

# **PGP Hand Book**

## **Academic Year 2025-26**



सिद्धिमूलं प्रबन्धनम्  
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IIM INDORE

# **Indian Institute of Management Indore**

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# INDIAN INSTITUTE OF MANAGEMENT INDORE

## Post Graduate Programme in Management

### A. INTRODUCTION

This Manual provides a brief description of the Post Graduate Programme (PGP) in Management at IIM Indore and lays down the norms governing its design and administration. All participants are required to be conversant of these norms. The Institute reserves the right to change these norms any time without notice.

#### **Mission**

To produce contextually relevant, socially-conscious managers with exposure to world class management education.

#### **1. PROGRAMME OBJECTIVES**

The Post Graduate Programme (PGP) in Management at IIM Indore is a two-year, full-time, residential programme. The programme aims to groom participants into competent professional managers with

- a capacity to learn and adapt to national and international environment;
- an orientation towards achieving excellence, maintaining high ethical standards; and
- a capacity to work effectively and efficiently, both individually and in groups.

The Post Graduate Programme in Management is spread over two years, each year consisting of three terms. While transiting from the first to the second year, the participant spends eight weeks on a summer project in an organization. The academic year begins in June/July and ends in March/April of the following year.

#### **Programme Learning goals**

Learning goals of PGP are aligned with the mission of the Institute. Specific learning goals of the PGP programme are as follows.

#### **Goal 1: Develop Critical Thinking**

##### Sr.No.   Objective

- 1.1 Relate the classroom learning with problem/s faced by the organisation or measures taken by the organisation to address a problem/s
- 1.2 Identify the decision problem along with sources.
- 1.3 Identifies and presents appropriate evidence supporting the analysis of alternatives
- 1.4 Evolves one's own perspective or takes a position / makes judgement.

#### **Goal 2: Ability to Work in Groups Effectively.**

##### Sr.No.   Objective

- 2.1 Contributes to the idea generation in the group meeting
- 2.2 Actively listens and respects other's contributions

2.3 Helps the group complete the task at hand successfully.

**Goal 3: Develop Competence in Quantitative Analysis.**

Sr.No.   Objective

- 3.1 Identifies the right set of data with correct calculations to facilitate decision making in business
- 3.2 Provides useful accounting information for business decisions
- 3.3 Understands financial planning and forecasting methods required for making business decisions.

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

Sr.No.   Objective

- 4.1 Understand rural households' livelihood sources to suggest ways of improvement via new programmes or improvements to existing ones.
- 4.2 Differentiate ethical and unethical issues. Suggests an appropriate action considering ethical principles and perspectives.
- 4.3 Demonstrates understanding of the challenges leaders face around the world
- 4.4 Ability to recognize a business opportunity.

**2. SPECIAL FEATURES OF PGP at IIMI**

The PGP of IIM Indore has some special features like:

- Outbound Programme
- Rural Engagement Programme
- Industry Orientation Programme
- Flexibility of opting for the Entrepreneurship Concentration in Year II

**3. ACADEMIC CALENDAR**

The Academic calendar of PGP is uploaded on the INTRANET of PGP Office (Appendix-6).

**4. PEDAGOGY**

IIM Indore uses a combination of various teaching methods such as cases, projects, computer aided instructions, group discussions, lectures, seminars, presentations by participants and lectures by guest speakers from industry and government. The case method is the predominant pedagogical tool. This sharpens the analytical skills of participants and helps analyze problems from multi-functional perspectives. Instructors mainly guide the group, encourage participants to develop and defend arguments and take decisions.

In the entrepreneurship concentration the focus is on learning while doing and the participants work on projects that would lead to new venture creation.

## **5. COURSES**

Academic input is delivered through two types of courses: core courses and elective courses. Core courses are compulsory for all participants and constitute around 60% of the total curriculum. They provide participants with the fundamental conceptual knowledge, analytical skills and techniques, contextual understanding, environmental awareness and overall perspective that will serve as the bedrock for the programme. The elective courses offered in the second year, give participants a deeper understanding of different functional areas and enable them to specialize in areas of their choice. Participants are expected to complete at least 8 credits in their chosen domain.

Those opting for the entrepreneurship concentration would be required to take 15 to 30 credits of course work as recommended by a committee spread over three terms. In addition they would be required to work on projects (that would lead to venture creation) for 45 to 30 credits spread evenly across the three terms. In addition they can also register for one 4 credit (or two 2cr courses in each term depending on their interest). The option of registering for these courses and acquiring credits or auditing them without credit is left to the participant. The actual number of credits to be assigned to the project and its spread across the terms would be decided by the committee selecting the participants at the beginning of the year.

## **6. CREDITS**

6.1 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 participant 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 two, three or four-credits.

### **6.2 Preparatory courses:**

Preparatory courses are primarily foundation level courses. Such courses will be delivered through on-line self-paced learning mode. A faculty coordinator will monitor the progress and performance of the participants for each course.

### **6.3 Skill Development Courses (SDCs) in the first year:**

Skill Development Courses of 1 credit or 2 credits will be offered in the first year of the programme. Such courses are compulsory for all participants. The following SDCs will be offered in the first year:

- a) Entrepreneurial Orientation (including creativity and innovation, writing a business plan and spreadsheet modelling)
- b) Communication (including business, oral and written ability and communication)
- c) Leadership (including ethics and corporate social responsibility, sustainability)

All SDCs (except 2 Credits Course on 'Leadership') will be graded courses and the GPAs will be included in the CGPA calculation. Rural Immersion Programme (RIP) will be a Pass/Fail course.

### **6.4 Workshop Courses in the second year:**

Workshop courses are conducted through a one-credit course with 5 sessions or two/three credit course with 10/15 sessions. Participants 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. Participants receiving a poor grade will be treated as having obtained 'D' grade in a course carrying equal credits and the rules for the DCPs (Rule 16.4) will be applicable. Results of these courses are not included in the computation of CGPA. Workshop grading norms will be applicable for Himalaya Outbound Programme (HOP).

### 6.5 Electives in the first year:

Participants are required to take any two out of the following elective courses (i.e. a total of 8 credits) in Term-3 of the first year of the programme:

- a) Marketing Research
- b) Supply Chain Management
- c) Sales and Distribution Management
- d) Financial Institutions and Markets

### 6.6 Non-credit Course

Non-credit courses are offered to the participants to enhance their learning in a particular area. A non-credit course is one where the participant does not get any credits for taking the course even though he is subject to an evaluation procedure. Participants will be declared as Pass/Fail in these courses on the basis of their performance and these results are not included in the computation of CGPA or for meeting the requirements of award of the Degree. The grade sheet, however, lists the non-credit courses with a Pass/Fail mark.

## 7. CREDIT LOAD

### 7.1 Core Courses:

A first-year participant has to satisfactorily complete 70 credits of core and elective courses spread over Terms I, II and III (Refer the Table given below).

### 7.2 Skill Development Courses:

A first-year participant has to complete 22 credits of compulsory Skill Development Courses (Refer the Table given below).

**Table: Courses for PGP-1**

S/N	Name of the Course	Credit	S/N	Name of the Course	Credit
<b>Term 1</b>			<b>Term 1</b>		
1	Financial Accounting and Control	4	1	Managerial Communication	4
2	Marketing Management-I	4	2	Spreadsheet Modelling	2
3	Microeconomics for Managers	4	3	Industry Awareness	1
4	Operations Management-I	3			
5	Organizational Behaviour-I	4			

6	Introduction to Probability and Statistics	4
<b>Total</b>		<b>23</b>

<b>Term 2</b>		
1	Finance-I	3
2	Information Systems for Managers	2
3	Macroeconomics	4
4	Managerial Accounting & Control	3
5	Marketing Management-II	4
6	Operations Management-II	3
7	Organizational Behaviour-II	4
8	Introduction of Quantitative Decision Making	3
9	Strategic Management-I	2
<b>Total</b>		<b>28</b>

<b>Total</b>		<b>7</b>

<b>Term 2</b>		
1	Entrepreneurial Orientation	1
2	Business Ethics and CSR	2
3	Rural Engagement Programme (REP)	4
4	Critical Reading and Analytical Writing	3
<b>Total</b>		<b>10</b>

<b>Term 3</b>		
1	Finance-II	4
2	Human Resource Management	2
3	Legal Aspects of Business	2
4	Strategic Management-II	3
5	<u>Elective Courses (Any two)</u>	8
	1. Marketing Research – 4 credits	
	2. Supply Chain Management – 4	
	3. Sales & Distribution Management – 4 credit	
	4. Financial Institutions and Markets – 4 credits	
<b>Total</b>		<b>19</b>
<b>Total Core Courses</b>		<b>70</b>

<b>Term 3</b>		
1	Design Thinking	2
3	Leadership	2
4	Sustainability in Practice	1
<b>Total</b>		<b>5</b>
<b>Total SDCs</b>		<b>22</b>

**7.3** A second-year participant is allowed to take a minimum of 60 and a maximum of 64 credits (out of which minimum 52 credit electives) subject to the following term-wise restrictions:

<b>Credits</b>	<b>Term IV</b>	<b>Term V</b>	<b>Term VI</b>	<b>Total</b>
Minimum	20	20	12	60
Maximum	24	26	20	64

For the entrepreneurship concentration, the credits are as follows,

<b>Credits</b>	<b>Term IV</b>	<b>Term V</b>	<b>Term VI</b>	<b>Total</b>
Minimum	20	20	20	60
Maximum	24	24	24	72

The lists of courses for the Academic Year are uploaded on the Intranet of PGP Office from time to time.

