

# FELLOW PROGRAM IN MANAGEMENT

2018

## Manual

(Procedures, Policies & Guidelines)



भारतीय प्रबंध संस्थान रायपुर  
INDIAN INSTITUTE OF MANAGEMENT RAIPUR

## PREAMBLE

The FPM Committee reviewed the FPM program and proposed minor changes to various parts of the FPM 2017 manual. These changes reflect the need for streamlining the FPM program at IIM Raipur. Following were the constituent members of the FPM Review Committee:

1. Prof. Sumeet Gupta (Information Systems) – Chairman of the FPM Review Committee
2. Prof. Pradyumna Dash (Economics) – Member
3. Prof. Pankaj Singh (OB and HR) – Member
4. Prof. Sabyasachi Mohapatra (Finance) – Member
5. Prof. R.K. Jana (Quantitative) – Member

While this manual is completely applicable to FPM batches 2018 and beyond, this manual supersedes the existing FPM Manuals depending upon the stage a scholar is in his/her FPM Program. The table below presents the matrix regarding the applicability of rules to previous batches. The year in the table indicates the start year of a particular FPM batch.

<b>Rules Regarding</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Eligibility Criteria	Yes	No	No	No
Course Work	Yes	Yes	No	No
Mini Dissertation	Yes	Yes	No	No
Comprehensive Examination	Yes	Yes	No	No
Teaching Assistantship	Yes	Yes	Yes	Yes
Research Assistantship	Yes	Yes	No	No
TAC	Yes	Yes	Yes	Yes
Dissertation	Yes	Yes	Yes	Yes
Extension	Yes	Yes	Yes	Yes
Publication Requirement	Yes	Yes	Yes	Yes
Leave Rules	Yes	Yes	Yes	Yes
Financial Grant	Yes	Yes	Yes	Yes

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# INTRODUCTION

## Program Objectives

IIM Raipur started the Fellow Programme in Management (FPM) from academic year 2012-13. FPM is a full-time doctoral programme that offers scholars opportunities for advanced studies and research in different areas of 'management'. The Programme aims to prepare scholars for careers in teaching and research in management studies and in related disciplines, and for careers in other organizations that require advanced analytical and research capabilities. The program provides scholars with necessary skills to identify and research complex issues in the field of management and disseminate their findings into publications of international standards. Following areas of specialization are available at IIM Raipur:

- Business Policy and Strategy
- Economics and Business Environment
- Finance and Accounting
- Marketing
- Operations Management
- Organisational Behaviour & HRM
- Decision Science & Systems

## Program Structure

The fellow programme at IIM Raipur has the following four components:

- a. Mandatory Course Work
- b. Comprehensive Examination
- c. Thesis Proposal Formulation
- d. Thesis Submission and Defense

### *Mandatory Course Work*

During first year of the programme the scholars acquire knowledge of the discipline and functional areas of management and general management. The FPM scholars, irrespective of their area of specialization, take a compulsory set of courses in the first year. At the end of the first year, they undergo a summer placement/summer research assignment under the advice/guidance of his/her Academic Advisor.

FPM scholars having a one/two/three-year full-time classroom based PGDM/PGP from any of the IIMs or MBA from IITs / FMS Delhi / XLRI / NITIE or MBA / PGDM from reputed institutions or universities carrying International accreditation (EFMD / AACSB / AMBA) would be exempted from the first year course work including the summer work provided they have obtained a minimum CGPA of 6 on a 10-point scale or an equivalent 3.0 on a 4.0-point scale and the corresponding letter grade 'B'. They will directly enter into the second year. However, they will have to take the FPM compulsory courses (offered in the first year) along with their second-year course work. In addition, the sentient area may recommend additional first year courses for FPM candidates in the exempted category, if the area members feel that the candidate(s) requires additional inputs in the core discipline.

During the second year of the programme, the scholars acquires an in-depth knowledge of the area of specialization and related fields. In addition, they take the PGP/FPM elective courses, which are specially designed to provide an in-depth understanding of the area of their research as well as to develop research skills.

### *Comprehensive Examination*

On completion of the second-year course work, the scholar takes the comprehensive examination. The comprehensive examination at the end of the 2nd year tests whether the scholar has obtained a satisfactory level of knowledge in his/her field of specialization and whether s/he has satisfactorily assimilated the various courses taken by him/her in the area. While the course work formally gets over with the completion of Comprehensive Examination, scholars are encouraged to continue taking advanced courses of interest even further into their research work.

### *Thesis Proposal Formulation*

After passing the comprehensive examination, the scholar enters the thesis writing stage. The scholar first develops a thesis proposal, for which s/he identifies a research topic, identifies the members of the Thesis Advisory Committee (TAC), gives a seminar on the thesis proposal to IIM Raipur's academic community, and gets the thesis proposal approved by the TAC.

### *Thesis Submission and Defense*

On approval of the thesis proposal, the scholar works closely with the TAC on his/her thesis work. When the candidate's supervisor judges that the thesis is complete, the scholar gives a seminar on the thesis work and subsequently defends the thesis orally before a thesis examination committee. The Chairperson (Fellow Programmes) appoints the thesis examination committee comprising the thesis advisor and other members.

### **Program Duration**

FPM is a full time residential programme. The scholar is expected to complete the programme in four years. Under special circumstances, extension may be granted to the scholar. In any case, the entire program should finish within six years. If a scholar fails to complete the requisite academic works for the Fellow Programme within this specified period, then s/he has to withdraw from the programme. The scholar's registration will be terminated on the completion of six years.

Scholars are not permitted to take up employment / outside assignment during the programme. If violated, suitable disciplinary action including expulsion from the programme would be initiated by the FPM Committee. In case, wherein the scholar likes to extend his/her stay for one more year in order to complete his/her thesis work, a request has to be made by the scholar through TAC to the Chairperson (Fellow Programmes) for a maximum of one more year of stay.

### **Title**

After completion of all requirements of the programme, the scholar is awarded the title of the "Fellow of the Indian Institute of Management Raipur".

### **Other Issues**

The respective area is responsible for monitoring the progress of the FPM scholars enrolled in that particular area. This includes issues such as periodic performance appraisal, continuation of the fellowship, scholarship, and comprehensive examination.

**The decision of the institute (Director) in matters of interpretation of the rules will be final and binding on all concerned.**

## FINANCIAL ASSISTANCE

All resident Indian scholars admitted to the programme are provided financial assistance, fellowship and various others grants.

### Financial Assistance

The Tuition Fee, Library Fee, Computer Fee and Hostel Fee are completely waived for scholars selected for FPM program at IIM Raipur. The scholars have to pay a one-time Alumni Association fee of ₹6000/- at the time of acceptance of offer for Alumni Membership. Selected candidates need to pay caution deposit of ₹30,000/- at the time of acceptance of offer. Caution money is refundable after adjusting dues, if any, at the time of leaving the Institute.

### Fellowship Stipend

Scholars are provided with a fellowship stipend of ₹30,000 per month during the first and the second year. The stipend will continue until the scholar's successful clearance of Comprehensive Exam at the end of the second year. For the rest of the period of the programme (i.e., third and fourth year) a stipend of ₹35,000 per month will be provided after the successful completion of comprehensive examination at the end of the second year. Under exceptional circumstances and on the recommendation of the TAC Chair, the fellowship can be extended for six months after fourth year. The decision for the same will be taken by the FPM Committee.

### Additional Grants

A complete package of grants is provided to all FPM scholars. The package has the following components:

- A one-time *Computer Grant* to purchase PC/Laptop of ₹50,000.
- Cumulative Conference Grant upto ₹1,50,000 during the FPM program for attending one International Conference, upto two National Conferences and one Doctoral Consortium Seminar. In lieu of the International Conference, one may wish to visit a foreign university to do some research work.
- A yearly contingency grant of ₹40,000 per year. The use of contingency grant requires prior ratification from Chairperson (Fellow Program) on the recommendation of TAC Chair/Area Chair. The contingency grant can be accumulated till four years and a scholar may choose to use it for attending one more International Conference / Summer school. The grant can be used for the following purposes:
  - For attending research workshops
  - Fieldwork in connection with thesis work for the entire duration of the program (including extension). Only Travel and Accommodation will be allowed. No DA will be given for fieldwork / data collection. DA is permitted only for attending International / National Conference.
  - Purchase of books, photocopy, printing, stationery, consumables (such as pen drive, hard disk, software etc.), accessories (such as voice recorder / e-book reader)
  - Support for thesis binding & printing, copy-editing of paper, transcription and coding
  - Subscription to journal / magazines; Annual Membership fee (scholar rates) for one national and one international professional society during third and fourth year.
  - Yearly health insurance premium from the institute's empanelled health insurance provider
  - The leftover contingency grant, if any, after four years can be carried forward during the extension period.

### Important Note

- Those who are exempted from first year course work and are admitted directly in the second year of the programme would be eligible to get stipend and other grant only for thirty-six months, i.e., for three years.
- Free hostel accommodation will be made available to the scholars. In case, hostel accommodation is not available, the scholar will be reimbursed @ ₹5000/- per month towards alternative accommodation.
- The institute reserves the right to charge any other fees from the scholars or increase the fees if considered necessary. Due notice would be given, while making such changes.
- Self-sponsored / NRIs / foreign candidates will be required to bear all the expenses including tuition fee (as applicable to Executive Fellow Program in Management).

# COURSE WORK

## Objectives

During the first year of the programme the scholars are expected to acquire proficiency in general management. The second year of the programme is meant for acquiring in-depth knowledge of the area of specialization and related fields.

## First Year

FPM scholars will have to take an equivalent of 18 courses (54 Credits) in the first year<sup>1</sup>. These courses are divided as follows:

- *Twelve Courses* from PGP courses offered in the first year to PGP scholars. Each area should come up with the list of these twelve courses to be undertaken by the scholars in their area. The courses can be spread over the three terms of the first year. Scholars should submit the Course Registration Form (Annexure I) duly approved by Area Chair to the FPM office before beginning of Term I.
- *Four courses* from compulsory FPM courses which will be mandatory for all the areas. These courses will comprise:
  - Pedagogy (1 Course)
  - Academic and Professional Writing (0.5 Course)
  - Communication for Management Teachers (0.5 Course)
  - Philosophy / Foundation of Management /Business History (1 Course)
  - Advanced Research Methodology (1 Course)
- *Two courses* will be in the form of Summer Internship / Guided Research Project. The area can recommend the scholars to either take up 8-10 weeks of summer internship or a guided research project under a faculty member (as summer project advisor) from the sentient area. The soft copy of the summer internship / research report (with copy marked to the concerned advisor), must be submitted to the Fellow Programmes Office by 1<sup>st</sup> June of the First Year.

