

# POST GRADUATE PROGRAMME

2020-2022

## Manual

(Procedures, Policies & Guidelines)



भारतीय प्रबंध संस्थान रायपुर  
INDIAN INSTITUTE OF MANAGEMENT RAIPUR



## TABLE OF CONTENTS

1.	ABOUT IIM RAIPUR.....	4
2.	POST GRADUATE PROGRAMME OVERVIEW .....	4
3.	ACADEMIC CALENDAR.....	5
4.	REGISTRATION.....	5
5.	PREPARATORY COURSES .....	6
6.	INDUCTION MODULE/ORIENTATION PROGRAMME FOR PGP-I.....	6
7.	CURRICULUM .....	7
8.	ATTENDANCE.....	9
9.	MEDICAL LEAVE.....	10
10.	ACADEMIC PERFORMANCE EVALUATION SYSTEM .....	10
11.	ACADEMIC DISCIPLINE.....	13
12.	EXAMINATION RULES .....	15
13.	AWARD OF DEGREE.....	16
14.	GENERAL RULES.....	18
15.	CODE OF CONDUCT .....	18
16.	FINANCIAL ASSISTANCE.....	18
17.	LIBRARY RESOURCES .....	19
18.	INTERNATIONAL STUDY RULES.....	21
19.	PLACEMENTS .....	21
20.	STUDENT CO-CURRICULAR ACTIVITIES.....	21
21.	COMPTUER CENTRE AND IT SERVICES .....	21
22.	HOSTEL RULES .....	26
23.	POLICY ON SEXUAL HARASSMENT OF WOMAN AT WORKPLACE .....	32
	ANNEXURE I: ACADEMIC CALENDAR .....	33
	ANNEXURE II: LIST OF FIRST YEAR COURSES.....	35
	ANNEXURE III: APPLICATION FOR APPEAL .....	37
	ANNEXURE IV: CERTIFICATE OF APPROVAL FOR CIS REPORT .....	37

## 1. ABOUT IIM RAIPUR

IIM Raipur was set-up by the Government of India in the year 2010 with an aim for developing top quality professionals in the field of management. This year we are inducting the 11<sup>th</sup> Batch of PGP students. IIM Raipur has made a debut in building an indelible mark Indian Business Education in India and abroad. IIM Raipur now has its own newly built state-of-the-art campus presenting a mix of modern architecture, culture and heritage of Chhattisgarh.

The Institute aims at bringing a global perspective to all its Programmes and activities in a fast-changing global economic environment. The Institute also encourages an overseas exposure for its students with the belief that it will help them assimilate best management practices and understand the importance of cross-culture issues in management.

Right from its inception, the Institute has focused on contributing to the growth and development of the Nation, region and society at large. As such it gives importance to courses and managerial trainings that are moulded in a way true to the culture and unique requirements of the state and organizations therein. Ethical practices in management, grooming socially responsible leaders for today and tomorrow are also the primary goals of the Institute. Keeping in mind these aims, IIM Raipur offers several Programme.

- Post Graduate Programmes
  - o Post Graduate Programme in Management (PGP) leading to MBA Degree
  - o Post Graduate Programme in Management for Working Executives (PGPMWPE)
- Doctoral Programmes
  - o Fellow Programme in Management (FPM) leading to PhD Degree.
  - o Executive Fellow Programme in Management (EFPM) leading to PhD Degree
- Executive Education
  - o Management Development Programme (Open)
  - o Management Development Programme (In Company)
- Online Executive Education
  - o Online Certificate Programs

## 2. POST GRADUATE PROGRAMME OVERVIEW

The Post-Graduate Programme in Management (PGP) is the flagship programme of IIM Raipur. The PGP is aimed at providing an overall development of the students and groom them as future business leader to successfully face the challenges of global competition and dynamic markets. The objectives of two-year Post-Graduate Programme are:

- o To understand the socio-economic, technological, ecological and political environment of India and the world.
- o To hone the problem-solving skills, increase the affinity to innovation and the passion for creativity.
- o To develop global mind set to meet the challenges of international and work in a cross-cultural environment.
- o To create socially responsible and globally competitive management graduates who can effectively contribute to inclusive growth of the society.
- o To develop a sense of social purpose for managerial decision-making and to develop leadership capabilities without compromising on ethical values.

In summary, the objective of the PGP Programme is to develop social responsibility and the zeal of global competitiveness among the management graduates who can effectively contribute to inclusive growth of the society and hence the country.

Academic and personal standards are necessary to promote fair and orderly conduct in a community as large as the Institute. All students at the Indian Institute of Management Raipur are required to abide by

these rules and conduct themselves at all times in a manner that tends credibility to the Institute and enhances its prestige in the community at large.

*Please note that the information, rules, regulations and procedures contained in this manual are liable to change at the discretion of the Institute at any time and whenever it is deemed necessary to do so, without prior notice.*

### **3. ACADEMIC CALENDAR**

The Academic Calendar (2020-21) for the first year of the Post Graduate Programme (PGP) is given in Appendix – I. The first-year coursework is spread over three terms, followed by a compulsory Summer Internship. The second-year course work is also spread over three terms, followed by the Convocation in March/April 2022.

### **4. REGISTRATION**

The guidelines for registration are as follows:

#### **PGP-I (Term I)**

- 4.1 The registration for the PGP course at IIM Raipur will be provisional and subject to verification of certificates and testimonials and receipt of all the documents required for submission.
- 4.2 The students will be required to register one day before start of each term (Term I to Term VI). The registration process will be completed only after payment of the required fees. The PGP Office will announce details regarding date, venue and other details of registration from time to time.
- 4.3 Candidates who have appeared for their final degree examination must bring an official certificate (with seal & date) from the Head of the Institution/Department specifying that they have completed all the requirements (including examinations, project, viva voce, etc.) for the award of Bachelor's degree and only the final result is awaited. The final examination mark sheet (showing that candidate has passed the examination) must be submitted within 15 days of declaration of result, and in any case not later than December 31, 2020, failing which registration to the programme will be automatically cancelled.

#### **PGP-II (Term IV)**

- 4.4 The registration for the second year will be provisional, subject to the following:
  - a. Submission of documents related to Summer Internship, such as:
    - o Summer Internship Report;
    - o Completion Certificate from the Organization; and
    - o Confidential Evaluation Report form.
  - b. Submission of Registration forms duly filled in.
  - c. Payment of term fees and hostel/mess fee.
  - d. Return of the books due to the Programme Office and Library.
  - e. Return of any other Institute belongings borrowed by the students.

The registration for the second year will be confirmed upon achieving required CGPA of 3.5 at the end of first year only.

#### **4.5 Late Registration:**

The PGP Chairman may allow a maximum of one week for late registration, after which the student will not be allowed to register, barring exceptional circumstances (This will be decided on a case-to-case basis by the PGP Committee). Students, who neither register as mentioned above nor seek permission for late registration, will have to drop the term and take courses in the next academic year to complete their

academic requirements. The Chairman (PGP) will grant permission only on genuine grounds, and if it is on medical grounds, the student is required to produce a medical certificate (and related documents) counter signed by the institute medical officer/doctor.

#### 4.6 Fee Payment Schedule:

The Fee Payment Schedule for the students of the Post Graduate Programme of 2020-22 batch is as follows:

Term	Fees (₹)	Due Date**	Term	Fees (₹)	**Due Date (Tentative)
I*	266,100/-/-	July 2020	IV*	2,43,900/-	10-06-2021
II*	2,23,500/-	09-11-2020	V*	2,24,700/-	20-09-2021
III*	2,23,000/-	01-02-2021	VI*	2,24,200/-	20-12-2021

\*In Addition to this, Mess Fees shall be added to the term fee.

\*\*The Due Date mentioned above is inclusive of days taken for completing the transaction, that is, actual date of credit in IIM Raipur account.

\*\*\*The above Fee Structure is taken from PGP 2019-21 batch (new fee structure for PGP 2020-22 batch is yet to be received).

For late payment, **fine** will be applicable as follows:

- a. Payment within one week after last date: ₹ 1000/-
- b. Payment during second week after last date: ₹ 200/- per day (inclusive of Saturday/Sunday/holiday) up to the date of actual payment of total fee.

For issuance of duplicate fee receipt: ₹ 100/- per receipt.

Payment of fees after the second week requires approval from Chairman (PGP). Please note that the fine on late fee is applicable regardless of whether the payment is made directly or through bank loan.

- 4.7 No refund is admissible on any part of the fees, if a student withdraws voluntarily after registration in the respective trimester.
- 4.8 Promotion for second year of PGP is provisional and will be confirmed on meeting the academic performance criteria of the previous term as specified in clause 10.2.

## 5. PREPARATORY COURSES

Preparatory courses in Accounting, Statistics, Working with Excel and Communication will be offered immediately after the registration for the PGP Programme for all registered students. These are non-credit optional courses.

## 6. INDUCTION MODULE/ORIENTATION PROGRAMME FOR PGP FIRST YEAR (PGP-I)

The Induction Module/Orientation Programme would be conducted at the beginning of the first term. All PGP-I students are required to attend. The objectives of this Programme are as follows:

- o To acquaint the students with modern management education, its scope, its functional areas, and the design of the Postgraduate Programme at IIM Raipur.
- o To acquaint them with the teaching and learning methods used at IIM Raipur with special emphasis on case method.
- o To help them become aware of various learning styles and help them establish linkages between their life's goals and management education.
- o To initiate functional interaction between final year and first year students and between first year students and faculty.

The schedule for the Induction Module/Orientation Programme will be announced and will be put up on the PGP-I notice board.

## 7. CURRICULUM

A full course consists of 30 hours of class. One full course consists of 1 credit. A full credit course requires approximately 90 hours of work outside the classroom, from the student.

### 7.1 First Year Programme

First year courses are compulsory. A list of first year courses is given in Appendix II.

### 7.2 Second Year Programme

- a. Each Area Chair along with members of that area will give a presentation to students on the Electives to be offered in Term IV, V and VI in the beginning of January 2021. This will be announced on a year to year basis depending upon the courses offered by various functional areas. Strategic Management – II (0.5 credit) will be compulsory core course for all Second-year students in Term-IV.
- b. PGP-II Courses: A student must take at least 15.5 credits (including compulsory course SM-II) from courses offered over the three terms such that student does not take:
  - o Less than 5 or more than 6 credits in Term IV and one core course i.e. SM II (0.5 credit);
  - o Less than 5 or more than 6 credits in Term V; and
  - o Less than 4 or more than 6 credits in Term VI.
- c. The indicated choices for all terms will be confirmed choices. No changes in the choices are permitted after the last date as announced by the PGP Office.
- d. The students will give elective course choices according to the procedure and timings as communicated by the PGP Office. Each student must submit a signed hard copy of the elective selections to the PGP Office, failing which the students will have to accept the courses allotted by the Institute. The choice submitted through signed hard copy is final & firm through Term IV, V & VI. Additional course(s)/Non-credit course(s) must also be entered accordingly. The students should retain with themselves a copy of the course list submitted to the office. The scheduling priority will naturally go to the credit courses.
- e. The PGP Committee will evolve criteria to cap the number of students in any course in consultation with the PGP Chairman.