A second year participant may opt for MBA Thesis Track which is equivalent to 5 credit workshop ([Appendix-1](#)).

## 8. INTERNATIONAL EXCHANGE PROGRAMME

Participants have the option of studying in a reputed partner-institution abroad during Term V/VI, provided they satisfy the selection criteria. Participants opting for the entrepreneurship concentration would not participate in the exchange programme.

### 8.1 Eligibility

- a) First year PGP participants who are interested in International Students Exchange Programme (ISEP) must register when the PGP Office announces the date for registration.
- b) Participants opting for the entrepreneurship concentration are not allowed to participate in the ISEP.
- c) PGP first year CGPA/composite score of weightage criteria as decided by the PGP EC for the eligibility criteria for selection for ISEP. This will be communicated to the participants before the selection process.
- d) Repeaters, participants who have taken break from the programme & re-joined and/or conditionally promoted participants will not be allowed to participate in the ISEP.
- e) Participants with any of the disciplinary issues, viz, any misconduct/ malpractice in examination/ assignment, academic indiscipline, Punch-in-Punch-Out (PINAPO), violation of rules, ragging, consumption/possession of banned substances, etc, where PGP Executive Committee/Disciplinary Committee imposed any one or more of the following penalties during their course of study at the Institute are not allowed to participate in ISEP :-
  - Fine of Rs.5,000/- and above,
  - Suspension from the classes or the hostel for a specific period,
  - Awarding "Fail" grade in the course concerned,
  - Repeating a course/term/year,
  - Suspension, made ineligible for scholarships or participation in management festivals,
  - Debarred/ withdrawal (fully/partially) from placement activities,
- f) Fine towards late payment of fees or late registration or late arrival in the hostel will not be considered as disciplinary action.
- g) Participants 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.
- h) Voluntary disclosure will be obtained from the participants along with the ISEP application. Before confirming the nomination, ISEP Office will obtain clearance from PGP/IPM Office. In case false/suppressed disclosure are found later on will be ineligible subsequently and the participant would not be permitted for exchange programme. In that case, appropriate penalty will be imposed.

### 8.2 Allocation



- a) Allocation of ISEP will be done through a process of bidding.
- b) Bidding process will be handled by the ISEP Committee and submit the result to PGP EC for its approval.
- c) Once a participant has been allotted a seat, he/she will not be allowed to change his/her allotment.
- d) If the candidate does not get a school/university after deferring the allocated university, he/she is not eligible to the previous university.
- e) In the event of a 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.
- f) In case seats allotted during the first bid are vacated, those seats will be opened again for re-allotment. Participants who do 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.
- g) The participants to whom seats are allocated during reallocation have to make their own arrangements for the deals/ offers that were previously arranged for by the ISEP Office.
- h) In case a participant opt out of exchange programme for any reason fine will be imposed as stipulated by the PGP EC.
- i) 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.
- j) Before leaving for ISEP, the participants must check their credit requirement for PGP/ISEP. They should subscribe required number of post-graduate level credit at the exchange university. Under-graduate level courses at the exchange university will not be considered.
- k) Credits at exchange university will be counted as per the in-class hours as PGP conversion rule. Off-class hours will not be considered for credit requirements. Languages/ music/ non-management courses allowed will be considered only as workshop course. Participants are required to finalize the courses well in advance taking into their minimum credit requirement of 52 credits from electives and obtain the approval of the PGPO.
- l) The participants 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, clarification from the Chair, ISEP or Chair, PGP or from the faculty may be obtained in written form before finalization of the programme.
- m) Languages/ music/ non-management courses allowed will be considered only as workshop course. Participants are required to finalize the courses well in advance taking into their minimum credit requirement of 52 credits from electives and obtain the approval of the PGPO.

- n) Learning agreement is not validated and the credit will not be counted in the case of not obtaining the prior approval of the credits at the exchange university. The participants should submit a copy of the approved course list to ISEP Office through a Google Form (Google Form is to ensure whether the participants obtained approval and reported the matter to the office in time, as Google Form will give the stamp as proof of submission). In case of changes in credit/courses later stage at the partner university, approval of ISEP/PGPO must be taken and to submit a copy of the approved course list to be uploaded through the Google Form.
- o) If the exchange university is not offering the required credits as per the PGP requirements and/or the participant could not subscribe to required credits, the participants have to subscribe the required course credits in the next term at Exchange University or IIM Indore. Participant will not be permitted to take courses in both places in one term.
- p) Participants will not be permitted to compensate for or replace any courses that they failed (got "Fail") in ISEP during exchange programme in the same academic year at PGP.
- q) GPA earned during ISEP will not be considered for final CGPA calculation.
- r) If a participant secures a "Fail" grade in any of the course(s) at the exchange university, the credit(s) of the course is calculated to fulfil minimum credit requirements. DCPs will be calculated for "Fail" grade as per the PGP manual, followed the same criteria for award of degree for ISEP participants also. No further interpretation of "F", "D", etc, will be done by PGP/ISEP Office (i.e, "F" means course credit x 2 = n2 DCPs). No further inference (implied) as per Exchange University.
- s) The CGPA earned in IIM Indore only will be counted to decide gold medals/scholarships or any other academic award. However, a participant obtaining 'Fail' grade in any course during exchange programme will not be eligible for gold medals/scholarships/awards.
- t) IIM Indore is not responsible for any consequences due to cancellation of application at Exchange University for any reason. Participants participating in 6<sup>th</sup> term ISEP and non-receipt of grade sheet before finalization of PGP 6<sup>th</sup> term grades will convocate with the next regular batch at IIM Indore.
- u) 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 participant.
- v) Any remote exam conducted at IIM Indore on behalf of partner universities will be arranged for at the discretion of the PGPO. The participants appearing for these exam(s) will have to bear any expenses arising out of the examination.
- w) Participants on ISEP must complete all sessions/quiz/ examination before departure from the exchange university. Participants are not allowed to request for remote exams directly to the partner university. The request should go through the ISTEP Office. Remote examinations will be held on the exceptional situation only. Request for the conduct of remote examination before Term-VI registration will not be considered for the participants on Term-V ISEP.

- x) It is compulsory for participants 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 participants.
- y) Attendance requirements of the host university (if any) would have to be followed.
- z) Convocation of Participants, who attended Exchange programme will be held only after receipt of grade from the University. All 6th term exchange participants would be convoked with the next regular batch. The Institute will not be responsible for any delay in submission of grade by the Exchange University.
- aa) Provisional degree will be issued to participants after the receipt of transcripts from all Host Universities and is subject to meeting the credit requirements at IIM Indore.
- bb) Participants should keep in mind that there are delays from the host university's side in processing transcripts. They must not exert undue pressure on PGP Office to issue degree certificates complying the requirements, citing job joining requirements.
- cc) Caution deposit for all exchange participants will be processed as a single batch and not as and when transcripts and clearances are received from Host University.
- dd) The term beginning and end dates might overlap with the schedule of placements. Participants must adhere to the rules and requirements of the host University for any Concession on the joining or relieving dates. The PGP, ISEP, or Placement Office will not intervene for any concession on the dates.
- ee) If participants miss any opportunity to participate in the lateral or final placements due to delayed return from the exchange, it will be solely their own responsibility.
- ff) Participants leaving for Term 6 exchange must sign a partial or full opt-out form from the placements before leaving for the student exchange. While away from Indore campus, their placement opportunities would be limited and discretionary to the placement office.
- gg) Participants must vacate their hostel rooms on the given date. Disciplinary action may be initiated against those participants who violate this and do not vacate their rooms on the given date.
- hh) Participants should take PGP Clearance before they leave for ISEP. The participants selected for the International Student Exchange Programme should not hold a position of responsibility of the SAC as Secretary/Treasurer/head of the Committee/Club in the second year of PGP. However, they can be a member of the Committee only. On selection for ISEP, the position to be handed over to the other member. In case a disciplinary action is initiated against a member of the SAC, he/she has to relieve the responsibilities immediately.
- ii) The above rules are subject to revisions by the PGP EC. Notwithstanding the regulations mentioned above, the Chair, ISEP is empowered to refer to the PGP Executive Committee any deserving case for review. The PGP EC will review such cases and take appropriate decision/actions.

## 8.1 Grade Conversion

Credits covered outside IIM Indore (courses approved by the PGP Executive Committee, IIMI) will be transferred on hourly basis, as shown below:

	Class room hours	Credit (class room ÷ 6.25)
Full course at IIMI	25	4
Full course at other B-School	24	3
Conversion formula : 1 credit = 6.25 hours		

## 8.2 Credit Requirement

The participant under ISEP will balance their remaining credit load in 4th and 6th terms and if the credit load comes in decimal point (e.g. 49.2) then participant will take additional credit load to cover at least minimum required credit load as per the requirement of the programme. The grading system at the exchange institute will be the criteria for having passed or failed in that term.

