their parents. This undertaking should be submitted to the IPM Office/International Relations Office by the students in hard copy.

30. The Institute will not be responsible for any delay in the submission of grades by the Exchange University. Students should keep in mind that there are delays from the host university's side in processing transcripts.

31. Students will be required to vacate their hostel rooms by a stipulated date as desired by IIM Indore authorities. Any student staying beyond this date would be required to pay applicable hostel charges.

32. Grades earned at other B-Schools during the exchange programme will not be incorporated in the third-year grade sheet or calculation of third-year and three years combined CGPA. In the grade sheet, it will be mentioned that students have gone for International Exchange Programme for the respective term. Grade sheets as received from the host university will be given to the students.

33. The above rules are subject to revisions by the IRO EC. Notwithstanding the regulations mentioned above, the Chair, ISEP is empowered to refer to the IPM Executive Committee any deserving case for review. The IPM EC will review such cases and take appropriate decisions/actions.

34. It is imperative that students going on the exchange programme act as ambassadors of the Institute (IMI). They must conduct themselves in a responsible and dignified manner while studying at the university abroad.

13. Exit option and rules for sabbatical for IPM students after third year of IPM Programme.

13.1 Exit Option

From 2018 batch onwards, students entering the programme will have the option to exit from the programme

with a BA (Foundations in Management) degree if they have completed the requirements of the first 3 years.

The provisional BA (Foundations of Management) Degree will be awarded on exit after successful completion of 3 years.

BA (Foundations of Management) Degree in original may be awarded after exit from the programme on successful completion of the first three years of IPM. Names of such students will be recorded on the Degree Register on a separate page and signature of the Chairperson BoG will be taken on both the Certificate and the Register. The Degree will be awarded to such students in absentia in the next Convocation, but they cannot participate in Convocation.

13.2 Rules for Sabbatical

From the 2018 batch onwards, students entering the programme may be allowed to take a sabbatical at the end of the 3rd year for the purpose of gaining work experience. The procedure and criteria for a sabbatical will be as under:

- Up to 10% of the batch can be allowed
- Students can take a sabbatical for up to 2 years (i.e., either 1 year or 2 years).
 - Sabbatical should be for full-time work in a well-reputed organization or engage in an entrepreneurial activity with a certificate of registration/incorporation of the company.
 - For sabbatical if the student wants to engage in an entrepreneurial activity then it should be in their own name otherwise it will be treated as a regular employment/job.
- Documents like offer letter, relieving letter, evaluation report, certificate of registration/incorporation are to be submitted at the time of resuming the course.
- The students should inform Programme office at least 3 months in advance regarding their resuming the course.
- A sub-committee to be constituted for selecting the students from the applications received. Following criteria are to be applied:
 - a) 3-year consolidated CGPA may be one of the criteria.
 - b) Nature of the organization and job offered
 - c) Statement of purpose
 - d) Students opting for a sabbatical should not have any major disciplinary issues.

13.3 Exit Option after Sabbatical

The IPM students have the option to exit from the Programme with a BA (Foundation of Management) degree if they have successfully completed the requirements of the first three years. Such student will be awarded Degree in absentia in the next convocation

The students are allowed to exit from the programme after a sabbatical, if desired.

13.4 Alumni status of IPM students who avail exit after completion of 3rd year

i. The alumni membership fee of Rs. 10,000.00 will be collected from the exit students. IPM office will consult Account Office for the respective options for collecting the fee.

ii. BA will be added in the display name of respective ids of students availing exit option after first three years. For example: **Name IPM(BA)2018Batch.**

iii. In case the student is re-joining PGP program in IIMI, then his/her IPM mail id will also be renamed, and students will be given strict warning for not using the IPM mail id for institutional purpose.

14 Criteria for Promotion and award of Degree

CGPA and Deficit Credit Points (DCP) will be the two criteria that will be used (i) to promote a student to the next year and (ii) to award the Degree to the fifth year student.

14.1 Criteria for Promotion

To continue in the programme, a student will have to satisfy the following criteria on *Deficit Credit Points* (DCPs) and CGPA for each year of the programme:

- a) Must have a CGPA of at least 2.0 and
- b) Must have less than or equal to 18 DCPs.

Otherwise, he/ she will be asked to either repeat the year or withdraw from IPM programme. However, a student, who is repeating any year of the programme, will have to compulsorily withdraw from the programme if he/she fails to satisfy the promotion criteria.

- a) If a student exceeds the allowable limit of a promotion criteria (on DCPs) in any term, he / she will be asked to either repeat the year or withdraw from the programme as the case may be.

A student will get only two chances for repeating i.e., once during the first three years, and next in the last two years of the programme. Maximum allowed duration for completion of the course is 7 years.

- b) Promotion will be discussed at the end of every term. A student, who is repeating any year of the programme, will have to compulsorily withdraw from the programme if he/she fails to satisfy the promotion criteria

For fourth and fifth year of the programme, PGP norms would apply.

14.2 Criteria for award of Degree

A third-year student, who has satisfactorily completed the Social Internship, will qualify for the award of the Bachelor's Degree if he/she satisfies the following two criteria:

To get Bachelor's Degree, a student must successfully complete the following:

- i) Minimum of 288 credits during the first three years of the programme. .
- ii) In third year, the participants must have a CGPA of at least 2.0 and must have less than or equal to 18 DCPs.

To get Post Graduate Degree, a student must successfully complete the PGP courses and other requirements during the fourth and fifth year as per norms of PGP.

15 Internship Requirements

Each student must complete the following internship requirements:

15.1 Social Internship

He/she must complete an internship of eight weeks in any social sector organization (Non-Government Organizations [NGOs] / Corporate Social Responsibility [CSR]) of his/ her choice, subject to approval by the IPM Chair. The internship must be completed before registration of third year of the programme. Prior to embarking on the internship, students must submit a letter of appointment from the social sector organization detailing the job responsibilities and duration of the internship, to the IPM Office. Upon completion of the internship, students must submit a certificate of completion of the internship duly signed by the competent authority in the organization, along with the Evaluation form (refer Appendix-3). Based on the grades provided by the NGO/CSR organizations, a sub-committee will review all the evaluation reports/forms including the extreme cases, and recommend the final grade. "Fail" grade will attract DCPs as per the norms and will be counted in the process for promotion.

A student who has already completed the social internship successfully once, need not do it again while repeating the year.

15.2 Business Internship

He/ she must complete a business internship of the prescribed duration with a business enterprise of their choice, subject to approval by the competent authority of the Institute. The internship must be completed before joining the fifth year of the programme. The business internship would be governed as per the PGP norms.

15.3 It is imperative that students going for internships should act as ambassadors of the Institute (IIMI). They must conduct themselves in a responsible and dignified manner while undergoing the internships.

B. PROGRAMME ADMINISTRATION

16. Academic Council

Academic Council is the policy making body of the Integrated Programme in Management. It consists of all the faculty members and is headed by Director.

17. IPM Executive Committee (IPM EC)

IPM EC is responsible for all operational matters of IPM, under the overall policy framework provided by the Faculty Council. It consists of ex-officio members and faculty members nominated by the Director, and is headed by Chair- IPM.