The FPM scholars who already have a one/two/three-year full-time classroom based PGDM/PGP from any of the IIMs or MBA from IITs / FMS Delhi / XLRI / NITIE or MBA /PGDM from reputed institutions or universities carrying International accreditation (EFMD / AACSB / AMBA)<sup>2</sup> would be exempted from the first year course work including the summer work provided they have obtained a minimum CGPA of 6 on a 10-point scale or an equivalent 3.0 in 4.0-point scale and the corresponding letter grade 'B'. They will directly enter into the second year, during which they will also have to take additional FPM compulsory courses (offered in the first year for regular scholars).

## Second Year

FPM scholars will have to take an equivalent of 12 courses (36 Credits) in the second year. Scholars should submit the Course Registration Form (Annexure I) duly approved by Area Chair to the FPM office before beginning of Term IV. These courses are divided as follows:

- *Four Courses* from PGP Elective courses from within the Area or Related Area
- *Six FPM Level Courses*
  - Two Area Level Courses
  - Two Advanced Research Courses / One Advanced Research Course + One Related Area Course
  - Two courses as CIS I and CIS II with two different faculty members of the area in Term IV and V

The objective of CIS I and II is to prepare a scholar to select a suitable line of enquiry for his/her research by working under different faculty members of the area. CIS I and II will be a review of papers as specified by the CIS Advisor. The soft copy of the same (with copy marked to the concerned advisor) should be submitted within 15 days of the completion of the relevant term to the Fellow Programmes Office. CIS I and II will be evaluated by the faculty advisor himself/herself similar to a course.

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<sup>1</sup> One course is of three credits / 30 Hours.

<sup>2</sup> FPM Committee can waive some courses for MBA scholars from other Universities / Institutes



- *Two Courses* in the form of Mini Dissertation (after Vth Term) with a different faculty member or one of the faculty members under whom the scholar performed CIS I or CIS II.

The purpose of having a Mini Dissertation is to prepare the scholar for his/her final research. It is expected that through the Mini Dissertation, a scholar gains sufficient grasp of the research work he/she wishes to perform in his / her area. The scholar should narrow down his area of interest and help him create a base for finalising the topic of his / her thesis proposal. It is pertinent to note that the mini dissertation represents a visible concrete output and would, therefore, have demonstrable potential enabling individuals to pursue further work on the theme. The scholar should organize and report the learnings gained in an in depth systematic literature review undertaken in their field of Research. The mini dissertation should be a substantive contribution to the scholar's knowledge as well as to his research topic through integration of various literature sources in the domain.

The mini dissertation will be evaluated by the Mini Dissertation advisor himself/herself and another two faculty members to be nominated by the Chairperson (Fellow Programmes) in consultation with the scholar's Mini Dissertation Advisor. In case of unsatisfactory performance in the Mini Dissertation work, the scholar would be given one more chance to submit his/her Mini Dissertation work within one month for re-evaluation from the date of first evaluation. After two unsuccessful attempts, the Scholar's registration to the program will be cancelled. A soft copy of the final report (with copy marked to the concerned faculty member) should be submitted to Fellow Programmes Office before Comprehensive Examination. Presentations on Mini Dissertation will normally take place in the month of April of the first year.

Second year courses can also be substituted on the basis of contact hours from other universities / institutes (from India / Abroad) also with due permission from the Area Chair, FPM Chair and the Corresponding person from the other university / institution. Such university / institute must carry International Accreditation (such as AACSB, AMBA, EFMD). If such a request is approved, the scholar is granted Course-work Leave. In every such case, the scholar is required to take the Area Comprehensive Exam along with other scholars as per schedule. If the scholars avail of financial support, such as a fellowship/scholarship from that university, they are not entitled to the FPM stipend from IIM Raipur for the period of such financial support, unless the financial support extended by the host institution is lower than IIM Raipur's fellowship, in which case, the shortfall in the stipend will be paid. In addition, for this purpose, annual contingency grant will be counted as part of the stipend.

### **Third and Fourth Year**

The scholars will clear the Comprehensive Examination (CE) and work closely and independently under the Thesis Advisory Committee (TAC) on a research topic. Some pointers for the third and fourth year are as follows:

- The scholar should present the thesis proposal before the faculty community in third year after the comprehensive exam. The scholar should present their thesis proposal maximally by the end of third year.
- The scholar will have to submit six-monthly progress reports duly attested by the TAC Chair all through third and fourth year.
- The scholar should ideally give the final thesis seminar before the end of 2<sup>nd</sup> trimester of fourth year. All exceptions from the proposed plan/ requests for extension will have to be submitted through the TAC Chair for approval of the Chairperson (Fellow Programmes). Chairperson (Fellow Programmes) would normally approve extensions; if the extensions are recommended strongly by the TAC Chair.
- For extension requests beyond the fourth year, the candidate would be required to make the presentation of the thesis/ work-in-progress before the TAC. The TAC will give the feedback for incorporation into the thesis. Extensions should be sought only during the seminar, with a clear plan of action for completion.

### **Transfer from One Area to Another**

After joining the FPM programme, a scholar may apply by December 15<sup>th</sup> of the first year for change of the area of specialization if s/he so desires. Following conditions need to be fulfilled for change of area:

- The scholar must obtain CGPA  $\geq 8.5$  by the end of Term II to be considered for change of area.
- The scholar must obtain the consent from the original area of specialization as well as the destination area.
- A scholar cannot take transfer into an area to which s/he was originally rejected during FPM interview.
- The scholar must additionally take first year courses as prescribed by the destination area but not covered by the original area in the second year.

### **Academic Advisors**

The program is designed in such a way that a scholar works with different faculty members of the area during Research Assistantship, Summer Project, CIS I, CIS II, Mini Dissertation and Teaching Assistantship. The scholar should submit academic advisor appointment form (Annexure II) for each such appointment to the Fellow Programs Office. Scholars are expected to consult their academic advisors for various academic matters relating to their elective courses, summer projects, CIS, Mini Dissertation and comprehensive examination. The responsibility of an academic advisor ends with the completion of the term in which he/she is assigned as an academic advisor to the scholar.

### **Completion of Course Work**

Scholars must finish all requirements of the courses within the term in which the courses are offered. Second year scholars must complete their Mini Dissertation requirements before they are allowed to appear for the comprehensive examination. Course work completion refers to two years of course work including successful completion of Mini Dissertation and Comprehensive Examination.

### **Research and Teaching Assistantship**

FPM scholars should provide a mandatory Research and Teaching Assistant services during the doctoral program. The objective of research and teaching assistantship is to equip the scholar with necessary research and teaching skills as well as to help them identify the theme within their area they would want to work in. Scholars will provide Research Assistantship during the first year of their program and Teaching Assistantship after completion of their comprehensive examination. They should submit the allocation form regarding the same to the FPM Office (Annexure II).

- During the first year, the scholar should work as a research assistant under different faculty members of his/her area in Term II and Term III. A scholar will provide research assistantship to a faculty member upto 10 hours per week.
- During the third and fourth year, after completion of the comprehensive examination, a scholar should provide teaching assistantship to faculty members from within his/her area. Faculty members who need teaching assistants are allocated the same by the Area Chair depending upon the scholars available within the area.
- Teaching Assistance services may comprise Course Curriculum Design and Development, Classroom Participation Assessment, and Course Evaluation Assistance etc.
- A log of working hours will be maintained by the scholar himself / herself and be duly signed by the faculty member to whom he/she is assigned to as a research / teaching assistant. The unutilized component of number of hours for research / teaching assistantship will lapse within that week. Scholars should submit a report of their work to the FPM office as per Annexure V.
- A scholar can take up to 10 teaching sessions during the fourth year as facilitated by the sentient area. However, they cannot take more than 2 sessions for any course.
- At any given point of time, a scholar can be assigned to only one faculty member within the area. Similarly, a faculty member can have a maximum of only one scholar as a RA and a maximum of one scholar as a TA at any given point of time.

# PERFORMANCE AND EVALUATION

## Academic Performance and Evaluation System

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

- a. Assignments, Quizzes, Class participation etc.
- b. Project Work and or term paper(s)
- c. Mid-term Examination
- d. Term-end Examination

While components (c) and (d) are mandatory for a full PGP level course, relative weights of the components for a specific course will be at the discretion of the instructor. For FPM level courses, the evaluation scheme and the weights for each component in the scheme vary from course to course. The course instructor has the option to choose the mode of written examination. It could be classroom, open-book/closed-book or take-home examination /assignment.

The evaluation schemes for every course are conveyed to the scholars at the beginning of the course along with the course outline. Attendance is must for Mid and End-Term examinations for each scholar in each term, failing which he/she will be debarred from the registration for next term. Such scholars are required to continue from that term along with the next batch.

For each component of evaluation, the faculty member will communicate the performance of scholars through marks only. At the end of the course, the faculty member will aggregate on all the components of evaluation using the weights he has prescribed in the course outline. He shall compute the weighted cumulative marks and give the appropriate grade. Numeric score for individual components along with class distribution of scores may be communicated to the scholars.

IIM Raipur follows a system of continuous evaluation. Throughout the term, the scholar will be tested on his/her ability to understand concepts, learn techniques and apply them to problems in the real world. At each stage of the course, the scholar would be in a position to assess his/her performance and take measures to make improvements.

## Grading System

A ten-point grading scale with corresponding letter grades as follows is used:

Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F	I
Grade Point	10	9	8	7	6	5	4	3	2	1	0	-
Description	Exceptional	Excellent	Proficient	Very Good	Good	Fair	Satisfactory	Unsatisfactory	Poor	Very Poor	Fail	Incomplete*

*\*Absent in Mid-Term/End Term*

The Term Grade Point Average (TGPA) is 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) is calculated at the end of each term as a composite index of the academic performance of the scholar up to that stage in the Programme. TGPA is an indicator of scholar performance for a term, whereas CGPA is an indicator of scholar performance up to a term.

“In the case of a scholar obtaining ‘I’ Grade, he/she shall be required to repeat that component in that course before Mid-Term Examination of the subsequent term. If the reason for 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 scholar is unable to appear for the re-examination on the said due date, he/she will be awarded 'F' Grade."

IIM Raipur follows a system of relative grading. This implies that the grade received by a scholar is relative to the grades obtained by the class as a whole. It is therefore not uncommon to find a case where a scholar obtains a grade of B for obtaining 75% marks; since, the class average was around 73% marks. However, faculty members may prescribe some absolute limits to award grades as well. For example, he/she may fix 30% marks as minimum marks for obtaining a pass grade.

In each course, a scholar is thus awarded a letter grade only. The weighted average for all courses taken by a scholar in the programme is called the Cumulative Grade Point Average (CGPA). Please note that the weights used to compute CGPA are the number of credit hours for a course.