The existing minimum number of students in an elective to get floated shall be 25 across all the functional areas. This minimum number shall only include credit choice only. Non-credit choices will not be considered for calculating minimum 25 numbers. Electives will not be offered if the requisite numbers of students do not opt for it.
- f. A student must take at least five elective credits for concentration in an area. However, the areas of concentration will not be indicated either in the Grade Sheet or in the Degree.

### 7.3 Additional Non-Credit Courses

A student, with a CGPA of 6.0 and above (by the end of Term-III), is allowed to opt for maximum two non-credit courses (not more than 1 in any term) in PGP. These courses will be over and above the minimum requirement of 15.5 elective courses. The non-credit course(s) will be treated as any other elective course and shall be mentioned in the grade sheet. However, the grade obtained will not be used for the purpose of the qualifying criteria for award of degree and will also not be included in the calculation of CGPA.

The option of additional non-credit course(s) will have to be exercised as any other elective course, but written consent of the concerned instructor will be required. The required fee for additional course will be over and above the tuition fees for the term and will have to be paid along with the regular tuition fees.

The fees for additional non-credit course(s) will be ₹ 5000/- for a full course. An additional credit course will not contribute to any concentration of specialization.

#### 7.4 Course of Independent Study (CIS)

##### 7.4.1 About CIS

The CIS offers an opportunity to the student to explore a topic in depth in his/her area of interest. The CIS comprises an investigation, together with the written report and interpretation thereof, of a subject accepted and approved by a member of the faculty. A CIS could either be exploratory or prescriptive in nature with focus on its applicability to management situations. It may be a case study, a study of a policy problem, a historical study, development of a new method, comparison of two or more methods, or formulation and testing a hypothesis relevant to some areas of management. The CIS may be a field/literature-based study or both.

##### 7.4.2 Stepwise process of CIS

- a. A student can opt for a maximum of two Courses of Independent Study in Terms V and VI in lieu of the electives offered, such that not more than one CIS is taken in Term V. However, two CIS can be taken in Term VI.
- b. A CIS is equivalent to a full course of ONE credit. CIS shall not count towards the courses required for a concentration area. Though CIS may be taken only in term V and/or term VI and the consent of the Supervisor(s) must be submitted to the PGP Office latest by the end of mid-term examinations of term IV along with the elective choices. CIS can be chosen only if related electives are not present in the area of interest of the student.
- c. Eligibility Criteria for CIS
  - Minimum CGPA of 7.00 in PGP-I (First year).
  - Minimum B+ average grades in relevant courses in the area of the CIS, and
  - A student opting for CIS should not have any F or D grades in any course. This would be subject to review on a case to case basis by the PGP Committee.
- d. Proposal Evaluation

A student, who had opted for CIS, should submit his/her CIS proposal to PGP Office by the end of Mid-Term Examination of Term IV. The proposal will be evaluated by the concerned Area. If satisfied with the proposal, the Area may accept the proposal. If not satisfied, the Area may reject the proposal or may propose amendment to the proposal and ask the student concerned to resubmit the proposal through PGP Office.
- e. Faculty Supervision

The CIS has to be done under the supervision of faculty member(s) chosen by the student. The final enrolment for CIS will be done along with the confirmed choices of electives for Terms V/VI taken. Written consent of the faculty supervisor(s) and the proposed title of the CIS are necessary at that time. Faculty members are free to lay down criteria for choosing students and limiting the number of students for supervision.
- f. Two copies of the CIS report must be submitted to the PGP office before the first day of the end term examination, of the respective term.
- g. No extension of time for submitting the report will be allowed.
- h. On receipt of the report, PGP Office will issue notice to student for presentation to faculty panel before the end-term examinations.
- i. Presentation once made will be final. No student will be allowed to make presentation more than once.



#### 7.4.3 Framework / guidelines for CIS report

The CIS report must include:

- a. Problem Formulation
- b. Research Methodology
- c. Sampling and Survey
- d. Literature Review
- e. Analysis of the Problem/Data
- f. Recommendation with justification
- g. Implications for implementation
- h. Limitations and scope for further work/study
- i. Bibliography and citations.

#### 7.4.4 Evaluation of CIS report

The evaluation of a CIS report will be based the adequacy of data and the language, contribution in the area, cogency, format and overall presentation. The evaluation scheme should be as under:

No.	Component	Weight
1.	Proposal	10%
2.	Mid-term review (to be submitted before the mid-term exam)	20%
3.	Final Report (to be submitted before the final exam)	50%
4.	Oral Presentation	20%

The final evaluation of the work will be done by the faculty supervisor(s) on the usual 10-point letter grading system.

#### 7.4.5 Certificate of Approval

A certificate of approval is to be attached in the final report in the prescribed format (Annexure III).

### 8. ATTENDANCE

IIM Raipur insists on regular and prompt attendance in classes. Attendance will be taken by the instructor directly and the students should be attentive at the time of attendance to get their presence recorded in the attendance register. Unauthorized absence from class/institute will be considered a breach of discipline and the Institute will be free to take appropriate action in such cases, to an extent up to rustication from the Programme and from the Institute.

8.1 Under extra-ordinary circumstances, students may obtain leave of absence under the following rules and procedures:

- a. Prior permission must be obtained from the Chairman (PGP) for availing of leave. Students going out of station or to meet their local guardian for overnight stay must inform Student Affairs Department and obtain permission from Chairperson (Students Affairs). If a student is found to be out of station or overnight stay without any intimation, disciplinary action will be taken against him/her up to the extent of debarring from appearing in the examinations.
- b. In case of sickness, students should apply for Medical Leave as mentioned in clause 10.

8.2 Each student is expected to attend a minimum of 80% of classes in each course (i.e. in a 1 credit course, 16 classes out of 20). A grade penalty will be imposed on all the students who do not meet the minimum 80% attendance requirements in each course in the following manner:

Attendance of Student	Grade Penalty
More than or equal to 70% but less than 80%	One grade drop (e.g. from A+ to A)
More than or equal to 60% but less than 70%	Two grade drops (e.g. from A+ to A-)
More than or equal to 50% but less than 60%	Three grade drops (e.g. from A+ to B+)
Less than 50%	F grade will be awarded

If a student gets D grade in a particular course and also gets a grade drop due to short attendance, 'D' will become 'F' grade. If a student fails to meet the specified attendance requirement, his/her Grade in the respective course(s) would be lowered by PGP Office after moderation in accordance with the grade penalty rules laid down above. It is important to note that students having less than 50% attendance in a course due to any reason including medical problem(s) will be awarded F grade in that course. In other words, minimum 50% attendance is required to be eligible to get a pass grade.

## 9. MEDICAL LEAVE

Students are expected to attend scheduled classes, orientation sessions, quizzes and examinations during terms as indicated in the academic calendar. Under severe medical exigencies, students may obtain leave of absence from classes, by submitting an application to Chairman (PGP) or by sending an email to PGP Office.

In case of sickness, students must produce all related documents including prescription, bills, payment receipts etc. along with the medical certificate that should be issued and/or countersigned by the Institute Medical Officer/Doctor (approved) within 2 days from the date of joining. No student shall be allowed to join the Programme unless he/she produce the medical fitness certificate which is duly endorsed by Institute approved Medical Officer/Doctor.

The Medical Officer/Doctor will issue the medical certificates only in case of diagnosed illness where they are convinced that the student is too ill to attend classes. These include hospitalization, communicable diseases and accidental injuries (fractures, deep trauma, etc.). Each Medical exigency will be examined on a case-to-case basis by the PGP committee which will approve/disapprove of the leaves due to such exigency.

Any student trying to misuse this will invite administrative action.

Before applying to Chairman (PGP) for leave, the student should contact his/her faculty members to ensure that he/she is not missing any quizzes or examinations during the leave period. The PGP Office or the concerned faculty will not be responsible for the student losing any segment of evaluation on account of medical leave, or 20% of absence. In the event of a student's sickness during Mid/End term examination, a make-up examination for the missing subjects shall be conducted subject to the approval of the PGP Committee. If leave is approved by the PGP Committee for Medical reasons for the examinations, for the make-up Mid / End Term examination the concerned faculty member(s) has full discretion to increase the difficulty level, as the student has effectively had more time to prepare.

"If the reason of absence for MID/END Term examination does not come under Medical/exigencies, a loss of two grades will be imposed after re-examination result. If the student is unable to appear for the re-examination on the said due date, he/she will be awarded 'F' Grade."

## 10. ACADEMIC PERFORMANCE EVALUATION SYSTEM

The following are the guidelines for academic performance evaluation system:

10.1 The evaluation of academic performance is based on varying combinations of the following components:

- a. Assignments, Quizzes, Class participation etc.

- b. Project Work / Term Paper
- c. Mid-term Examination
- d. End-term Examination

Components (c) and (d) are mandatory for a full course and contribute to minimum of 50%. **No repeat MID/END Term will be allowed under any circumstances except for medical exigencies or absence due to the death in the immediate family (parents, spouse, siblings, and children), in which case, the candidate may be given an opportunity to repeat course(s) in the next academic session, or appear in special examination if so permitted by the PGP Committee. The Institute will decide all such cases on case-to-case basis at the end of the academic term or session.** The proportionate relative weightage of the other components for a specific course will be at the discretion of the instructor. The evaluation scheme for every course will be conveyed to the students at the beginning of the course along with the course outline by the course instructor. Attendance is must for Mid and End Term examinations for every student in each term, failing which he/she will be debarred from the registration for next term. Such students are required to continue from that term along with the next batch.

**Performance evaluation system:**

A ten-point grading scale with corresponding letter grades as following will be used:

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

The Term Grade Point Average (TGPA) will be calculated by computing the sum of grade points in respective courses multiplied by their respective credits and dividing it by the total credits for all courses in the term. Similarly, the Cumulative Grade Point Average (CGPA) will be calculated at the end of each year as a composite index of the academic performance of the student up to that term in the Programme. TGPA is an indicator of student performance for a term, whereas CGPA is an indicator of student performance in an academic year.

The Faculty Member will assign a numeric score as well as a letter grade to each student, which will be the weighted sum of component scores. PGP committee will moderate the grades of all courses to ensure adherence to the grading guidelines and ensure consistency of grading across sections. The right of moderation would be used by the PGP committee (for upward or downward revision of grades only under exceptional circumstances (i.e., in case of major deviation from the grading guidelines)). Faculty members are required to follow the following guidelines:

- Letter grade A ('A-', A, A+) should not exceed 30 percent
- Letter grade D & Letter grade C (C-, C, C+) grade should be at least 10 percent.
- A student who scores less than 30 (absolute score) will be given letter grade 'F'

When two faculty are teaching the same course in different sections, it is desirable to come to an agreement on common grading distribution for different components.

