

**FELLOW PROGRAMME IN MANAGEMENT
(LEADING TO PhD)**

2021

Manual
(Procedures, Policies & Guidelines)



भारतीय प्रबंध संस्थान रायपुर
INDIAN INSTITUTE OF MANAGEMENT RAIPUR

PREAMBLE

The Doctoral Programmes Committee reviewed its fellow program and proposed minor changes to various parts of the FPM 2020 manual. It also incorporates various decisions taken in 2020 as a part of this manual. Following were the constituent members of the Review Committee:

1. Prof. Pradyumna Dash - Chairman
2. Prof. Sumeet Gupta - Member
3. Prof. Yogesh Chauhan - Member
4. Prof. R K Jana - Member
5. Prof. Himanshu S Srivastava - Member
6. Prof. Santanu Bhadra -Member

While this manual is completely applicable to FPM batches 2021 and beyond, this manual supersedes the existing FPM Manuals depending upon the stage a research scholar is in his/her research 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 batch.

| Rules Regarding | 2021 | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 |
|----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Eligibility Criteria | Yes | Yes | No | No | No | No | No |
| Course Work | Yes | Yes | Yes | No | No | No | No |
| Mini Dissertation | Yes | Yes | Yes | No | No | No | No |
| Comprehensive Examination | Yes | Yes | Yes | Yes | No | No | No |
| Teaching Assistantship | Yes | Yes | Yes | Yes | Yes | No | No |
| Research Assistantship | Yes | Yes | No | No | No | No | No |
| TAC | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Dissertation | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Extension | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Publication Requirement | Yes | Yes | Yes | Yes | No | No | No |
| Draft Thesis Submission | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Thesis Defense Examination | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Leave Rules* | Yes | Yes | Yes | Yes | Yes | Yes | No |
| Financial Grant | Yes | Yes | Yes | Yes | Yes | No | No |
| Hostel Rules | Yes | Yes | Yes | Yes | Yes | Yes | Yes |

* Leave Rules will be applicable till the scholar gets stipend.

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1. INTRODUCTION

1.1. Program Objectives

IIM Raipur offers full-time fellow programme leading to PhD Degree, that offers research scholars opportunities for advanced studies and research in different areas of 'management'. Beginning 2019, IIM Raipur has been offering PhD degree to its research scholars owing to their fulfilment of minimum criteria as laid down by Ministry of Human Resource Development, Govt. of India. This programme aims to prepare research 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 research 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
- Information Technology and Systems

1.2. 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

(a) Mandatory Course Work

During first year of the programme the research scholars acquire knowledge of the discipline and functional areas of management and general management. The research scholars, irrespective of their areas 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. Research scholars having a one/two/three-year full-time classroom based PGDM/PGP from any of the IIMs 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 compulsory Doctoral Level 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 research scholars in the exempted category, if the area members feel that

the scholar(s) requires additional inputs in the core discipline.

During the second year of the programme, the research scholars acquire an in-depth knowledge of the area of specialization and related fields. In addition, they take the PGP/Doctoral Level 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.

(b) *Comprehensive Examination*

On completion of the second-year course work, the research scholar takes the comprehensive examination. The comprehensive examination at the end of the second-year tests whether the research 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, research scholars are encouraged to continue taking advanced courses of interest even further into their research work.

(c) *Thesis Proposal Formulation*

After passing the comprehensive examination, the research scholar enters the thesis writing stage. S/he 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.

(d) *Thesis Submission and Defense*

On approval of the thesis proposal, the research scholar works closely with the TAC on his/her thesis work. When the research scholars' 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 (Doctoral Programmes) appoints the thesis examination committee comprising the thesis advisor and other members.

1.3. Program Duration

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

Research 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 Doctoral Programs Committee.

1.4. Title

After completion of all requirements of the programme, the research scholar is awarded with PhD Degree in Management.

1.5. Other Issues

The respective area is responsible for monitoring the progress of the research scholars enrolled in that particular area. This includes issues such as periodic performance appraisal, continuation of the research 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.

2. FINANCIAL ASSISTANCE, STIPEND AND ADDITIONAL GRANTS

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

2.1 Financial Assistance

The Tuition Fee, Library Fee, Computer Fee and Hostel Fee are completely waived for research scholars selected for Fellow program at IIM Raipur. The research scholars have to pay a one-time Alumni Association fee of ₹6000/- at the time of acceptance of offer for Alumni Membership. Selected scholars 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.

2.2 Stipend

Research 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 research 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 stipend can be extended for six months after fourth year. The recommendation for the same will be taken by the Doctoral Programs Committee and approved by the Director.

2.3 Additional Grants

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

- (a) A one-time **Computer Grant** to purchase PC/Laptop of ₹50,000/-.
- (b) **Cumulative Conference Grant** upto ₹2,00,000/- during the Doctoral program for attending International, National Conference, or Doctoral Consortium Seminar. The maximum amount that a student can be reimbursed for one International/National Conference/Doctoral Consortium seminar is Rs 1,50,000/-. In lieu of the International Conference, one may wish to visit a foreign university to do some research work approved by the TAC to complete his/her thesis work.

Please note that the clause 8.11 “TA & DA Norms for Research Scholars” of FPM manual will be applicable for TA, DA and Hostel reimbursement etc.

- (c) The following contingency grant will be available for each FPM Scholar per year, which can be used during academic year (i.e., from July to June).
 - i) First Year – Nil
 - ii) Second Year – Rs 10,000/-
 - iii) Third & Fourth Year – Rs 20,000/- each year

The use of contingency grant requires prior ratification from Chairperson (Doctoral Program) on the recommendation of TAC Chair/Area Chair. The unused contingency grant for any year will be lapsed in that year.

The grant can be used for the following purposes:

- (i) For attending research workshops in India
- (ii) 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.
- (iii) Purchase of books, photocopy, printing and stationery.
- (iv) Support for thesis binding & printing, copy-editing of paper, transcription, and coding.
- (v) Subscription to journal / magazines; Annual Membership fee (research scholar rates) for one national and one international professional society during third and fourth year.
- (vi) Yearly health insurance premium from the institute's empaneled health insurance provider
- (vii) Software can be purchased on the recommendation of the TAC Chair stating that it is essential for the scholar's work.

Note: Research Scholars will submit the bill to FPM office within 15 days of bill/invoice date for reimbursement of computer grant and contingency grant

2.4 Important Note

- (a) 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.
- (b) 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.
- (c) The institute reserves the right to charge any other fees from the research scholars or increase the fees if considered necessary. Due notice would be given, while making such changes.
- (d) Self-sponsored / NRIs / foreign scholars will be required to bear all the expenses including tuition fee (as applicable to Executive Fellow Program in Management).

3. COURSE WORK

Objectives

During the first year of the programme the research 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. Scholars are required to attend all the sessions in FPM level courses.