### Academic Criteria for the Course Work

A scholar must satisfy the following conditions at the end of the each term of the first year to be eligible for promotion to second year of FPM:

- a. A minimum of GPA of 4.5 in each Term
- b. A minimum CGPA of 5.0
- c. Not more than 2-Ds or 1 F in the First Year

The second year's passing requirements are as follows:

- a. A minimum CGPA of 5.0
- b. A minimum GPA of 5.5 in the area specific courses at the end of second year
- c. Not more than 2-Ds in the Second Year.

In case a scholar fails to attain the required GPA after any term, his registration will be cancelled.

Scholars are advised to obtain their answer sheets from the Fellow Programmes Office Programme Assistant/concerned faculty and seek clarifications (if any) from the faculty. The FPM/PGP Office will display on-line the grades obtained by all the scholars in a particular term, three weeks after the end of the term. *The notice will be displayed for 3 days during which scholars can verify the accuracy of the grades. After this period the grades will be finalised and informed to the scholars. After the grade sheets are finalised by the Fellow Programmes Office, no request for re-evaluation or change in grade will be entertained.*

Each scholar is expected to attend a minimum of 80% of classes in each course (i.e. in a 3 credit course, 16 classes out of 20) to avoid grade-drop penalty. The grade penalty will be imposed on all the scholars, who do not meet the minimum 80% attendance requirements in each course in the following manner.

Attendance of Scholar (%)	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 drop (e.g. from A+ to A-)
More than or equal to 50% but less than 60%	Three grade drop (e.g. from A+ to B+)
Less than 50%	F grade will be awarded

For scholars who do not fulfil the academic requirements of the programme within the stipulated time, the FPM Committee may review the situation and may cancel the registration of the scholar in consultation with the Area Chair.

The scholar whose registration has been cancelled on any grounds may file an appeal to the Director, who in consultation with the faculty council may reconsider his /her case and take decision accordingly. The decision of the Director on such appeal will be final & binding.

# COMPREHENSIVE EXAMINATION

## Objective

The objective of the Comprehensive Examination (CE) at the end of the second year is to test whether the scholar has obtained a satisfactory level of comprehension and application of the concepts learned in his/her field of specialization. The CE is not to test knowledge of a discrete collection of topics in the area. The comprehensive examination consists of a test covering the scholar's major area.

The scholars are required to appear for the CE on completion of the required course work, including CIS. Ideally, a scholar should complete his/her course work including Mini Dissertation by the month of April of the second year and prepare for the CE. The Chairperson (Fellow Programmes) informs different Area Chairpersons about the names of the scholars who have completed their course work and are required to appear for the CE.

## Comprehensive Examination

The Area decides upon the format of the comprehensive examination for each scholar in their area. The same could be offered as a written examination or a review of a few important papers or a term paper on specific topic or any other format as decided upon by the area. The candidate should finally appear for an oral examination in front of the Area Comprehensive Examination Committee.

## Area Comprehensive Examination Committee

The Chairperson (Fellow Programmes), in consultation with the Area Chair appoints the Area Comprehensive Examination Committee (ACEC). The committee consists of the Mini Dissertation Advisor (as Chairperson of the ACEC), two other members (area / related area / one external). The external member, if any, can be invited through skype, if he/she is in a different location.

In order to pass the CE, at least two of the ACEC members should declare the scholar's performance as satisfactory. If multiple number of scholars in an area take CE in the same year, same / separate ACEC can be formed for each scholar with the respective Mini Dissertation advisor as the Chairperson of the ACEC.

## Grading of the Comprehensive Examination

The oral portion of the comprehensive examination would be graded as Pass | Fail. A grade 'Pass' signifies the minimal acceptable performance expected from a FPM scholar. A 'Fail' indicates that the answer is not up to the standards expected from our FPM scholars.

## Time Limit for Comprehensive Examination

The scholar must appear for the Comprehensive Examination by the end of June after completing the course work phase, failing which his/her monthly stipend will be withheld from the month of July. Under special circumstances, the date of CE may be extended by up to a maximum of 3 months upon prior application from the scholar and recommended by the sentient area through Area Chair. In case of unsatisfactory performance in the CE, one re-examination is permitted. But it must be taken by the scholar within 3 months of the first CE.

If the scholar clears CE in the second attempt, the withheld stipend will be released. If the scholars fail to clear CE in the second attempt also, he will have to withdraw from the program.

# THESIS WORK

## Objective

The thesis should be a scholarly contribution to the knowledge pertinent to the understanding and resolution of management problems. The scholar should demonstrate professional competence in developing a model or a set of hypotheses, collecting and interpreting data, reaching conclusions, and drawing the implications for research and managerial practice.

## Thesis Advisory Committee

Within one month from the date of passing the comprehensive examination, the scholar must identify a Thesis Advisor who will guide him/her as Chairperson in his/her Thesis Advisory Committee (TAC). The scholar is supposed to conduct an independent research under the TAC. This should be communicated to the Fellow Programmes Office in writing along with the consent of the concerned faculty member (Annexure IX). The Chairperson (Fellow Programmes) appoints the TAC in consultation with the scholar and the thesis advisor. A scholar must propose his/her TAC within three months of passing his/her comprehensive examination. A faculty member can be a TAC Chair for a maximum of four FPM candidates at any given point of time.

The TAC will consist of three members, including the thesis advisor, at least two of which must be from the scholar's area of specialization. The members are chosen to contribute to the thesis research in a complementary manner and to provide help in literature search, research design, model construction, fieldwork, and data analysis. An expert or an academician from outside of IIM Raipur can also be member of the committee provided s/he is interested in the topic of research and can spare time to guide the scholar.

If the circumstances demand, the Chairperson (Fellow Programmes) may, in consultation with the scholar and the Chairperson of the TAC, reconstitute the TAC. A Co-Chairperson TAC will be appointed (from amongst TAC members) if TAC Chairperson proceeds on long leave or quits the services of the Institute and FPM candidate's pre-thesis submission seminar is not over. In case TAC Chairperson proceeds on long leave or quits the services of the institute before the thesis proposal seminar of the candidate, the TAC will be reconstituted. Scholar should submit the TAC Change Form (Annexure X) to the FPM Office for the same.

The role of TAC members includes the following:

- a. Judging the adequacy of the research design for the Thesis Proposal
- b. Attending thesis seminar to be presented by the scholars and to provide feedback
- c. Providing written feedback on the draft thesis submitted by the scholar

## Thesis Proposal Seminar

The proposal should contain a survey of literature and context description on the subject. Scholars should clearly state their research objectives, relate these to the research in the area and problems in this context, develop a model or a set of hypotheses, provide clear definitions, describe and defend the proposed research methodology and highlight the potential contribution of the proposed study to theory, practice, and research in the relevant area of management. When the TAC agrees on the adequacy of the research design, the scholar formulates a preliminary thesis proposal and gives a seminar on the proposal to the institute's academic community for getting further inputs to strengthen the thesis proposal. The scholar through TAC should give advance notification to the Fellow Programmes Office for arranging the seminar, in the interest of better participation from the institute's academic community. During summer vacation, Fellow Programmes Office will schedule the seminar considering the availability of faculty members.

## Approval and Submission of Thesis Proposal

A thesis proposal is approved only after the scholar has given the thesis proposal seminar and the TAC concludes that the subject appears researchable in the way it has been proposed. TAC will ascertain that the field work is likely to produce the required data, and the analytical methodology, if adequately carried out will produce an acceptable thesis, and the scholar is ready for doing full scale research. A soft copy of the same (with copy marked

to the TAC) should be submitted within 15 days of the completion of the Thesis Proposal Seminar. The scholar's failure to fulfil this requirement within 6 months after passing his CE will be considered as "unsatisfactory performance" and the stipend will be withheld. A scholar can be given one more chance to present the thesis proposal by the end of third year. Permitted leave without fellowship will be taken into consideration in calculating this time limit. If the scholar fails to clear in the second attempt, his/her registration will be cancelled.

### **Thesis Research**

Under the TAC's guidance, the scholar pursues independent and original research towards preparation of a thesis. The thesis may require field investigation and observation to ascertain and impartially report facts and issues of significance to organizations and institutions. The thesis should include effective analysis and evaluation of relevant data to yield independent and significant conclusions.

### **Research Progress Report**

In order to promote a healthy system for tracking academic progress of the scholars and to facilitate the FPM Committee to take timely remedial actions, if any required, a six-monthly reporting system has been introduced for scholars from third year onwards. They are required to submit a six-monthly report of their progress to the Fellow Programmes Office. The report in the prescribed format (Annexure XIII) signed by the Chairperson of the TAC should reach the office latest by the end of every six months.

### **Draft Thesis**

The principal purpose of the thesis is to demonstrate the scholars' capability to make fruitful use of research methods appropriate to the problem and to develop and handle evidence satisfactorily. Hence, the thesis should contain a statement of (a) the research procedures employed, and (b) the extent, nature, reliability and suitability of the evidence gathered. Clarity, conciseness and orderliness of writing and presentation are required. It is necessary to include sufficient evidence to support the reasoning and conclusions so as to permit other scholars to build upon them. The length of the thesis will vary with research topic and evidence required. The thesis need not be of book length. The scholar submits one copy of the approved draft thesis duly signed by the TAC members to the Fellow Programmes Office. The draft thesis needs to be submitted before proposing the thesis seminar.

### **Publication Requirements**

Following are the pre-requisites for submitting the draft thesis:

- Two Journal Papers acceptance in the classified list of IIM Raipur (A, B, or C Category only), or
- One Journal Papers acceptance in the classified list of IIM Raipur (A, B, or C Category only) + One International Conference Paper or One Case in Ivey or Harvard.
- Scholar should be first author in at least one of the publications
- These publications must be from the thesis work of the Scholar.

### **Thesis Seminar**

The thesis seminar needs to be presented by the candidate only after s/he submits the approved draft thesis to the Fellow Programmes Office. Before submitting the final thesis for defense, the scholar presents a seminar on the research to disseminate the findings to stimulate research work in the area. The seminar also provides an opportunity to obtain feedback from the institute's academic community including the TAC towards better presentation and findings. These suggestions have to be included in the final thesis. The scholar through TAC should give advance notice to the Fellow Programmes Office for arranging the seminar in the interest of better participation from the institute's academic community. During summer vacation, Fellow Programmes Office will schedule seminars considering the availability of faculty members.

### **Final Thesis Submission**

After incorporating all the suggestions provided in the Thesis Seminar, the scholar submits the final thesis along with a detailed abstract of the thesis not exceeding 10 pages (both soft and hard copies) and signed approval forms by all the TAC members to the Fellow Programmes Office within three months from the date of the thesis seminar. The stipend of the scholar will be stopped after the thesis is successfully submitted for final defense.