Whenever two or more faculty take a course, if faculty X teaches sections A and faculty Y teaches B sections, the grading norm is to be applied for A and C separately. This is to avoid the impact of differences in the marking on the final distribution. This has to be followed even in cases where common question paper and marking scheme is followed across sections.

10.2 A student is required to achieve the minimum standards as prescribe below:

- a. In order to qualify for promotion to the second year, the student's CGPA at the end of the first year must not be less than 3.50. Further, no repeat exam will be conducted for any course except under medical exigencies. Moreover, for continuation in the programme and/or to qualify for promotion, at no stage in the first year shall the student accumulate:
  - o F grade in more than two courses; or
  - o D grade in any course if he/she has obtained F grade in two courses; or
  - o D grade in more than two courses if he/she has obtained F grade in one course; or
  - o D grade in more than four courses if he/she has not obtained F grade in any course
- b. Moreover, for continuation in the programme and/or to qualify, at no stage in the second year shall the student accumulate:
  - o F grade in more than one course; or
  - o D grade in any course if he/she has obtained F grade in one course; or
  - o D grade in more than two courses

For the purpose of the criteria in 'a' and 'b', an F or D grade in any course will be treated as a full F or D irrespective of the credit weightage of the course. Failure to achieve the prescribed minimum standards of academic performance will result in the student's termination from the programme.

10.3 For students participating in International exchange Programme, the CGPA shall be calculated as follows:

For Exchange Programme students, the student will study at a foreign university/business school under Student Exchange Programme for one term in the second year. The award of grades will be on the basis of courses taken at IIM Raipur in FIVE Terms and courses taken in the foreign university/business school for ONE term. CGPA will be calculated for all SIX Terms by considering the evaluation at foreign university (equivalent grade) and GPA of the FIVE terms at IIM Raipur.

10.4 If a student fails to qualify any course during the International Student Exchange Programme, then F grade obtained in a course(s) will be considered for the purpose of academic evaluation at IIM Raipur. Separate detailed guidelines for International Exchange Programme are available in the International Exchange Programme Manual.

10.5 If a student is terminated from the programme (on account of failure to achieve minimum standards of academic performance as specified in clause 10.2b) in the first year or the second year, he/she may file an appeal to the Chairman, Academic Council (Director, IIM Raipur). Academic Council may reconsider his/her case for readmission in the program from the next academic year. The decision of the Director on such an appeal will be final. However, the student has the provision to appeal only once for each of the two years. The student will have to repeat the entire year. All the terms and conditions regarding admission will be applied as per the prevailing policies at the time of re-joining.

10.6 In case a student is unable to fulfil the conditions for continuation in the Programme or award of degree on being unable to achieve the required CGPA (as specified in clause 10.2a) or due to medical exigency (clause 9) he/she may request the PGP Committee for a review. The PGP Committee may consider the cases of those students who fail to meet the conditions specified above on account of extenuating circumstances and take appropriate decision(s), leading to:

- a. The Chairman (PGP)/PGP Committee may permit a student to repeat course(s), term(s) or year in the next academic year.
- b. The Chairman (PGP)/PGP Committee may expel a student from the Programme at any time if his/her conduct is detrimental to the educational process of the Institute.
- c. A student who is expelled *or* is required to leave the Institute (in 1<sup>st</sup> year or 2<sup>nd</sup> year) on any ground may file an appeal to the Chairman, Academic Council (Director, IIM Raipur). Academic Council may like to re-consider his/her case and take a decision accordingly. The decision of the Director on such an appeal will be final and binding. However, the student has the provision to appeal only once for each of the two years.
- d. If a student is not eligible to receive the degree, the Chairman (PGP) may recommend repetitions of course(s)/term(s)/year in the next academic year (based on the overall academic record of the

student). All decision by the PGP committee in such cases would be subject to the approval of the Academic Council.

- e. Students who have been awarded an F grade (or accumulate 2 D grades) as well as a CGPA of less than 4.5 at the end of any term in the program will be asked to withdraw from all student committees on campus.

## 10.7 Counselling services

Counselling services through a Counsellor are provided by the Institute to enhance the quality of life for students on the campus. The counselling extends peer support to students who may need help in adjusting and managing the demands of the new environment at IIM Raipur. The services are an integral part of the educational mission of the institution and support the mission in a variety of ways, such as consultation, teaching, preventive and developmental interventions, and treatment. This counselling includes providing clinical services to students who are experiencing stress due to academic, career or personal problems which may interfere with their ability to take full advantage of the learning opportunities before them.

- a. Mission of the Counselling services:

The Mission of the Counselling is (i) to enhance various areas of student's life; and (ii) to maintain a healthy body and mind relationship

- b. Counselling Service Description:

- o Study Skills Training (To improve academic performance): Improve focus, attention, concentration, organizing skills.
- o Personality Enhancement Training (For effective functioning): Communication Skills, Interpersonal relationship skills, how to adapt effectively to new places, settings, roles, responsibilities, and people.
- o Treatment of Mental Health Problems (To enhance overall mental health): Stress management, relaxation techniques, treatment of problems like anxiety, depression, alcohol/drug abuse & dependency, eating disorders, etc.
- o Career Counselling (For a 'good-fit' career choice): Dealing with ambiguities/dilemmas, making difficult and major decisions and choices, etc.

## 11. ACADEMIC DISCIPLINE

### 11.1 Discipline in Class

- a. The Institute attaches utmost importance to strict integrity and honesty in academic work by the students. Students must maintain strict discipline in classrooms, examinations, tests, quizzes, take-home assignments and all other segments of academic work.
- b. Resorting to copying or helping to copy in any form in examinations or quizzes or home assignments or other elements of evaluation, and/or reproducing passages from written work of others without necessary acknowledgement, and/or passing on or receiving papers in connection with any academic work to be evaluated, and/or canvassing for grades is strictly prohibited.
- c. Unless otherwise specified by the concerned faculty, the students must not collaborate in any way with anybody. In other words, the answers as presented to the concerned faculty should be independent work of each student. They are advised that they should not, in their own interest, communicate their written analysis or answers of home assignments to any other students.
- d. Bringing laptops to the classes is strictly prohibited. Laptop is allowed in the class room only upon the instructions of course faculty.
- e. Mobile phones, tablets, ipads etc. Are totally banned in the class and examinations. In the incident of location of these electric gadgets in the class/examination hall by any student, the student may

be debarred from classes/examinations, and appropriate disciplinary action will be decided by chairman (PGP) in consultation with the PGP committee.

- f. Eatables, such as tea, coffee, snacks and any other items are strictly prohibited in the class rooms.
- g. All students must attend classes, project presentations, examinations in a formal decent dress.
- h. All students must attend all institutional functions as attendance will be taken by Class Representatives and will be submitted to PGP Office.

#### 11.2 Academic indiscipline

Following may be treated as (but not limited to) acts of academic indiscipline:

- a. Marking or attempting to mark proxy attendance in class, canvassing for marks/grades with faculty members, approaching faculty for relaxation in certain academic norms, use of mobile phones in class, misbehaving with a student/faculty, and creating indiscipline in class.
- b. On receiving a complaint from an instructor against a student or acting suo-moto, Chairman (PGP) shall initiate disciplinary action against any student for any alleged misconduct. The Chairperson (PGP) and/or a Committee may conduct an enquiry, and if needed, Chairman (PGP) / PGP Committee may impose any one or more of the following penalties depending on the severity of the case:
  - o Fine, public apology and community service
  - o Making ineligible for scholarships/award/student's bodies or participation in management festivals, international student exchange programme
  - o Letter grade drop/'F' grade in one or more courses
  - o Barring from Placement
  - o Termination/expulsion from the programme
  - o Any other punishment as deemed appropriate

#### 11.3 Academic malpractices:

Following will constitute academic malpractice:

- a. Use of unfair means/copying/collusion/impersonation in any evaluation component (quizzes, assignments, projects, examination etc.)
- b. Plagiarism in Assignments and Projects

The punishment for such offences may range from an 'F' Grade in the concerned course to expulsion from the programme depending on the severity of the case as established by the PGP Committee. In addition, the concerned students may also be barred from placements.

#### 11.4 Role of Class Representatives

Class representatives form an integral part of the student community and work in collaboration with all committees and clubs to help in general administration of the activities concerning the students. These elected representatives of the batch report to Chairman PGP and the PGP Office. They along with Academic Committee ensure smooth functioning and management of classes and various academic related activities and functions of the Institute, including the discipline in the classrooms and Examination Hall.

#### 11.5 Role of Academic Committee:

Academic Committee is to provide support to relevant matters of Post Graduate Programme in Management as per the instructions of Chairman (PGP). Academic Committee will work under the guidance of Chairman (PGP). Committee members shall support PGP office in seeking the commitment of faculty and administrators in ensuring that academic priorities are unambiguously stated and consistent with the overall educational mission of the Institute. This committee acts as a facilitator between students and the faculty members.

The primary objective of the Committee is to facilitate all the activities related to academics between the various stakeholders of the Institute namely PGP Office, Faculty body and Students. Following are the activities of academic committee:

- Support PGP office in Organizing Guest lectures, Panel Discussions and open houses etc.
- Communicate to all concerned about the Timetable changes (if any)
- Distribution of Study material/cases of relevant courses to all concerned as suggested by the PGP office.
- Support the PGP office in organizing institutional activities, such as, Orientation Programme, Annual convocation, etc.
- Counselling and guidance to junior batch students during selection of electives
- Support junior students in Selection of Electives through E-campus portal.
- Support Chairman (PGP) to identify professional, educational or institutional issues that may be of concern to academic effectiveness.
- Conduct an annual self-evaluation of the performance of the Committee, and the effectiveness and compliance with this charter.
- Periodically review and assess the effectiveness of the library resources and give recommendations to the Library in-charge through PGP office.
- The committee members have to maintain and periodically update a database of faculty members and course curriculum of the top B-schools across India in association with PGP Office.
- The members are expected to Support Chairman (PGP) to monitor the compliance and implement the rules mentioned in the PGP handbook. The members have to act in collaboration with the class representatives of the batch.
- The committee holds responsibility to inform PGP office to frame penal actions for the students who may be held guilty of non-compliance of the institute's rules.
- Counsel the students regarding the class timings and report to PGP office, if any student is entering the class late, so that proper action can be taken to maintain discipline.
- Weekly report on any suggestion/feedback regarding the attendance, maintenance of classroom and any other academics related issues.
- Ensure that the students are dressed in formal attire during the class hours.
- Support Chairman (PGP) in maintaining student discipline in the classes.