## 8.3 Attendance

Participants going on the exchange programme are required to attend at least 75% of the classes at the host institute. Participants will produce a certificate of attendance for the host business school.

## 8.4 Act as Ambassadors of the Institute

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

## 8.5 Incorporation of Grades

Grades earned at other B-Schools during the exchange programme will not be incorporated in the second year/final grade sheet, and will be mentioned separately. In case "F" grade is obtained in any course, participants will not be allowed to take equivalent credit load in the sixth term to replace the "F" grade course(s). However, in case of short fall of credit(s) in Term-V, additional course(s) will be given to fulfil the minimum credit requirements. The CGPA earned in IIM Indore only will be counted to decide gold medals / scholarships or any other academic award. However, a participant obtaining an 'F' grade in any course during the exchange programme will not be eligible for gold medals/scholarships".

## 9. COURSE FOR INTERNATIONAL IMMERSION (CII)

The CII would be offered as a follow-up extension workshop of a relevant elective course and shall be offered in the term break between term 4 and term 5 (for the elective conducted in term 4) and in the term break between term 5 and term 6 (for the elective conducted in term 5). For evaluation and institutional purposes, the CII extension will be treated as a separate workshop course of 2 credit. CII can be opted for only by those participants, who have successfully completed the respective elective with a minimum GPA of 2.00. CII must have 2 credit equivalent contact hours. The classroom sessions must be conducted at the destination selected for immersion by the faculty from a reputed institution. The topics must be relevant for the elective and the international immersion. Expenses of class room sessions and industry visits, as charged by the hosting institution shall be borne by the participants. The total expenses

of the participants, including flights tickets, visa processing, local transport, boarding and lodging, and personal expenses shall be borne by the participants. However, in case of financial limitation, the participant may appeal to the Director for assistance. The Director may decide the extent of financial support based on financial condition and academic merit of the participant.

## **B. PROGRAMME ADMINISTRATION**

### **10. ACADEMIC COUNCIL**

Academic Council is the policy making body of the Post Graduate Programme. It consists of all the faculty members and is headed by Director.

### **11. PGP EXECUTIVE COMMITTEE**

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

### **12. REGISTRATION**

All participants are required to register on the notified registration day or the first day of each term unless permitted by the PGP Chairperson to register later.

A participant 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 PGP Chair who may charge a late registration fee of Rs.5,000/- (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.

#### **12.1 FEES AND PAYMENT SCHEDULE**

- a) The details of fees payable by each participant are given on the INTRANET. Payment of fees for each term has to be made by the participants at the beginning of the term and upload details in the link provided for.
- b) Term fees will have to be paid by the due date communicated by PGP Office for each term. Those who fail to clear all their dues in a particular term will not be permitted to register for the next term.
- c) Refunding the term fees to the participants 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 (Fee structure: Appendix-5).

### **13. REGISTRATION FOR ELECTIVE COURSES**

The process of registration for elective courses in the second year for Terms IV, V & VI:

- a) Elective details would be provided to participants for bidding of such elective in each term. Participants are required to participate in the bidding and based on the

results of bidding, should submit their elective forms to the PGP Office on the day of registration for each term.

- b) The term credit requirements, course-list, tentative timetable and clash report are released well before the start of the bidding process. There are one or two mock bids followed by a final bid for each term. While subscribing the course, the participants must ensure that there is no overlapping schedule.
- c) At the end of the online bidding, participants are allotted the courses that they have won. No waitlist will be operated. In case a course is not offered due to under-subscription, the participants who have won that particular course will be given an option to choose a course from the available vacancy.
- d) The minimum number of registrations for an elective to be floated is **25** participants. In exceptional cases, this condition may be waived by the PGP Executive Committee.
- e) The PGP Office will drop courses receiving less than **25** registrations. The list of dropped courses will be informed to the instructors and participants at the beginning of the term.
- f) 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 participants will not be allowed to change their preferences.
- g) No participant can join or drop the courses after registration and/or before or after start of the course. On dropping the course, applicable grade cut/"Fail" grade as applicable will be awarded. In case of shortfall of credit, participants can subscribe to additional credits in the next term subject to complying the minimum and maximum term-wise credit restrictions.
- h) The timetable would be framed based on the mutual convenience of the faculty and the PGP 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 participants in such courses would be required to register for a substitute course.
- i) When the number of courses announced is very high, the PGP Office may develop a timetable before the registration. In such a case, participants must register for courses that do not have an overlapping schedule.

#### **14. ATTENDANCE NORMS:**

##### **14.1 Attendance Rules**

- a) Participants are expected to attend all sessions of a given course. However, participants may take leave up to 20% of the sessions in any course on account of emergencies, participation in management festivals or co-curricular activities etc., subject to approval of the Chair PGP.
- b) Any absence below minimum 80% attendance in any course will attract a grade cut of 0.25 points for each session missed **beyond the 20% limit.**

- c) Participants with less than 50% attendance in any course for any reason will be awarded 'F' grade in that course.

Note:

- 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, absence exceeded 20%, "Pass" grade will convert to "Fail" grade.
- Participants opting for the entrepreneurship concentration would be required to meet the mentor /faculty in charge and mark attendance for the project module.

## 14.2 Face Recognition Attendance Monitoring

PGP Office will keep a record of attendance in all courses. Participants are required to register their attendance twice (for one session) in Face Recognition Attendance Monitoring machines as under:

- **Within 6 minutes and 59 seconds before the start of the session**
- **Within 6 minutes and 59 seconds after the end of the session**

Single punch, late/early punch will not be considered as attendance. Any late punch or single punch or early punch even by a minute will be marked "absent". Participants are not to attempt for attendance by PINAPO (Punched In the class, Not Attending the class or some portion of the class and/or re-enter the class before the close of the session/immediately after/before the close of session and Punched Out) and if found "Fail" grade in that course as well as disciplinary action will be initiated against him/her. In case session overshoot or postponed, respective CR to intimate the information to the PGP Office through the Google form for rectification.

PGP Office does not accept recommendation/approval from the faculty members (letter, email, verbal and any other forms) indicating the presence of a participant in the class. In case the participant's face is not captured or there are issues and the machine does not accept attendance capturing after repeated attempts, report to the PGP Office for re-registration immediately, but not later than seven days. Attendance will not be provided in case the participant wear mask/ cap covering face and the face recognition machine does not work. It would be considered absent in the class. Attendance marking slots are as follows:-

Slot	IN Time	OUT Time
Slot 1	08.54 – 09.00 am	10.15 - 10.21 am
Slot2	10.24 - 10.30 am	11.45 - 11.51 am
Slot3	11.54 - 12.00 pm	01.15 - 01.21 pm
Break	Lunch	Lunch
Slot4	02.24 - 02.30 pm	03.45 - 03.51 pm
Slot5	03.54 - 04.00 pm	05.15 - 05.21 pm
Slot6	05.24 - 05.30 pm	06.45 -06.51 pm
Slot 7	06.54 - 07.00 pm	08.15 - 08.21 pm
Slot 8	08.39 - 08.45 pm	10.00 - 10.06 pm
Slot 9	10.09 – 10.15 pm	11.30 – 11.36 pm

In case of discrepancy in attendance the same may be reported through the Google Form and get it resolved by registering your face again immediately, but not later than seven days. .

**For PGP-I/IPM-IV/PGP HRM-I/DPM-I**

<https://docs.google.com/forms/d/e/1FAIpQLSelKb1K2uGmXo-hr9Fb405bPTXvZe4nFcXQ6w4dpe0pvOHZ0Q/viewform>

**For PGP-II/IPM-V**

[https://docs.google.com/forms/d/e/1FAIpQLSdz7jSpFTfEeQdz -d-PwoaE025qJ8dgvinpRIJVHTDDsM2NQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdz7jSpFTfEeQdz -d-PwoaE025qJ8dgvinpRIJVHTDDsM2NQ/viewform?usp=sf_link)

Separate entries required for each course with roll number, section, classroom number, course name, date, session number in the appropriate head. Cases of late punch, early punch, single punch, forget to punch in time or punch in a wrong classroom not to be reported and the same will be considered as absent. Once you marked attendance, the machine will prompt "Verified, *Thank you*". Attendance machine is scheduled in such a way that one can mark attendance once in a minute. More than one punch in a minute the machine will prompt "*Duplicate punch, Thank you*".

In case a session overshoot or postponed/prepone, the respective Class Representative intimate the information to the PGP Office through the Google Form immediately, but not later than seven days (To be filled in by the Class representative of the section only).