3.1 First Year

Research scholars will have to take an equivalent of 18 courses (18 Credits) in the first year¹ as follows:

- (a) *Twelve Courses* from PGP courses offered in the first year to PGP students. Each area should identify a list of twelve courses to be undertaken by the scholars in their area. The courses can be spread over the three terms of the first year. Research scholars should submit the Course Registration Form (Annexure I) duly approved by Area Chair to the FPM Office before beginning of Term I.
- (b) *Four courses* from compulsory Doctoral Level courses which will be mandatory for all the areas. These courses will comprise:
 - Pedagogy (1 Credit)
 - Academic and Professional Writing (0.5 Credit)
 - Communication for Management Teachers (0.5 Credit)
 - Philosophy / Foundation of Management /Business History (1 Credit)
 - Advanced Research Methodology (1 Credit)
- (c) *Two courses* will be in the form of Summer Internship / Guided Research Project. The area can recommend the research 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 FPM Office by 1st June of the First Year. FPM Office will schedule the Summer Research Project (SRP) presentation of the scholar within a month considering the availability of faculty members.

The research scholars who already have a one/two/three-year full-time classroom based PGDM/PGP from any of the IIMs 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 compulsory doctoral courses (offered in the first year for regular research scholars).

¹One course is of one credit/30 Hours

3.2 Second Year

Research scholars will have to take an equivalent of 12 courses (12 Credits) in the second year. They 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:

- (a) *Four Courses* from PGP Elective courses from within the Area or Related Area
- (b) *Six Doctoral Level Courses*
 - Three Area Level Courses
 - One Advanced Research 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 research 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 FPM Office. CIS I and II will be evaluated by the faculty advisor himself/herself similar to a course.

- (c) *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 research scholar performed CIS I or CIS II.

The purpose of having a Mini Dissertation is to prepare the research scholar for his/her final research. It is expected that through the Mini Dissertation, a research scholar gains sufficient grasp of the research work s/he wishes to perform in his/her area. The research scholar should narrow down his/her area of interest and help him/her create a base for finalizing 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 research 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 research 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 (Doctoral Programmes) in consultation with the research scholar's Mini Dissertation Advisor. In case of unsatisfactory performance in the Mini Dissertation work, the research 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 Research 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 FPM Office before Comprehensive Examination. Presentations on Mini Dissertation will normally take place in the month of April of the second 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 respective Area Chair, Chairperson (Doctoral Programs) 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 research scholar is granted course- work Leave. In every such case, the research scholar is required to take the Area Comprehensive Exam along with other research scholars as per schedule. If the research scholars avail of financial support, such as a Fellowship/research scholarship from that university, they are not entitled to the 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.

3.3 Third and Fourth Year

The research 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:

- (a) The research scholar should present the thesis proposal before the faculty community in the third year after the comprehensive exam. The research scholar should present the thesis proposal maximally by the end of third year, failing which his/her candidature will be cancelled.
- (b) The research scholar will have to submit monthly as well as six-monthly progress reports duly attested by the TAC Chair all through third and fourth year.
- (c) The research scholar should ideally give the final thesis seminar before the end of 2nd 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 (Doctoral Programmes).
- (d) 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.

3.4 Transfer from One Area to Another

After joining the Doctoral Program, a research scholar may apply by December 15th 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:

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

3.5 Academic Advisors

The program is designed in such a way that a research scholar works with different faculty members of the area during Research Assistantship, Summer Project, CIS I, CIS II, Mini Dissertation and Teaching Assistantship. The research scholar should submit academic advisor appointment form (Annexure II) for each such appointment to the FPM Office. Research 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 s/he is assigned as an academic advisor to the research scholar.

3.6 Completion of Course Work

Research scholars must finish all requirements of the courses within the term in which the courses are offered. Second year research 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.

3.7 Research and Teaching Assistantship

Research 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 research 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. Research scholars will provide Research Assistantship during the second and third trimesters of 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).

- (a) During the first year (Term II and Term III), the research scholar should work as a research assistant under different faculty members of his/her area. A research scholar will provide research assistantship to a faculty member up to 10 hours per week.
- (b) During the third and fourth year, after completion of the comprehensive examination, a research scholar should provide teaching assistantship to different faculty members from within his/her area on the rotation basis.

- (c) Teaching Assistance services may comprise Course Curriculum Design and Development, Classroom Participation Assessment, and Course Evaluation Assistance etc.
- (d) A log of working hours will be maintained by the research 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. Research scholars should submit a report of their work to the Doctoral Programs Office as per Annexure V.
- (e) At any given point of time, a research scholar can be assigned to only one faculty member within the area. Similarly, a faculty member can have a maximum of only one research scholar as a RA and a maximum of one research scholar as a TA at any given point of time.
- (f) A research 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. They can also teach during preparatory sessions for the newly admitted PGP students.
- (g) Research Scholar has to submit RA / TA Form (Annexure V) to FPM Office by 25th of every month. Stipend will be released after receipt of the RA / TA Form duly approved by the concerned faculty member.

4. COMPREHENSIVE EXAMINATION

4.1 Objective

The objective of the Comprehensive Examination (CE) at the end of the second year is to test whether the research 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 written test covering the research scholar's knowledge in his area.

The research scholars are required to appear for the CE on completion of the required course work, including CIS. Ideally, a research 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 (Doctoral Programmes) informs different Area Chairpersons about the names of the research scholars who have completed their course work and are required to appear for the CE.

4.2 Comprehensive Examination

The comprehensive examination comprises of the written test which will be administered by the sentient area. The area will communicate the question paper by first week of June to FPM office which will administer the Comprehensive Examination for the research scholar. The question paper will be set by three members (two members in case three are not available) from within the area, particularly those who have taught the research scholar in the second year. The research scholar will be tested primarily on the doctoral level courses s/he has taken in the second year. The entire answer copy will be examined independently by three different members of the area (two members in case three are not available) and their average will be taken as the final marks earned by the scholar. The results will be declared within two weeks of the written examination. At least two out of three members (or all members in case only two members are available) of the area should declare the research scholar as Pass for him/her to clear the comprehensive examination. The grade 'Pass' signifies the minimal acceptable performance expected from a research scholar. A 'Fail' indicates that the scholar has not achieved the proficiency expected of our research scholars.

4.3 Time Limit for Comprehensive Examination

The research 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. In case of unsatisfactory performance in the CE, one re-examination is permitted. But it must be taken by the research scholar within 3 months of the first CE. If the research scholar clears CE in this attempt, the withheld stipend will be released.

If the research scholars fail to clear CE in this attempt also, he will have to withdraw from the program.

5. PERFORMANCE AND EVALUATION

5.1 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 Doctoral 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 scheme for each course is conveyed to the research scholars at the beginning of the course along with the course outline. Attendance is must for Mid and End-Term examinations for each research scholar in each term, failing which he/she will be debarred from the registration for next term. Such research 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 to research scholars. At the end of the course, the faculty member will aggregate 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 research scholars.

IIM Raipur follows a system of continuous evaluation. Throughout the term, the research 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 research scholar would be in a position to assess his/her performance and take measures to make improvements.

5.2 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 research scholar up to that stage in the Programme. TGPA is an indicator of research scholar's performance for a term, whereas CGPA is an indicator of research scholar's performance up to a term.