## 12. EXAMINATION RULES

Following examination rules will be observed for Mid & End Term examinations:

- a. Students must carry their name plate during the examinations.
- b. All students must occupy their respective seats as per the seating plan. Any student found shuffling the seating arrangement, or not occupying his/her seat at the scheduled commencement time for the examination may be disallowed from the examination.
- c. Doors of the Examination Hall will be closed immediately on the commencement of the examination and the late comers will be allowed till 10 minutes from the time of commencement.
- d. Students must put their signatures and the serial number(s) of the answer books/supplementary sheets on the attendance sheet.
- e. Students are not permitted to use pencils for writing answers in examinations.
- f. Students are not permitted to carry laptops, tablets, ipads, mobile phones, bags, folders, notes into the examination hall. All such materials, other than those specified by the instructor through the PGP Office, must be kept near the security guard's table on the ground floor or in the separate room near the examination halls, before the start of the examination. The room will remain closed until the end of the examination. If any material is found near the PGP Block, other than the specified place, the

same will be considered an attempt to use unfair means. In case of violation of the above clause an appropriate disciplinary action will be imposed.

- g. For examinations that require the use of laptop, simulation lab can be used.
- h. No answer book(s) or question paper(s) will be issued to any student as long as he/she is in possession of any book/notes/bags etc. However, with the permission of the Instructor(s) concerned, prescribed books/compendium/class notes are allowed to be brought in for an open book examination/compendium/class notes. Bringing any other book(s) (for open book examination) will also be considered as adopting unfair means.
- i. No student would be permitted to temporarily leave the examination hall while the examination is in progress. Permission to temporarily leave the hall may be granted in exceptional circumstances.
- j. No student shall be permitted temporary absence from the examination hall during the first 45 minutes of an examination under any circumstances.
- k. No student shall be permitted temporary absence from the examination hall during the last 15 minutes of an examination.
- l. Not more than one student shall be permitted temporary absence from the examination hall at any given time.
- m. The period of temporary absence from the hall must be recorded in the sheet provided in the examination hall and must not exceed more than two minutes.
- n. Any student desirous to leave the examination room early, will be permitted to leave only before 30 minutes of the total examination time and must leave the PGP Block immediately. Silence must be maintained when arriving for or leaving from an examination.
- o. If any student is found discussing anything with another student during examination, either inside or outside the examination hall, the same will also be treated as adopting unfair means. Strict vigilance and random checking will be done in this regard, and severe punishment will be imposed whenever a student is found to be violating these regulations, as decided by Chairman (PGP) in consultation with PGP Committee.
- p. Exchange of computers, calculators, mathematical and other tables, charts etc., is not permitted during examinations, the same will also be treated as adopting unfair means. Student's should switch off their hotspots on their electronic devices during the examination.
- q. Instructors/Invigilators have been authorized to disqualify any student who is found to violate any of these instructions or resorting to any unfair means, and report to PGP Office. Appropriate disciplinary action will be decided by Chairman (PGP) in consultation with PGP Committee.
- r. Academic Penalty: As per clause No. 11.3 above
- s. The concerned faculty members will show evaluated Mid-term and End-term examination answer books/quizzes to the students. **The students must return examination answer books/quizzes to the concerned course faculty.** The students not getting the mid-term/end term answer books should report the matter to respective class representative immediately, failing which it will be assumed that all students have checked their answer books. The decision of the Faculty is final in regard to evaluation. The answer books for Mid/End term exam shall be submitted by concerned faculty after correction/finalization to PGP office for records.

### 13. AWARD OF DEGREE

The Post Graduate Programme in Management will be awarded to such students those who have fulfilled all conditions and requirements laid down by the faculty in respective courses. The Degree will be awarded at the Institute's Annual Convocation, which is held towards the end of each academic year as indicated in the Academic Calendar.



All students qualifying for the Degree shall pay a Convocation fee along with the 6<sup>th</sup> term fee. All students shall attend the Convocation and must confirm their participation to the PGP Office. All the students seeking Degree must clear all the dues and submit the clearance form from the various departments on prescribed form, at least three working days, before the Convocation.

Those who are interested in receiving the award of Degree in absentia must intimate Chairperson (PGP) or PGP Office before the Convocation and will have to pay an additional fee as prescribed by the PGP office. The Institute has provision for issuing duplicate Degree in some restricted cases.

### 13.1 Awards

Following awards are given to students

- a. Chairperson's Gold Medal is awarded to the graduating student who ranks first in academic performance in the Post-graduate Programme.
- b. Director's Medal is awarded to the graduating student who ranks second in academic performance in the Post-graduate Programme.
- c. PGP Chairman's Medal is awarded to the graduating student who ranks third in academic performance in the Post-graduate Programme.

**These medals (as specified in a, b and c above) are awarded to the student's subject to their attaining minimum standards of scholastic excellence specified from time to time. No student would be given a medal if he/she has received "F" grade in any course. Medals would not be awarded to those not being able to convocate on account of being on an International Exchange Programme in the 6<sup>th</sup> Term.**

- d. In addition, there is "Best Student Award" which is determined on academic and co-curricular performance and the student's contribution to institution building. This will be awarded by the Academic Council. Best Student Award Medal would not be awarded to those not being able to convocate on account of being on an International Exchange Programme in the 6<sup>th</sup> Term, and for which results may not be received in time before the convocation. However, the medal will be awarded to the student in the next academic year, if the student is selected for the same.

### 13.2 Policy for issuing duplicate Degree

The Institute will issue a duplicate Degree only in the case where the original is lost or damaged. In case of loss of original Degree, the student shall have to furnish an affidavit and a copy of FIR reporting that the original Degree is lost. In case of damaged Degree, the student shall have to submit the damaged Degree. In-order to seek a duplicate Degree, the student shall also have to furnish:

- o A passport size photograph of self;
- o Copy of transcripts of PGDM from IIM Raipur and
- o Copy of birth certificate of self.

The present Chairperson BOG, the Director and the Chairman (PGP), will sign the duplicate Degree.

An amount of ₹5000/-will be charged for the issue of duplicate Degree.

### 13.3 Policy for issuing Duplicate Transcripts (Grade Card/Certificate)

The Institute provides the facility of sending official copies of the transcripts to our alumni desirous of pursuing further studies abroad or who have lost the originals. An amount of ₹1000/-per set (1<sup>st</sup>year or 2<sup>nd</sup>year) will be charged for issue of Duplicate Transcripts.

### 13.4 Policy for issuing Duplicate Identity Card

In case of lost identity cards, the duplicate cards may be issued on fulfilment of the following requirements:

- o A copy of the FIR lodged in a police station.
- o A fine of ₹ 500/-

However, in case of damaged identity cards, students will be required to deposit the damaged card along with a fine of ₹500/-

#### **14. GENERAL RULES**

- a. Tele-recording of any event in the class rooms and putting the same in the public domain is strictly prohibited. In the event of violation of this rule, strict disciplinary action will be taken.
- b. Smoking is strictly prohibited in the IIM Raipur Campus.
- c. A student who leaves or is asked to leave the Institute must immediately vacate his/her accommodation and clear all his/her dues from all departments/ sections/clusters of the Institute, using the No-Dues form available in the PGP office within one week, failing which they are not entitled to any kind of reimbursements.
- d. Students must take all care to ensure the correctness of information while making declaration at any point of time in the institute. Wrong declaration may lead to the student's termination from the Programme.
- e. The decision of the Director in matters of interpretation of the rules will be final and binding on all concerned.
- f. The viability of the case method of instruction depends upon the confidence of the organizations from which cases are collected. Case names and data are frequently disguised. Students should ensure that the confidentiality of the data obtained for educational purposes is not violated in any way.

Rules are liable to change at the discretion of the Institute at any time, without any notice to students.

#### **15. CODE OF CONDUCT**

- a. Resorting to copying or helping to copy in any form, in examinations or quizzes or home assignments or other elements of evaluation; reproducing passages/phrases from written work of others without necessary acknowledgement; passing or receiving papers in connection with any academic work to be evaluated or canvassing for grades is prohibited.
- b. Academic dishonesty in any form, whatever minor it may be, will lead to severe penalties including expulsion. Penalties will not be waived in any case, even when it is the first instance of dishonesty by the student.
- c. Unless otherwise specified by the faculty concerned, the students must not collaborate in any way in so far as their writing effort is concerned in connection with home assignments. In other words, the answers as presented to the faculty concerned should be the independent work of each student. Students are advised that they should not, in their own interest, communicate their written analysis or answers in home assignments to any other student. Students are advised not to pass on their examination answer papers and written assignments to the next batch or seek such material from the senior batch. Copying from past year's assignments is strictly prohibited.
- d. Notwithstanding anything contained in these rules, no discussion of any sort will be permitted in the examination halls; and the faculty members, if they think fit, may disallow or restrict discussion or consultation about the home assignments and examinations or may adopt any other measure to prevent the use of unfair means in any segment of evaluation.

#### **16. FINANCIAL ASSISTANCE**

The objective of the Institute's Financial Assistance Scheme is to provide adequate financial aid opportunities, so that no student is prevented from pursuing the Programme due to financial constraints.

## 16.1 SC/ST Scholarships

The following scholarships are available for SC/ST students:

- For SC students: Top Class Education Scheme for SC Students
- For ST students: National Fellowship and Scholarship for Higher Education of ST Students - Scholarship (Formally Top Class Education for Schedule Tribe Students)

For more details regarding eligibility, how to apply, documents required etc., kindly visit <https://scholarships.gov.in>.

## 16.2 Loan Schemes

The Institute has made arrangements with nationalized banks to provide loans for all needy students to finance the educational expenses at IIM Raipur. Interested students may apply for loan to only one of these banks. Procurement and repayment of loans will be made by mutual agreement between the student and the bank. The Institute does not bear any financial or other obligation connected with the loan either to student or to bank.

## 17. LIBRARY RESOURCES

### 17.1 Library Services

Library acts as the main learning resource centre of the institute. It has been providing up to date and nascent information resources and services both in hard and soft forms to the academic and administrative communities since 2010. It has thus become an indispensable learning resource centre for students, researchers and faculty members of the institute. The library has built a robust collection of books, subscription to print journals, magazines, newspapers, and many other resources like student's project reports, CDs/DVDs etc.

The Library offers its users the convenient access to the best of Business Management related digital resources through its subscription to e-databases, e-journals and e-books consisting of scholarly contents round the clock all across the campus via Wi-Fi network. Remote access facility is also available on request.