## Guidelines on Writing the Thesis

The scholars may refer guidelines from APA manual of style<sup>3</sup> or Chicago manual of style<sup>4</sup> in drafting their thesis. In general, a paper, whether it is a thesis, a report or a dissertation is made up three parts: the front matter (normally referred to as prelims), the text and the reference matter. In a long paper each of these parts may consist of several sections but in a short paper there may be just the title and the text. The number of sections naturally depends upon the length and complexity of the paper for example for a short paper there is no point in having a table of contents. The order should be as follows (of course parts may be omitted but this order should be maintained).

### *Preliminaries*

- Title
- Reverse of title page- a blank page
- Letter of Transmittal certificate of Approval
- Certificate of Approval
- Abstract
- Table of contents
- List of illustrations
- List of tables
- Preface and Acknowledgement (either together or separate)

### *The Text / Body*

- Introduction
- Main body of paper usually consisting of
- Part and chapters including notes.

### *Reference Matter*

- Appendices and Bibliography

## Thesis Examination Committee

When a scholar is ready to submit his/her thesis work, he/she requests the Chairperson (Fellow Programmes) to appoint the Thesis Examination Committee (TEC). The Chairperson (Fellow Programmes), in consultation with the TAC Chairperson, appoints the TEC consisting of two members of the TAC and two eminent external experts preferably one from abroad, to be taken from experts' list submitted by the TAC Chairperson. TAC Chairperson will submit a panel of six external experts with complete contact details of which three should be experts from abroad in case s/he refers to get thesis evaluated from abroad. External experts must have published research credential in top class journals in the area of specialisation. The role of TEC includes the following:

- Examining the thesis work
- Conducting an oral thesis defense examination

## Non-Completion of the programme and extension

The stipulated period for completion of the course is 4 years for a regular scholar. One year of extension will be given to regular scholars, subject to the recommendation of the TAC Chairperson and due deliberation in the FPM Committee based on the progress report submitted by the scholar. No further extensions will be allowed but under exceptional cases the extension might be given for one more year. Scholars unable to complete the programme within six years of enrolment will be terminated from the programme and their registration will be cancelled.

The stipend can be given for further six months during the first year of the extension period depending upon the recommendations of the TAC Chair and FPM Committee (Annexure XIV). The left-over contingency grant of the program can be utilized during the first year of the extension beyond four years.

## Others

Exceptional cases, which are not covered by these regulations, will be referred by the Chairperson of the TAC to the Chairperson (Fellow Programmes) for consideration. FPM committee along with a representative of the scholar will take the final decision on any referred matter.

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<sup>3</sup> <http://www.apastyle.org/?apaSessionKey=ZS2cJeqKRvzk7cUEIk6zzFZ4>

<sup>4</sup> <http://www.chicagomanualofstyle.org/home.html>



## AWARD OF TITLE

The scholar shall complete the following requirements before qualifying for the award of the title:

- Submit required number of copies of the thesis and abstracts (with a copy of the thesis in CD).
- Obtain clearance from various functionaries of the institute as per guidelines with the Fellow Programmes Office.

For getting the award at least three members of the Thesis Examination Committee (TEC) should declare the scholar's thesis work is seminal and recommend for the award.

On qualifying for the award of the title, scholars receive the title of "Fellow of the Indian Institute of Management Raipur" at the forthcoming annual convocation. Meanwhile, a provisional certificate can be given on the scholar's request only after obtaining clearance from various functionaries of the institute

The scholars are required to indicate the exact name to be used in the title. The scholars are expected to receive the title in person.

# ADMINISTRATIVE MATTERS

## Residential Facilities

The FPM course needs considerable study and preparatory work beyond the classroom sessions. All scholars are required to stay on campus and would be provided with accommodation, unless permitted to stay outside Campus by the Chairperson (Fellow Programmes). Hostel room rent is waived for FPM scholars. The following Hostel rules will be applied to FPM scholars:

- The IIM Raipur Hostel is meant for the accommodation of regular scholars in the Institute's residential programme. No one else is permitted to stay in the hostels.
- During the vacations scholars may be required to vacate their rooms so that the rooms could be used for other activities and /or maintenance. First year scholars shall not lock up their luggage in their rooms when they proceed on summer internship. The office, if required, may provide storage facilities. It will be the responsibility of the scholars to hand over the luggage, duly packed with necessary identification, to the office and get a receipt thereof.
- Scholars may be required to shift their rooms at any time during the academic year, if required, and recommended by the Chairperson (Students Affairs).
- Scholars are not allowed to shift rooms without prior permission of Chairperson (Students Affairs).
- Any item like furniture/fixtures/utensils etc. will not be shifted from one place to another without prior permission of Students Affairs office staff who will keep the Chairperson (Students Affairs) / Maintenance informed.
- Scholars will allow the Maintenance Department staff of the Institute, their workers, and Scholars' Affairs Office staff to have access to their rooms at all reasonable hours to inspect the buildings, the water supply, sanitary or electrical installations, fixtures and furniture, and to carry out such normal repairs thereto as may be considered necessary for the proper maintenance of the buildings.
- Scholars are requested to see that no water is wasted by leakage in the water supply fittings or by careless or extravagant use. Any damage or defect in the building, fixtures and fittings, electrical installation, fencing and gates, etc. should be reported to the Maintenance Department/ Students Affairs Office for necessary action.
- Any complaint regarding residential facilities or minor repairs may be lodged with the Maintenance Department/ Students Affairs Office. They will take necessary action.
- Scholars are requested to switch off the lights and fans whenever not needed. The ventilators and the rear/front doors must be closed and bolted/locked properly while they go out to avoid any pilferage/theft. The Institute will not be responsible for the loss of a scholar's belongings.
- Scholars are advised not to keep large sums of cash with them in their rooms. Each room is furnished with a cupboard. Scholars are advised to keep their valuables such as calculators, wristwatch, etc., in the cupboard when they go out of the room. Proper care of the cupboard should also be ensured. Any damage to any furniture items will have to be fixed by the concerned scholar.
- The hostel community, as a family, cherishes its belongings and expects all to treat them with care. Therefore, we will appreciate if you close doors and latch windows gently but firmly. Please avoid littering and assist the Students Affairs Office keep the hostels and the campus clean and pleasing.
- Scholars are advised to provide their emergency contact No./Cell Number to the Students Affairs office/Fellow Programmes Office.

## Conduct in Hostels

- Each scholar is responsible for the proper care of the hostel property he/she uses. Scholars shall be charged individually or collectively, as the case may be, for any damage they cause to hostel property.
- Scholars are advised to maintain their rooms properly.
- No pet animals/birds shall be allowed in the rooms.

- No scholar is permitted to engage any person for service of any kind, personal or otherwise without the prior sanction of the Chairperson (FPM)/ Chairperson (Students Affairs).
- Scholars are expected not to play or operate musical instruments too loudly, to avoid causing disturbance to others. In case of any complaint, the scholar will be liable for appropriate disciplinary action.
- Consumption of alcohol and drugs in the hostels is strictly prohibited.
- Non-resident visitors are not permitted in the hostels after 9.00 p.m. without prior clearance from the Chairperson (Students Affairs).
- Male scholars or visitors are completely discouraged from visiting the Girls' Hostel. Female scholars are completely discouraged from visiting the Boys' hostel.
- Scholars are expected to be on the campus on all days. Scholars leaving station temporarily are required to intimate the Chairperson (Fellow Programmes) and leave their out-of-station address with the Fellow Programmes Office. In case a resident decides to leave the campus in an emergency situation after office hours, he/she must obtain the necessary permission from the concerned authority at the earliest opportunity.
- A scholar who violates any of the Hostel Rules is liable for disciplinary action.

### **Discipline**

A scholar shall conform to a high standard of discipline, and shall conduct himself, within and outside the precincts of the Institute in a manner befitting the scholars of an institution of national importance. He shall have the seriousness of purpose and shall in every way, train himself to lead a life of earnest endeavour and cooperation. He shall show due courtesy and consideration to the faculty and employees of the Institute and pay due attention and courtesy to visitors. The Institute attaches great importance to integrity, honesty and discipline. A sense of responsibility and a high degree of maturity are expected from all the scholars both inside and outside the Campus as befits future managers. The following breaches of discipline may attract immediate expulsion from the Institute:

- a. Any case of gross misconduct.
- b. Any form of malpractice during an examination.
- c. Any cases of reporting fictitious data for an empirical study.

### **Attendance**

All FPM scholars are required to mark their daily attendance on the Attendance Register in the Fellow Programmes Office in addition to the attendance taken by course faculty in the classroom. The Institute insists on punctual and regular attendance in all classes.

### **Leave/Vacation**

There is no provision for Summer Vacation for the FPM scholars. Following leaves will be allowed to the FPM scholars of IIM Raipur.

- Casual Leave: 20 days per year.
- Medical leave up to two months with stipend. Can be extended up to six months without stipend. Proper certificates to be presented and duly vetted by the Institute's empanelled doctor.
- Maternity leave allowed up to six months with stipend and additional six months without stipend.
- Paternity Leave of two Weeks with stipend.
- Following will be considered as on-duty leave
  - Study leave with financial support from other university.
  - Course work leave for doing course work from other university
  - Field work leave as appropriate.
  - Participation in Conference, Seminars, workshops, summer schools as permitted by the institute
- Three Months extraordinary leave without stipend during the entire period of research.

## Conference Participation

The institute provides a cumulative Conference Grant up to ₹1,50,000 during the FPM program for attending one International Conference, up to two National Conferences and one Doctoral Consortium Seminar.

### National Conference

The Institute provides grant to FPM scholars to attend the National Conferences/Seminar/ Workshop during their 3rd and 4th year of the programme (maximum two each year), but only after clearing their comprehensive examination and viva.

For attending conferences, scholars are required to write a paper for the presentation/acceptance in the conference. However, under special circumstances scholars are permitted to attend a conference of high value on the basis of the recommendations of the Advisor / TAC and Chairperson (Fellow Programmes). But during that year the scholars are not permitted to avail the Institute's grant to attend any other national conference.

### International Conference

FPM scholars are allowed to attend one International Conference after submission of thesis proposal. Ideally scholars should use this conference to refine their thesis proposal. It is advised that they can identify good conference/doctoral consortium as a forum to avail this opportunity. Scholars can attend one more International Conference from their cumulative contingency grant.

Scholar must take prior approval well in advance from the Chairperson, FPM for attending any National/ International Conference. Institute will provide financial support as mentioned in this manual for attending National/International Conference to only the regular full time residential scholars.

## TA & DA Norms for FPM Scholars

### Traveling Allowance (TA)

- Journey to be performed mostly by Train and where train is not connected; bus / Share Taxi can be availed. Maximum entitlement is 3<sup>rd</sup> AC railway fare or equivalent.