“In the case of a research 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 research 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 research scholar is relative to the grades obtained by the class as a whole. It is therefore not uncommon to find a case where a research 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 research scholar is thus awarded a letter grade only. The weighted average for all courses taken by a research scholar in the programme is called the Cumulative Grade Point Average (CGPA). The weights used to compute CGPA are the number of credit hours for a course.

5.3 Academic Criteria for the Course Work

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

- (a) A minimum TGPA 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 or 1 F in the Second Year.

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

Research scholars are advised to obtain their answer sheets from the FPM Office / Concerned faculty and seek clarifications (if any) from the faculty. The office will display the grades obtained by all the research scholars in a particular term, three weeks after the end of the term. *The notice will be displayed for 3 days during which*

research scholars can verify the accuracy of the grades. After this period the grades will be finalized and informed to the research scholars. After the grade sheets are finalized by the FPM Office, no request for re-evaluation or change in grade will be entertained.

Each research scholar is expected to attend a minimum of 80% of classes in each course (i.e. in a 1 Credit course, 16 classes out of 20) to avoid grade-drop penalty. The grade penalty will be imposed on all the research scholars, who do not meet the minimum 80% attendance requirements in each course in the following manner.

| Attendance of Research 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 |

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

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

6. THESIS WORK

6.1 Objective

The thesis should be a scholarly contribution to the knowledge pertinent to the understanding and resolution of management problems. The research 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.

6.2 Thesis Advisory Committee

Within one month from the date of passing the comprehensive examination, the research scholar must identify a Thesis Advisor who will guide him/her as Chairperson in his/her Thesis Advisory Committee (TAC). The research 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 (Doctoral Programmes) appoints the TAC in consultation with the research scholar and the thesis advisor. A research 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 full-time research scholars 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 research 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. Under exceptional circumstances, 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 research scholar.

If the circumstances demand, the Chairperson (Doctoral Programmes) may, in consultation with the research 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 scholar'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 of the scholar, the TAC will be reconstituted. Research 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 research scholars and to provide feedback
- (c) Providing written feedback on the draft thesis submitted by the research scholar

6.3 Thesis Proposal Seminar

The proposal should contain a survey of literature and context description on the subject. Research 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 research 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 research scholar through TAC chairperson should give at least seven days to the FPM office for arranging the date for Thesis Proposal presentation after submission of draft Thesis proposal. The FPM office in consultation with FPM (Chairperson) and TAC Chair will finalize a date ensuring that there is a gap of at least 7 days between the circulation of abstract of thesis proposal and the Thesis Proposal presentation to encourage better participation from the Institute's academic community.

Process and timelines mentioned in **Appendix-I** to be adhered by the scholar, concerned authorities and officials.

6.4 Approval and Submission of Thesis Proposal

A thesis proposal is approved only after the research 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 research 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 research 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 stopped. A research scholar can be given one more chance to present the thesis proposal by the end of third year. If he clears in the second attempt, his stipend will be released from the date of clearing the thesis proposal seminar. If the research scholar fails to clear in the second attempt, his/her registration will be cancelled. If the scholar has taken leave without stipend, such period will also be counted in calculating this time limit.

6.5 Thesis Research

Under the TAC's guidance, the research 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.

6.6 Research Progress Report

In order to promote a healthy system for tracking academic progress of the research scholars and to facilitate the Doctoral Committee to take timely remedial actions, each FPM scholar is required to give a progress seminar presentation every six months after

successful completion of his/her thesis proposal presentation in the month of June and December every academic year and this is applicable to all FPM scholars who have successfully defended their thesis proposals but not fulfilled the requirement for draft thesis submission. They are required to submit a six-monthly report of their progress to the FPM 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. Monthly progress report in the prescribed format (Annexure XIII) signed by the Chairperson of the TAC also be submitted by all scholars after successful completion of his/her thesis proposal. If monthly report is not submitted by the any of scholar on or before end of the month (by 28th of every month), stipend for that month will not be paid to that scholar.

6.7 Draft Thesis

The principal purpose of the thesis is to demonstrate a research 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 research 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 research scholar submits the soft copy of the draft thesis to the FPM Office duly approved by the TAC Chair before proposing the internal thesis seminar. Scholar should also submit the similarity report along with the draft thesis.

6.7.1 Publication Requirements

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

- (a) 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 (with full paper in conference proceedings) or One Case in Ivey or Harvard.

- (b) Research scholar should be first author in at least one of the publications
- (c) These publications must be from the thesis work of the Research scholar.

If the journal seeks article processing charges, it will not be considered for the fulfillment of this requirement. Scholars should submit paper acceptance or publication form.

6.7.2 Internal Thesis Seminar

The thesis seminar needs to be presented by the scholar only after s/he submits the approved draft thesis to the FPM Office with a copy to his/ her TAC Chair. Before submitting the final draft thesis for evaluation, the research 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 draft thesis. The research scholar through TAC chairperson should give at least 7 days to the FPM office for arranging the date for Internal Thesis Seminar presentation after submission of draft Thesis. The FPM office in consultation with FPM (Chairperson) and TAC Chair will finalize a date ensuring that there is a gap of at least 7 days between the circulation of abstract of draft thesis and Thesis Seminar presentation to encourage better participation from the Institute's academic community.

Process and timelines mentioned in **Appendix-I** to be adhered by the scholar, concerned authorities and officials.

6.7.3 Final Draft Thesis Submission

After incorporating all the suggestions provided in the Internal Thesis Seminar, the research scholar submits the final draft thesis along with a detailed abstract of the thesis not exceeding 10 pages (both soft and hard copies) duly approved / certified by all the TAC members and as per the timelines mentioned in **Appendix-I**. The stipend of the research scholar will be stopped after the thesis is successfully submitted for evaluation.

6.8 Guidelines for Writing the Thesis

The research scholars may refer guidelines from APA manual of style² or Chicago manual of style³ in drafting their thesis in general, Scholars should refer guidelines mentioned in Appendix-II for writing of thesis.

6.9 Thesis Examination Committee

After submission of Final Thesis duly certified / approved by TAC Chair, a Thesis Examination Committee (TEC) is constituted. The Chairperson (Doctoral Programmes), in consultation with the Dean (Academics)/Director appoints the TEC consisting of three members of the TAC including TAC Chair 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. S/he should consider thesis examiners from the top 20 NIRF ranking management institutes for that academic year. Examiners can also be recommended from XLRI, TISS, FMS (Delhi University), MDI, IIFT, ISB, IGIDR, and Departments of Delhi University. External experts must have published research credential in top class journals in the areas of specialization and must at least be at the level of Associate Professor.

² <http://www.apastyle.org/?apaSessionKey=ZS2cJeqKRvzk7cUElk6zzFZA>

³ <http://www.chicagomanualofstyle.org/home.html>

The role of TEC includes the following:

- (a) Examining the thesis work
- (b) Conducting an oral thesis defense examination

Process and timelines mentioned in **Appendix-I** for constitution of TEC and Evaluation of final Draft Thesis to be adhered by the scholar, concerned authorities and officials.