18. Registration

All students are required to register on the notified registration day or the first day of each term unless permitted by the Chair, IPM to register later.

A student who fails to register on the specified dates will be deemed to have left the programme, and would be allowed to register only after he/she has obtained permission from the IPM Chair who may charge a late registration fee of Rs.5000/- (Rupees five thousand only). In addition to the late registration fee, late payment fees of Rs.100/- per day will be levied in case the payments are not made on time.

19. Fees & Payment Schedules

The details of fees payable by each student are given on the INTRANET. Payment of fees for each term has to be made by the students on the notified dates before commencement of the term and upload details in the link provided for.

Term fees will have to be paid by the due dates communicated by IPM Office for each term. IPM Office will intimate students about the fee-payment deadline on a term- by-term basis. Failure to pay the course fees in full by the end of the fee-payment deadline will attract a fine of Rs.5000.00 for the first day, and Rs.100.00 per day for each day thereafter.

Those who fail to clear all their dues in a particular term will not be permitted to register for the next term.

Refunding the term fees to the students may be allowed, where he/she leaves the Institute in the subsequent terms, provided it is within the first 7 days from the beginning of the term concerned. Hostel and other expenses may be deducted on actual/pro-rata basis. There would not be any refund of the fees for earlier terms.

20. Process of Course registration and Term Registration

Course Registration

For elective courses registration will be done in advance. Final list of elective and compulsory courses is to be signed by every student on the day of registration of each term

Details of courses would be provided to students through Google Form during course registration. Registering for a course is mandatory for a student to attend sessions of that course. Students must fill in the online Course registration form before the end of the registration period. The student will be registered for courses taking into account his / her preferences.

The minimum number of registrations for an elective to be floated is 15 students. In exceptional cases, this condition may be waived by the IPM Executive Committee. The IPM Office will drop courses receiving less than 15 registrations. The list of dropped courses will be informed to the instructors and students after the registration. The registrants of such dropped courses will register for other courses to make up for the deficit in the credits they originally registered for. Thereafter, the registrations will become final and students will not be allowed to change their preferences.

Students cannot drop a course once the registration is finalized / closed.

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

Term Registration

Term registration consists of joining for class on the first working day of the term or as prescribed by the competent authority. Each student is required to be physically present on the first working day of the term without fail. Without payment of the entire fees for the term and submission of proof of the same, no student will be allowed to attend classes.

The late Term Registration period is the period beginning from the second working day of the term up to the fifth working day of the term. Failure to pay the course fees in full by the end of the late registration period, and/ or failure to submit proof of fee-payment to the IPM office and to the Accounts office by the end

of the late registration period, and/ or failure to register for the term in person by the end of the late registration period will result in the student being deregistered from the programme. In this case, the student will have to vacate the Hostel and leave the Institute premise. A student may re-register for the programme by applying in writing for permission to re-register from the IPM Chair, as well as paying a re-registration fee of Rs.5000/- over and above any other applicable fees.

21. Attendance Norms

- Students are expected to attend all sessions of a given course. However, students may take leave up to 20% of the sessions in any course on account of emergencies, participation in management festivals or co-curricular activities and medical reasons, subject to prior approval of the Chair, IPM.
- 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% allowable limit.
- Students with less than 50% attendance in any course will be awarded 'F' grade in that course.
- In case of workshop courses with four grades (E/G/S/P), the grade cut of 0.25 will result in to one lower grade. In case of Pass/Fail course, one grade of 0.25 will convert "Pass" grade to "Fail" grade.

22. Bio-metric Attendance

IPM Office will keep a record of attendance in all courses. Students are required to register their attendance twice (for each session) in biometric machines as under:

Timeline for face recognition attendance:

Slot	IN Time (Duration 10 Minutes)	Out Time (Duration 10 Minutes)
Slot 1	08.54 - 09.04 am	10.15 - 10.25 am
Slot2	10.24 - 10.34 am	11.45 - 11.55 am
Slot3	11.54 - 12.04 pm	01.15 - 01.25 pm
Break	Lunch	Lunch
Slot4	02.24 - 02.34 pm	03.45 - 03.55 pm
Slot5	03.54 - 04.04 pm	05.15 - 05.25 pm
Slot6	05.24 - 05.34 pm	06.45 -06.55 pm
Slot 7	06.54 - 07.04 pm	08.15 - 08.25 pm
Slot 8	08.24 - 08.34 pm	09.45 - 09.55 pm
Slot 9	09.54 - 10.04 pm	11.15 - 11.25 pm

As and when required, the course instructor may take attendance on the attendance sheet. Marking proxy attendance will invite disciplinary action. If a student has punched before the class, but he/she is not able to attend such class, it should be informed to IPM Office within one hour of start of the session either through email or in person. Any student found punched for the class, but not attending such class will be awarded "Fail" grade in that course.

Students shall not be allowed to enter the class room after the commencement of the class.

23. Procedure to Apply Leave

- 22.1 If a student is leaving the campus, he/she will have to take prior permission from the IPM Office. Leaving campus without permission will attract disciplinary action.
- 22.2 Leave has to be applied off-line / online in the prescribed format available in the IPM Office.
- 22.3 In case of hospitalization, IPM Office should be informed by e-mail followed by formal application along with medical records and certificates within 2 days of returning from leave.
- 22.4 Failure to apply leave in due time would result in being marked as unauthorized absence.
- 22.5 It is the student's responsibility when applying for any type of leave to ensure that not more than 20% of total number of sessions is missed (including leaves taken for exigency, medical reason, participation in fest/extra co-curricular activities/events etc.). Also for participating in such events outside IIM Indore campus would require prior approval from IPM Chair. These rules will override any or all individual course-specific rules for attendance set by the course instructor.

24. Missed quizzes/examinations and Provision/ Procedure to apply for make-up Examination

If a student, whose approved absence is within the attendance norms of IPM, misses any quiz, mid-term or end-term examination, except group component of evaluation, a make-up examination may be permitted on following conditions:-

- a) Events/Examinations/Scholarship interviews covered in the list mentioned under the heading of "List of Competitions" at clause no. 39 of this manual.
- b) Medical hospitalization of self/ serious medical treatments of immediate family members, supported by medical documents/records authorized by IIM Indore Medical Officer.
Hospitalization means,
 - Hospital stay at least for 8 hours,
 - Any procedure/quarantine/surgery/ overnight confinement in a medical centre recommended by the Institute Medical Officer,
 - Any accident which leads to injury/ fracture, etc. recommended by the Institute Medical Officer,
 - Contagious communicable diseases as recommended by the Institute Medical Officer,.
 - Any other medical condition as recommended by the Medical Officer of the Institute. In the case of hospitalization, information through a messenger will be considered. Serious medical treatments of immediate family members, i.e., father, mother, siblings, spouse & children and grandparents of the students – supported by appropriate documents. Grandparents means, parents of student's father and mother only.
 - In all cases, students are required to submit medical documents/ records to the IPM Office for authorization by IIM Indore Medical Officer.
 - Hospitalization cases will be considered for those students who have applied for leave through TCSiON within 2 days of discharge from the hospital.
 - Provisions/Procedure to apply for makeup exam
 - Students meeting the criteria for makeup exam/s are required to make a request through the Google Form shared with the batch and also available in the IPM Office Intranet site, at least 03 days before the date of examination and/or 03 days after the date of the examination. Request through

telephone will not be considered.