### Daily Allowance (DA)

- Rates of DA for halt at various stations/ localities are given below

A-I Class cities		A Class cities and especially expensive localities		B Class cities and expensive localities		Other localities	
Ordinary	Hotel	Ordinary	Hotel	Ordinary	Hotel	Ordinary	Hotel
In Rupee	In Rupee	In Rupee	In Rupee	In Rupee	In Rupee	In Rupee	In Rupee
230	505	185	405	150	330	120	225

- Admissible number of days for DA would be one day in advance of the conference + number of days of the conference + one day after the conference, in addition to the journey period.

### Basis for DA Calculation

- Absence from Headquarters on calendar day basis, i.e., from midnight to midnight
  - Absence not exceeding 6 hours - Nil
  - Absence exceeding 6 hours but not exceeding 12 hours 70%
  - Absence exceeding 12 hours 100%
- Journey DA period is only at ordinary rates as mentioned in column (4).

### *Eligibility for DA under Various Circumstances*

- Free boarding and lodging: 25% of ordinary rate  
Free boarding alone: 50 % of ordinary rate  
Free lodging alone: 75% of ordinary rate  
Stay in office building/ guest house: 75 % of ordinary rate  
Own arrangement: 100 % of ordinary rate
- Stay in hotel and other establishment Including private lodges: 90% of ordinary rate + lodging charges restricted to hotel rate.

Note 1: Claim for hotel rate of DA to be supported by payment vouchers

Note 2: Tax charged by the hotels allowable subject to overall ceiling

- For Attending International Conferences
  - DA: 2/3rd of the DA as applicable to the Faculty members, depending upon the country of visit
  - HOTEL: Economy class hotel (up to 3 stars) (maximum up to 100 US\$ per day)

### **Visiting a Foreign University / Partner University on Exchange**

FPM scholars after qualifying their comprehensive examination may be allowed to visit a foreign university for up to four months in lieu of an International Conference. The university should be a reputed university with International Accreditation (AACSB, AMBA, EFMD). FPM scholars should identify and communicate with the faculty members of the Foreign/ Partner Institutions to explore financial assistance from these Institutions to take care of their board/lodging expenses during their visit abroad. These visits are subject to approval by the FPM committee on an individual merit. A scholar has to submit the following to be considered for this support:

- Recommendation from TAC, forwarded by TAC Chairperson
- Approval from the University / Professor willing to host the scholar
- A brief statement-of-purpose explaining the purpose of visit.

Scholars are required to submit reports to the Fellow Programmes Office within six weeks of their return to the institute, forwarded by the TAC Chair. If financial assistance is not available from the host institute, scholars will continue to draw the stipend from IIM Raipur for this period. If the assistance available is below the stipend given by IIM Raipur, the shortfall in the same will be provided to the scholar by IIM Raipur.

### **Withdrawal from the Programme**

A scholar wishing to withdraw from the Programme at any time must give it in writing. He/she should also obtain a “No Dues Certificate” (as per format at Annexure XXIV) from Accounts, Library, Hostel, Computer Centre, Fellow Programmes Office, Programme Office, and submit it to the Fellow Programmes Office for settling his/her accounts. Scholars withdrawing from the programme will not be issued any formal transcripts or partial course completion certificate.

### **Refund**

All fees paid by a scholar, other than Caution / Security Deposit, are not refundable once a scholar has been admitted to the Institute. The Security Deposit will be refunded at the end of the programme, after receipt of “No Dues Certificate” from the Fellow Programmes Office.

### **Taking Other Courses**

FPM scholars are not allowed to take any other full time or part time course outside without written permission from the institute

### **Partial Course Completion Certificate**

FPM scholars will not be issued any formal transcripts or partial course completion certificate before completion of the full programme.

## OTHER POLICIES

### Issues Around Sexual Harassment and Safety of All on Campus

Acts of sexual harassment are covered under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Section 354 of Criminal Law (Amendment) Act, 2013. Upon receipt of information on such instances by anyone to any authority in the Institute, the said authority shall immediately report the complaint to the Chairperson, Gender Sensitivity Committee (GSC). The Chairperson of GSC shall arrange for detailed investigation of the case and submit the report to the Director and FPM Committee with proposed course of action against the offender(s). The FPM Committee will implement GSC's proposed course of action in a timely manner. GSC's Policy Guidelines are binding on all parties concerned. Misuse of this policy will invite expulsion of the candidate from the institute.

### Plagiarism Policy

IIM Raipur expects that scholars, faculty, research staff, all uphold academic integrity and practice exemplary scholarship. While submitting term papers, assignments, presentations, proposals, thesis, papers it is expected that the scholar who is submitting will ensure that it is his/her own work, he/she will acknowledge the work of other sources that he/she has borrowed from, and make it explicit who he/she has consulted in completing the work. Failure to acknowledge consultation, help, or sources are all treated as plagiarism. Plagiarism is judged by output and not by intent.

Plagiarism includes copying, colluding (working with someone inside or outside the Institute while the requirement is that a scholar works alone), submitting someone else's work as one's own.

Plagiarism might be in the form of:

- Copying text, ideas, figures, tables, computer code, mathematical derivations, and presenting it as yours. Changing it very slightly and not citing the source from which you took the original idea
- Paraphrasing by substituting words, by changing the order of words or phrases and presenting it as your own
- Paraphrasing by joining two or three short phrases from one or more sources
- Not putting quotation marks for phrases, sentences, paragraphs cited verbatim from other sources
- Making a collage by cutting and pasting from internet and openly available sources without acknowledging the sources
- Copying from terms papers, assignments from previous year scholars
- Copying from unpublished sources available to a limited audience
- Presenting an idea that you may have thought of but is also found in another place as yours and not acknowledging who else and where has a similar idea been presented
- Getting someone else (paid or non-paid) to do your work and presenting it as your work
- Copying from your own work published or unpublished in the past without citing or mentioning it explicitly

Use the Chicago Style Guide, or APA Manual (7th edition) or any style indicated by the faculty or the outlet to which you are reporting to cite, acknowledge work cited or quoted by you. If you have any doubts please ask a colleague, faculty, or the Program Office for further clarification. You could also refer to <http://plagiarism.org/>. Learning to cite and refer appropriately is the writer's/author's/individual responsibility. Ignorance about style, rules is not a sufficient excuse to indulge in intentional or unintentional plagiarism.

Plagiarism is viewed as a serious offence and it will attract penalties including possible expulsion from the Institute. Complaints of plagiarism will be first made to the Chairperson (Fellow Programmes) by the faculty and the Chairperson (Fellow Programmes) will then initiate an enquiry and reach a decision. The scholar will have the right to appeal to the Director whose decision will be final.

## Grievance Redressal Policy

In the course of their program, it is sometimes possible that the scholar may face issues which affect his/her well-being or ability to complete the program. For those rare but possible cases the Fellow Programmes Office has the following procedure in place for the scholar to receive a fair hearing.

### *Process to be followed by the FPM scholar and office to resolve program related issues*

For any issue the FPM scholar faces that he/she needs to be redressed and the Academic Advisor, Area Chairperson, or TAC Chair are unable to help the following process may be followed:

The scholar submits a written complaint detailing the issue to the Chairperson (Fellow Programmes). As a first step the Chairperson (Fellow Programmes) will meet with the scholar and ascertain if the issue can be solved by dialogue and discussion with the scholar and the concerned party. In case such intervention does not resolve the issue the Chairperson (Fellow Programmes) will form a sub-committee of two or three faculty members to address the issue in the fairest possible manner.

The scholar if still dissatisfied can appeal to the Director who is the highest appellate authority in the Institute. The Director's decision will be final.

## Publication Ethics and Authorship Norms

Norms for publication ethics and authorship are well established among the academic community, such as the one specified by Committee on Publication Ethics (COPE)<sup>5</sup>.

Attribution of authorship depends to some extent on the discipline but, in all cases, must be based on substantive contributions to a combination of the:

- conception and design of the project;
- analysis and interpretation of the research;
- drafting significant parts of the work or critically reviewing it so as to contribute to the interpretation.

Each author must have participated sufficiently in the work to take public responsibility for at least that part of the work they contributed. All persons designated as authors must qualify for authorship, and all those who qualify must be offered authorship.

Authorship must not be offered to those who do not meet the requirements set out above. The right to authorship is not tied to position or profession: ghost, gift, or honorary authorship is unacceptable. For example, none of the following contributions justifies including a person as an author:

- being an Organisational Unit head, holding other positions of authority, or personal friendship with the authors;
- providing a technical contribution but no other intellectual input to the project or work to be submitted;
- providing routine assistance in some aspects of the project, the acquisition of funding, or general supervision of the research team;
- providing data that have already been published or materials obtained from third parties, but with no other intellectual input.

Where relevant, the term 'editor' should be applied only to a person who has played a significant role in the intellectual shaping of a publication.

Where appropriate, other persons who contributed to the research but do not meet the criteria for authorship should be named in the Acknowledgements. This includes those who have contributed facilities, materials or technical or other research or technical writing assistance. Funding bodies should always be acknowledged in a

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<sup>5</sup> <https://publicationethics.org/>

manner consistent with that described in the relevant funding agreement. Where individuals are to be acknowledged, authors should make all reasonable steps to obtain their written or email consent.

The order of the names in a publication is decided according to the quality of the contribution, the extent of the responsibility and accountability for the results, and the custom of the discipline.

The attribution of authorship is not affected by whether researchers were paid for their contributions or by their employment status.

An author who submits a manuscript for publication accepts the responsibility of having included as co-authors all persons who are entitled to co-authorship, and none who are inappropriate.

The submitting author should send each co-author a draft copy of the manuscript and should make a reasonable attempt to obtain consent to co-authorship, including the order of names; other contributions should be indicated in a footnote or an "Acknowledgements" section, in accordance with the standards of the discipline and the publisher.

### *Author(s)' Responsibilities*

All researchers must take all reasonable steps to ensure that their findings are accurate and properly reported. If they become aware subsequently that their findings were inaccurate and/or improperly reported, then researchers should take all reasonable steps to correct the record.

All researchers have a responsibility to accurately assign credit for contributions to a research publication or outcome.

Each author of a research publication takes responsibility for the validity, originality, and integrity of the research that they contributed, or permitted to have been contributed, to the research that is disseminated. Each author must be offered the opportunity to review and approve the final version of the work to be submitted for publication.

A researcher must, prior to publication of any research that names the researcher as an author, assure himself / herself that:

- authorship has been offered to all people who meet the criteria for authorship listed above; and
- appropriate steps have been taken to obtain each person's written or email notification of acceptance or disclaimer of authorship within a reasonable time of the offer being made.

Collaborating researchers should agree on authorship and author order of a publication at an early stage in the research project and should review their decisions periodically. Where a publication has several authors, one author should take responsibility for:

- recording authorship and managing communications about the publication with the co-authors and editor/publisher;
- ensuring that all authors acknowledge their authorship and contribution in writing or by email before submitting the work for review;
- keeping a record of such correspondence for the period described.