6.10 Thesis Defense / Viva-Voce Examination

After acceptance of the draft thesis, an oral examination (i.e. Thesis Defense) will be conducted by the Thesis Examination Committee (TEC) comprised of the TAC and the external examiner(s). 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 "*Doctor of Philosophy*". 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 scholar is dropped from the Programme.

After the defense, the research 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 30 days would be given to the research scholar from the date of the defense.
- (c) The research scholar should then get the acceptance form signed by the Advisor(s), who will ensure that modifications/ changes have been incorporated, and submit three hardbound copies and soft copy of the dissertation along with a letter from the Advisor(s) certifying that changes are made.

Process and timelines mentioned in **Appendix-I** for '*Thesis Defense Examination*' to be adhered by the scholar, concerned authorities and officials.

6.11 Non-completion of the Programme and Extension

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

The stipend extension can be given beyond four years and up to six months for further six months during the first year of the extension period depending upon the recommendations of the TAC Chair and the Doctoral Program Committee (Annexure XIV) and fulfilling any of the following requirement:

- Scholar has submitted at least one paper in IIM Raipur's classified journal category and received either acceptance or at minimum Revised and Resubmit.

OR

- Scholar has presented a paper in a reputed conference and the full paper is available in Conference Proceedings.

6.12 Hostel Facility Beyond 4 years.

Institute will provide hostel accommodation to scholars beyond 4 years up to 6 months (i.e., till the scholar gets stipend) subject to availability of rooms in hostel and overall conduct of scholar. Scholar will vacate the hostel within seven days after 31st December.

6.13 Others

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

7. AWARD OF TITLE

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

- (a)** Submit required number of copies of the thesis and abstracts (with a soft copy of the thesis).
- (b)** 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 research scholar's thesis work as seminal and recommend for the award.

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

The research scholars are expected to receive the title in person.

8. ADMINISTRATIVE MATTERS

8.1 Residential Facilities

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

- (a) The IIM Raipur Hostel is meant for the accommodation of regular research scholars in the Institute's residential programme. No one else is permitted to stay in the hostels.
- (b) During the vacations research scholars may be required to vacate their rooms so that the rooms could be used for other activities and /or maintenance. First year research 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 research scholars to hand over the luggage, duly packed with necessary identification, to the office and get a receipt thereof.
- (c) Research scholars may be required to shift their rooms at any time during the academic year, if required, and recommended by the Chairperson (Students Affairs).
- (d) Research scholars are not allowed to shift rooms without prior permission of Chairperson (Students Affairs).
- (e) 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.
- (f) Research scholars will allow the Maintenance Department staff of the Institute, their workers, and Student 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.
- (g) Research 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.
- (h) Any complaint regarding residential facilities or minor repairs may be lodged

with the Maintenance Department/ Students Affairs Office. They will take necessary action.

- (i) Research 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 research scholar's belongings.
- (j) Research scholars are advised not to keep large sums of cash with them in their rooms. Each room is furnished with a cupboard. Research 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 research scholar.
- (k) 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 keep the hostels and the campus clean and pleasing.
- (l) Research scholars are advised to provide their emergency contact No./Cell Number to the Students Affairs office and FPM Office.

8.2 Conduct in Hostels

- (a) Each research scholar is responsible for the proper care of the hostel property he/she uses. Research scholars shall be charged individually or collectively, as the case may be, for any damage they cause to hostel property.
- (b) Research scholars are advised to maintain their rooms properly.
- (c) No pet animals/birds shall be allowed in the rooms.
- (d) No research scholar is permitted to engage any person for service of any kind, personal or otherwise without the prior sanction of the Chairperson (Doctoral Programs)/ Chairperson (Students Affairs).
- (e) Research scholars are expected not to play or operate musical instruments too loudly, to avoid causing disturbance to others. In case of any complaint, the research scholar will be liable for appropriate disciplinary action.
- (f) Consumption of alcohol and drugs in the hostels is strictly prohibited.
- (g) Non-resident visitors are not permitted in the hostels after 9.00 p.m. without prior clearance from the Chairperson (Students Affairs).
- (h) Male research scholars or visitors are completely discouraged from visiting the Girls' Hostel. Female research scholars are completely discouraged from visiting the Boys' hostel.
- (i) Research scholars are expected to be on the campus on all days. Research

scholars leaving station temporarily are required to submit leave application form (Annexure XIX) and take prior permission from the Chairperson (Doctoral Programmes) and leave their out-of-station address with the FPM Office. This is also applicable to scholars who do not stay on campus. In case a resident decides to leave the campus (Raipur) in an emergency situation after office hours, he/she must obtain the necessary permission from the concerned authority at the earliest opportunity.

- (j) A research scholar who violates any of the Hostel and other Rules is liable for disciplinary action.

8.3 Discipline

A research 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 research scholars of an institution of national importance. S/he shall have the seriousness of purpose and shall in every way, train himself to lead a life of earnest endeavor 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 research scholars both inside and outside the campus as befits future teachers. 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 of fictitious data for an empirical study.
- (d) Any case of false representation for medical leaves.

8.4 Vacating the Hostel

The scholars will have to vacate their hostel room within Seven days from the officially notified date for submission of the thesis for evaluation. Any scholar whose registration is cancelled should vacate the hostel within seven days from the date of the cancellation of his/her registration. In case the room is not vacated, it will be locked by the hostel authorities, and a fine of Rs. 1000/- per day shall be imposed.

8.5 Clearance before Vacating the Hostel

Before vacating the hostel, the scholar must hand over the complete charge of his or her room with all furniture and fixtures intact and clear all hostel and mess dues. The scholar while vacating or on being evicted from the hostel rooms will have to pay total cost of article(s) found either missing or damaged, allotted in his/her name to Warden of the Hostel concerned. The scholar (s) shall not move any furniture from its proper allotted place and also not damage in anyway. No dues to the scholars shall be given only after verification of the upkeep of room and accessories provided.

8.6 Scholars not staying in Hostel

Under special circumstances, the Director/Dean Academics may permit a scholar to reside outside the campus. Such scholar cannot have a room in the hostel.

8.7 Hostel Accommodation for Thesis Defense Examination

Scholars visiting IIM Raipur for their final Defense examination may be allotted accommodation in the hostel, subject to the availability of rooms for a period not exceeding total 5 days.

8.8 Attendance

All research 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.

8.9 Leave/Vacation

There is no provision for Summer Vacation for the research scholars. Following leaves will be allowed for them:-

- (a) **Casual Leave:** 20 days per year.
- (b) **Maternity leave** allowed up to six months with stipend and additional six months without stipend.
- (c) **Paternity Leave** of 15 days with stipend.
- (d) **On-duty Leave:** Following will be considered as on-duty leave:-
 - (i) Study leave with financial support from other university.
 - (ii) Course work leave for doing course work from other university
 - (iii) Field work leave as appropriate.
 - (iv) Participation in Conference, Seminars, workshops, summer schools as permitted by the institute
- (e) Three months extraordinary leave without stipend during the entire period of research.
- (f) **Medical Leave**

Scholars are expected to attend scheduled classes, orientation sessions, quizzes and examinations during terms as indicated in the academic calendar. Under severe medical exigencies, Scholars may obtain leave of absence from classes, by submitting an application to Chairperson (Doctoral Programme) or by sending an email to FPM Office with a copy to Chairperson (Doctoral Programme) and their Area Chair / Academic Advisor / TAC Chairperson.