- No request will be entertained after the deadline.
- Students should refrain from sending emails directly to the concerned faculty for any make-up exam
- IPM Office will verify the supporting documents and forward the list of candidates eligible for makeup exams with the concerned course instructors.
- The concerned course instructor has the discretion either to award "F" for the missed component or to conduct a make-up examination or give a make-up assignment so obtained or extrapolate the grades obtained in other components to the missed component. The decision of the instructor in this regard with the approval of Chair IPM will be final. In case of conducting make-up for quiz or mid-term or end term examination or any other component of evaluation, the final grade assigned for the course will be reduced by one level (i.e. 0.1 grade point deduction irrespective of evaluation component from the aggregate GPA) further. However, there will be no reduction of grade in the following cases.
 - a) Social placement related processes reported within 24 hours and authorized by Chair IPM
 - b) Examination and certifications, viz. CA, CS, ICWA, CFA, FRM and CAT Interview.
 - c) Scholarship interviews and other exams with the approval of IPMEC,
 - d) Self-hospitalization in a medical center/quarantine recommended by the Institute Medical Officer

The above process is applicable to all the students including students through the Student Exchange Programme.

25. Evaluation Procedure

25.1 Grading of Individual Courses

Course instructors may use different components of evaluation like

- Class participation;
- Quiz (announced or unannounced);
- Take home Assignments;
- Term papers, paper critiques;
- Individual / Group Presentations;
- Oral examination (in special cases);
- Mid-term examination; and End term examination.

For Mid-term and End-term examinations 50% of the questions should be descriptive/subjective.

- i. Courses of two credits or less should have at least two components of evaluation while courses of more than two credits should have at least three components. 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.
- ii. 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 IPM Office at pre-announced timings.
- iii. A five-point scale will be used for evaluating students in individual courses.

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

iv. For each component of the evaluation, generally marks are first awarded which are next converted into letter grades with the instructor deciding the range of marks for each letter grade. The component-wise letter grades are then converted into numerical values (up to four decimal points) by using the Grade Conversion Table given below.

	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 Cumulative Grade Point Average CGPA at the end of a year, is the weighted average of the grade points obtained in all courses registered by the student. Non- credit courses are not included in calculating CGPA. The weights used are the course credits. An indicative percentage equivalence of CGPA can be calculated as follows:-

$$\text{If, } 3.5 \leq \text{CGPA} \leq 4.33 = 91 + (\text{CGPA} - 3.5) \times 10.8434$$

$$\text{If, } 2.3 \leq \text{CGPA} < 3.5 = 60 + (\text{CGPA} - 2.3) \times 25.8334$$

$$\text{If, } 2 \leq \text{CGPA} < 2.3 = 50 + (\text{CGPA} - 2) \times 33.3334$$

$$\text{If, } 1 \leq \text{CGPA} < 2 = 20 + (\text{CGPA} - 1) \times 30$$

The values, so obtained by a student 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

v. 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.

vi. Normalization grading pattern would be adopted, as per the table given below:

Grade	Permissible range for individual evaluation components - Quizzes and Exams, individual assignments, individual presentations etc.	Permissible range for class participation & group based components: group assignments, group presentation etc. (*)
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 excluding F will be clubbed together for determining the above ranges.

vii. If a student 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. Students must complete any such incomplete course work in the same academic year and before the end of the subsequent term. If for any reason, the student fails to complete the course within the time stipulated by the course instructor and/or the IPM Office, then the “I” grade would be automatically converted into an “F” grade.

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

- Initially, the student will be awarded “I” (incomplete) grade. “I” is a temporary grade, not intended to be shown as a final grade in a course.
- When the student completes the make-up requirements as specified by the course instructor within the specified time, “I” will be replaced by the final grade (A, B, C, D, F) awarded for that component by the instructor.
- In case the student fails to complete the make-up requirements as indicated in (b) above, the instructor will give an “F” for the missed component(s) of evaluation.
- In any case, the decision of the instructor to provide a make-up component of evaluation or not is final.

ix. Faculty to share the marks obtained in quizzes and examinations. The instructors to share the question wise marks of subjective questions of mid-term and end-term examinations directly to the students through email. Faculty also share the answers of questions excluding cases/descriptive questions of quizzes and examinations to the students. The student who desires clarification on the marks/grade awarded may email the matter with the concerned instructor(s) within 4 days after receiving the grades.

x. The answer sheet of the students may be downloaded and email to the student only to the students who have sought information. For this the assistance of Academic Associates may be taken.

xi. The final grade is communicated to the students by the IPM Office. If any grievance regarding grading is not resolved with the instructor the concerned student may refer the matter to the Chair, IPM in writing within 2 days thereafter, who will then discuss the matter with the instructor, if required. No request for grade revision will be entertained after the deadline.

xii. Canvassing for grades by the students is strictly prohibited.

xiii. In case of Term-III, Term-VI and Term-IX end-term examinations, the students may ask queries through email. The faculty members are expected to respond as deemed necessary. No request for grade revision will be entertained after the deadline i.e. within 4 days from the release of the grades.

xiv. Course Instructors teaching in multiple sections **have the option** to prepare combined grades in cases where all instruments of evaluation (i.e. question papers in mid-term, end-term, quizzes, etc.) are the same.

25.2 Grade Point Average (GPA)

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

25.3 Cumulative Grade Point Average (CGPA)

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 student up to and including that term/year, the weights being the respective course credits.

25.4 Deficit Credit Points (DCPs)

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

A "D" will carry DCPs equal to the number of credits of the course. For example, a "D" in a 6-credit course will carry 6 DCPs.

An "F" will carry DCPs equal to twice the number of credits of the course. For example, an "F" in a 6-credit course will carry 12 DCPs.

The 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.

26. Communication of grades

- i. Course instructors are required to communicate the students the marks obtained in the quizzes/exams as soon as possible.
- ii. Instructors may communicate the component-wise marks directly to students, while the final course grade is communicated to the students by the IPM Office.
- iii. The IPM Office will communicate to students their final letter grades in various courses along with GPA and CGPA.
- iv. Faculty members are required to submit the final grades along with component-wise marks as per the below-given deadline:

Term	Last date of Submission of Grades
Term I,II,IV,V,VII & VIII (Term promotion)	On/before 3 days from the commencement of registration of the next term.
Term III, VI & IX (Year promotion)	On/before 15 days from the date of completion of the end-term examination.

27. Measures which would be followed in case of loss of answer sheets

After the examinations answer scripts are being sent to Visiting Faculty through speed post / courier for evaluation. In case of rare possibility of loss of answer sheets during transit, following options may be exercised.

- (a) Concerned faculty may be asked to conduct a re-exam or give an assignment.
- (b) Grades of the students may be prorated, based on other evaluation components

28. Scholarships and Awards

To promote excellence in management education and instill competitive spirit among the students, the institute offers a number of merit-based scholarships and awards.