### *Models to Promote Authorship and Author Order Discussion*

Some of the models that promote authorship and author order discussion are as follows:

- American Psychological Association (1992) Ethical principles of psychologists and code of conduct. *American Psychologist* 47: 1597-1611.
- Beveridge CA and Morris SE (2007) Order of merit. *Nature* 448: 508, [www.authorder.com](http://www.authorder.com).
- Winston RB (1985) A suggested procedure for determining order of authorship in research publications. *Journal of Counseling and Development* 63: 515-518.



## ANNEXURES

Annexure I: Course Registration Form

Fellow Programme in Management  
Indian Institute of Management Raipur

COURSE REGISTRATION FORM  
(FIRST YEAR | SECOND YEAR)

NAME: \_\_\_\_\_ ROLL NO.: \_\_\_\_\_

AREA: \_\_\_\_\_ YEAR: \_\_\_\_\_

COURSES REGISTERED FOR

No.	Name of the Course	CREDITS	PGP / FPM
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
		<i>Total Credits</i>	

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Approval from Area Chair

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For Office Use Only

Registered for PGP – Term I/II/III or Term IV/V/VI and FPM Courses

Signature of Chairman (PGP)

Signature of Chairperson (FPM)

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Course Material issued from Programme Office

Signature of Administrative Officer (PGP Office) with Date

Annexure II: Academic Advisor Allocation Form

Fellow Programme in Management  
Indian Institute of Management Raipur

**ACADEMIC ADVISOR ALLOCATION FORM**

I, <NAME OF THE SCHOLAR> \_\_\_\_\_, <ROLL NO> \_\_\_\_\_, scholar in the <AREA> \_\_\_\_\_  
hereby declare that I want to work under Prof. (Dr.) \_\_\_\_\_

- as a Research Assistant (RA) for Term II / Term III in First Year (Strike whichever is not applicable)
- as a Teaching Assistant (TA) for Term I / II / III during Year III / IV (Strike whichever is not applicable)
- as a Summer Project Intern at the end of the First Year.
- for CIS I in Term IV (Second Year)
- for CIS II in Term V (Second Year)
- for Mini Dissertation after Term V (Second Year)

The Topic I shall be working (except for RA and TA) is \_\_\_\_\_  
\_\_\_\_\_.

Basic Thrust of Study (except for RA and TA): Library Based | Field Work Based | Any Other

\_\_\_\_\_  
(Signature of the scholar with Date)

\_\_\_\_\_  
(Signature with Date indicating Consent of Academic Advisor)

\_\_\_\_\_  
(Signature of Area Chair with Date)

\_\_\_\_\_  
(Approval from FPM Chairperson with Date)

Annexure III: Summer Report Format (Title Page)

TITLE

A Summer Report  
By  
(Name of the FPM Scholar)

Submitted on  
(Date)

*Approved by the Academic Advisor and Area Chair*

1. Prof. \_\_\_\_\_ [Academic Advisor]

2. Prof. \_\_\_\_\_ [Area Chair]



Indian Institute of Management Raipur

Annexure IV: Summer Report Evaluation Form

Fellow Programme in Management  
Indian Institute of Management Raipur

SUMMER REPORT EVALUATION FORM

Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Area: \_\_\_\_\_ Year: \_\_\_\_\_

Components of Evaluation	Marks			
	Max Marks	Academic Advisor	Faculty Member 1	Faculty Member 2
<b>Introduction &amp; Literature Review:</b> Clearly describes objectives and rationale of the CIS. Presents relevant & Up-to-date literature.	35			
<b>Report Writing:</b> Is the writing style clear (topic sentences introduce themes presented in each paragraph; concise language used; spelling and grammar). Are the ideas presented clearly and can they be followed from one section of the proposal to the next?	25			
<b>Research Gaps/Conclusion</b>	15			
<b>Presentation:</b> Presentation Skills Handling Questions & Answers	15 10			
<b>Total Marks</b>	100			

Result: Cleared | Not Cleared

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

Remarks if Any:

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\_\_\_\_\_  
Signature of Academic Advisor

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Signature of Member

Annexure V: Research Assistant / Teaching Assistant Work Form

Fellow Programme in Management  
Indian Institute of Management Raipur

RESEARCH ASSISTANT / TEACHING ASSISTANT WORK FORM

**Instructions for Use:**

This form is to be completed by the FPM students, who have been allotted as Research Assistant / Teaching Assistant in their respective Area. This form should be submitted to FPM office after completion of the respective Term.

Student's Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

Academic Term(s) and Year: \_\_\_\_\_ Name of the Faculty Member: \_\_\_\_\_

Details of tasks performed

Sl. No.	Hours Devoted	Nature of tasks performed
1		
2		
3		
4		
5		
6		
7		

\_\_\_\_\_  
Student Name and Signature with Date

Comments from the Faculty Member
Signature of Faculty Member with Name and Date

Annexure VI: Mini Dissertation Evaluation Form

Fellow Programme in Management  
 Indian Institute of Management Raipur

MINI DISSERTATION EVALUATION FORM

Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Area: \_\_\_\_\_ Year: \_\_\_\_\_

Components of Evaluation	Marks			
	Max Marks	Academic Advisor	Faculty Member 1	Faculty Member 2
<b>Introduction &amp; Literature Review:</b> Clearly describes objectives and rationale of the Mini Dissertation. Presents relevant & Up-to-date literature.	35			
<b>Report Writing:</b> Is the writing style clear (topic sentences introduce themes presented in each paragraph; concise language used; spelling and grammar). Are the ideas presented clearly and can they be followed from one section of the proposal to the next?	25			
<b>Research Gaps/Conclusion</b>	15			
<b>Presentation:</b> Presentation Skills Handling Questions & Answers	15 10			
<b>Total Marks</b>	100			

**Result:** Approved | Approved with Changes | Not Approved

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

Remarks if Any:

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\_\_\_\_\_  
 Signature of Academic Advisor

\_\_\_\_\_  
 Signature of Member

\_\_\_\_\_  
 Signature of Member

Annexure VII: CIS / Mini Dissertation Report Format (Title Page)

TITLE

A CIS Report / Mini Dissertation

By

(Name of the FPM Scholar)

Submitted on

(Date)

*Approved by the CIS Report / Mini Dissertation Examination Committee*

1. Prof. \_\_\_\_\_ [Academic Advisor]

2. Prof. \_\_\_\_\_ [Member]

3. Prof. \_\_\_\_\_ [Member]



Indian Institute of Management Raipur



Fellow Programme in Management  
Indian Institute of Management Raipur

**COMPREHENSIVE EXAMINATION EVALUATION REPORT**

Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Area: \_\_\_\_\_ Year: \_\_\_\_\_

Marks Obtained in Written Examination: \_\_\_\_\_

Members of the ACEC: \_\_\_\_\_, Academic Advisor  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member

Area Comprehensive Examination Committee Members Report

Comments on the Performance of the Scholar (Write overleaf, if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Result:** Pass | Fail

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

\_\_\_\_\_  
Signature of Academic Advisor

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Signature of Member

Fellow Programme in Management  
Indian Institute of Management Raipur

**THESIS ADVISOR / TAC CHAIR ALLOCATION FORM**

I, <NAME OF THE SCHOLAR> \_\_\_\_\_, <ROLL NO> \_\_\_\_\_, scholar in the <AREA> \_\_\_\_\_

hereby declare that I want to work in the area of <TOPIC> \_\_\_\_\_ and I have met

Prof. (Dr.) \_\_\_\_\_ and have obtained his/her consent to be my Thesis advisor

(TAC Chair).

\_\_\_\_\_  
(Signature of the scholar)

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

\_\_\_\_\_  
(Signature of Thesis Advisor / TAC Chair)

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

Fellow Programme in Management  
Indian Institute of Management Raipur

TAC CHANGE FORM

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

We consent for the change of TAC Chairmanship/Membership of:

Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Area: \_\_\_\_\_ Year: \_\_\_\_\_

Existing Members

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

New Members

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*For external members, please include email confirmation*

Fellow Programme in Management  
Indian Institute of Management Raipur

THESIS PROPOSAL APPROVAL FORM

Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Area: \_\_\_\_\_ Year: \_\_\_\_\_

Title of the Proposed Thesis: \_\_\_\_\_

\_\_\_\_\_

Date of Submission: \_\_\_\_\_

Members of the TAC: \_\_\_\_\_, Chairperson

\_\_\_\_\_, Member

\_\_\_\_\_, Member

Remarks on the Proposal (Write overleaf, if necessary):

\_\_\_\_\_

\_\_\_\_\_

**Result:**    Approved | Approved with Changes | Not Approved        **Date:** \_\_\_\_\_

\_\_\_\_\_  
Signature of TAC Chairperson

\_\_\_\_\_  
Signature of TAC Member

\_\_\_\_\_  
Signature of TAC Member

Annexure XII: Thesis Proposal Report Format (Title Page)

TITLE

A Thesis Proposal  
By  
(Name of the FPM Scholar)

Submitted on  
(Date)

*Approved by the Thesis Advisory Committee*

1. Prof. \_\_\_\_\_ [Chairperson]

2. Prof. \_\_\_\_\_ [Member]

3. Prof. \_\_\_\_\_ [Member]



Indian Institute of Management Raipur

Annexure XIII: Six Monthly Progress Report Form

Fellow Programme in Management  
Indian Institute of Management Raipur

FPM PROGRESS REPORT FORM

Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Area: \_\_\_\_\_ Year: \_\_\_\_\_

Title of the Proposed Thesis: \_\_\_\_\_

\_\_\_\_\_

Date of Submission: \_\_\_\_\_

Members of the TAC: \_\_\_\_\_, Chairperson

\_\_\_\_\_, Member

\_\_\_\_\_, Member

**Report by the Scholar (Use Additional Space, if Necessary)**

1. Outline below your progress and achievements over the last 6 months. Indicate what milestones have been achieved, including detailing what chapters or sections of your thesis have been written in draft or final form.
2. Outline below your research goals for the next 6 months. Indicate what milestones have been set for the next 6 months, including detailing what chapters or sections of your thesis you plan to write in this period.
3. Research Output, if any, in the form of publication / conference / case etc.