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

The Medical Officer/Doctor will issue the medical certificates only in case of diagnosed illness where they are convinced that the scholar is too ill to attend classes.

These include hospitalization, communicable diseases and accidental injuries (fractures, deep trauma, etc.). Each Medical exigency will be examined on a case-to-case basis by the FPM committee which will approve/disapprove of the leaves due to such exigency. Any Scholar trying to misuse this will invite administrative action.

Before applying to Chairperson (Doctoral Programme) for leave, the scholar should contact his/her Area Chair / Academic Advisor / TAC Chairperson/ Faculty to ensure that he/she is not missing any quizzes or examinations during the leave period. The FPM Office or the concerned faculty will not be responsible for the Scholar losing any segment of evaluation on account of any absence from classes including medical leave, . In the event of a Scholar's sickness during Mid/End term examination, a make-up examination for the missing subjects shall be conducted subject to the approval of the FPM Committee. If leave is approved by the FPM Committee for Medical reasons for the examinations, for the make-up Mid / End Term examination the concerned Area Chair / Academic Advisor / TAC Chairperson/ Faculty has full discretion to increase the difficulty level, as the Scholar has effectively had more time to prepare.

8.10 Conference Participation

The institute provides a cumulative Conference Grant up to ₹2,00,000 during the doctoral program for attending International Conference, National Conferences and one Doctoral Consortium Seminar.

8.10.1 National Conference

The Institute provides grant to research 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.

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

8.10.2 International Conference

Research scholars are allowed to attend one International Conference after submission of thesis proposal. Ideally research 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.

Research scholar must take prior approval well in advance from the Chairperson (Doctoral Programs) 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 research scholars.

8.11 TA & DA Norms for Research scholars

8.11.1 *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 **3rd AC** railway fare or equivalent.

8.11.2 *Daily Allowance (DA)*

2/3rd of DA as applicable to Assistant Professors (Level 10) as per prevailing IIM Raipur/GoI Rules.

8.11.3 *Reimbursement of Hotel accommodation*

As applicable to Assistant Professor (Level 10) as per prevailing IIM Raipur/GoI Rules.

8.11.4 *Reimbursement of Taxi Charges for Local Conveyance*

As applicable to Assistant Professors (Level 10) as per prevailing IIM Raipur/GoI Rules

8.11.5 *For Attending National / International Conferences in India*

- **DA:** 2/3rd of DA as applicable to Assistant Professors (Level 10), depending upon the country of visit.
- **Hotel:** As applicable to Assistant Professors (Level 10)

8.11.6 *For Attending International Conferences abroad*

- **DA:** 2/3rd of DA as applicable to Assistant Professor (Level 10), depending upon the country of visit.
- **Hotel:** Economy class hotel (up to 3 stars) (maximum up to 100 US \$ per day)

8.12 Visiting a Foreign University / Partner University on Exchange

Research 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). Research 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 boarding/lodging expenses during their visit abroad. These visits are subject to approval by the FPM Committee on an individual merit. A research scholar has to submit the following to be considered for this support:

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

Research 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, research 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 research scholar by IIM Raipur.

8.13 Withdrawal from the Programme

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

8.14 Refund

All fees paid by a research scholar, other than Caution / Security Deposit, are not refundable once a research 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 FPM Office.

8.15 Taking Other Courses

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

8.16 Partial Course Completion Certificate

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

9. OTHER POLICIES

9.1 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, Internal Complaint Committee for Prevention, Prohibition and Redressal of Sexual Harassment of women at workplace. The Chairperson of the Internal Complaint Committee shall arrange for detailed investigation of the case and submit the report to the Director and Doctoral Programs Committee with proposed course of action against the offender(s). The Doctoral Programs Committee will implement Internal Complaint Committee’s proposed course of action in a timely manner. Guidelines to deal with complaint

against sexual harassment of women at workplace are available on the Institute website and are binding on all parties concerned. Misuse of this policy will invite expulsion of the scholar from the institute. Contact details of Internal Compliant Committee Members are also available on Institute website.

9.2 Plagiarism Policy

IIM Raipur expects that research scholars, faculty, research staff, all uphold academic integrity and practice exemplary research scholarship. While submitting term papers, assignments, presentations, proposals, thesis, papers it is expected that the research 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 research scholar works alone), submitting someone else's work as one's own.

Plagiarism might be in the form of:

- (a) 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.
- (b) Paraphrasing by substituting words, by changing the order of words or phrases and presenting it as your own.
- (c) Paraphrasing by joining two or three short phrases from one or more sources.
- (d) Not putting quotation marks for phrases, sentences, paragraphs cited verbatim from other sources.
- (e) Making a collage by cutting and pasting from internet and openly available sources without acknowledging the sources.
- (f) Copying from terms papers, assignments from previous year research scholars.
- (g) Copying from unpublished sources available to a limited audience.
- (h) 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.
- (i) Getting someone else (paid or non-paid) to do your work and presenting it as your work
- (j) 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 (Doctoral Programmes) by the faculty and the Chairperson (Doctoral Programmes) will then initiate an enquiry and reach a decision. The research scholar will have the right to appeal to the Director whose decision will be final.

9.3 Grievance Redressal Policy

In the course of their program, it is sometimes possible that the research 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 research scholar to receive a fair hearing.

9.3.1 Process to be followed by the research scholar and office to resolve program related issues

For any issue that a research scholar s/he wants to be redressed and the Academic Advisor, Area Chairperson, or TAC Chair are unable to help the following process may be followed:

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

The research 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.

9.4 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)⁴.

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:

⁴ <https://publicationethics.org/>

- (a) conception and design of the project.
- (b) analysis and interpretation of the research.
- (c) 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:

- (a) being an Organizational Unit head, holding other positions of authority, or personal friendship with the authors.
- (b) providing a technical contribution but no other intellectual input to the project or work to be submitted.
- (c) providing routine assistance in some aspects of the project, the acquisition of funding, or general supervision of the research team.
- (d) 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 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.