**For PGP-II/IPM-IV/PGP HRM-1/FPM-I**

[Reporting form if PGP-I classes are overshoot and early ended \(google.com\)](#)

**For PGP-II/IPM-V**

[Reporting form if PGP-II, AY 2023-24 session are overshoot and early ended \(google.com\)](#)

**14.3 Procedure to Apply Leave**

- a) If a participant is leaving the campus, he/she will have to take prior permission from the PGP Office through the TCSiON. Leaving campus without authorization will attract disciplinary action.
- b) Leave must be applied online through the ERP system (on the same day of missing sessions) through the TCSiON portal.
- c) In case of hospitalization, PGP Office and Hostel Office should be informed by e-mail followed by application through TCSiON portal within 2 days of returning from leave.
- d) If the grade cut results in DCP's that exceeds the mandated norms, the participant can appeal to the Director where all such cases are taken up at the end of the academic session for consideration. Participants make use of 20% attendance buffer for meeting medical, placement and /or participation in events, etc,. The participants report the reason for absence with supporting documents, viz, medical certificates certified by the Institute Medical Officer, through Google Form before the closure of the term. For placement activities approval of the Chair Placement, for any institutional activities/exam/events approval of the Chair PGP/ Chair H&SA. End of the year the PGPO will submit the details based on the supporting documents to the Director. The grade cut waiver, if any, may be considered for those participants applied in time through the Google Form given below.



- e) Request for waiver of attendance/grade cut on account of hospitalization/medical reasons, attending examinations, etc, may report the matter to the PGP Office through the Google Form [https://docs.google.com/forms/d/e/1FAIpQLSd1YZfriBScWxzQq\\_I\\_8jUs2M2\\_6f7yYlBe8vmCVzt9bsFs-dg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSd1YZfriBScWxzQq_I_8jUs2M2_6f7yYlBe8vmCVzt9bsFs-dg/viewform) immediately, but not later than 7 days. This will be assessed at the end of the Academic Year. No email correspondence will be entertained on this matter.
- f) Request for waiver of attendance/grade cut on account of Career Services activities must be reported within 14 days through the Google Form [https://docs.google.com/forms/d/e/1FAIpQLSeSB6Uwruz5LR\\_pypESGQtGW9d4gfUzx8AogsC3SI9vOIo2g/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeSB6Uwruz5LR_pypESGQtGW9d4gfUzx8AogsC3SI9vOIo2g/viewform). These requests will be checked by the Career Services Office and subsequently approved by the Chair, Career Services. This will be assessed at the end of the Academic Year. No email correspondence will be entertained on this matter.
- e) At the time of leaving campus the details are to be filled in the Google Form [https://docs.google.com/forms/d/e/1FAIpQLSdqwsUx6l9tayjABRUUnvEhQJ\\_3X0L5dheV8xQYnPYiZpvJOXA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdqwsUx6l9tayjABRUUnvEhQJ_3X0L5dheV8xQYnPYiZpvJOXA/viewform), which will be shared with the Hostel, all Programmes and Security Offices.

## 15. MISSED QUIZZES AND EXAMINATIONS

- a) If a participant, whose approved absence is within the attendance norms of PGP, misses any quiz, mid-term or end-term examination, except group component of evaluation, a make-up examination be permitted on following conditions:-
- Medical hospitalization of self – supported by medical records authorized by institute medical officer.
  - Serious medical treatments of immediate family members, i.e, father, mother, siblings, spouse & children and grandparents of the participants – supported by appropriate documents. Grand parents means, parents of participant's father and mother only.
  - Placement related processes – reported within 24 hours and authorized by Chair, Placement
  - Examination and certifications, viz, CA, CS, ICWA, CFA and FRM
  - Scholarship interviews/Exams of Aditya Birla, OPJEMS

Hospitalization means,

- Hospital stay at least for 8 hours
  - Any procedure/ surgery/ overnight confinement in a medical centre
  - Any accident which leads to injury/ fracture, etc,
  - Contagious communicable diseases
  - Any other medical condition as recommended by the Medical Officer of the Institute.
- b) Participants wish to take make up examination must complete the request through the Google Form as available in PGP Office Intranet site within 3 days before the date of examination and/or 3 days after the date of the examination with the medical documents certified by the Institute Medical Officer/appropriate documents. In the case of hospitalization, information through a messenger will be considered.

- c) No request will be entertained after the deadline i.e, within 3 days from the date of the examination (Google Form is to ensure that whether the participant reported the matter to the Office in time, as Google Form will give the time stamp as proof of submission).
- d) PGP Office will verify the supporting documents and forward to the faculty concerned in case of meeting the requirements. In the case of not meeting requirements, the participant will be communicated accordingly. Participants sending email request to the faculty or PGP Office for makeup exam will not be entertained.
- e) 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 (if it is equal or less than, as per extrapolation). The decision of the instructor in this regard with the approval of the PGP Chair will be final. In case of conducting make-up for quiz or mid-term or end term examination or any other component of evaluation or assignment or extrapolation, 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, for following cases, no reduction of grade by one level (no deduction of 0.1 grade point):-
  - i) Placement related processes – reported within 24 hours and authorized by Chair, Placement,
  - ii) Examination and certifications, viz, CA, CS, ICWA, CFA and FRM,
  - iii) Scholarship interviews/Exams of Aditya Birla, OPJEMS and/or participation of a national/international event/competition as recommended by the Chair, PGP or Chair, Hostel and Student Affairs,
  - iv) Medical hospitalization of self, supported by medical records authorized by the institute medical officer,
  - v) Contagious communicable disease, any procedure, surgery, confinement, or any medical condition as recommended by the Medical Officer of the Institute advised for rest.”
- f) Hospitalization cases will be considered for those participants who have applied for leave through TCSiON within 2 days of discharge from the hospital.
- g) Extrapolation norms to extrapolate marks of one evaluation component to other components as follows:

For example, End Term Marketing examination extrapolated for quiz.

If the relative position of the participant (with respect to the class) in the missed quiz is to be kept same as the End Term (ET), following can be done:

- Find the participant's percentile rank in ET (using MS Excel):

$R = \text{PERCENTRANK.INC}(\text{ET\_marks\_array}, \text{participant\_ET\_marks})$

Where ET marks\_array is the array of marks obtained by all the participants in the end term, and participant\_ET marks in the marks obtained by the participant in the end term.

- Award the following marks to the participant for the missed quiz

Marks = PERCENTILE.INC(quiz\_marks\_array, R)

Where quiz\_marks\_array is the array of marks obtained by all the participants in the quiz, and R is the participant's percentile rank in ET.

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

## 16. EVALUATION PROCEDURE

### 16.1. Grading of Individual Courses

- a) Course instructors may use different components of evaluation like
- Class participation;
  - Quiz (announced or unannounced equivalent to number of credits);
  - Take home assignments;
  - Term papers, paper critiques;
  - Individual / Group Presentations;
  - Oral examination (in special cases);
  - Mid term examination; and
  - End term examination.
- b) 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. One and two credits workshop courses could be evaluated based on a single evaluation component and more than 2 credits workshop courses must have at least two evaluation components. There is no restriction on weightage on group or individual components. A course instructor may decide not to have any written component of evaluation, after obtaining appropriate approval from the competent authority.
- c) Quizzes/mid-term/end-term examinations will be conducted by the PGP Office at pre-announced timings. Individual component of quiz/assignment / project is to be assigned before the end of the last session.
- d) Surprise quiz provision and designated evaluation weightage in the course outlines as per faculty/ teaching group decision. There should be a maximum limit of surprise quizzes with respect to the credit load of the course, for example, 4 credits courses can have 4 surprise quizzes 2 credit courses can have a maximum of 2 surprise quizzes. The faculty is allowed to hold short surprise quizzes of around 10 minutes in class. The total of in class quizzes, student presentation, and guest faculty interaction should not be more than 15% of the total duration of the course.
- e) A five-point scale will be used for evaluating participants in individual courses.

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

The grading for the project module in the entrepreneurship concentration would follow the above pattern of grading (sub components if any would be decided by the mentor and the committee assessing the projects).

- f) For each component of 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 in Appendix 3.

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

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

For the entrepreneurship concentration (actual grade point for the projects under each of the above grades would be decided by the committee which evaluates the same).

- g) 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.
- h) Normalization grading pattern would be adopted, as per the table given below:

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

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

(\*) Please note CP is the only exception here, which is individual component, but for grading, it is treated as group based component normalization grading pattern. CP must be less than or equal to 20%. Rest all are group based components.

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

- i) If a participant has not fulfilled the academic requirements of a course, he/she may be assigned "I" (Incomplete) grade temporarily, representing non-completion of the academic requirements of the course. First year PGP participants must complete any such incomplete course work before they proceed for their summer assignment. In case of a second year participant, such incomplete course work of a particular academic term should be completed within the course of the following term. A sixth term "I" has to be completed well in time to graduate. If for any reason, the participant fails to complete the course within the time stipulated by the course instructor and/or the PGP Office, then the "I" grade would be automatically converted into an "F" grade.

- j) If a participant misses one or more components of evaluation with prior permission, the following procedure will be followed:
  - i) Initially, the participant will be awarded “I” (incomplete) grade. “I” is a temporary grade, not intended to be shown as a final grade in a course.
  - ii) When the participant completes the make-up requirements as specified by the course instructor within the specified time, “I” will be replaced by the final grade (A, B, C, D, F) awarded for that component by the instructor.
  - iii) In case the participant 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.
- k) The grades given by an instructor in any component of evaluation are final. The instructor will not be called upon to justify the grades as long as they conform to the norms. A participant, who desires clarification on the grade(s) awarded, may discuss the matter with the concerned instructor(s) within 4 days after receiving the grades. If any grievance regarding grading is not resolved through discussion with the instructor or if the instructor is not available in station, the concerned participant may refer the matter to the Chair, PGP in writing within 2 days thereafter, who will then discuss the matter with the instructor, if required.