#### a. Services

- Reference Services
- Circulation
- Fully Automated Library Operation
- Inter Library Loan Facilities (ILL)
- Current Awareness Services (CAS)
- Information Alert Services
- Selective Dissemination of Information Services (SDI)
- Web Based Digital Library Services
- Offline Search Services
- User Awareness Programme
- Authentication Testing of in-house publications
- Remote Access Service
- Book Display
- Photocopy Services
- Provides Plagiarism Check Reports

#### b. Timings

Library opens from 9.00 A.M. to 10.00 P.M. on all working days and 9.30 A.M. to 6.00 P.M. on Saturdays and Sundays. Library remains closed on holidays. Digital Library is available round the clock throughout the year.

c. Learning Resources

- Books: The library has successfully built up a comprehensive collection of approx. 14,000 books from which approx. 2,500 books are available in electronic form and approx. 11,500 books are in print format.
- Dissertation and Theses: The Library subscribes to 15 lakh Dissertation and theses on management and its allied areas.
- Journals: Library subscribes approx. 14000 journals in electronic format.
- Magazines: The Library subscribes to 25 print magazines specific to the academic and research needs of the institute.
- Newspapers: The library subscribes to 2317 to cater to the needs of the students and academic community. Out of which 2300 are available on electronic format including e-magazines and 17 newspapers are in print format displayed in library.

d. Membership and Borrowing Entitlement

Library members include all faculty, students, scholars and staff of IIM Raipur. The borrowing period of books for different students is as follows:

Category	Borrowing Period
PGP Students	5 books for 14 days

17.2 E-Resources

IIM Raipur Library subscribes to most of the leading E-Resources which include E-Journals, E-Databases, E-Books, E-Dissertation & Thesis, E-Newspapers and E-Magazines. E-Journals include ABI/Inform Complete (Proquest), Business Source Complete (EBSCO), Econolit, Economic & Political Weekly (EPW), Elsevier's Science Direct, Emerald, Informa Pubsubite, JSTOR, Oxford, Sage HSS, Springer, Taylor and Francis and Wiley Journals. The databases subscribed by the library include CMIE (Capex, Economic Outlook, Commodities, Industry Outlook and Prowess IQ), ACE Knowledge Portal, Euromonitor, Indiatat.com, Crisil Research. The library collection is also enriched with the ebooks from Proquest, Emerald and Springer. Library also has wide collection of E-Dissertation and Thesis, E-Newspapers and E-magazines (The details are available in the institute's website <http://www.iimraipur.ac.in>).

17.3 Library Rules

- a. The Library follows an open access system.
- b. Books or other items taken from the stacks should not be re-shelved by the readers but should be left on the tables reserved for this purpose.
- c. While entering the library, readers should leave their personal belongings, such as bags, brief-cases, personal books, and parcels etc. at the counter reserved for this purpose. However, they can carry loose papers and note books.
- d. Readers leaving the library should allow the library/security staff to examine their personal belongings. Users are also required to get the books checked by the library security staff while making an exit from the library.
- e. Readers should maintain peace in the library and should not disturb other users in any way. If found indulging in such case, he/she may not be allowed in library.
- f. Library card issued by the library is mandatory to get the books issued.
- g. The library card is non-transferable and its loss should be immediately reported to the library. Although the library will take all possible care against the misuse of the library card, it is the holder

of the library card who is responsible for any loss to the library due to the misuse of his/her library card. A fee of ₹500/- will be charged for issuing a duplicate library card.

- h. Library books are non - transferable.
- i. Issue and Return: The borrower may return or renew the book on or before the due date. Presentation of item is required for renewal. Item will be renewed two times. Renewal will not be done if an item is on demand and reserved by another user.
- j. Library has the right to recall any issued item before the due date in case of urgency.
- k. If a book is not returned to the library when due, the borrower will be fined ₹1/- per day per volume for first 15 days and ₹5/- per day per volume for rest of the days. For books available for overnight borrowing only, the overdue fine of ₹5/- per hour will be charged. The library can refuse to issue books to a borrower having overdue books.
- l. Loss of borrowed material must be immediately reported in writing. The lost/damaged item must be replaced by fresh one or the fine charges (double the current cost of book). Overdue charges will be included (if applicable) in both the cases.
- m. A user may seek the help of library staff for locating the required books. The users are entitled to use the reading room for self-study from the books/journals/magazines available in the library.
- n. Mobiles must be switched off/in silent mode in the library.
- o. Spitting, Smoking, Drinking, Eating or chewing of tobacco, loitering, disturbing the other users inside the library is strictly forbidden. In such cases, strict action may be taken.
- p. Disfiguration, damage or marking of any kind on any book or any other material belonging to the library is punishable with fine.
- q. Suggestions for desirable help or improvement of facilities in the library are always welcome preferably in written form, to the Librarian.
- r. The visitor or guest is permitted to use the library only with the prior permission of the Librarian. He/She is required to produce a proper introduction letter from the concerned Institution/Organization to which he/she is attached.
- s. Readers should be courteous to the librarian, library staff and fellow students.
- t. Admission to the library may be refused to anyone who violates the Library Rules and Regulations.

## **18. INTERNATIONAL STUDY RULES**

Refer the International Student Exchange Manual for more details

## **19. PLACEMENTS**

Refer the Placement Manual for more details

## **20. STUDENT CO-CURRICULAR ACTIVITIES**

Refer the Students Affairs Manual for more details

## **21. COMPTUER CENTRE AND IT SERVICES**

IIM Raipur envisages having the best IT infrastructure for facilitating the teaching and research needs of faculty, staff, and students in particular and to the community at large. IIM Raipur envisions best-in-class IT infrastructure at its campus. With this vision, IIM Raipur has partnered with National Knowledge Network

under the Govt. of India's NMEICT (National Mission on Education through ICT) Scheme and has under this 1 Gbps connectivity within the campus. IIM Raipur has also added significant infrastructure during the last recent years and will add more infrastructure as it grows and particularly when it moves to its new campus.

### 21.1 IT infrastructure at IIM Raipur

The IT infrastructure of IIM Raipur consists of campus-wide high-speed LAN linked to 1Gbps Internet connected by Optical Fibre Cables to the National Knowledge Network, a Simulation Lab, Dedicated Secure Server, Video-Conferencing facility, Digital Media, Various General and Specific Software, Wifi Connectivity, Online Payment facility and Classroom facilities. IIM Raipur is committed to grow its IT infrastructure to meet the standards available in the best institutes on the global map. Smart Classrooms, Campus Security, Videography facilities, email Server, Campus-wide ERP are some of the IT infrastructure that will be added in coming years.

All facilities, resources and services available over the Internet and Intranet are accessible by students and staff on the campus network, wired or wireless, locally or overseas. The IT Services Centre manages the campus-wide IT infrastructure and facilitates access to everyone at IIM Raipur. It also develops and manages e-services and applications and provides IT technical support to students and staff. Over the last 5 years, not only active users of the network facilities have increased many folds but also the web-based applications have increased. This is a welcome transformation in the IIM Raipur's academic environment. This has encouraged the IIM Raipur decision makers to further augment the network facilities within the academic complex. The IT Infrastructure at IIM Raipur includes:

#### a. Campus Wide Network & Internet Facility

- The institute is equipped with about 500+ nodes that connect all members of institute community with each other within the campus.
- The Institute is Wi-Fi and LAN enabled. Institute has installed 1 Gbps high-speed Internet connectivity provided by NKN (National Knowledge Network).
- The Institute has installed firewall and Gateway level Antivirus for the protection of Systems and security of IT environment.
- The Institute has initiated a process of implementing the fail over mechanism at server level.
- Each student is provided email-ID on IIM Raipur Domain (@iimraipur.ac.in) through Google, which has over 30GB of inbox storage.

#### b. Video Conferencing Facility

The Institute has Video Conferencing facilities on the campus itself and is used actively during recruitment process as well. The institute also plans to setup smart classes for enhanced student-teacher interaction.

#### c. Simulation Lab

IIM Raipur has a dedicated Simulation Lab, which is equipped with 72 high configuration desktops connected over LAN and UPS. Simulation lab houses all major software available at IIM Raipur for facilitating business computing, modelling business process and simulation, and research.

#### d. Software Facility:

- The PCs at Simulation Lab are installed with latest version of system software and licensed software used in management professional courses such as @Risk, Visual Paradigm, e-Views, latest version of Microsoft Office and Windows, MS Project and MS Visio.
- The institute has obtained Microsoft's Campus license and will extend the office365 facility to all its students for a limited period of time.
- The IT Center purchases software as required for teaching and research
- The Institute is also an academic partner of Visual Paradigm software that provides a tool for Communication of business process ideas using BPMN business process diagrams.

#### e. Campus-wide Wi-Fi:

Every nook and corner of IIM Raipur campus including faculty rooms, lounge, classrooms, MDP Centre, Simulation Lab, Library and administrative offices has network connectivity. The Institute is Wifi enabled. There are 500+ LAN nodes throughout the campus.

f. Digital Media Infrastructure:

The digital media infrastructure includes DSLR Nikon Camera, Sony Camera Video and Sony Camera Photography. The digital media at IIM Raipur is handled by Digital Media club.

g. Online Payment:

- IIM Raipur has its own online payment/gateway facility to facilitate all transaction within and from outside the campus.
- The link for the same is available at the institute's website.

## 21.2 Use of IIM Raipur's IT Infrastructure

Usage of IIM Raipur's IT infrastructure should always be legal, secure and civil.

a. Be legal

- Obey cyber laws/IT Act 2000.
- Don't illegally download, distribute or use copyrighted materials.
- Don't use the IIMR's network to run your business.

b. Be secure

- Protect your identity. Your accounts are for your use only. Use strong passwords and keep them secret. Never give your password to anyone, no exceptions.
- Don't use other people's accounts. Don't attempt to gain unauthorized access to data and resources.
- Run up-to-date anti-virus software. Apply the latest security patches to all your software and devices.

c. Be civil

- Respect other's use of IT resources. Don't alter or damage others' data or software.
- Take care of Institute's computers or networks.
- If you come across an open account on a kiosk or in a computer lab, close it.

## 21.3 Guidelines for Fair Use of IT Infrastructure at IIM Raipur

The following rules pertain to the IT facilities available at IIM Raipur. Students are required to adhere to these rules.

a. Simulation Lab

- Students can use the lab during class hours and on permission from System Manager after class hours. Use of simulation lab during night hours is not permitted.
- Students should shut down their PCs and any other IT equipment after use.
- Missing items / damaged items from the lab will be charged to the students.

b. Internet over LAN and Wi-Fi

- Browsing restricted sites using any form of Institute's IT infrastructure is prohibitive and legal and administration action will be taken against the offender.
- Using proxies or bypassing server will attract legal action as per IT Act 2000.
- Peer-to-peer networking is not allowed and students engaging in such acts may face permanent blocking of their internet access and access to their PCs or MAC IDs.

c. Classroom IT Equipment

- Each class is equipped with projector(s) / an audio system, a PC, Collar Mic and a presenter.
- Respective Class in-charges should make sure that these are kept properly. The projectors should be shut down at the end of the day.