28.1 Certificate of Academic Excellence

Top 5% of the batch may be awarded a Certificate of Excellence for their academic performance in the first three years of the programme. This certificate will be issued at the end of third year. In case of any fraction while computing the top 5% of a batch size, the institute may take the nearest/ next integer value. The eligibility criteria to be followed are as under:

- I. The student should not have an 'F' grade in any course, and
- II. No disciplinary action should have been taken against the student

28.2 Scholarships

- 1) The Scholarship will be awarded in the fifth year of the programme to the top academic performer in the fourth year of the programme.

The top academic performer in IPM 4th year will receive a Scholarship of Rs. 1.5 lakh.

- 2) Two scholarships will be awarded in the memory of late Ms. Adya Prabha, an alumna of the IPM-2015 batch.

The scholarships will be awarded to two female students in fourth and fifth year of two different batches:

- a) The female student who scored the highest CGPA in the fourth year and is continuing in the fifth year of IPM.
- b) The female student who scored the highest CGPA in the fifth year from the graduating batch.

There should not be any disciplinary action taken against the awardee student. The scholarship will be awarded on the Pre-Convocation/Foundation/Inauguration day of new batch.

28.3 Gold Medal

Best All-round Performance awards will be given every year as below:

- Gold Medal for Best All-round Performer – Men
- Gold Medal for Best All-round Performer - Women

Initial eligibility criteria for the Best All-round Performer(s) would be as follows:

- The student must be in the top 25% of the batch in all 5 years (every year). In case of any fraction, while computing the top 25% of a batch size, the institute may take the nearest / next integer value.
- The student should not have an 'F' grade in any academic course during the entire programme, including exchange term.
- No disciplinary action should have been taken against the student.
- Overall CGPA of over 3.0
- Demonstrated work in the community to promote the institute.

Secondly, information in a specific format, along with supporting documents will be sought from the students fulfilling above criteria for shortlisting.

Thirdly, a committee will be constituted to select the “Best all-round Performer” men and women. In case there are no suitable applicants, the Committee has the right to not recommend any student for award of Best All- round Performance.

28.4 Institute's Scholastic Awards

The Indian Institute of Management Indore Award for Best Scholastic Performance” will be given every year to four students from graduating class as below.

IIM Indore Gold Medal for Scholastic Performance (Rank 1) IIM Indore

- Gold Medal for Scholastic Performance (Rank 2)
- IIM Indore Gold Medal for Scholastic Performance (Rank 3)
- IIMI Indore Gold Medal to the Best Woman Student for scholastic performance among the eligible IPM women students.

Preliminary list of students for awarding the medal would be selected based on the following criteria;

The awards are based on the five-year CGPA.

- The students should be in the top 10% of the batch in the first three years (3-year combined CGPA). In case of any fraction, while computing the top 10% of a batch size, the institute may take the nearest / next integer value.
- The students should also be in the top 10% of the batch in the fourth year and fifth years based on the CGPA. In case of any fraction, while computing the top 10% of a batch size, the institute may take the nearest / next integer value.
- Academic and non-academic issues pertaining to all the terms will be taken into account while deciding the award of gold medal.

In addition, the award is given only if the student's CGPA is

- 3.0 and above in the first three-year combined CGPA;

- 3.2 and above in the fourth year;
- 3.2 and above in the fifth year;
- 3.3 and above cumulatively for the five years.

(The CGPA would be assessed on the basis of the weightage of the courses taken at the Institute in all the five years).

- the student should not have an 'F' grade in any academic course, during the entire programme, including exchange term,
- No disciplinary action has been taken against the student.

[In case of a tie in CGPA, wherever it is used as a criterion, for scholarships or awards, digits up to 8 decimal points will be used to find out the relative position].

The students of the entrepreneurship concentration would not be entitled to any of the above awards which uses the second year performance in deciding the awards.

29. Need-based Financial Assistance Scheme

Apart from merit based scholarships mentioned above, the Institute also has "Need- based Financial Assistance (NBFA)" scheme to provide financial support to needy IPM students. The objective of the financial assistance scheme is to provide adequate financial aid opportunities so that no applicant is deprived of pursuing the programme due to financial constraints. Family income is taken to mean the income of parents/ guardians and spouse. The need of the students is determined on the basis of various parameters relating to the financial position of the student and his/her family. Students who wish to avail of this assistance should apply for the same in a prescribed form along with the required documents. These forms could be obtained from the IPM Office.

30 Convocation and Award of Degree

At the end of the five year Integrated Programme, the students would be awarded with Bachelor of Arts (Foundations of Management) and Master of Business Administration (under the Dual Degree Programme) by IIM Indore. The awarding of degrees to students will be done, provided, the student fulfils all academic requirements as per the programme manual, at Institute's Annual Convocation held at the end of each academic year.

31 Academic Discipline and General Conduct

31.1 The Institute expects its students to conform to strict norms of integrity, honesty and good conduct in all their dealings. They are required to abide by the rules, regulations, norms and procedures of the Institute both in letter and spirit.

31.2 Ragging of fresh students by the senior students, in whatever form, is strictly prohibited. As per Government norms and judicial directions, any incident of ragging will be viewed extremely seriously. The relevant Government Regulations on curbing the menace of ragging in higher educational institutions is uploaded on the intranet.

31.3 Smoking, drinking and eating in the classroom is strictly prohibited.

31.4 Smoking and consumption of alcoholic beverages on the campus is strictly prohibited. Disciplinary action will be taken in case any student is found under the influence of alcohol or with the possession of any alcoholic drinks.

31.5 Strict disciplinary action, including severe punishment leading to expulsion will be taken if any student is found consuming or possessing or under the influence of any narcotic substance.

31.6 Marking proxy attendance for others or having attendance marked by others will attract severe punishment leading to expulsion from the programme.

31.7 Mobile phones, communication devices, cameras and any other audio-video devices (either switched on or off) should not be brought into classrooms or into any venue for academic activities such as lectures, meetings, guest lectures, workshop etc. All such cases reported by the course instructor, the student shall be marked absent for the said class. Carrying mobile phone during examination is strictly prohibited. Any student found carrying mobile phone during examination will be awarded 'F'

31.8 Unless specified otherwise by the instructor, students must not collaborate in any manner in completion of home assignments and projects. All sources of information and ideas used for completion of the assignments and projects 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 student(s). Violation of any of the above rules will attract disciplinary action. Rules regulating the conduct of quizzes and examinations are given in Appendix 1 below.

31.9 Any offence as provisioned under the Information Technology Act, 2000 and amended thereafter will attract penalty as per the relevant provisions of the Act.

31.10 Any act which shows or proves to be an act of mutiny, damage to the property of Institute, goodwill of institute, misbehavior with any member of the institute, any involvement in false allegations etc. will attract punitive action as deemed fit by the IPM Executive Committee.

31.11 In addition to the above, all students are expected to conform to all norms, rules, regulations and procedures of the Institute, of the IPM Programme, of the Hostel, of the IT Department and other Departments of the Institute. The norms, rules, regulations and procedures may be amended from time to time, without prior notice.