In case of Term-III end-term examination, the participants 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.

- l) Evaluation of Summer Internship Projects: A comprehensive evaluation in the form of Viva or an examination would be held in term IV.
- m) Course Feedback - The Course feedback will be collected through TCSiON and participants must ensure to provide their course feedback within the stipulated time/window. The feedback submitted by the participant will carry a 0.1% weightage in all courses. Visually impaired participants are exempted from submitting the course feedback for the courses
  - i) Faculty will give course grade with 100% weightage (comprising all evaluation components mentioned in the course outline).
  - ii) Programme Office will convert the faculty given grade to 99.9% (by multiplying the faculty given grade with 0.999)
  - iii) Programme Office will give 0.00433 grade to the participants who have submitted the course feedback within the stipulated time ( $A+=13$ , hence  $0.1\%$  of  $A+ = 0.004333$ , i.e.,  $(13/3) \times 0.001$ )
  - iv) 0.00433 grade will not be given to the participants who have not submitted the course feedback..

## 16.2. Grade Point Average (GPA)

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

## 16.3. Cumulative Grade Point Average (CGPA)

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

#### **16.4. Deficit Credit Points (DCPs)**

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

- A "D" will carry one DCP in a one-credit course, two DCPs in a two-credit course, three DCPs in a three-credit course, four DCPs in a four-credit course and so on.
- An "F" will carry two DCPs in a one-credit course, four DCPs in a two-credit course, six DCPs in a three-credit course, eight DCPs in a four-credit course and so on.
- Total number of DCPs will be calculated by adding the number of DCPs accumulated by obtaining both "D"s & "F"s during the academic year.

#### **17. COMMUNICATION OF GRADES**

- a) Course instructors are required to communicate the participants the marks obtained in the quizzes/exams as soon as possible.
- b) Instructors may communicate the component-wise marks directly to participants, while the final course grade is communicated to the participants by the PGP Office.
- c) The PGP Office will communicate to participants their final letter grades in various courses along with GPA and CGPA.

#### **18. 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 participant from first year to second year and (ii) to award the Degree to the second year participant.

##### **18.1. Criteria for Promotion**

- a) A first-year participant will qualify for promotion to the second year if he/she satisfies the following two criteria:
  - He/She must have CGPA of at least 2.0 at the end of the first year, and
  - He/She must not have accumulated more than twelve DCPs at the end of the first year.
- b) A participant, who does not satisfy either **one or both** of the criteria mentioned in 1 above, shall be given an option of repeating the first year of the programme or withdrawing from the programme.
- c) However, a participant, who is repeating the first year of the programme, will have to compulsorily withdraw from the programme if he/she fails to satisfy the criteria 1 above.

##### **18.2. Criteria for Award of Degree**

- a) A second-year participant, who has satisfactorily completed the summer project, will qualify for the award of the Degree if he/she satisfies the following two criteria:

- He/She must have CGPA of at least 2.0 in the second year, and
  - He/She must not have accumulated more than ten DCPs in the second year.
- b) A participant, who does not satisfy either one or both these criteria and who has not already repeated the first year, will be given an opportunity to make up for the shortfall in CGPA and/or DCPs either by repeating the course(s) in which he/she has obtained a D or F or by choosing a new elective course offered in Term IV of the next academic year. As and when such a participant makes up the shortfall in CGPA and/or DCPs by successfully completing the required number of course credits, the PGP Office would issue a Provisional Certificate. The Degree would be awarded to him/her at the Institute's next Annual Convocation.
- c) A participant, who does not satisfy either one or both of the criteria mentioned in 1 above and who has already repeated the first year, will be asked to withdraw from the programme.

## **19. SCHOLARSHIPS AND AWARDS**

To promote excellence in management education and instill competitive spirit among the participants, the institute offers a number of merit-based scholarships and awards. Most of the scholarships are awarded in the second year of the programme.

### **19.1. Certificate of Academic Excellence**

Top 5% of the batch in every year may be awarded a Certificate of Excellence for their academic performance. This certificate will be issued at the first (based on the PGP-1/IPM-4 CGPA) and second year (based on the PGP-2/IPM-5 CGPA).

*Eligibility criteria for the industry-sponsored, merit-based scholarship:*

- The participant must be in the top 5% of the batch (combined batch of PGP & IPM),
- The participant should not have an 'F' grade in any course, and
- No disciplinary action should have been taken against the participant.

In case of any fraction while computing the top 5% of a batch size, the institute may take the nearest/ next integer value.

### **19.2. Industry-Sponsored Merit Scholarships**

These scholarships are awarded in the second year of the programme to the top academic performers during their first year of the programme. Currently, the following scholarships are available:

- a) One scholarship of Rs.1,50,000/-, sponsored by SBI  
(Based on the first year PGP CGPA – 1<sup>st</sup> Rank)
- d) One scholarship of Rs.50,000/-, sponsored by VE Commercial Vehicles.  
(Based on the first year PGP CGPA – 2<sup>nd</sup> Rank)

*Eligibility criteria for the industry-sponsored, merit-based scholarship:*

- The participant must be in the top 10% of the batch,
- The participant should not have an 'F' grade in any course, and
- No disciplinary action should have been taken against the participant.

### 19.3 Gold Medals

**a) VE Commercial Vehicles Gold Medal (Formerly Eicher Gold Medal)** is awarded to the 'Best All Rounder' of the batch.

*Initial eligibility criteria for the Best All-Rounder:*

- The participant must be in the top 25% of the batch in both 1st as well as 2nd year,
- The participant should not have an 'F' grade in any course, during the entire programme, including exchange term,
- No disciplinary action should have been taken against the participant.

**b) K.K. Alagh Gold Medal** is awarded to the Overall Outstanding Performance – Woman

*The eligibility criteria for the Overall Outstanding Performance – Women:*

- The participant must be in the top 25% of the batch in both 1st as well as 2nd year,
- The participant should not have an 'F' grade in any course, during the entire programme, including exchange term,
- No disciplinary action should have been taken against the participant,
- Overall CGPA of over 3.0,
- Demonstrated work in the community to promote the institute.

**c) ICSI Signature Award for IIM Toppers**

- The gold medal will be awarded to the participant declared as IIM Indore Topper at 2 years Master of Business Administration.
- The awardee should not have been booked for any disciplinary action or and also no disciplinary case is pending against him/her.

### 19.3. Institute's Scholastic Awards

The Indian Institute of Management Indore Award for Best Scholastic Performance is given every year to four participants from graduating class.

- 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's Gold Medal to the Best Women Participant for scholastic performance.

The preliminary list of participants for consideration of awarding the medal would be selected based on the following criteria;

- The participants should be in the top 10 per cent of the batch in the first year,
- The participants should also be in the top 10 per cent of the batch of the second year class, based on the CGPA,
- In addition, the award is given only if the participant's CGPA is:



- 3.2 and above in the first year;
- 3.2 and above in the second year;
- 3.3 and above cumulatively for the first and second years.

(The CGPA would be assessed on the basis of the weightages of the courses taken at the Institute in the first and second years).

- The participant should not have an 'F' grade in any course, during the entire programme, including exchange term,
- No disciplinary action has been taken against the participant.
- [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 participants of the entrepreneurship concentration would not be entitled to any of the above awards which uses the second year performance in deciding the awards.

**Documentation** –The participants to report their achievements/awards competitions won, projects, social work, community work to promote the Institute through a Google Form within one month with supporting documents through a Google Form to the programme Office within a month. This information is accessible to the Placement Office for CV verification, Programme Office for finalization of scholastic awards/industry sponsored awards/Dean Office to take the details for accreditation and B-School survey reports. In case of delay in submission due to technical or any other reasons beyond the control of the participants, the same may be approved by the respective Chairs.

#### **19.4. 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 PGP participants. 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 participants is determined on the basis of various parameters relating to the financial position of the participant and his/her family. Reimbursement of loan interest during the participant's course of study plus mess fee as per the slabs in case of availing a loan. Amount will be paid to the bank loan account. Participants 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 PGP Office.

##### **Award under NBFA Scheme:**

To encourage students who are awarded the NBFA support to excel in their academics, a merit-based award to a limited number of the awardees of the NBFA based on their performance will be given. The value of the award will be equal to the tuition fees for the year.

The number of awards for the following programmes are given below. The final number for each programme will be decided by the Director and announced at the beginning of the year.