- Presenters and Collar Mic will be available with the respective class in-charges.
  - Students should not move IT equipment from one class to another.
- d. Server Room Access
- Server room is a restricted place and students are not permitted to enter the server room without permission of the Chairman (IT Services)/System Manager.
  - In case of any help required from IT Department, students should first seek help from student's IT committee and based on their recommendations, IT Department may be approached, if felt necessary.
- e. Intellectual Property Rights
- Students should adhere to copyright norms as well as network piracy.
  - The Institute has Turnitin software for catching plagiarism. Students indulging in plagiarism is liable to face legal action as per Govt. of India Rules regarding plagiarism
  - Students should engage in fair use of IT resources as needed by the students.

#### 21.4 Use of Email IDs and IIM Raipur's network

Each student has been assigned a specific email ID. The email ID is a property of IIM Raipur and can be accessed by the institute at its discretion. The rules for email usage are governed by IIM Raipur's email policy. Deactivation or deletion of an account or email group shall occur under the following conditions:

- Creation and exchange of e-mails that could be categorized as harassing, obscene, nuisances or threatening.
- Unauthorized exchange of proprietary information or any other privileged, confidential or sensitive information
- Unauthorized access of the services. This includes the distribution of e-mails anonymously, use of other User's user ids or using a false identity.
- Creation and exchange of advertisements, solicitations, chain letters and other unofficial, unsolicited e-mail.
- Creation and exchange of information in violation of any laws, including copyright laws.
- Willful transmission of an e-mail containing a computer virus.
- Misrepresentation of the identity of the sender of an e-mail.
- Use or attempt to use the accounts of others without their permission.
- Transmission of e-mails involving language derogatory to religion, caste, ethnicity, sending personal e-mails to a broadcast list, exchange of e-mails containing anti-national messages, sending e-mails with obscene material, etc.
- Any case of inappropriate use of e-mail accounts shall be considered as violation and may result in deactivation of the account. Further, such instances may also invite administrative action as deemed suitable to Chairman (IT Services) as well as scrutiny from the investigating agencies depending on the nature of violation.

**Students are not allowed to send mass mails to faculty/staff related groups and Director. In case they have any grievance, they should route it through proper channel only. Furthermore, using IIM Raipur's emails, network or resources for any kind of solicitation or crowd-funding is a punishable offense. For more details, students should refer to email Policy of IIM Raipur.**

#### 21.5 Recommended Best Practices

Users are advised to adopt the following best practices for safe usage of e-mail services.

- All users must check their last login details while accessing their e-mail accounts. This will help in making users aware of any unauthorized access to their account.
- The user should change passwords on a periodic basis.
- It is recommended that the users should logout from their mail accounts whenever they leave the computer unattended for a considerable period of time.



- Other than Government websites, the e-mail ids and e-mail address assigned on the IIM Raipur e-mail service should not be used to subscribe to any service on any website. Mails received from sites outside the Government may contain viruses, Trojans, worms or other unsafe contents.
- It is strongly recommended that the users use the latest version of their Internet browser for safe browsing.
- The “save password” and auto complete features of the browser should be disabled.
- The files downloaded from the Internet or accessed from the portable storage media should be scanned for malicious contents before use.
- To ensure integrity of the downloaded files, digital signatures/hash values should be verified wherever possible.
- The IT Department does not ask for details like login id and password over e-mail. Users should disregard any e-mail that requests for the same and should refrain from sharing such details over e-mail with anyone.
- Sending an e-mail with an infected attachment is the most common means adopted by a hacker to send malicious content. Hence, it is mandatory to update the anti-virus and application patches on your system to prevent infection.
- All attachments must be scanned with an anti-virus program before they are downloaded/ executed, even if such e-mails are received from a familiar source.
- User should exercise caution while forwarding mails as they may contain malware. User should ensure authenticity of the source and safe nature of the attachments before forwarding any mail.
- E-mails identified as spam are delivered in the “Probably Spam” folder that exists in the user’s mailbox. Hence it is recommended that the users should check the “Probably Spam” folder on a daily basis.
- Attachments should be opened only when the user is sure of the nature of the e-mail. If any doubt exists, the user should contact the sender to verify the authenticity of the e-mail and/or the attachment.
- User should use due discretion while creating classified and sensitive documents. Unless required otherwise, the documents should be created in a manner that it cannot be edited.
- Users should not open e-mails from dubious sources.
- User should exercise caution in opening mails where links are embedded in the mail. The authenticity and the safe nature of the link should be ascertained before clicking the link.

## 21.6 Student’s IT Committee and Digital Media Club

System Manager is responsible for IT services at IIM Raipur and is assisted by its team available in the server room. A student’s IT Committee is available at IIM Raipur as an interface for students in regard to IT infrastructure at IIM Raipur. Students may access this committee with any comments and suggestions or in case they need any help. Students’ can write to IT committee and IT committee will forward request for any services/issues related to IT Department.

### a. Student’s IT Committee

Students from first year and second year can form a student’s IT Committee which will assist them for any help as well the System Manager in facilitating IT needs of the students at IIM Raipur. The committee will assist in maintaining of IIM Raipur’s website.

### b. Digital Media Club

Student body of IIM Raipur has also formed a digital media club, which works under Chairperson (Student Affairs) and in coordination with Chairman (IT Services). Digital media club takes care of photography and repository of digital media at IIM Raipur. This group will assist in maintenance of website of <http://iimraipur.ac.in>.

## 22. HOSTEL RULES

The Post-Graduate Programme is fully residential, and all the PGP students are required to stay in the hostel unless exempted from this condition in special cases by the competent authority. The guiding principle for hostel behaviour will be based on the “good neighbour” principle. Students are expected to show due sensitivity to the needs of others.

### 22.1 Do's for the Hostel

- Lock your room always, even when going out for short durations
- Keep your valuables and cash under lock
- Take special care of your mobiles, laptops etc.
- Maintain silence hours (10 pm to 7 am) every day
- Read the notice board (both at your college and the hostel) regularly.
- Contact your Hostel Supervisor (HS) or Wardens or Security officer in case of any problems.
- Enter your complete details in the register at security desk while leaving the hostel for more than a day.
- Obtain visitors pass well in advance for your visiting parents/relatives or any technician from the Administrative office/hostel supervisor
- Dine in one of the messes on the campus and pay your mess bills on time
- Protect yourself against malaria or other diseases.
- Follow the code of conduct for the students
- Read the hostel rule book and follow the rules

### 22.2 Don'ts for the Hostel

- Don't Cook in your rooms
- Don't keep or feed pets in your room or campus
- Don't play loud music (in your room or campus)
- Don't play or create disturbance in the corridors
- Don't conduct or attend parties (in your room or anywhere on the campus)
- Don't smoke, consume alcohol or indulge in substance abuse
- Don't indulge in ragging.
- Don't keep or play televisions in your rooms
- Don't keep valuables or heavy cash in your rooms
- Don't damage institute's property or assets
- Don't act in a manner that offends the local cultural and social values and local sensibilities and rule of the land.
- Don't loiter anywhere inside or outside the hostel campus.
- Don't permit proxy/dummy roommates in your room
- Don't permit non-residents to stay in or use your room
- Don't light lamps / candles, carry crackers or burn/burst crackers in and around the hostel premises
- Don't waste water or electricity
- Don't violate hostel rules

### 22.3 Hostel Rooms

#### 22.3.1 Allotment/ Vacation/ Shifting

Hostel accommodation is allotted purely at the discretion of the Warden(s)/CAO and on condition that the student agrees to abide by all the rules and regulations of the hostel. The Chief Administrative Officer/Warden(s) may refuse hostel facilities without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds. Students may be required on disciplinary grounds to vacate their rooms at short notice. Similarly, students may be required to shift to alternate accommodation at short notice due to administrative reasons. The Hostel Management reserves the right to break open any room which is not vacated. No complaints of breakage or loss will be entertained. Important rules regarding the Hostel Rooms are as under:

- a. The hostel facilities fee/ deposit may be paid at the time of counselling or registration/admission.
- b. It is mandatory for all first-year students to stay in the hostels and be a member of the mess in the hostel. In exceptional cases permission may be granted by the CAO/Director/warden/ to stay out before joining the hostel. However, when a first-year student vacates the hostel, his hostel fees less deposit and utilized utility fees will be forfeited.
- c. Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the Warden/Hostel Supervisor.
- d. Change of accommodation from one hostel to another during a term is generally not permitted.
- e. Allotment made to a student is subject to cancellation, if he/she fails to occupy the room within the prescribed time. Rooms will also be forfeited if students fail to clear all their dues to the hostel by the specified deadline. In such cases they will be asked to vacate the hostel.
- f. The Warden reserves the right to break open rooms in case of any violation of Hostel rules, suspected unlawful activities or on the basis of security risk perceived.
- g. Once a student vacates the hostel, he/she will not be re-allotted hostel accommodation for a minimum period of 6 months. Every attempt will be made to provide hostel accommodation to all students.
- h. Residents who wish to vacate the hostel must meet the Hostel Supervisor for necessary formalities/ advice. Permission of the student's Parents and Hostel In-charge along with certain documentation is mandatory. While planning to vacate the hostel refund rules given at the end of this book must be consulted.
- i. When there is a vacant seat in the room, the duplicate key of the room must be deposited with the Supervisor of the block to facilitate allotment of the vacant seat to another student.
- j. No student should stay away from his/her room during the night except with prior written permission of the Warden/Hostel Supervisor. Any student, who wishes to leave the campus temporarily or otherwise, should obtain the permission of Supervisor in writing. Those applying for permission must state the date and time of his/her intended departure and return as well as the destination and enter all these details in the in-out register maintained in Security at gate.
- k. All visitors including parents/guardians must be entertained only in the visitors lounge and during visiting hours only. A visitor's pass will be obtained from the office of the Security, well in advance by the concerned student.
- l. Any damage/breakage to hostel property will be charged to the occupants of the room/ block with a fine. Disciplinary action will also be initiated.
- m. All instructions/notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board every day to acquaint themselves with latest information/orders.
- n. Fire Hazards and Safety: Candles and incense are a fire hazard and are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the Hostel premises throughout the year. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an inadvertent fire.
- o. In case of Fire: Residents must call/alert the Hostel Supervisor(s)/ Warden(s)/ Security Staff(s).
- p. The Hostel Warden or his representative may enter any room for verification at any time of the day or night.
- q. The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room

for a long period without prior information or any valid reason. This will, however, be carried out by the security person in the presence of the hostel Supervisor, Security Officer and one more person at the discretion of the Warden. On such occasions, the items in the room will be listed by these officials and kept in the storeroom. A verbal report followed by a written report will be sent to the higher Authorities.