31.12 Discipline, behavior and conduct of students during visits / seminars / participation outside the campus etc. shall be governed by all the norms and rules of the Institute.

31.13 Each student's behavior and conduct at all times shall be becoming of a good citizen of India and each student shall abide by all laws of the land.

31.14 Any breach of conduct, rules, norms, or procedure at any time will attract appropriate action as deemed fit against the defaulters.

31.15 Cases of indiscipline or misconduct in classes, irresponsible behavior inside or outside the classes, use of unethical practices during the social internship or violation of the rules of the IPM programme will be severely dealt with.

31.16 Canvassing for grades is strictly prohibited.

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

31.18 If a student is found using a mobile phone in the classroom, talking and disturbing the class, sleeping in the class, leaving the class and coming back after a long time, did not come prepared for class etc., it will be faculty's prerogative to decide on not to give attendance to the student for that particular session or not to give/reduce CP etc.

32 Preservation and destruction of records

All the answer scripts pertaining to IPM may be preserved for a period of 4 years. The answer scripts which are older than 4 years may be appropriately destroyed.

33 Procedure for re-issue of Transcript, Degree Certificate and Identity cards

33.1 In case of loss of Transcripts or Degree Certificate following procedure to be followed

- a) A written application from the student
- b) Affidavit on stamp paper of Rs. 100/-

Receipt towards deposit of fees Rs. 500/- per transcript and Rs. 5000/- for Degree Certificate

33.2 In case of loss of identity Cards following procedure to be followed:

- i. Report the issue:
 - o If you've lost or damaged your ID card, you need to inform us of the status within 2 days.
 - o If you cannot find the original ID card, follow the steps below for a duplicate card.
- ii. Fill out the Google Form:
 - o Complete the goggle form shared by the IPM office for the reissue of your RFID identity card.
- iii. Notify relevant offices:
 - o Inform both the Security office and Hostel office, and send a copy of the notification to IPMO regarding the lost or damaged identity card.
- iv. Revised Charges for Reissue:
 - o First reissue: A penalty of Rs. 500.
 - o Second reissue: A penalty of Rs. 2,000.
 - o Third reissue: A penalty of Rs. 5,000.
 - o Any subsequent reissues after the third will incur a penalty of Rs. 10,000.
 - o From the second reissue onward, parents may be contacted if the participant continues to lose the identity card.
- v. Payment:
 - o For payment of the reissue fee, please use the link provided by the office.

Kindly follow these steps as soon as possible to ensure the timely reissue of your identity card.

34 Procedures for reviewing answer sheets.

In case of any observation after sharing the grades, students can request the faculty in writing for reviewing the answer sheets, within 4 working days from the date of sharing the grades, with a copy of the communication marked to IPM Office. However, canvassing for grades is strictly prohibited. Approaching the faculty for revising grades to become eligible for receiving medals or meeting conditions of promotion etc. are tantamount to canvassing for higher grades.

35 Disciplinary Committee

In the event of any IPM student not adhering to the academic discipline and general conduct expected of him/ her, a complaint could be registered against the student(s) concerned. Inquiries into such complaint(s) is/are conducted by the IPM Executive Committee (EC) or a disciplinary committee constituted by the IPM EC or Director. The Director of the Institute is the appellate authority.

36 Disciplinary Procedures

On receiving any complaint against a student concerned or *suo moto*, the Chair IPM and/ or the IPM EC shall initiate disciplinary action for any alleged misconduct. The procedure based on natural justice as explained below shall be adopted:-

36.1 The Chair IPM will seek an explanation for the breach of discipline from the student.

36.2 On obtaining the response from the involved student, the matter will be discussed in the IPM Executive Committee/Disciplinary Committee. The student may be given an opportunity to explain his/her case before the Committee if required. The committee may invite the dignitaries from within and without for facilitating the inquiry. At the conclusion of the inquiry, the IPM Executive Committee may exonerate the student or impose any one or more of the following penalties:

- Fine
- Public apology
- Confiscation of mobile phones, communication devices, cameras, and audio- video gadgets found in classrooms and other prohibited places
- Suspension from classes or the hostel for a specified period
- Additional academic assignment(s) or project work
- Scaling down grades obtained in one or more courses
- Awarding a permanent 'F' grade in the course concerned
- Repeating the course
- Suspension, withdrawal or made ineligible for scholarships or participation in management festivals, International Student Exchange Programme
- Withdrawal of Placement services
- Community service
- Expulsion from the Institute Any other
- Any Other

36.3 Notwithstanding the academic regulations mentioned above, the Chair-IPM is empowered to refer to the IPM Executive Committee any deserving case for review. The IPM Executive Committee will review such cases and take appropriate decisions/actions.

36.4 A student, who is aggrieved by the penalty imposed by the IPM Executive Committee under clause (31.2) above, has the right to appeal, within 7 days of the date of intimation of the penalty imposed, in writing to the Director, through the IPM Chair. The decision of the Director on such an appeal shall be considered as final.

37 Students Grievance Redressal Process.

(1) Academic Matters.

(a) If a student is aggrieved on matters pertaining to academics he or she should take it up with the concerned Programme Chair.

(b) In case the Programme Chair feels that the matter has to be taken up with the EC, the same will be listed in the following EC.

(c) If the student is not satisfied with the decision of the Programme Chair/EC, he or she can appeal to the Dean (Programmes).

(2) Non-Academic Matters.

- (a) If a student is aggrieved, he or she should take it up with the respective Chair.
- (b) In case the Chair feels that the matter has to be taken up with the EC, the same will be listed in the following EC.
- (c) Cases, wherein suspension/expulsion/denial of promotion to the next academic year/complete debarment from placement has been recommended by the respective ECs, can be appealed to the Director.

38. COURSE FEEDBACK

The Course feedback will be collected through TCSiON and students must ensure to provide their course feedback within the stipulated time/ window.

- The feedback submitted by student will carry a 0.1% weightage in all courses.
- 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.

39. LIST OF COMPETITIONS MAY BE CONSIDERED FOR MAKE-UP EXAMINATIONS

Only the following select events, examinations and scholarships may be considered for make-up examinations, subject to active participation.

- Mood Indigo - IIT Bombay - Cultural Fest.
- Chaos - IIM Ahmedabad - Cultural Fest.
- Nihilanth - - Quizzing Event.
- TATA Crucible - TATA - Quizzing Event.
- SBI YONO - SBI - Quizzing Event.
- RBI Policy Challenge
- Manifest Varchasva- IIM Lucknow
- Shaurya - IIM Ahmedabad
- Examination and certifications, viz. CA, CS, ICWA, CFA, FRM, CAT Interview, GMAT and GRE
- Scholarship interviews and other exams with the approval of IPMEC.

Applications are to be submitted to the IPM Office at least 15 days in advance Attendance will not be given for participating in all such events/examinations/scholarships. Students have to take leave from their 20% leave account.

C: FACILITIES

40. Library and Computing Facilities

Details about the Library and the computing facilities available in the Institute are given on the website of the Institute.