1. PGP Year I	3 awards
2. PGP Year II	3 awards
3. IPM Year I	1 award
4. IPM Year II	1 award
5. IPM Year III	1 award

- |                    |         |
|--------------------|---------|
| 6. PGP HRM Year I  | 1 award |
| 7. PGP HRM Year II | 1 award |

**Conditions to be fulfilled to be eligible for the award:**

1. The student should have been awarded NBFA for the year.
  2. The student should be in the top 30% of his/her batch based on the CGPA for the year.
  3. The student should have secured a CGPA of at least 3.0 during the year
  4. The student should not be debarred by the programme Executive Committee from receiving any award for the year, i.e, no disciplinary action against the participant.
- The shortlisted eligible students will be ranked on their CGPA and the awardees selected based on the number of awards available.
  - With respect to PGP HRM, a shortlisted eligible student will be selected for the award as specified above, subject to the additional condition that his/her CGPA in the year is at least equal to that of the lowest among those selected for the award in PGP.
  - If the selected student is in receipt of any scholarship towards fees during the year, the difference between the tuition fee and scholarship already received only will be given as the award. (For this purpose, any medals or cash prizes instituted by other organizations for excellence in performance will not be considered).
  - The award will be given during the convocation or pre-convocation (at the end of year II for PGP and at the end of Year III or Year V for IPM). It will be given only to those students who complete the programme in the minimum prescribed period (example – within 2 years for PGP).

The Institute reserves the right to verify details mentioned in the NBFA application forms. The NBFA Committee reserve the right to award or reject the request for NBFA.

## **20. CONVOCATION AND AWARD OF DEGREE**

The “Master of Business Administration” will be conferred on all participants who at the end of second year have fulfilled all the conditions and requirements for the award of the Degree at the Institute's Annual Convocation held at the end of each academic year.

## **21. ACADEMIC DISCIPLINE AND GENERAL CONDUCT**

- a) The Institute expects its participants to conform to strict norms of integrity, honesty and good conduct in all their dealings. It also expects the participants to abide by the rules of the Institute both in letter and spirit.
- b) Ragging of fresh participants by the senior participants, 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 on the intranet.
- c) Smoking, drinking and eating in the classroom is strictly prohibited.

- d) Smoking and consumption of alcoholic beverages on the campus is strictly prohibited.
- e) Marking proxy attendance for others or having attendance marked by others will attract severe punishment leading to expulsion.
- f) Mobile phones, communication devices, cameras and audio-video gadgets (either switched on or off) or other devices which are not allowed in the classrooms and during other academic activities such as examination, quizzes, guest lecture etc. The Institute will confiscate any such gadgets found.
- g) Cases of indiscipline or misconduct in classes, irresponsible behaviour inside or outside the classes, use of unethical practices during quizzes or examinations/evaluations or the summer placement or violation of the rules of the programme will be severely dealt with.
- h) Any form of dishonesty including attempts to copy or help others copy in any manner is strictly prohibited.
- i) Unless specified otherwise by the instructor, participants 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 participant(s).
- j) Rules regulating the conduct of quizzes and examinations are given in Appendix 2.
- k) Canvassing for grades is strictly prohibited.
- l) Instructors will be free to adopt any measure to penalize participants for breach of academic discipline. Any such violations and measures taken by the instructors will be reported to the Chair PGP. Instructors may also choose to report the incident to the Chair PGP recommending disciplinary action against the involved participant.

## **22. DISCIPLINARY COMMITTEE**

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

Participants with any of the disciplinary issue, viz, any misconduct/ malpractice in examination/ assignment, academic indiscipline, dishonesty, Punch-in-Punch-Out (PINAPO), violation of rules, ragging, consumption/possession of banned substances, etc, where PGP/IPM/Placement/H&SA Executive Committee/Disciplinary Committee and/or on the recommendations of the Committee approved by the competent authority/imposed any one or more of the following penalties/disciplinary during their course of study at the Institute are not allowed to participate for International Student Exchange Programme, awards, Industry sponsored scholarship/ Institute scholarship, medals, Certificate of Academic Excellence, NBFA, NBFA merit award, represent the Institute outside sports/cultural events/competitions, hold a position in SAC, POR, etc, Upon the imposition of disciplinary action, the participant must vacate the position. This will not debar a participant to apply for Centra/State government/ other agency scholarship based their category, i.e, SC, ST, OBC, DA, etc, In case a SAC member found guilty, he/she has to step down the position.

Disciplinary action means,

- Fine of Rs.5,000/- and above,
- Suspension from the class(s) or the hostel for a specific period,
- Awarding "Fail" grade in the course concerned,

- Repeating a course/term/year,
- Suspension or to be ineligible for scholarships or participation in management festivals,
- Debarred from placement activities, partially or delayed or fully,
- Any other disciplinary action, as decided by the PGP EC or any Institutional Committee of IIM Indore.

Fine towards late payment of fees or late registration or late arrival in the hostel will not be considered as disciplinary action. Award of "Incomplete" grade is not considered as disciplinary or "Fail" grade.

Academic dishonesty means Plagiarism, fabrication, deception, cheating, sabotage any dishonest act. This applies in action and/or intent.

## **22.1. DISCIPLINARY PROCEDURE**

On receiving a complaint against a participant or acting *suo moto*, the Chair PGP shall initiate disciplinary action against any participant for any alleged misconduct. In such cases, the following procedure shall be adopted:

- a) The Chair PGP will seek an explanation for the breach of discipline from the participant.
- b) On obtaining the response from the involved participant the matter will be discussed in the PGP Executive Committee/Disciplinary Committee. The participant would be given an opportunity to explain his/her case before the Committee. The Committee may call others also for facilitating the inquiry. At the conclusion of the inquiry, the PGP Executive Committee shall either exonerate the participant or impose any one or more of the following penalties:
  - i) Fine
  - ii) Public apology
  - iii) Confiscation of mobile phones, communication devices, cameras, and audio-video gadgets found in classrooms and other prohibited places
  - iv) Suspension from classes or the hostel for a specified period
  - v) Additional academic assignment(s) or project work
  - vi) Scaling down grades obtained in one or more courses
  - vii) Awarding a permanent 'F' grade in the course concerned
  - viii) Repeating the course
  - ix) Suspension, withdrawal or made ineligible for scholarships or participation in management festivals, International Participant Exchange Programme
  - x) Withdrawal of Placement services
  - xi) Community service
  - xii) Expulsion from the Institute
  - xiii) Any other
- c) Notwithstanding the academic regulations mentioned above, the Chair PGP is empowered to refer to the PGP Executive Committee any deserving case for review. The PGP EC will review such cases and take appropriate decisions/actions.
- d) A participant, who is aggrieved by the penalty imposed by the PGP Executive Committee under clause (2) above, has the right to appeal, within 7 days of the date of intimation of the penalty imposed, in writing.
- e) The payment of any penalty/fine to be paid to outside agencies, viz. PMNRF or any others, penalty will be collected from the participants and the remittances will

be made in the name of the Institute. In case of nonpayment of fine/penalty, the same will be recovered from the participant's caution deposit and settle the account before next term registration.

## **23. Participants Grievance Redressal Process**

### **a) Academic Matters**

- i) If a participant is aggrieved on matters pertaining to academics he or she should take it up with the concerned Programme Chair.
- ii) 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.
- iii) If the participant is not satisfied with the decision of the Programme Chair/EC, he or she can appeal to the Dean (Programmes).

### **b) Non-Academic Matters**

- i) If a participant is aggrieved, he or she should take it up with the respective Chair.
- ii) 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.
- iii) 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.

## **FACILITIES**

## **24. LIBRARY & COMPUTING FACILITIES**

Details about the Library and the computing facilities available in the Institute are given on the website of the Institute. <http://www.iimidr.ac.in/iimi/index.php/facilities/library>

## **25. PLACEMENT**

The Placement Committee helps, guides, and counsels second year participants in securing suitable permanent placement by bringing them in touch with prospective employers. No leave of absence from class is given for attending placement interviews.

## **26. STUDENTS ACTIVITIES COUNCIL (SAC)**

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

## **27. 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 participants. State Bank of India ATM is in the hostel block of the Institute and the ICICI Bank ATM is located in the main building near Reception.

## **28. 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.

## **29. GENDER SENSITIVITY**

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

### **Notes:**

- a) Any contingencies not provided for herein shall be decided by the PGP Executive Committee.
- b) The clauses mentioned are subject to changes from time to time.
- c) The final interpretation of the clauses contained herein, if necessary, will be made by the PGP Executive Committee.

## **APPENDIX 1: MBA Thesis Track**

### **MBA Thesis track**

#### For PGP participants:

1. The MBA Thesis track leading to an MBA dissertation is offered in the second year of the programme from Term IV through Term -VI.
2. A participant with a minimum CGPA of 3.00 in the first year is eligible for MBA dissertation.
3. Participants going for 'International Student Exchange Programme' are not eligible to subscribe to the MBA Thesis track.
4. The participants are expected to undertake unique research topics to demonstrate their individual skills.
5. An eligible participant, interested in pursuing an MBA dissertation, can identify a topic, identify an eligible faculty member and submit their proposals (one Expression of Interest and one final) to the PGP Office through the Google Form <https://docs.google.com/forms/d/e/1FAIpQLScRIITQwCxij7f1FbueQ9AVqudxM37952OvgXUI1TKJL-yJLw/viewform> and PGP Chair, along with the respective cover letters and certificates from the faculty supervisor(s).
6. Participants are required to submit an Expression of Interest within two weeks after commencement of Term IV, and the final proposal within six weeks from the approval of the EoI.
7. Eligible faculty members can also create a pool of potential dissertation topics for the participants to choose from.
8. Collaboration among participants on the same dissertation topic is not allowed. Only one participant is allowed to pursue a particular dissertation topic.