9.4.1 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:

- (a) authorship has been offered to all people who meet the criteria for authorship listed above; and
- (b) 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:

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

9.4.2 Models to Promote Authorship and Author Order Discussion

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

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

Appendixes

Standard Operating Procedure

Comprehensive Examination to Final Defense

Following process and timeline to be adhered by the scholar, concerned authorities and officials after completion of the Comprehensive Examination (CE) by research scholar till final Defense.

| SN | Particular | Time Limit (Maximum) |
|----|--|----------------------|
| 1 | <p>Formation of Thesis Advisory Committee and Submission of Thesis Proposal</p> <p>(a) Within one month from the date of passing the comprehensive examination, the research scholar must identify a ‘Thesis Advisor’ who will guide him/her as Chairperson in his/her Thesis Advisory Committee (TAC).</p> <p>(b) Research scholar must propose his/her TAC within three months of passing his/her comprehensive examination.</p> <p>(c) Research scholar will submit the thesis proposal to Thesis Advisory Committee (TAC) within six months from the date of declaration of result of comprehensive examination. Email intimation of submitting the thesis proposal by the scholar to TAC should be sent to FPM Office.</p> <p>(d) Thesis Proposal Seminar will be presented by Scholar.</p> | 6 months |
| 2 | Thesis work by the research scholar will be initiated after acceptance of thesis proposal. Research scholar will give presentation on progress of thesis work in every six months. | Every 6 months |
| 3 | <p>When the Draft thesis is ready, it will be submitted by the research scholar to the TAC.</p> <p>TAC Chair and Members will examine the ‘Draft Thesis’ and give detailed report to Chairperson FPM / FPM Office for arranging the ‘Internal Thesis Seminar’ of the scholar.</p> | 30 days |
| 4 | Date of ‘Internal Thesis Seminar’ of the research scholar will be finalized by FPM Office in consultation with TAC Chair and Chairperson FPM ensuring that there should be minimum 7 days gap between circulation of abstract and date of ‘Internal Thesis Seminar’ of research scholar. | 7 days |
| 5 | Abstract of thesis to be sent to attendees of ‘Internal Thesis Seminar’. | - |
| 6 | Internal Thesis Seminar will be conducted on the scheduled date. | - |

| | | |
|----|---|---|
| 7 | (a) If TAC recommends that thesis of the scholar is ADEQUATE in its present form for the submission, incorporating the suggestions (if any) in consultation with the TAC Chair, scholar will submit the thesis within 7 days ¹ . | 7 days |
| | (b) If TAC recommends that thesis of scholar is ADEQUATE in its present form and minor modifications are required , research scholar will incorporate the modifications suggested and submit the thesis within 30 days after certifying it from the TAC. Date of ‘Internal Thesis Seminar’ of the research scholar will be finalized by FPM Office as per para 4. | 30 days |
| | (c) If TAC recommends that thesis of scholar is INADEQUATE for the submission in its present form and major modifications are required, research scholar will incorporate the modifications suggested and will present the seminar again. New date will be announced for submission of thesis by TAC. | |
| 8 | Intimation of Thesis Seminar Result to research scholar to be sent by FPM Office | Next working day of Internal Thesis Seminar |
| 9 | Email to be sent to TAC Chair for giving name of six external examiners for evaluation of thesis. | |
| 10 | Formation of Thesis Examination Committee (TEC) (a) TAC Chair will give name of six examiners within 7 days. | 7 days |
| | (b) Chairperson FPM in consultation with Dean (Academics) / Director will finalize / suggest any two external examiners. The same will be approved by Dean /Director. Thereafter, FPM office will obtain consent of the external examiners for evaluating the thesis of the research scholar. Thereafter, formal approval will be obtained from Dean / Director on the name of external examiners as member of TEC. (c) FPM Office will send the thesis of Scholar to both the external examiners for evaluation along with the thesis Evaluation Guidelines. Thesis Evaluation guidelines will also to be sent to external examiners via email. | 15 days |
| 11 | External examiner will submit the report after evaluation of thesis of the scholar within 75 days from the date of receipt of the hardcopy/ email as the case may be . However, a reminder will be sent to examiner 15 days prior to completion of deadline. | 75 days (Expected) |
| 12 | If external examiner submits the report of thesis evaluation of the scholar as per the prescribed format, it will be sent to the TAC Chair by Chairperson FPM within three working days, who, in turn, will forward it to research scholar within 3-4 working days. | 7 working days |

¹ Hostel should be vacated within 7 days from the date of the submission of Draft thesis.

| | | |
|----|---|--|
| 13 | <p>(a) If external examiners accept the thesis of the scholar without changes, the TAC Chair will suggest FPM office to arrange defense of the scholar. Date of ‘Defense’ to be finalized by FPM Office in consultation with Chairperson FPM, TAC Chair and external examiners.</p> <p>FPM office will ask the scholar to send the abstract of thesis to share the same with attendees of the defense.</p> <p>Intimation of Defense date to be sent to scholar and concerned authorities ensuring that there should be minimum 7 days gap between circulation of abstract and date of ‘Final Defense’ of the research scholar.</p> | 15days |
| | <p>(b) If external examiners accept the thesis of the scholar with minor changes, scholar will make the desired corrections within 30 days and TAC Chair will certify that minor changes asked by external examiners have been incorporated in the thesis by scholar.</p> <p>Date of Thesis Defense / Viva-Voce Examination will be finalized and intimated to scholars and concerned authorities per para 13 (a).</p> | 45 days |
| | <p>(c) If external examiners ask the scholar to resubmit the thesis after changes, scholar will make the desired corrections within 60 days and TAC Chair will certify that changes asked by external examiners have been incorporated in the thesis by scholar.</p> <p>The corrected thesis will be dispatched again to the same external examiner / both the external examiner the within 7 days.</p> <p>External examiner will again evaluate the corrected thesis within 60 days from the date of receipt of the hardcopy. However, a reminder will be sent to examiner 15 days prior to completion of deadline.</p> <p>Report of external examiner will be shared as per para 12 and date of Thesis Defense / Viva-Voce Examination will be finalized and intimated to scholars and concerned authorities per para 13 (a).</p> | 60 days for students+60 days for examiner+7 days (from para 12) +15 days from para 13=150 days (approx.) |
| 14 | Abstract of final thesis to be sent to attendees of Defense. | - |
| 15 | Thesis Defense / Viva-Voce Examination will be conducted on the scheduled date. | - |
| 16 | <p>(a) If result of Thesis Defense / Viva-Voce Examination of Scholar is satisfactory, scholar will submit three sets of hard bound copy of thesis in FPM Office along with soft copy in CD.</p> | 15 days |
| | <p>(b) If result of Thesis Defense / Viva-Voce Examination of Scholar is satisfactory with minor changes, scholar will submit three sets of hard bound copy of thesis in FPM Office (One for TAC Chair, one for library and one for FPM office) along with soft copy duly certified by TAC Chair.</p> | 30 days |

Guidelines for Writing the Thesis

PREAMBLE

While utmost attention must be paid to the content of the thesis, which is being submitted in partial fulfillment of the requirements of the Ph. D. degree, it is important that a standard format be prescribed. The same format shall also be followed in preparation of the final soft copies to be submitted to FPM office.

1. ORGANISATION OF THE THESIS

This thesis shall be presented in a number of chapters, starting with Introduction and ending with Summary and Conclusions. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into sections, sub-sections and sub-sub-section so as to present the content discretely and with due emphasis.

1.1 Introduction

The title of **Chapter 1** shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the thesis. It may also highlight the significant contributions from the investigation.