\_\_\_\_\_  
Signature of the Scholar

**Comments by TAC Chair (Use Additional Space, if Necessary)**

1. Please provide comments on the scholar's achievements and progress
2. The scholar's rate of Progress is: Very Good | Good | Satisfactory | Below Acceptable standard  
(Measures, if any, to be taken if the progress is below acceptable standard)

\_\_\_\_\_  
Signature of TAC Chairperson

Annexure XIV: FPM Programme Extension Form

Fellow Programme in Management  
Indian Institute of Management Raipur

FPM PROGRAMME EXTENSION FORM

1. Name of the Scholar: \_\_\_\_\_
2. Registration Number: \_\_\_\_\_
3. Date of Admission to FPM Program: \_\_\_\_\_
4. Extension due from: \_\_\_\_\_
5. Current Status / Progress of the scholar (Please attach Progress Report)
  - a. Coursework completed with CGPA: \_\_\_\_\_
  - b. Date of Clearing Comprehensive Exam : \_\_\_\_\_
  - c. Publications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - d. Expected date for Completion of FPM: \_\_\_\_\_
7. Reason behind delay: \_\_\_\_\_  
\_\_\_\_\_

Signature of Scholar

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

TAC Chairperson Remarks: \_\_\_\_\_  
\_\_\_\_\_

Recommended / Not Recommended

Signature of Chair (TAC)

Signature (Member TAC)

Signature (Member TAC)

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

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

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

8. FPM Committee Recommendations  
\_\_\_\_\_  
\_\_\_\_\_

Recommended / Not Recommended

Signature of Chairperson (Fellow Programmes)

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

Fellow Programme in Management  
Indian Institute of Management Raipur

THESIS SEMINAR EXAMINATION REPORT

Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Area: \_\_\_\_\_ Year: \_\_\_\_\_

Title of the Thesis: \_\_\_\_\_

\_\_\_\_\_

Date of Thesis Seminar: \_\_\_\_\_

Members of the TAC: \_\_\_\_\_, Chairperson

\_\_\_\_\_, Member

\_\_\_\_\_, Member

**REPORT OF THE THESIS ADVISORY COMMITTEE:**

The scholar submitted a comprehensive report of the research work carried out by him / her and made an oral presentation to the academic community of IIM Raipur, along with its panel of examiners.

(Please tick ONE of the two options given below)

ADEQUATE for the submission of the FPM Thesis, incorporating the suggestions (if any) in consultation with the TAC Chair

INADEQUATE for the submission of the FPM Thesis in its present form and major modifications are required. The scholar must incorporate the modifications suggested and give the seminar again.

\_\_\_\_\_  
Suggested Date of repeat Thesis Seminar

Remarks on the Proposal (Write overleaf, if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of TAC Chairperson

\_\_\_\_\_  
Signature of TAC Member

\_\_\_\_\_  
Signature of TAC Member



**Fellow Programme in Management**  
**Indian Institute of Management Raipur**

**THESIS EVALUATION GUIDELINES**

The Fellow Programme in Management at the Indian Institute of Management Raipur has 2 years of course work followed by a comprehensive written examination and viva. Upon successful completion of the course work, the scholar works towards his/her doctoral work which culminates in the form of a thesis. Presentation of the thesis in a public seminar and successful defense of the thesis in an oral examination is a requirement for the award of the title "Fellow of the Indian Institute of Management Raipur". Accordingly, a Thesis Evaluation Committee (TEC) comprising of the three (Thesis Advisory Committee) TAC members of the scholar and two external examiners is formulated for examining the thesis of the scholar. The thesis is first examined by the TAC of the scholar who certify the thesis to be original and worthy of examiners by external examiners. A thesis must be evaluated by two external examiners before the scholar is permitted to proceed towards thesis defense. This document presents the guidelines for evaluation of the thesis of the scholar before it can be submitted for the defense.

An external examiner is requested to evaluate the thesis on the basis of whether it contains an original idea or an original application of an existing idea and whether it is ready for a defense. The examiner may satisfy himself/herself as to whether the candidate has sufficiently exercised his/her mind and whether the overall quality compares favorably with doctoral dissertations in related areas. Importance must also be paid to the overall thesis as well as the robustness and vigor in the research method. The comments can be noted in the attached Thesis Review Form in the form of a narrative evaluation. In addition to providing a narrative evaluation, an external examiner is required to make an explicit choice of one of the following options with regard to the acceptability or readiness of the thesis for defense:

**Category I: Accept without change**

*When all members of the Thesis Examination Committee (TEC) accept the thesis as Category I*

- a. The scholar will go ahead with the defense.
- b. At the defense, all members of the TEC should sign two copies of acceptance form (one for library, one for Fellow Programmes Office).
- c. The scholar would then be required to submit hardbound copies of the thesis to the Fellow Programmes Office and the library within two weeks of the defense.

**Category II: Accept the thesis conditionally with minor modifications**

*If one or more members of the TEC accept the thesis in Category II*

- a. The scholar will go ahead with the defense.
- b. At the defense, all TEC members but the Advisor (or Joint Advisors) should sign two copies of acceptance form (one for library and one for Fellow Programmes Office).
- c. After the defense, the scholar will work on the suggested changes (as suggested by the examiners in their reports and during the defense) for which a maximum period of two months would be given to the scholar from the date of the defense.
- d. The scholar should then get the acceptance forms signed by the Advisor(s), who will ensure that changes have been incorporated in the thesis, and submit two hard-bound copies of the dissertation along with a letter from the Advisor(s) certifying that changes were made.

**Category III: Resubmission after Changes**

*If one or more members of the TEC suggest Category III - Resubmission,*

- i) The Thesis Advisory Committee (TAC) and the scholar will meet to discuss the issues raised by the examiner(s).

- ii) The TAC and the scholar will decide on a time-frame to address issues/ queries raised by the examiner(s), which may be a maximum of six months. The scholar will address the issues/ queries and send a detailed correspondence – which may entail resubmission of part of the thesis but not the full thesis – to the examiner(s) (through the Fellow Programmes Office) who had suggested Category III, after the TAC accepts it.
- iii) The examiner(s) will be asked to send his/her comments on the correspondence within two weeks of receiving it.
- iv) The defense will take place after acceptance of the detailed correspondence from the scholar by the examiner(s). If the examiner is not satisfied with the first round of correspondence, a second round of correspondence should be sent. In rare situations where the second round of correspondence is also not found to be satisfactory by the examiner(s), the FPM Committee can meet and decide on the next step on a case-to-case basis.
- v) At the defense, all TEC members but the Advisor (or Joint Advisors) should sign two copies of acceptance (one for library and one for the FP office).
- vi) After the defense, the scholar will incorporate
  - a. all modifications as addressed by him/her in response to queries raised by the examiner(s), and
  - b. changes suggested during the defense, for which a maximum period of two months would be given to the scholar from the date of the defense.
- vii) The scholar should then get the acceptance form signed by the Advisor(s), who will ensure that modifications/ changes have been incorporated, and submit two hardbound copies of the dissertation along with a letter from the Advisor(s) certifying that changes were made.

#### **Category IV: Unacceptable**

If *one member of the TEC* finds the thesis unacceptable, then opinion of a fifth examiner would be sought. If a thesis is found to be unacceptable by more than one examiner, then a new thesis has to be resubmitted. A scholar would be allowed to resubmit a new thesis only once. The time given for resubmission of a new thesis, however, should not be more than completion of seven years in the programme.

At the defense, an oral examination will be conducted by the Thesis Examination Committee (TEC) comprised of the TAC and the two external examiners. The members of the TEC will evaluate whether the dissertation examined at the defense can categorically be certified as of the standard for the award of the title "***Fellow of the Indian Institute of Management Raipur***". There can be one and only one dissent among the TEC members. If the TEC rejects the dissertation outright (with more than one member so rejecting), the candidate is dropped from the Programme.

Fellow Programme in Management  
Indian Institute of Management Raipur

THESIS EVALUATION FORM

---

Name of the Scholar: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Area: \_\_\_\_\_

Dissertation Title: \_\_\_\_\_

Date of Thesis approval by TAC (During Thesis Seminar: \_\_\_\_\_

Date Submitted to External Examiners for Review: \_\_\_\_\_

---

**Comments (Use Overleaf, if Necessary):**

*Please provide specific comments on the novelty, contribution, flow, methodology, and rigor in the thesis*

---

**Decision (Please tick one of the four options below. For details please see guidelines):**

- Accept without Change
- Accept with Minor Changes
- Resubmission after Changes
- Unacceptable

---

Signature of Thesis Examination Committee Member

Date

FELLOW PROGRAMME IN MANAGEMENT

Title of the thesis in CAPS

By

Name of the candidate in (CAPS)



भारतीय प्रबंध संस्थान रायपुर  
INDIAN INSTITUTE OF MANAGEMENT RAIPUR

<YEAR>

**FELLOW PROGRAMME IN MANAGEMENT**

**Title of the Dissertation in CAPS**

**By**

**(Name of the Scholar)**

A Dissertation submitted in Partial Fulfillment of the Requirements for the  
Fellow Programme in Management of the

**INDIAN INSTITUTE OF MANAGEMENT RAIPUR**

**<YEAR>**

Members of the Thesis Advisory Committee

1. Chairperson's Name and Signature: \_\_\_\_\_

2. Member's Name and Signature: \_\_\_\_\_

3. Member's Name and Signature: \_\_\_\_\_

Annexure XIX: Leave Application Form

Fellow Programme in Management  
Indian Institute of Management Raipur

LEAVE APPLICATION FORM

1. Name \_\_\_\_\_ Roll No: \_\_\_\_\_
2. Area: \_\_\_\_\_ Nature of Leave: \_\_\_\_\_
3. Number of days of Leave: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_
4. Prefix / Suffix if any \_\_\_\_\_
5. Reason for leave \_\_\_\_\_
6. Complete postal address during  
leave period with Telephone No. \_\_\_\_\_

\_\_\_\_\_  
Signature of the Scholar with Date

---

(For Fellow Programmes Office Use)

Total Leave: \_\_\_\_\_ Leaves Availed: \_\_\_\_\_ Leave Balance: \_\_\_\_\_

Leave of absence from the class /Work area: Granted | Not granted

\_\_\_\_\_  
Area Chair / Academic Advisor / TAC Chairperson

Annexure XX: Usage of Contingency Fund

Fellow Programme in Management  
Indian Institute of Management Raipur

USE OF CONTINGENCY GRANT

Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Area: \_\_\_\_\_ Year: \_\_\_\_\_

**PURPOSE:**

- Attending Research Workshop /Summer School
- Fieldwork in connection with Thesis
- Purchase of Software | Books | Computer Consumables | Accessories
- Copy Editing of Paper | Dissertation | Transcription and other Coding Support
- Thesis Binding and Printing
- Subscription to Journal / Magazines
- Annual Membership Fee for National | International Society
- Any Other, Please Specify: \_\_\_\_\_

**DETAILS OF EXPENSE**

*(Please provide details specific to expense category above. Use/Attach sheets, if necessary)*

Sl. No.	Vendor's Name	Bill Details	Item's Description	Amount
1				
2				
3				
4				
5				
<i>Total Amount</i>				

(For Fellow Programmes Office Use)