41. Bank

A branch of the State Bank of India is located in the institute premises. The bank also has locker facilities, which may be made use of by students. State Bank of India ATM is located near the hostel block of the Institute and the ICICI Bank ATM is located in the main building near Reception.

42. IPM Students Activities Council (IPSAC)

An elected body of the IPM students manages the co-curricular and extracurricular activities on the Campus. IPMSAC coordinates and participates in activities in the following areas: sports, social & cultural, placement, academic affairs, hostel, mess, infrastructure and publications.

43. Academic Administration

The Director is the chief academic and administrative head of the Institute. He appoints various Committees to advise and assist him in the management of different activities of the Institute. Each Committee will have a Chairperson and several members. In addition, there are also Chairpersons for different Academic Areas of the Institute.

44. Gender Sensitivity Committee

The Institute has an 'Internal Complaints Committee' <http://www.iimidr.ac.in/about-us/committees/internal-complaints-committee/> to look into all complaints against sexual harassment received from students, staff, faculty or other personnel connected with the Institute. More information on this Committee is given on the website of the Institute.

D. INTERPRETATION OF NORMS AND CHANGING NORMS

45. The Institute reserves the right to change/modify partially or fully any or all the above information, rules, regulations, procedures and norms without prior notice as per exigency of circumstances and as per its discretion. The Institute's decision shall be final in the interpretation of the rules and in all matters connected with IPM. The Chairperson (IPM), the Integrated Programme in Management retains authority to issue standing orders to regulate all internal matters and other details, not explicitly covered by these rules.

Note:

1. Any contingencies not provided for herein shall be decided by the IPM Executive Committee.
2. The clauses mentioned are subject to changes from time to time.
3. The final interpretation of the clauses contained herein, if necessary, will be made by the IPM Executive Committee.

Appendix-1

भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE
INTEGRATED PROGRAMME IN MANAGEMENT [IPM]

RULES FOR CONDUCT OF EXAMINATIONS

1. Students shall be present in the examination hall at least 5 minutes before the commencement of the quiz/examination.
2.
 - a. Participants must not be allowed to enter the examination hall 5 minutes after the commencement of the quiz and 10 minutes for other examinations.
 - b. The participants have to carry only a non-erasable instrument i.e. pen to the examination hall for writing the examination. Calculator, Laptop, or other devices may be carried by them in case there is an instruction mentioned in the question paper.
3. Participants 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.
4. At the time of entering into the examination hall students have to produce their Identity card checking. Without Identity card students will not be allowed to appear for the examination.
5. As soon as you receive the question paper please count the number of pages, check whether the same is legible / readable etc.
6. Please read the instructions given on the question papers carefully. The students shall turn the question paper and commence writing on the answer sheets only after the announcement to start has been made by the invigilator.
7. After the invigilator's announcement, the students should stop talking with one another, however urgent the problem/situation may be. The students can talk (if required) only with the invigilator and nobody else during the duration of the examination – both inside as well as outside.
8. Students 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. Students will not be permitted to leave the examination hall for examinations of duration 2 hours or less. At any point of time, not more than one student shall be given permission to go out.
9. Students shall not refer to any book, paper or other notes, unless it is an open book examination.
10. In an open book examination, a student shall refer only to books and notes that he/she has brought into the examination hall. Consultation with another student orally or with his/her book/notes is prohibited. Passing, receiving or seeing papers of others during the examinations is STRICTLY PROHIBITED.
11. Anyone who willfully gives assistance to another shall be considered as guilty as the one who

receives it.

12. Students shall not bring any mobile phone, smart watch / communication devices (either in switched on or off condition), cameras and any other audio-video devices into the examination hall. The invigilator shall confiscate any such device found in the examination hall. In addition, disciplinary action like "Course 'F'" may be initiated against the involved student.

13. It is the responsibility of the students to ensure that there should not be any piece of paper in and around their sitting place (including table).

14. Anything written on hand/palm or any part of the body will be considered as cheating case and "Course 'F'" / appropriate punishment as deemed fit by the IPMEC/disciplinary committee will be awarded.

15. In case of any doubt regarding the quiz/examination that has not been clarified by the Instructor or the Invigilator, students have to proceed by making suitable assumptions.

16. At the close of the examination, the invigilator on duty shall collect the answer books at the seats of the students. Therefore, the students 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 (with permission of invigilator only) after handing in the answer books to the invigilator.

17. Handing the answer books to the Invigilator shall be the sole responsibility of students. The student shall not take the answer book out of the examination hall. Students shall write their name and roll number on the supplementary/additional answer sheets. Invigilators should report to the IPM Office any violation of these rules by the students. Any violation of these rules would attract disciplinary action as deemed fit by the IPMEC/disciplinary committee.

18. Checked answer sheets will be shown to the students during the scheduled timings only. Requests for showing the answer sheets at different timings will not be entertained.

19. Guidelines for conducting written examination for Persons with Benchmark Disabilities and for use of Scribe in the examinations.

- In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe /reader/lab assistant shall be given, if so desired by the person. • The student should have the discretion of opting for his own scribe / reader / lab assistant or request the Examination Body for the same. In such instances the candidates should be allowed to meet the scribe two days before the examination so that the student get a chance to check and verify whether the scribe is suitable or not.

In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.

In case the student is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination.

- All the student with benchmark disability may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

The time of giving the question papers should be marked accurately and timely supply of supplementary

papers should be ensured.

- Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.
- Programme office will arrange a separate room, preferably on the ground floor, for the students with benchmark disability.
- One designated person will invigilate examinations. One of the staff members from Programme Office may also be present in the exam room to support in conduct of the examination.
- The student who is using scribe facility is required to speak the answer in a clear and audible manner so that the scribe can write the answer exactly as it was spoken.

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Appendix-2
भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE
INTEGRATED PROGRAMME IN MANAGEMENT [IPM]

NORMS FOR COURSE OF INDEPENDENT STUDY (CIS) IN IPM

- 1) Course of Independent Study (CIS) can be taken in any term in the third year of IPM programme.
- 2) Students can replace any 2 credits workshop course in the term with CIS.
- 3) Students who have at least 3 CGPA (CGPA of first two years combined) will be eligible for CIS in third year.
- 4) For CIS in Term IX, the best of two combined CGPA i.e. either CGPA of two years, OR the CGPA including Term-7 as eligibility criteria will be considered.
- 5) Criteria for CIS in term VII and VIII will remain same as before i.e. combined two years CGPA. The eligibility criteria for CIS will remain 3 or above Combined CGPA across term VII-IX.
- 6) For Term-7, since the students would be out of campus, they can send a confirmation mail from concerned faculty supervisor through e-mail with title of the CIS project. However, they must submit the CIS EoI and Proposal duly signed by the faculty supervisor within one week of start of the term. This is applicable for the eligible students in Term-7 only.

For the subsequent terms, the eligible students who have opted CIS must submit CIS forms duly signed by the faculty supervisor to IPM Office before they leave for Term-break.

- 7) A student can take only 01 (one) CIS project of 2 credits in each term in their third year.

Since CIS is equivalent to 02 credit workshop course, the student can take a maximum of 04 credits of workshop course per term in third year including the CIS. Please refer point no. 10.4 of the IPM manual.