1.2 Review of Literature

This shall normally form Chapter 2 and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation.

1.3 Report on the present investigation

The reporting on the investigation shall be presented in one or more chapters with appropriate chapter titles.

Due importance shall be given to experimental setups, procedures adopted, techniques developed, methodologies developed and adopted.

While important derivations/formulae should normally be presented in the text of these chapters, extensive and long treatments, copious details and tedious information, detailed results in tabular and graphical forms may be presented in Appendices. Representative data in table and figures may, however, be included in appropriate chapters.

Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages.

Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.

1.4 Results and Discussions

This shall form the penultimate chapter of the thesis and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

1.5 Summary and Conclusions

This will be the final chapter of the thesis. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the chapter.

1.6 Appendix

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in the separate appendices, which shall be numbered in Roman Capitals (e.g. “Appendix IV”). Since reference can be drawn to published/unpublished literature in the appendices these should precede the “Literature Cited” section.

1.7 Literature Cited

This should follow the Appendices, if any, otherwise the Summary and Conclusions chapter. The candidates shall follow the style of citation and style of listing in one of the standard journals in the subject area consistently throughout his/her thesis. However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given in addition to the journals/publishers, volume, number, pages(s) and year of publication.

Citation from websites should include the names(s) of author(s) (including the initials), full title of the article, website reference and when last accessed. Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

1.7.1 Publications by the candidate

Articles, technical notes etc. on the topic of the thesis published by the candidate may be separately listed after the literature cited. This may also be included in the contents. The candidates may also include reprints of his/her publications after the literature citation.

1.8 Acknowledgements

The acknowledgments by the candidate shall follow the declaration of honesty, signed by him/her, with date.

2. THESIS FORMAT (Mandatory)

2.1 Paper

2.1.1 Quality

The thesis shall be printed/xeroxed on white bond paper, whiteness 95% or above, weight 70 gram or more per square meter.

2.1.2 Size

The size of the paper shall be standard A 4; height 297 mm, width 210 mm.

2.1.3 Type -Setting, Text Processing and Printing

The text shall be printed employing laserjet or Inkjet printer, the text having been processed using a standard text processor. The standard font shall be Times New Roman of 12 pts with 1.5 line spacing.

2.1.4 Page Format

The Printed Sheets shall have the following written area and margins:

| | |
|-----------------|--------|
| Top Margin | 15 mm |
| Head Height | 3 mm |
| Head Separation | 12 mm |
| Bottom Margin | 22 mm |
| Footer | 3 mm |
| Foot Separation | 10 mm |
| Text Height | 245 mm |
| Text Width | 160 mm |

When header is not used the top margin shall be 30 mm.

Left and Right Margins

The candidates shall have the options of single- or double-sided printing

Single sided/odd number page (in double sided printing)

Left Margin 30mm

Right Margin 20 mm

Double sided- even numbered page

Left Margin 20mm

Right Margin 30mm

2.1.5 Pagination

Page numbering in the text of the thesis shall be Hindu-Arabic numerals at the center of the footer. But when the candidate opts for header style the page number shall appear at the right and left top corner for the odd and even number pages, respectively.

Page number “1” for the first page of the Introduction chapter shall not appear in print, only the second page will bear the number “2”.

The subsequent chapters shall begin on a fresh page (fresh odd number page in case of double-sided printing). When header style is chosen the first page of each chapter will not have the header and the page number shall be printed at the center of the footer.

Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., “iv”.

2.1.6 Header

When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3) on even numbered page headers and Chapter title or Section title on the odd numbered page header.

2.1.7 Paragraph format

Vertical space between paragraphs shall be about 2.5 line spacing.

The first line of each paragraph should normally be indented by five characters or 12mm. A candidate may, however, choose not to indent if (s) he has provided sufficient paragraph separation.

A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no windows or orphans should be left)

The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

2.2 Chapter and Section Format

2.2.1 Chapter

Each chapter shall begin on a fresh page (odd number page in case of double sided printing) with an additional top margin of about 75mm. Chapter number (in Hindu-Arabic) and title shall be printed at the center of the line in 6mm font size (18pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 25mm shall be left between the Chapter number and Chapter title lines and between chapter title line and the first paragraph.

2.2.2 Sections and Sub-sections

A chapter can be divided into Sections, Sub-sections and Sub-sub-Sections so as to present different concepts separately. Sections and sub-sections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Sub-section in third Section of Chapter 2. Chapters, Sections and Sub-sections shall be included in the contents with page numbers flushed to the right. Further subsections need not be numbered or included in the contents.

The Section and Sub-Section titles along with their numbers in 5 and 4mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centered) with 15 mm space above and below these lines.

In further subdivisions character size of 3 and 3.5 with bold face, small caps, all caps and italics may be used for the titles flushed left or centered. These shall not feature in the contents.

2.2.3 Table / Figure Format

As far as possible tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages. Table and figures shall be numbered chapter -wise. For example, the fourth figure in chapter 5 will bear the number Figure 5.4 or Fig 5.4

Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor[12]).

3. AUXILIARY FORMAT (Mandatory)

3.1 Binding

The final hard bound copies to be submitted after the defense should be in black color.

3.2 Front Covers

The front covers shall contain the following details:

- Full title of thesis in 6 mm 22 point's size font properly centered and positioned at the top.
- Full name of the candidate in 4.5 mm 15 point's size font properly centered at the middle of the page.
- A 40 mm dia replica of the Institute emblem followed by the name of the Institute and the year of submission, each in a separate line and properly centered and located at the bottom of page.

3.2.1 Lettering

All lettering shall be embossed in gold.

3.2.2 Bound back

The degree, the name of the candidate and the year of submission shall also be embossed on the bound (side) in gold.

3.3 Blank Sheets

In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the thesis.

3.4 Title Sheet

This shall be the first printed page of the thesis and shall contain the submission statement: the Thesis submitted in partial fulfillment of the requirements of the Doctor of Philosophy of the Indian Institute of Management Raipur.

Sample copy of the 'Title Sheet' is given in **Annexure XVIII**

3.5 Dedication Sheet

If the candidate so desires(s) he may dedicate his/her thesis, which statement shall follow the title page. If included, this shall form the page 1 of the auxiliary sheets but shall not have a page number.

3.6 Approval Sheet

In the absence of a dedication sheet this will form the first page and, in that case, shall not have a page number. Otherwise, this will bear the number two in Roman lower case “ii” at the center of the footer. The top line shall be **Thesis Approval** for Ph.D.

The Approval Sheets are to be included only in the hard-bound copies which are submitted after the successful Ph.D. viva -voce examination.

A sample copy of the Approval Sheet is given in **Specimen `B'** of **Annexure XVIII**.

3.7 Executive Summary

The executive summary shall highlight the important features of the thesis and shall correspond to the electronic version to be submitted to the FPM office for inclusion in the website. The executive summary in the thesis, however, shall have two more parts, namely, the layout of the thesis giving a brief chapter- wise description of the work and the key words.