#### For faculty supervisors:

1. Only a regular faculty member can be the supervisor of a dissertation.
2. One dissertation may be supervised by at most two regular faculty members.
3. The faculty member(s) must be a Scholarly Academic to supervise a dissertation.
4. The faculty supervisor will receive 1 credit of teaching workload for supervising a dissertation. If there are two supervisors for the same dissertation, the credit load will be shared equally between the two (that is, 0.5 credits each).
5. A faculty member can supervise a maximum of two dissertations in one academic year (even if they are co-supervising a dissertation).

#### 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 PGP office will verify eligibility of the faculty members and students. The PGP Chair shall request the respective area members (through the Area Chairs) to provide their observations/comments within a stipulated time frame.

3. Credits for MBA dissertation should be over and above the minimum 52 credits of elective courses required for completing the programme. The MBA dissertation is considered equivalent to a workshop course with 5 credits spread over the final three terms.
4. On completion of the work, the participant will have to make a seminar presentation to the IIM Indore community and submit the dissertation to the PGP Office.
5. Evaluation of the MBA dissertation shall be done by a committee set up by the Chair, PGP.
6. A participant may be considered Excellent (E)/ Good (G)/ Satisfactory (S)/ Poor (P) based on the proposal (20%), dissertation (40%), and presentation (40%). Cut-offs for grades (E, G, S, or P) shall be decided by the evaluation committee. A 'Poor' grade will attract DCPs.
7. If the MBA Thesis Track is discontinued for a participant, with the approval of the Chair, PGP (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 MBA Thesis Track.
8. Name of dissertation topic along with Excellent (E)/ Good (G)/ Satisfactory (S)/ Poor (P) will be put up on participant's grade sheet.
9. Appropriate documentation of the dissertation will be done by the PGP Office.
10. The 'Best MBA Thesis' will be selected, and Merit Certificate for the same will be awarded during the Pre-Convocation event.



**Annexure – 1**

**Cover Letter**

**Proposal for MBA dissertation**

To: The Chair, PGP

From: [Name], Section: [Section], Roll No. [Roll No.]

Date: dd/mm/yyyy

**Sub: Proposal for MBA Dissertation**

Dear Prof. [Name of Chair, PGP],

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 second year of PGP, leading to an MBA dissertation.

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 PGP 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, PGP

Date:

Signature of Chair, PGP

## **Indian Institute of Management Indore**

### **Expression of Interest for MBA Dissertation**

Name of the participant:

Section:

Roll No.:

Term:

Academic Year:

Name of the faculty supervisor(s):

Area:

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Please provide the following details in your EOI:

1. Proposed Title of the Dissertation.
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.

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### **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 study and in my/our opinion this topic is worth pursuing as an MBA dissertation 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**  
**MBA Dissertation Proposal for PGP-II**

Name of the participant: Section:

Roll No.:

Term:

Academic Year:

Name of the faculty supervisor(s): Area:

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Please provide the following details in your proposal:

1. Proposed Title of the Dissertation.
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 five 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.

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**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 study and in my/our opinion this topic is worth pursuing as an MBA dissertation and can be completed within the given timeframe of three terms.

Signature(s): Name(s):

Designation(s): Area(s):

Date:

## **APPENDIX 2: Conduct of Quizzes and Examinations**

- Participants must be present in the examination venue at least 5 minutes before the commencement of the quiz/examination. Participants must not be allowed to enter the examination hall 5 minutes after the commencement of the quiz and 10 minutes for other examinations.
- All participants must have Identity Card/nametags during examinations.
- Participants must occupy the seat allotted to them as per the seating chart. The question paper and answer sheet shall be placed by the Invigilator on each seat before participants occupy their seats. The participants must turn the question paper and commence writing on the answer sheets only after the announcement to start has been made by the Invigilator. After the Invigilator's announcement, the participants should stop talking with one another, however urgent the problem/situation may be. The participants can talk only with the Invigilator and nobody else during the duration of the examination – both inside as well as outside.
- Participants are not allowed to bring any mobile phone or another communication device into the examination hall. Participant must not ring any device in the class with Internet on or hotspot on or access the Internet while using a laptop or any other device. The invigilator shall confiscate any such gadget found in the examination hall. In addition, disciplinary action may be initiated against the involved participant.
- You must follow instructions written on the question paper and/or given by the invigilators. Disciplinary action will be initiated against violation of rules.
- If a participant would need to step out of the exam hall for any unforeseen/ biological requirement, permission of the invigilator is to be obtained. However, no such permission shall be given during the first one and half hour and the last half an hour of the examination. Participants will not be permitted to leave the examination hall for examinations of 2 hours or less. At any point of time, not more than one participant shall be given permission to go out from the same room.
- Participants must not refer to any book, paper or other notes, unless it is an open up
- book examination. In an open book examination, a participant shall refer only to books and notes that he/she has brought into the examination hall. Consultation with another participant orally or with his/her book/notes is prohibited.
- Passing, receiving or seeing papers of others during the examinations is STRICTLY PROHIBITED. Anyone who willfully gives assistance to another shall be considered as guilty as the one who receives it.
- In case of any doubt regarding the quiz/examination that has not been clarified by the Instructor or the Invigilator, participants have to proceed by making suitable assumptions.
- At the close of the examination, the supervisor on duty shall collect the answer books at the seats of the participants. Therefore, the participants should stay back until their answer books are collected. However, those who finish the examinations at least fifteen minutes prior to the close of the examination could leave the hall earlier after handing in the answer books to the supervisor. Handing in the answer books to the Invigilator shall be the sole responsibility of the participant.
- The participant must not take the answer book out of the examination hall.

- Participants shall write their name on the loose/supporting answer sheets.
- Invigilators should report to the PGP Office any violation of these rules by the participants.
- **Any violation of the 'Quiz & Examination' rules would attract 'F' grade and/or the matter would be referred to the Disciplinary Committee.**

### **APPENDIX 3: Guidelines for grant of scribe (writer) and/or compensatory time (extra time/ additional time) for DA participants**

The facility of scribe (writer) be allowed to any participant with benchmark disability as defined under section 2(r) of the 40 and has limitation in writing including that of speed if so desired by him/her.

Benchmark Disability - Section 2(r) *“person with benchmark disability” means a person with not less than forty per cent. of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.*

An eligible participant should make an application before the start of the term to the Office of the Disability (ODC) with a certificate issued by the Medical Board/doctor of not below the rank of Civil Surgeon/ Medical Superintendent of a Central or State Government Hospital /Medical College to the effect that the participant has physical limitation to write and scribe is essential to write examinations on his behalf as per the proforma placed as Appendix-3A.

The Office of the Disability after verifying the records, recommend to the programme department with the list of all participants eligible to provide scribe and compensatory time.

#### **a) Facilities and Concessions to a Physically Challenged/ Physically Disabled participant:**

- The Institute shall arrange the scribe (writer) as per the prescribed academic qualification to write the examination on behalf of the participant. In case, the participant intend to bring his/her own scribe he/she may be allowed to do so subject to the verification of educational qualification by the programme office concerned.
- The academic qualification of a 'Scribe' (Writer) to write the examination on behalf of a physically challenged student should be one grade lower than the qualification possessed by the candidate enrolled for appearing the examination.
- The participant may be allowed to change the scribe in case of emergency on the written application.

- Every participant with benchmark disability, whether using scribe or not, shall be entitled to 20 minutes compensatory time (extra time or additional time) for every hour of examination. 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 Institute shall pay a lump sum amount of Rs. 500/- (Rupees Five hundred only) as honorarium per examination to a scribe in case the Institute arrange the scribe.
- Proper seating arrangement (preferably on the ground floor) should be made prior to the examination.
- The participant should be allowed to use assistive devices like talking calculator, speech to text software, etc,. Option of choosing the mode for taking the examination in the computer or in large print or even by recording the answers from speech to text be allowed.
- Alternative objective questions in lieu of descriptive question may be provided and giving alternative questions in lieu of questions requiring visual inputs for persons with visual impairment. Please accept requests for oral tests/examinations.

**b) Duties and Responsibilities of Scribe (Writer)**

- The scribe will read the questions for the participant and write answers only as per the dictation of the participant and the scribe shall not paraphrase, translate, add emphasis or embellish the dictation in any manner, i.e., the scribe shall only transcribe what is dictated to him by the participant.
- The invigilator assigned for the examination will monitor the examination and should report to the programme Office any violation of the examination rules by the participant.
- The scribe should be punctual, careful and should act in the exam as directed by the candidate without wasting time of the participant.
- The scribe should not make any claim or accept any money or money's worth from the participant. The honorarium to Scribe shall be paid by the Institute.
- The scribe should not put the participant in emotional or stressful situation during the period of examination.
- Scribe should maintain distance with the participant prior and after the examination and not to exploit the participant in any manner.
- Scribe shall follow all instructions, guidelines, directions etc. of the Institute in true letter and spirit.