- r. All hostel inmates must report any disciplinary matter or problems concerning them or their room-mate/ neighbour(s) coming to their notice to the Hostel Supervisor. In case their room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the Hostel Supervisor.
- s. Giving the room keys to any person (except the Hostel Supervisors) in good faith is at one's own risk. The management will not take any responsibility for any loss of such costly articles/money.
- t. Insurance of Laptops/Valuables: It is the responsibility of the Hostel residents to get their laptops and valuables, if any, insured themselves.
- u. Security of ATM/Debit cards/ Credit Card: All students must take care of their ATM/ Debit cards. They are advised not to disclose their PIN to anybody, even to their best friends.
- v. Waiting List for changing Hostels/ Rooms: Students desirous of shifting to different rooms within their present Hostels or wishing to shift to other Hostels must put their names in the "Waiting List" being maintained at respective Hostels and the Supervisor. Such students will be accommodated based purely on the waiting list seniority.

#### 22.3.2 Maintenance of Rooms

- a. The rooms have been distempered and painted as per schedule and will be maintained regularly by the management as per the maintenance schedule. Residents are not permitted to re-paint or do any alteration of any nature without the written permission of Hostel Supervisor.
- b. All maintenance complaints/requirements will be attended to by JE. Complaint(s) must be entered in the register(s) available with JE and Supervisors of their hostels. The complaints will be attended to expeditiously and are monitored by the Hostel Supervisor. Residents are not permitted to employ any outsiders for any such job without the permission of Hostel Supervisor.
- c. Residents must bring to the notice of the Hostel Supervisor any failures/breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The service of an electrician is available round the clock for attending to any defect in the electric system or fittings. When leaving the room, the occupants must take care to see that the fan and lights are switched off. Every effort must be made to economise the use of electricity.
- d. The rooms and surroundings must be kept clean. The service of the cleaners must be obtained to ensure that the rooms are swept and cleaned while the residents are in the room. The housekeeping supervisors are at the service of residents. Residents are responsible for the cleanliness of their rooms. They should see that the rooms are properly swept every day. All waste paper and refuse must be placed in receptacle provided for that purpose.
- e. The electric points provided in each room are to be used for connecting table lamps. Use of any domestic electric appliance etc. is not permitted. Institute notifies a list of appliances permitted to be used in the room. Infringement of these rules will be severely dealt with. For the use of authorized electric appliances permission may be obtained from Warden/Hostel Supervisor. Any private unauthorized electric appliance found in any of the rooms without permission will be confiscated and disciplinary action initiated.
- f. Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported through Housekeeping Supervisors/ Hostel Supervisor.

- g. Any damage to hostel property will be made good by the residents who are responsible for such damage. This includes driving in of nails, defacing of walls, damage to fixtures and furniture. Fine will also be levied in addition to disciplinary action.

#### 22.4 Timings – Leaving Campus

The hostel timings will be strictly adhered to. Library timings are up to 10.00 p.m. All residents will return to the hostel by 11.00 p.m. At 11.00 p.m. hostel gates will be closed. Students who wish to go to any place such as Railway station, Airport etc. for the night trains or flights must take prior permission at least one day in advance from the warden/ Hostel Supervisor. Any student found loitering in the campus after 10.30 midnights is liable to be questioned by Security staff. They are liable to surrender their identity card to security staff on duty. Roll call will be conducted between 11.00 p.m. to 11.30 p.m. Students are advised to be present in their rooms.

#### 22.5 Visitors

Visiting hours for guest(s)/ acquaintance(s) are from 7.00 am to 9.30 p.m. Visitors to the Hostel are not permitted after 9.30 p.m. Visitors including parents and guardians must obtain visitors pass from the Security Office IIM Raipur, even to enter the visitors lounge in the hostels. Male relatives above the age of 12 years are not permitted to visit ladies Hostels. Similarly, female relatives above the age of 12 are not permitted to visit gents Hostels. The security guards will refuse entry without passes. In the absence of visitor's pass, residents have to meet their visitor only outside the Hostel entrances. Except the residents, no one else including Parents are permitted to stay in the students' room. Visitors will be permitted to enter their wards hostel rooms, only if the student is present.

#### 22.6 Complaints and Suggestions

- a. All complaints regarding repairs/maintenance in the Hostels must be entered personally by the students in "Complaint Registers" maintained in all the Hostels. These complaints are attended to expeditiously by JE (Electrician)/maintenance staff. All complaints are also monitored regularly by the Hostel Supervisor.
- b. Residents of the hostels are not permitted to convene meetings of any sort in the Hostel premises without the prior permission of the Warden. Disobedience of this rule will be severely dealt with.
- c. There are "Suggestion Boxes" kept in all the hostels for suggestions, if any, from the residents. Residents may drop their suggestions and complaints, if any, duly signed with their names and roll numbers in these Suggestion Boxes which are opened periodically. Appropriate action will be taken on all suggestions/complaints and a feedback given to the student(s). No cognizance of anonymous suggestions/complaints will be taken.
- d. The Hostel Supervisor are available round-the-clock on telephone and may be contacted in case of any emergency. Their telephone numbers are given for your reference/security and are also displayed at various places in all the Hostels.

#### 22.7 Medical Facilities

- a. Students may avail the services of the institute doctor who will be available in the institute OPD centre at appointed days/timings as notified by the institute. The institute doctor may refer the students, if necessary, to outside specialist or hospital.
- b. If a student is sick continuously for three days, he/she will keep the Chairperson, (Students' Affairs) informed of his/her condition.
- c. If a resident falls sick, he/ she or room-mate/friend must immediately inform the hostel warden and supervisors/person on duty who will make arrangements to shift/evacuate the student to the hospital and look after him/her. All cases of sickness must be immediately reported to the Medical Officer/Enlisted Hospital for necessary treatment. In case a resident is quite unable to leave the room and go to the Hospital, the matter must be reported to the Chairperson (Students' Affairs).

Information regarding any resident falling sick or getting admitted in the hospital must be relayed to the hostel/college authorities on priority.

#### 22.8 Absence from Hostel

When a resident of the hostel wishes to leave the hostel/station on vacation/ holidays or otherwise the following action will be ensured:

- a. The student will submit to the Hostel Warden a signed application on the prescribed format duly countersigned and stamped by his/ her college authorities or Faculty guardian. Once permission is accorded by the Supervisor the students will also ensure the following mandatory action is done before leaving the hostel. The application forms can be obtained from either their hostel Supervisor/ Administrative Office or JE Office.
- b. Mandatory Action by all Hostel Residents including PGP, PGPWE, FPM Etc. Interns and Staff residents will make necessary entry in the IN-OUT Register available in Security at Gate. It is mandatory in all such absences to record departure/return date and time and place to which they are going along with the postal address and telephone/mobile number.
- c. Disciplinary action/penal fines will be levied on defaulters

#### 22.9 Noise Levels in the Hostel

- a. Anything which interferes with student's studies must be avoided at all times. "Silence Hours" will be observed from 10.00 p.m. to 7.00 a.m. on all days. No noise of any sort will be permitted during the "Silence Hours". Serious action will be taken on the breach of this rule. Residents must not go to others' rooms and disturb the inmates. Complaints from other residents will be investigated and action taken accordingly.
- b. Playing of loud music and disturbing the quiet atmosphere by any other means is not permitted as it disturbs the fellow hostel mates. You may use earphones while listening to music. Playing any kind of outdoor games inside the hostels/corridors is not permitted.

#### 22.10 Mess Facilities

- a. Residents of the hostel are normally required to use the Mess facilities. Permission for not using the mess facility on a permanent basis may be given only under very special circumstances. Prior approval from the Chairperson (Students' Affairs) is necessary for this purpose.
- b. Signing out from the Mess is allowed only when leave is officially sanctioned for a particular purpose and period.
- c. All the residents are required to pay the Mess Bills within due date to avoid penalty, which will be decided by the Mess Committee in consultation with the Chairperson (Students' Affairs).
- d. Similarly, "Suggestion Book" is available in the Food Court Mess. Students/members may enter/drop their suggestion regarding quality, quantity and variety of food in these registers/boxes which are perused by CAO/hostel warden/ hostel Supervisor for remedial action. Valued suggestions of residents are given due consideration.
- e. For other complaints, if any, applications shall be made in writing addressed to the Hostel Warden and handed over to the Hostel Supervisor/Mess Manager at the Hostel/Food Court Mess office. Complaints will be resolved expeditiously by the Hostel Supervisor/Mess Managers themselves. Advice and assistance of the Hostel Supervisor will be taken when needed. For investigation of any of the complaints the Supervisor may call the concerned resident or hostel employees to his/her office.
- f. Similarly, students or dining members are not permitted to convene meetings of any sort in the Food Court Complex without the prior and written permission of their Warden(s)/CAO. Violation of this rule will be dealt with severely. If they want to conduct meetings of the clubs & committee's prior

approval from concerned authority, Wardens & Chairperson (Students Affairs) and CAO to be taken in writing.

#### 22.11 Prohibitions in Hostel

- a. Students are requested to avoid singing aloud, shouting or making all types of noises which are likely to distract the attention of those who may be studying in their rooms or hostel libraries.
- b. Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
- c. Cooking in hostel rooms is not permitted.
- d. Substance abuse, consumption of alcohol and smoking or chewing of tobacco and its related products is strictly banned in the hostels and in the Institute Campus.
- e. Partying in the rooms, in the corridors or anywhere in the hostel permitted whatever be the occasion may be permitted in the lobby area with prior permission of the wardens & Chairperson (Students Affairs) and CAO in writing.
- f. No televisions are permitted to be kept in the hostel rooms by the students.
- g. The residents are forbidden to keep any heavy cash/valuables in the room. The resident is responsible for the safety of his/her items inside the rooms. They may deposit all sums of money not immediately required by them for their expenses in the local Banks.
- h. RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION AND OR WITHDRAWAL FROM THE HOSTEL/ COLLEGE IS ONE OF THE ACTIONS TAKEN PROMPTLY. PUNISHMENT FOR RAGGING UNDER THE CHHATTISGARH EDUCATION ACT OF 1983 CAN BE UPTO ONE YEAR IMPRISONMENT. SUPREME COURT HAS ALSO DEFINED RAGGING AS A CRIMINAL OFFENCE. (INSTITUTE RAGGING SQUAD CONTACT NUMBER: 0771-2474665)
- i. Students from one hostel are not permitted to enter other hostels. The entry of all males is strictly forbidden inside girls hostel except on Institute official duty with valid passes. Likewise, girls are not permitted to enter the boys hostels.
- j. Students must keep themselves aware of the laws regarding sexual harassment. Any case of sexual harassment in any form by any member of the campus community will be severely dealt with by the administration.
- k. Plastic Free Zone: IIM Raipur is a 'Plastic Free Zone'. Residents should ensure that plastic bags are not used for any purpose whatsoever.