- 8) CIS once registered cannot be dropped after start of respective terms. If dropped, FAIL grade will be awarded and DCPs as per norms will also be given.
- 9) Only an internal faculty member can be the supervisor for a CIS.
- 10) A faculty may supervise a maximum of 02 CIS projects of 02 credits each in terms VII, VIII, and IX (third year). If two students are working under the same faculty, then both of them have to do different projects under that faculty. They have to carry out the work independently and complete the projects.
- 11) All CIS proposals (formulated by the respective student and faculty) are required to be approved by the area to which the faculty belongs.
- 12) No teaching load credit will be given to faculty for CIS as he/she is likely to benefit academically (inputs/groundwork for research or even publications).
- 13) On completion of the study, the student will have to make a seminar presentation to IIM

Indore community and submit the study/report to his/her supervisor. The faculty may follow own evaluation criteria along with the evaluated presentation at the end of CIS.

14) The project done by the respective student should not be repeated during the program. The student details along with the completed CIS projects to be shared with the programme departments.

15) A student may be considered PASS/FAIL on the basis of his/her performance in the seminar.

16) Failure in CIS will attract DCPs.

17) Name of CIS topic along with Pass/Fail will be mentioned in the grade sheet of the students.

18) As part of the CIS, the student will have to meet the faculty supervisor and update status of the project at least 05 times in a term, i.e., once in every fifteen days (flexible according to the availability of the faculty).

19) The study must be completed in the same term for which it is approved.

20) CIS Presentation is to be done during the respective term itself.

21) CIS presentation through skype or video conferencing is not allowed.

22) Faculty supervisor holds the right to dismiss the project at any point of time citing reasons for the same to IPM EC.

Procedure for submission and approval of the CIS project

23) A third year student who is eligible and interested in pursuing a CIS, must submit his /her expression of interest together with the proposal before the due date to the IPM office. Refer serial no. 6 for the due date.

24) Any EOI without the proposal or any proposal that is incomplete will not be considered.

25) IPM Office will forward the proposal to the concerned area for their approval.

26) The area will have to submit the No Objection to the proposal within a week time. If nothing is heard from area within a week of sending the proposal then, it shall be presumed that the area has no objection to the CIS proposal.

27) The decision of the area is then communicated by the IPM office to the student and to the faculty supervisor.

28) Any contingencies not provided for herein shall be decided by the IPM Executive Committee

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Appendix 3
भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE
INTEGRATED PROGRAMME IN MANAGEMENT [IPM]

Forms for CIS

Form for Assessment of Seminar Presentation

Name of the student :

Name of the supervisor :

Topic :

Area :

Performance : PASS / FAIL

Comments (if any) :

Signature of CIS Supervisor

Date:

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भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE
INTEGRATED PROGRAMME IN MANAGEMENT [IPM]

Form for Expression of Interest for undertaking
Course of Independent Study (CIS)

Date:

To : The Chair, IPM

From: Mr. /Ms.

Roll No.

Through: CIS Faculty Supervisor
[Name and Signature]

Dear Sir,

I am interested in undertaking a Course of Independent Study (CIS) under the supervision of Prof. on the topic: in Term _ .

Thank you,

Signature

भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE
INTEGRATED PROGRAMME IN MANAGEMENT [IPM]

Form for Proposal for Course of Independent Study (CIS)

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

Appendix - 4
भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE
INTEGRATED PROGRAMME IN MANAGEMENT [IPM]

NORMS FOR UG Thesis track IN IPM

For IPM participants:

1. The UG Thesis: A thesis track leading to a UG Research Thesis is offered in the third year of the IPM program from Term - VII through Term - IX.
2. Eligible norms for CIS will be applicable for UG Research Thesis with an exception that the participants may apply based on the cumulative grades till Term V. Participants may be allowed to choose a single Research Thesis topic to be completed in the third year worth 12 (4+4+4) credits. The thesis work will spread over the entire third year of the program.
3. They have to maintain the desired CGPA and other eligible criteria till 2nd year, failing which their candidature will be rejected even if they are selected for the UG Thesis.
4. Term-wise assessment will be done by the faculty supervisor and the participants will be eligible to get 4 credits each in T-VII to T-IX (a total of 12 credits in all three terms) as part of the desired number of term-wise credits. This will be considered under the workshop and the grades received will be reflected in the transcript, however, it will not be calculated in the overall CGPA.
5. Participants going for the 'International Student Exchange Program' are not eligible to subscribe to the UG Thesis track.
6. The participants are expected to undertake unique research topics to demonstrate their individual skills.
7. An eligible participant, interested in pursuing a UG Research Thesis, can identify a Topic, identify an eligible faculty member and submit their proposals (one Expression of Interest and one final) to the IPM Office and Chair IPM, along with the respective cover letters and certificates from the faculty supervisor(s).
8. The interested candidates have to first submit an "Undergraduate Research Thesis" application to the IPM office before the end of Term VI. The academic progress till Term V could be eligibility criteria. The application should come along with a 1-2 page (around 500 words) written proposal required before initiating work on the research thesis. The purpose of the thesis proposal is to clearly define the research problem, faculty/area of work, objectives, and scope, identify data collection methods, describe the research methodology, and provide a timeline/action plan for thesis completion. Based on the quality of proposals and the candidate's academic performance the final list is prepared for IPM EC approval.

9. The selected candidate for the research thesis should submit every Term-end the progress report/term paper. There could be three stages of evaluation, Term-VII (Draft Proposal Document), Term-VIII (Research progress seminar), and Term-IX (Thesis seminar and viva). The evaluation will be based on research progress, seminar evaluation, and final thesis examination. The faculty in charge can provide the grading of students before the end of Term IX.
10. The Broad content of the research thesis could be structured as follows: Cover Page, Abstract/Executive summary, Table of Contents, Introduction, Literature Review, Research Design/Methodology, Results and Discussion, Conclusions and Recommendations, References, and Appendices. The main body of the research thesis should range between 10,000 and 12,000 words. The work should not be plagiarized from any sources. The Turnitin report needs to be submitted which can allow a maximum of 15% from other sources.
11. The final thesis can be stored in the institute repository and can result in collaborative research publication. If there is a need for multidisciplinary research the candidate may propose another Professor with the faculty's consent as a collaborative research advisor. The thesis research work nature however should not disturb the candidate's availability in the campus for the full-time course work and no attendance exemptions should be allowed.
12. On completion of the work, the participant will have to make a seminar presentation (In Term- IX) to the IIM Indore community and submit the Research Thesis to the IPM Office.
13. Evaluation of the UG Research Thesis shall be done by the concerned faculty.
14. A participant may be considered Excellent (E)/ Good (G)/ Satisfactory (S)/ Poor (P) based on the proposal (20%), Research Thesis (40%), and Presentation (40%). A 'Poor' grade, will be considered as an F grade will attract DCPs as per the norms.
15. If the UG Thesis Track is discontinued for a participant, with the approval of the Chair, IPM (due to medical issues or any other reason approved by the competent authority, non-availability of faculty members, or any other reasons beyond the control of the participant), no DCPs will be awarded, and the participant will be permitted to subscribe to a course/workshop in lieu of the UG Thesis Track. If the Thesis is discontinued after Term VII, then 2 credits may be awarded to the student.
16. Name of Research Thesis topic along with Excellent (E)/ Good (G)/ Satisfactory (S)/ Poor (P) will be put up on the participant's grade sheet.
17. Appropriate documentation of the Research Thesis will be done by the IPM Office.
18. The 'Best UG Thesis' will be selected, and a Merit Certificate for the same will

be awarded during the Pre-Convocation event. The criteria for the same may be decided by IPMEC.