- Failure to follow the examination norms and instructions may impact the result of the participant apart from being booked under use of unfair means in examination.

It is clarified that in case of injuries of temporary nature such as fracture in the arm, forearm or dislocation of shoulder, elbow, wrist or any other illness, the participants are eligible to seek assistance of writer, however, no extra time will be given.

## **APPENDIX – 3A**

### **Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mrs/Ms. \_\_\_\_\_ (name of the participant with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o or D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature \_\_\_\_\_

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name and Designation: \_\_\_\_\_

Name of Government Hospital/

Health Care Centre with Seal \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**Note:** Certificate should be given by a specialist of the relevant stream/ disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Orthopaedic specialist/PMR)

#### APPENDIX 4: Grade Conversion Table

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

#### Cumulative Grade Point Average (CGPA)

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

$$\begin{aligned}\text{If, } 3.5 \leq \text{CGPA} \leq 4.33 &= 91 + (\text{CGPA} - 3.5) \times 10.8434 \\ \text{If, } 2.3 \leq \text{CGPA} < 3.5 &= 60 + (\text{CGPA} - 2.3) \times 25.8334 \\ \text{If, } 2.0 \leq \text{CGPA} < 2.3 &= 50 + (\text{CGPA} - 2.0) \times 33.3334 \\ \text{If, } 1.0 \leq \text{CGPA} < 2.0 &= 20 + (\text{CGPA} - 1.0) \times 30\end{aligned}$$

#### Entrepreneurship Concentration:

Participants opting for this concentration would opt out of placements at the beginning of the second year. They will however be allowed to participate in the placement in any one year during the next three years if they so desire.

Participants would also be required to get a letter from their parents that they have been informed of their wards choice.

Each participant opting for this concentration would be assigned a mentor faculty with whom the participant would regularly interact (preferably on a daily basis) on the venture creation process and activities. Each participant will be evaluated by a committee comprising of three persons (two faculty members and one entrepreneur). This committee will meet once at the end of the term and review the project comprehensively to award grades to the project. A mid-term review will be conducted by at least two members of the committee to review the progress and provide feedback. The mid-term review will have 20% weightage for the grades.



At the beginning of the term, the committee will meet, discuss with the participant his plans for the project and come up with the evaluation metrics. This could be different for each participant depending on their project.

Normally, the faculty mentor will review the progress of the participant once before the mid-term review and once after the mid-term review but before the end of the term review. Each of the review would carry 15% weightage. The end of the term review would have 50% weightage.

## APPENDIX 5: Fee structure



**भारतीय प्रबंध संस्थान इंदौर**  
**Indian Institute of Management Indore**  
**Post Graduate Programme in Management leading to award of MBA**  
**Integrated Programme in Management leading to award of MBA (Under Dual Degree Programme)**  
**Fees Structure for PGP Batch 2025-27 (Academic Year 2025-26 & 2026-27) &**  
**Fees Structure for IPM Batch IV & V (Academic Year 2025-26 & 2026-27)**

Updated on 23 May 2025

### For Indian Students through CAT

Sr No.	Head	PGP-I/IPM-IV Installments				PGP-II/IPM-V Installments			
		AY 2025-26	1	2	3	AY 2026-27	4	5	6
1	Course Fee	1,000,000	335,000	335,000	330,000	1,000,000	335,000	335,000	330,000
2	Alumni Fee GST @ 18%	-	-	-	-	11,800	-	-	10,000 1,800
3	Refundable Caution Deposit *	50,000	50,000	-	-	-	-	-	-
4	Mess Deposit **	54,000	18,000	18,000	18,000	-	-	-	-
<b>Grand Total</b>		<b>1,104,000</b>	<b>403,000</b>	<b>353,000</b>	<b>348,000</b>	<b>1,011,800</b>	<b>335,000</b>	<b>335,000</b>	<b>341,800</b>

### For NRI/Foreign National students through GMAT/SAT

Sr No.	Head	PGP-I/IPM-IV Installments				PGP-II/IPM-V Installments			
		AY 2025-26	1	2	3	AY 2026-27	4	5	6
1	Course Fee	1,500,000	502,500	502,500	495,000	1,500,000	502,500	502,500	495,000
2	Alumni Fee GST @ 18%	-	-	-	-	11,800	-	-	10,000 1,800
3	Refundable Caution Deposit *	50,000	50,000	-	-	-	-	-	-
4	Mess Deposit **	54,000	18,000	18,000	18,000	-	-	-	-
<b>Grand Total</b>		<b>1,604,000</b>	<b>570,500</b>	<b>520,500</b>	<b>513,000</b>	<b>1,511,800</b>	<b>502,500</b>	<b>502,500</b>	<b>506,800</b>

**Note:** Mediclaim insurance policy charges will be based on actuals and will be deducted from the caution deposit.

\* The caution deposit will be refundable upon completion of the course, after deducting the Mediclaim insurance policy premium and any other applicable dues

Fees and mess deposit may be paid in three installments. Course fee does not include cost of text books.

**Course Fee to be paid to IIM Indore account.**

\*\* Mess deposit will be paid the SAC and will be adjusted against actual mess bill. Mess is optional for IPM.

paid to Account Holder Name: Students mess committee IIM Indore, Bank Name: HDFC Bank Limited

Account Number: 50200070700330, IFSC Code: HDFC0002140, Branch: Rau, Indore.

## Bank Account details for payment of fees

Participants to pay the fee seven days before the term registration day as per the Academic Calendar through online remittance using their virtual account and update the appended Google form

[https://docs.google.com/forms/d/e/1FAIpQLSdQc5R60UddsC2M\\_7VzjLp-jmrveUyqXDnuzfZyKocm3ENwMw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdQc5R60UddsC2M_7VzjLp-jmrveUyqXDnuzfZyKocm3ENwMw/viewform)

Bank details for PGP Participants: Participants to use their virtual account (IDBI Bank) using the bank account details given below:

Account Name	Indian Institute of Management Indore-Fee Collection A/c
Account Number	Please refer the list of Virtual Account numbers as separate virtual Account number has been given for each participant
IFSC Code (For RTGS/NEFT)	IBKL0000001
Address of Branch	Ratlam Kothi, Indore
SWIFT Code	IBKLINBB001
Account Type	Savings
Beneficiary Name	Indian Institute of Management Indore

Bank details for IPM Participants: Participants to use their virtual account (HDFC Bank) using the bank account details given below:

Account Name	Indian Institute of Management Indore- Fee Collection A/c
Account Number	Please refer the list of Virtual Account numbers as separate virtual Account number has been given for each participant
IFSC Code (For RTGS/NEFT)	HDFC0002140
Address of Branch	HDFC Bank, 15/4, Sai Vihar Colony, Rau, Indore – 453331
SWIFT Code	HDFCINBB
Account Type	Savings
Beneficiary Name	Indian Institute of Management Indore

Note:

- Deposit the term fee in the respective *Virtual Account Number* allotted to individual participant.
- Fill the RTGS/NEFT form of Bank correctly and ask the bank officials to enter the Name and Roll No. of the participant in the remarks column while processing the payment so that we can identify the payment at the time of reconciliation.
- Participants to fill the UTR number of the payment *correctly* in the Google Form, without which Accounts Department will not be able to reconcile the fee payment.

## APPENDIX 6: Academic Calendar 2025-26

भारतीय प्रबंध संस्थान इंदौर			
Indian Institute of Management Indore			
Updated on 23 May 2025			
Academic Calendar 2025-26			
1st Year PGP Batch 2025-27/4th Year IPM		Second Year PGP Batch 2024-26/5th Year IPM	
Term-I		Term-IV	
Registration	Saturday, 28 June, 2025	Registration	Saturday, 14 June, 2025
Inauguration	01-02 July 2025	Classes begins	Saturday, 14 June, 2025
Classes begins	Friday, 4 July, 2025		
Placement	11-20 September 2025 *		
Term Ends	Friday, 19 September, 2025	Term Ends	Wednesday, 10 September, 2025
Term-II		Term-V	
Registration	Thursday, 25 September, 2025	Registration	Tuesday, 16 September, 2025
Classes begins	Thursday, 25 September, 2025	Classes begins	Tuesday, 16 September, 2025
Foundation Day Lecture - Friday, 03 October 2025			
REP *	06-13, October 2025	HoP *	27October to 03 November 2025
Term Ends	Friday, 26 December, 2025	Term Ends	Wednesday, 10 December, 2025
Term-III		Term-VI	
Registration	Monday, 5 January, 2026	Registration	Monday, 15 December, 2025
Classes begins	Monday, 5 January, 2026	Classes begins	Monday, 15 December, 2025
Term Ends	Friday, 20 March, 2026	Term Ends	Thursday, 12 March, 2026
Pre-Convocation -		Friday, 27 March, 2026	
Convocation -		Saturday, 28 March, 2026	
* Subject to change			
Holidays: 15 August 2025, Independence Day			
02 October 2025, Mahatma Gandhi's Birthday			
26 January 2026, Republic Day			