#### 22.12 Vehicles

- a. Two-wheelers are strictly banned in the campus. Students are not allowed to ride the two-wheelers inside and outside the campus.
- b. All those who own a four-wheeler are required to give details of their vehicles to the Hostel Supervisor. They are also required to produce the registration book of their vehicles as well as their driving licenses. Such vehicles will be given an IIMR sticker.
- c. In case of residents having four-wheeler, they are advised to keep their vehicles always locked. The vehicles are liable to be frequently checked by the Regional Transport Authorities. Residents are advised to update the registration as per the rules/regulations prevalent in the State of Chhattisgarh. Residents are also advised to adhere to the traffic rules.
- d. Any vehicle without proper silencers creates noise pollution and is prohibited in the campus. All four-wheeler owners will register their vehicles with IIM Raipur JE and obtain stickers for parking the vehicles in the IIM Raipur Premises. Management does not take responsibility of the vehicles.
- e. Residents should park their four wheelers in the designated parking areas only. Vehicles parked elsewhere are liable to be towed away at the owner's cost.

### 22.13 Security in Campus

- a. Students are required to cooperate with the institute security staff regarding the security issues
- b. The students shall carry their ID cards while leaving the campus and shall inform the security desk and enter the details in the register regarding the destination, contact number and expected time of return
- c. The students are requested to view this measure not as an intrusion into their affairs, but merely as a security precaution for their own safety
- d. Visiting hours for guest(s)/acquaintance(s) are from 7.00 am to 9.30 p.m. Visitors to the Hostel are not permitted after 9.30 p.m. Visitors including parents and guardians must obtain visitors pass from the Security Office IIM RAIPUR, even to enter the visitors lounge in the hostels. The security guards will refuse entry without passes. In the absence of visitor's pass, residents have to meet their visitor only outside the Hostel entrances. Except the residents no one else including Parents are permitted to stay in the students' room. Visitors will be permitted to enter their wards hostel rooms only if the student is present.
- e. All residents will return to the hostel by 11.00 p.m. At 11.00 p.m. hostel gates will be closed.

### 22.14 Violations

Any violation of the above hostel rules will be viewed very seriously. Minor violation will be managed by the Hostel Supervisor with the assistance of the hostel administration. He/she will be imposed penalties and / or fines as appropriate. Major violations will be dealt with by the institute administration. The punishment in case of major violations may include, but not be limited, to expulsion and /or legal proceedings.

## 23. POLICY ON SEXUAL HARASSMENT OF WOMAN AT WORKPLACE

Refer the Policy document available at: <http://www.iimraipur.ac.in/index.php/institute/policy-rules>



## ANNEXURE I: ACADEMIC CALENDAR

## ACADEMIC CALENDAR-(Tentative)

Note: SUBJECT TO CHANGE AS PER THE GUIDELINES RECEIVED FROM MHRD (GOI) & GOVT. OF CHHATTISGARH FROM TIME TO TIME.

<b>Programme:</b>	PGP	<b>Batch:</b>	2020-22
<b>Academic Year:</b>	2020-21	<b>Batch Year:</b>	1 <sup>st</sup> Year

Activities	Date (s)	Day(s)
<b>TERM I (17<sup>th</sup> AUGUST 2020 – 05<sup>th</sup> NOVEMBER 2020)</b>		
<i>Preparatory Module</i>	<i>August 04-13, 2020</i>	<i>Tuesday-Thursday</i>
<i>Orientation Program</i>	<i>August 14 and 16, 2020</i>	<i>Friday and Sunday</i>
<i>Independence Day (Holiday)</i>	15 <sup>th</sup> August 2020	Saturday
Classes begin	17 <sup>th</sup> August 2020	Monday
<i>Muharram (Holiday)</i>	30 <sup>th</sup> August 2020	Sunday
<b>Mid Term Examination</b>	<b>22<sup>nd</sup> – 25<sup>th</sup> September 2020</b>	<b>Tuesday-Friday</b>
<i>Mahatma Gandhi's Birthday (Holiday)</i>	02 <sup>nd</sup> October 2020	Friday
<i>Dussehra (Mahasaptami) (Holiday)</i>	23 <sup>rd</sup> October, 2020	Friday
<i>Dussehra (Holiday)</i>	25 <sup>th</sup> October, 2020	Sunday
Classes End	29 <sup>th</sup> October 2020	Thursday
<i>Milad-Un-Nabi (Holiday)</i>	30 <sup>th</sup> October 2020	Friday
<b>End Term Examination</b>	<b>02<sup>nd</sup> – 05<sup>th</sup> November 2020</b>	<b>Monday-Thursday</b>
<b>Final Submission of Marks</b>	26 <sup>th</sup> November 2020	Thursday
<b>Declaration of Term-I Result</b>	01 <sup>st</sup> December 2020	Tuesday
<i>Term Break</i>	<i>Nov 06-08, 2020</i>	<b>Friday- Sunday</b>
<b>TERM II (09<sup>th</sup> NOVEMBER 2020 – 29<sup>th</sup> JANUARY 2021)</b>		
Classes begin	09 <sup>th</sup> November 2020	Monday
<i>Diwali (Deepavali) (Holiday)</i>	14 <sup>th</sup> November 2020	Saturday
<i>Guru Nanak Birthday (Holiday)</i>	30 <sup>th</sup> November 2020	Monday
<b>Mid Term Examination</b>	<b>14<sup>th</sup>–17<sup>th</sup> December 2020</b>	<b>Monday-Thursday</b>
<i>Christmas Day (Holiday)</i>	25 <sup>th</sup> December 2020	Friday
Classes End	22 <sup>nd</sup> January 2021	Friday
<i>Republic Day (Holiday)</i>	26 <sup>th</sup> January 2021	Tuesday
<b>End Term Examination</b>	<b>25<sup>th</sup> – 29<sup>th</sup> January 2021</b>	<b>Monday-Friday</b>
<b>Final Submission of Marks</b>	18 <sup>th</sup> February 2021	Thursday
<b>Declaration of Term-II Results</b>	22 <sup>nd</sup> February 2021	Monday
<i>Term Break</i>	<i>Jan 30-Jan 31, 2021</i>	<b>Saturday- Sunday</b>

<b>Activities</b>	<b>Date (s)</b>	<b>Day(s)</b>
<b>TERM III (01<sup>st</sup> FEBRUARY 2021- 15<sup>th</sup> APRIL 2021)</b>		
Classes begin	01 <sup>st</sup> February 2021	Monday
<i>Mahashivratri (Tentative)</i>	11 <sup>th</sup> March 2021	Thursday
<b>Mid Term Examination</b>	<b>08<sup>th</sup> - 11<sup>th</sup> March 2021</b>	<b>Monday-Thursday</b>
<i>Holi (Tentative)</i>	29 <sup>th</sup> March 2021	Monday
<i>Good Friday (Tentative)</i>	02 <sup>nd</sup> April 2021	Friday
Classes End	09 <sup>th</sup> April 2021	Friday
<b>End Term Examination</b>	<b>12<sup>th</sup> – 15<sup>th</sup> April 2021</b>	<b>Monday-Thursday</b>
<b>Final Submission of Marks</b>	06 <sup>th</sup> May 2021	Thursday
<b>Declaration of Term-III Results</b>	10 <sup>th</sup> May 2021	Monday
Summer Internship	April – May 2021	

\*Note: While the office shall adhere to this calendar as far as possible, it reserves the right to change if it is necessary.

## ANNEXURE II: LIST OF FIRST YEAR COURSES

### TERM I

Course	Credits
Business Communication-I	0.50
Quantitative Methods-I	1.00
Microeconomics for Managers	1.00
Financial Accounting	1.00
Spread Sheet Modelling	0.50
Organizational Behaviour	0.50
Marketing Management -I	1.00
Operations Management -I	1.00
<b>Total</b>	<b>6.50</b>

### TERM II

Course	Credits
Business Communication-II	0.50
Quantitative Methods -II	1.00
Macro Economics	1.00
Cost Accounting	0.50
Financial Markets and Institutions	0.50
Organizational Theory, Design and Change	1.00
Marketing Management -II	1.00
Management Information System	1.00
<b>Total</b>	<b>6.50</b>

### TERM III

Course	Credits
Business Research Methods	1.00
Corporate Finance	1.00
Business Ethics and CSR	0.50
Human Resources Management	1.00
Operations Management -II	1.00
Strategic Management-I	1.00
Legal aspects of business	0.50
Management Toolbox	0.50
<b>Total</b>	<b>6.50</b>
<b>Grand Total</b>	<b>19.50</b>

ANNEXURE III: APPLICATION FOR APPEAL

INDIAN INSTITUTE OF MANAGEMENT RAIPUR

Application for Appeal

Date:

To,  
The Director,  
IIM Raipur.

Subject: - Regarding the appeal to consider my case for readmission in the program from next academic year.

Name of the Student: \_\_\_\_\_ Roll No: \_\_\_\_\_

S.No.	Term	Nos. of D's	Nos. of F's	TGPA
1	Term I / IV*			
2	Term II / V*			
3	Term III / VI*			
4	First / Second Year*			CGPA:

\*Strike whichever is not applicable

As per the clause nos. 10.5-page nos. 13 of the PGP Manual:

*"If a student is terminated from the programme (on account of failure to achieve minimum standards of academic performance as specified in clause 10.2b) in the first year or the second year, he/she may file an appeal to the Chairman, Academic Council (Director, IIM Raipur). Academic Council may reconsider his/her case for readmission in the program from the next academic year. The decision of the Director on such an appeal will be final. However, the student has the provision to appeal only once for each of the two years. The student will have to repeat the entire year. All the terms and conditions regarding admission will be applied as per the prevailing policies at the time of re-joining."*

I wish to appeal for reconsidering my case for readmission in the program from the next academic year. And the decision of the competent authority on my appeal will be final, the terms and conditions regarding admission will be applied as per the prevailing policies at the time of re-joining and I will pay the full fees applicable at the time of readmission.

Thanking you in anticipation.

(Signature)

Name:

Dated:

## ANNEXURE IV: CERTIFICATE OF APPROVAL FOR CIS REPORT

### Certificate of Approval for CIS Report

The CIS Report titled “.....” submitted by “.....” is hereby approved as a certified study in Management carried out and presented in a manner satisfactory to warrant its acceptance as a prerequisite for the award of Post Graduate Programme in Management for which it has been submitted. It is understood that by this approval the undersigned do not necessarily endorse or approve any statement made, opinion expressed or conclusion drawn therein but approve the CIS Report only for the purpose for which it is submitted.

Signature of Faculty Guide

**POST GRADUATE PROGRAM OFFICE**

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