19. Collaboration among participants on the same Research Thesis topic is not allowed. Only one participant is allowed to pursue a particular Research Thesis topic.

For faculty supervisors:

1. Only a regular faculty member can be the supervisor of a Research Thesis.
2. One Research Thesis may be supervised by at most two regular faculty members.
3. The faculty member(s) must be a Scholarly Academic (SA) to supervise a Research Thesis.
4. Faculty may get 3-credit workload points for guiding such thesis with a maximum limit of two thesis per academic year. The pro-rata credits can be given to faculty members if the UG research Thesis is discontinued in any term. If there are two supervisors for the same Research Thesis, the credit load will be shared equally between the two (i.e. 1.5 credits each).
5. A faculty member can supervise a maximum of two Research Thesis in one academic year (even if they are co-supervising a Research Thesis).

General notes:

1. A template of the proposals, along with cover letters and certificates from the faculty supervisor(s) is available in Annexure - 1.
2. On receipt of the proposals, the IPM office will verify the eligibility of the faculty members and students. The Chair IPM shall request the respective area members (through the Area Chairs) to provide their observations/comments within a stipulated time frame.

Appendix 5
भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE
INTEGRATED PROGRAMME IN MANAGEMENT [IPM]

Forms for UG Research thesis

Cover Letter

Proposal for UG Research Thesis

To: The Chair, IPM

From: [Name], Section: [Section], Roll No. [Roll No.] Date:
dd/mm/yyyy

Sub: Proposal for UG Research Thesis

Dear Prof. [Name of Chair, IPM],

I hereby submit my [expression of interest/final proposal] for undertaking a research project titled [Title of research project] under the supervision of Prof. [Name of faculty supervisor(s)] in my third year of IPM, leading to an UG Research Thesis.

The detailed proposal as per the requirements, and a signed copy of the certificate from the faculty supervisor are attached herewith.

Thank you.

Signature:

To be filled by the IPM Office

Date of submission of the EOI:

Date of submission of the final proposal:

Proposal submitted on time: EOI [Yes/No] Final [Yes/No]

Faculty eligibility for supervision in AY 20xx-xx: [Yes/No]

Proposal needs revision: EOI [Yes/No] Final [Yes/No]

Date:

Signature of Officer, IPM

Date:

Signature of Chair, IPM

Indian Institute of Management Indore
Expression of Interest for UG Research Thesis

Name of the participant:

Section:

Roll No.:

Term:

Academic Year:

Name of the faculty supervisor(s):

Area:

Please provide the following details in your EOI:

1. Proposed Title of the Research Thesis.
2. Abstract.

The EOI should be a maximum of two pages excluding references (if any), double-spaced, 12pt, in Times New Roman, or Computer Modern fonts, with a minimum of one-inch margins on all sides. References, if any, should be in APA format.

Certificate of Faculty Supervisor(s)

This is to certify that the participant has discussed the preliminary idea of the proposed research with me/us and I/we have gone through all the aspects of their proposal. I/We have understood the nature of the study and in my/our opinion this topic is worth pursuing as a UG Research Thesis and can be completed within the given timeframe of three terms.

Signature(s): Name(s):

Designation(s):

Area(s):

Date:

**Indian Institute of Management Indore UG
Research Thesis Proposal for IPM-III**

Name of the participant: Section:

Roll No.:

Term:

Academic Year:

Name of the faculty supervisor(s): Area:

Please provide the following details in your proposal:

1. Proposed Title of the Research Thesis.
2. Abstract.
3. Research questions.
4. Conceptual/Methodological framework.
5. Scope of the study.
6. Detailed plan of work.
7. References.

The proposal should be a maximum of three pages, excluding references, double-spaced, 12pt, in Times New Roman, or Computer Modern fonts, with a minimum of one-inch margins on all sides. References should be in APA format.

Certificate of Faculty Supervisor(s)

This is to certify that the participant has discussed all the details of the proposed research with me/us and I/we have gone through all the aspects of their proposal. I/We have understood the nature of the study and in my/our opinion this topic is worth pursuing as a UG Research Thesis and can be completed within the given timeframe of three terms.

Signature(s): Name(s):

Designation(s): Area(s):

Date:

Appendix-6

भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE
INTEGRATED PROGRAMME IN MANAGEMENT [IPM]

IPM SOCIAL INTERNSHIP EVALUATION FORM

A. Social Internship Particulars

Name of the Intern:

Name and address of the internship organization:

City

Pin code

Tel. No. _

Name and designation of the executive to whom the intern directly reported

Name:

Designation _

Tele No.

Email: _

Period of assignment a) Date of joining a) Date of relieving _

Period of leave granted, if any _

Reason for leave _

Date on which the final report was submitted _

Is the report confidential? Yes ☐ No ☐

If yes, then please attach a letter with this evaluation form stating that report is confidential.

Has permission been granted to the intern to retain a copy of the project report? Yes ☐ No ☐

B. Organizational Exposure

Was there an orientation programme before the social internship began? Yes ☐ No ☐

Of the total number of days of social internship, for how many days was the intern out of the organization for data collection / field work? Days

C. Project Specific Details

Title of the project _

Objective(s)/ Brief description

Was the intern asked to make a presentation of the project report? Yes ☐ No ☐

Was the intern given a feedback on the project report and other components of the social internship? Yes ☐ No ☐

D. Overall Evaluation

Overall evaluation of the intern based on his/her performance and qualities observed.

Overall Rating **Equivalent Grade**

☐ Excellent A

☐ Good B

☐ Satisfactory C

☐ Poor F

In case you have assessed the intern's performance as poor, kindly give us in detail, the reasons for the same on a separate sheet.

Any other comment _

Grade Description relating to student attainment in the internship

- | | |
|---|---|
| A | Work of high / exceptionally high quality showing excellence in understanding of subject matter, appreciation of the issue, analysis and evaluation |
| B | Work showing a good / strong grasp of subject matter though not necessarily of finer points |
| C | Work showing a knowledge of subject matter and understanding with some lapses and inadequacies |
| F | Work lacks breadth and depth, has gaps of significant nature that shows student's understanding and coverage is inadequate |

Details of the Executive Evaluating the Intern

Name:

Designation:

Address:

City

Pin code

Tele No.

Email:

Signature:

Date:

PLEASE SEND SOFT COPY OF DULY FILLED FORM THROUGH EMAIL [AT: ipmoffice@iimidr.ac.in](mailto:ipmoffice@iimidr.ac.in)