Total Grant Availed: \_\_\_\_\_ Contingency Grant Balance: \_\_\_\_\_

Use of grant as detailed above: Recommended | Not Recommended

\_\_\_\_\_  
Area Chair / Academic Advisor / TAC Chairperson

**Approved by:**

\_\_\_\_\_  
Chairperson (FPM)



Annexure XXI: Conference Approval Form

Fellow Programme in Management  
Indian Institute of Management Raipur

CONFERENCE APPROVAL REQUEST FORM

NATIONAL | INTERNATIONAL | DOCTORAL CONSORTIUM

Date of Request: \_\_\_\_\_

Scholar Details

Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Area: \_\_\_\_\_ Year: \_\_\_\_\_

Thesis Proposal Defended: Yes | No

Conference Details

Conference Title: \_\_\_\_\_

Dates of Conference: \_\_\_\_\_

Last Date of Registration (Early Bird, if any): \_\_\_\_\_

Organizing Body: \_\_\_\_\_

Venue (Address, City & Country): \_\_\_\_\_

Travel Support provided by Organizers: \_\_\_\_\_

Accommodation Support provided by Organizers: \_\_\_\_\_

Other Details

Days involved for Round Trip: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Paper Title: \_\_\_\_\_

\_\_\_\_\_

Author(s): \_\_\_\_\_

Total Estimated Expenses to be Borne by IIM Raipur: \_\_\_\_\_

Documents Attached (Please Tick):

Estimated Expenses Form | Paper Acceptance Notification / Invitation | Conference Registration Fee | Full Paper

(For Office Use Only)

Last Conference Supported by IIM Raipur: From \_\_\_\_\_ To \_\_\_\_\_

Remarks, if any: \_\_\_\_\_

TAC Chair Recommendation: Recommended | Not Recommended

Chairperson (Fellow Programs) Decision: Approve | Do Not Approve

\_\_\_\_\_  
Director

To be submitted to Fellow Programmes Office for Further Processing

**Estimated Expenditure to be borne by IIM Raipur**

Sl. No.	Expense Head	Amount in \$ / € / £	Amount in ₹
i)	Registration Fee		
ii)	Visa Processing Fee, if Applicable		
iii)	Traveling Expenses		
iv)	Hotel – Room Charges**		
v)	Per Diem**		
vi)	Any other charges (please specify)		
	<b>Total Estimated Expenditure</b>		

\*\* As per norms applicable

*Conference advance/ reimbursement will be made to scholar's registered bank account with IIM Raipur*

I agree to settle the accounts within a fortnight of returning from the conference.

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

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

Annexure XXII: Travel Request Form

Fellow Programme in Management  
Indian Institute of Management Raipur

CONFERENCE TRAVEL REQUEST FORM

Name of the Scholar (*In Block Letters*): \_\_\_\_\_ Roll Number: \_\_\_\_\_  
 Purpose of Journey (*Specify*): \_\_\_\_\_ Scholarship Amount: \_\_\_\_\_

To  
Fellow Programmes Office  
IIM Raipur

Sanction is required to perform journey as below: \_\_\_\_\_ Date: \_\_\_\_\_  
 A. *Travel Schedule & Hotel* \_\_\_\_\_ Head of Account \_\_\_\_\_

DEPARTURE			ARRIVAL			Mode of Journey*	Purpose	FARE (Rs.)
Station	Date	Time	Station	Date	Time			

\*Road (Bus, Auto Rikshaw) , Rail

- B. *Advance*
- (a) For railway fare (if applicable) Rs.
  - (b) Daily allowance Rs.
  - (c) Local conveyance Rs.
  - (d) Any Other Rs.

-----  
**Total**  
 -----

(Signature of the Scholar)

Recommended | Not Recommended

Signature of Chairperson (Fellow Programmes)

Date \_\_\_\_\_ Director/Approving Authority \_\_\_\_\_

\* Note: For all reimbursements please attach original bills at the time of final submission.



**Travelling allowance C/F**

Travelling allowance B/F (Total of A) Rs. \_\_\_\_\_

**B. Daily Allowance:**

Daily Allowance \_\_\_\_\_ days @ Rs. \_\_\_\_\_ Rs. \_\_\_\_\_

Daily Allowance \_\_\_\_\_ days @ Rs. \_\_\_\_\_ Rs. \_\_\_\_\_

**C. GRAND TOTAL (A+B)** Rs. \_\_\_\_\_

**F. Advance if any** Rs. \_\_\_\_\_

**DECLARATION/UNDERTAKING:**

- i) I have actually travelled by the mode and class and T.A. has been claimed accordingly.
- ii) I will perform the journey by mode and class for which I have been paid advance by the institute.
- iii) I have not claimed TA/DA or any other allowance for this journey from any other source.
- iv) I was not provided free lodging, Boarding, Conveyance at the cost of Government/University or an Autonomous Body.
- v) Particulars given in the bill are true and correct.

Signature

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommended by

Chairperson (Fellow Programmes)

Approval

Date \_\_\_\_\_ CAO \_\_\_\_\_ Director \_\_\_\_\_

(FOR OFFICE USE ONLY)

PASSED FOR PAYMENT Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_)

Received Rs.....by Cheque/Cash

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

## भारतीय प्रबंध संस्थान रायपुर

### Indian Institute of Management Raipur

जी.ई.सी. केम्पस, पुराना धमतरी मार्ग, सेजबहार, रायपुर-492015, भारत  
GEC Campus, Old Dhamtari Road, Sejbahar, Raipur-492015, India

#### PROFORMA FOR NO DUES CERTIFICATE FOR STUDENTS

छात्र/छात्रों के लिए कोई बकाया प्रमाण पत्र प्रपत्र

(To be submitted to PGP Office after obtaining necessary certificates from all concerned departments)

1	Name of the student छात्र/छात्रा का नाम	
2	Roll No. अनुक्रमांक	
3	Programme / Batch पाठ्यक्रम और वर्ग	
4	Room No./Hostel कक्षा संख्या छात्रावास	
5	Date of leaving/ Likely date of leaving the Institute प्रस्थान का दिनांक/संस्थान से प्रस्थान की संभावित तिथि	
6	Reason for leaving छोड़ने का कारण	

(सभी विभागों से जरूरी प्रमाण पत्र प्राप्त करने के बाद स्नातकोत्तर कार्यक्रम कार्यालय में प्रस्तुत करें)

S. No. स. क्रमांक	Name of the Department विभाग का नाम	Certification प्रमाण पत्र	Tick (✓) whichever is applicable जो भी उपयुक्त हो चिन्हित करें	Remarks टिप्पणी	Signature with seal and date मोहर और दिनांक के साथ हस्ताक्षर
1	<b>Director's Secretariat</b> निदेशक सचिवालय	Any dues? अन्य शेष	Yes ₹ No ₹ हाँ नहीं		
2	<b>Accounts and Finance</b> खाता और वित्त	He/she has paid all the fee/charges If no, the amount due is _____ towards _____ (head). उन्होंने सभी शुल्क जमा किया अगर नहीं तो शेष राशि के लिए .....(शीर्ष)	Yes ₹ No ₹ हाँ नहीं		
3	<b>Hostel(J.E.)</b> छात्रावास (कनिष्ठ अभियंता)	He/she vacated/likely to vacate the hostel on _____ His/her furniture etc. are in order? वह छात्रावास दिनांक..... को छोड़ेगे/संभावित दिनांक उनकी कुर्सी आदि सही है।	Yes ₹ No ₹ हाँ नहीं		
4	<b>Library (Librarian)</b> पुस्तकालय (पुस्तकाध्यक्ष)	He/she is having any dues to the Library. If yes, the amount due is _____ पुस्तकालय में उनका अन्य शेष अगर हाँ तो राशि रु	Yes ₹ No ₹ हाँ नहीं		

5	<b>Career Development and Placement (Chairman)</b> जीविका विकास एवं संस्थान अध्यक्ष	Any dues? अन्य शेष	Yes ₹ No ₹ हाँ नहीं		
6	<b>Students Affair (Chairman)</b> छात्रों के मामले का कार्यालय (अध्यक्ष)	Any dues? अन्य शेष	Yes ₹ No ₹ हाँ नहीं		
7	<b>IT (Chairman)</b> सूचना प्रौद्योगिकी (अध्यक्ष)	Any dues? अन्य शेष	Yes ₹ No ₹ हाँ नहीं		
8	<b>PGP Office</b> स्नातकोत्तर कार्यक्रम कार्यालय	He/she surrendered the ID card (Please ensure surrender of the ID card by the student) उन्होंने परिचय पत्र समर्पित किया (छात्र/छात्राओं द्वारा परिचयपत्र को समर्पित करना सुनिश्चित करें)	Yes ₹ No ₹ हाँ नहीं		
9	<b>Cafeteria</b> अल्पाहार गृह	Any dues? अन्य शेष	Yes ₹ No ₹ हाँ नहीं		

#### DECLARATION/घोषणा

I, ..... hereby certify that to the best of my knowledge, have no dues towards the Institute, as on the date of my leaving the Institute. In case any due is found at a later date, I hereby give my consent to pay the due to the Institute immediately failing which appropriate fine as deemed fit by the Institute may be imposed on me.

मैं..... अपने पूर्ण जानकारी के अनुसार यह प्रमाणित करता/करती हूँ कि, संस्थान से प्रस्थान के दिनांक तक मेरा संस्थान के प्रति कुछ शेष नहीं है। अगर आगामी दिनों में किसी भी स्थिति में कोई शेष/बकाया पाया जावेगा तो संस्थान के निर्णयानुसार जो भी उचित अर्थदंड मुझ पर लगाया जायेगा उसे देने/करने हेतु मैं सहमति प्रदान करता/करती हूँ।

**My Bank details for refunding Caution Money are as under:**

जमानत राशि वापसी हेतु मेरे बैंक की जानकारी इस प्रकार है :

1. Name of Account Holder / खाता धारक का नाम : \_\_\_\_\_
2. Account No. & Type / खाता नं एवं प्रकार : \_\_\_\_\_
3. Name of Bank / बैंक का नाम : \_\_\_\_\_
4. Bank Address / बैंक का पता : \_\_\_\_\_
5. IFSC Code / आईएफएससी कोड : \_\_\_\_\_

(Note: Name of Account Holder is same as Name of Student only)

(टिप्पणी: खाताधारक का नाम छात्र/छात्रा के नाम समान है।)

Please arrange to remit my Caution Money Deposit refund to the above account only.

कृपया मेरी जमानत राशि को उक्त खाते में जमा करने का कष्ट करें।

Place: Raipur/स्थान: रायपुर

Date / दिनांक: \_\_\_\_\_

**Signature of the Student** (छात्र/छात्रा का हस्ताक्षर)

**FELLOW PROGRAMMES OFFICE**

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