3.8 Contents

The contents shall follow the executive summary and shall enlist the titles of the chapters, section and sub-section using decimal notation, as in the text, with corresponding page number against them, flushed to the right.

3.8.1 *List of Figures and Tables*

Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Contents.

3.9 Abbreviation Notation and Nomenclature

A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables and figures. (As far as possible, generally accepted symbols and notation should be used).

Auxiliary page from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in Hindu-Arabic. (The first pages in the both the cases shall not bear a page number).

3.10 A Declaration of Academic Honesty and Integrity

A declaration of Academic honesty and integrity is required to be included along with every thesis after the approval sheet. The format of this declaration is given in **Specimen `C'** of **Annexure XVIII**.

ANNEXURES

Fellow Programme in Management
Indian Institute of Management Raipur

ACADEMIC ADVISOR ALLOCATION FORM

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

- as a Research Assistant (RA) for Term II | III in First Year (Strike whichever is not applicable)
- as a Teaching Assistant (TA) for Term ___ 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 Research Scholar with Date)

(Signature with Date indicating Consent of Academic Advisor)

(Signature of Area Chair with Date)

(Approval from Chairperson - Doctoral Programs with Date)

TITLE

A Summer Project Report
By
(Name of the Research scholar)

Submitted on
(Date)

Approved by the Academic Advisor and Area Chair

1. Prof. _____ [Academic Advisor]
2. Prof. _____ [Area Chair]



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INDIAN INSTITUTE OF MANAGEMENT RAIPUR

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SUMMER REPORT EVALUATION FORM

Name: _____ Roll No.: _____

Area: _____ Year: _____

| Components of Evaluation | Marks | | | |
|--|-----------|------------------|------------------|------------------|
| | Max Marks | Academic Advisor | Faculty Member 1 | Faculty Member 2 |
| Introduction & Literature Review: Clearly describes objectives and rationale of the CIS. Presents relevant & Up-to-date literature. | 35 | | | |
| Report Writing: 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 | | | |
| Research Gaps/Conclusion | 15 | | | |
| Presentation: Presentation Skills Handling Questions & Answers | 15 10 | | | |
| Total Marks | 100 | | | |

Result: Cleared | Not Cleared

Date: _____

Remarks if Any:

Signature of Academic Advisor

Signature of Member

Signature of Member

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 research scholar, who have been allotted as Research Assistant / Teaching Assistant in their respective Area. This form should be submitted to Doctoral Program office after completion of the respective Term.

Scholar'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 | | |

Scholar Name and Signature with Date

Comments from the Faculty Member

Signature of Faculty Member with Name and Date

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 |
| Introduction & Literature Review: Clearly describes objectives and rationale of the Mini Dissertation. Presents relevant & Up-to-date literature. | 35 | | | |
| Report Writing: 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 | | | |
| Research Gaps/Conclusion | 15 | | | |
| Presentation: Presentation Skills Handling Questions & Answers | 15 10 | | | |
| Total Marks | 100 | | | |

Result: Approved | Approved with Changes | Not Approved

Date: _____

Remarks if Any:

Signature of Academic Advisor

Signature of Member

Signature of Member

TITLE

A CIS Report / Mini Dissertation

By
(Name of the Research scholar)

Submitted on
(Date)

Approved by the CIS Report / Mini Dissertation Examination Committee

1. Prof. _____ [Academic Advisor]

2. Prof. _____ [Member]

3. Prof. _____ [Member]



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COMPREHENSIVE EXAMINATION EVALUATION REPORT

Name: _____ Roll No.: _____

Area: _____ Year: _____

Marks Obtained in Written Examination: _____

Members of the Area: _____, Member

_____, Member

_____, Member

Comprehensive Examination Committee Members Report

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

Result: Pass | Fail

Date: _____

Signature of Member

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 RESEARCH SCHOLAR> ____, <ROLL NO> _____, research 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 Research Scholar)

Date: _____

(Signature of Thesis Advisor / TAC Chair)

Date: _____

Fellow Programme in Management
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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

TITLE

A Thesis Proposal
By
(Name of the Research Scholar)

Submitted on
(Date)

Approved by the Thesis Advisory Committee

1. Prof. _____ [Chairperson]

2. Prof. _____ [Member]

3. Prof. _____ [Member]



भारतीय प्रबंध संस्थान रायपुर
INDIAN INSTITUTE OF MANAGEMENT RAIPUR

Fellow Programme in Management
Indian Institute of Management Raipur

MONTHLY/SIX MONTHLY 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 Research Scholar (Use Additional Space, if Necessary)

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

Signature of the Research Scholar

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

1. Please provide comments on the research scholar's achievements and progress: _____

2. The research 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: Doctoral Programme Extension Form

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

FELLOW PROGRAMME EXTENSION FORM

1. Name of the Research Scholar: _____
2. Roll Number: _____
3. Date of Admission to the Doctoral Program: _____
4. Extension due from: _____
5. Current Status / Progress of the research scholar (Please attach Progress Report)
 - a. Coursework completed with CGPA: _____
 - b. Date of Clearing Comprehensive Exam: _____
 - c. Publications:

 - d. Conference Proceedings:

 - e. Expected date for Completion of the Program: _____

f. Timeline for completion of work next six months:

Month 1 _____

Month 2 _____

Month 3 _____

Month 4 _____

Month 5 _____

Month 6 _____

6. Reason behind delay:

Signature of Research Scholar

Date: _____

7. TAC Chairperson Remarks (please specify over all progress of the scholar and whether s/he is going to submit draft thesis next 6 months):

Recommended / Not Recommended

Signature of Chair (TAC)

Date: _____

8. Doctoral Programs Committee Recommendations

Recommended / Not Recommended

Signature of Chairperson (Doctoral 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 research 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 three options given below)

ADEQUATE for the submission of the Thesis, incorporating the suggestions (if any) in consultation with the TAC Chair and submit the thesis within 7 days.

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

ADEQUATE for the submission of the Thesis in its present form and minor modifications are required. The research scholar must incorporate the modifications suggested and submit the thesis within 30 days after certifying it from the TAC.

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 1.5 years of course work followed by a comprehensive written examination. Upon successful completion of the course work, the research 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 “Doctor of Philosophy”. Accordingly, a Thesis Evaluation Committee (TEC) comprising of the three TAC (Thesis Advisory Committee) members of the research scholar and two external examiners is formulated for examining the thesis of the research scholar. The thesis is first examined by the TAC of the research 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 research scholar is permitted to proceed towards thesis defense. This document presents the guidelines for evaluation of the thesis of the research 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 scholar has sufficiently exercised his/her mind and whether the overall quality compares favourably with doctoral dissertations in related areas. Importance must also be paid to the overall thesis as well as the robustness and rigor in the research method. The comments can be noted in the attached Thesis Review Form in the form of a narrative evaluation. An external examiner is requested to evaluate the thesis and submit his/ her report within 75 days from the date of receiving the thesis . 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, the research scholar will go ahead for Thesis Defense / Viva-Voce Examination. A copy of the response document of the examiner(s), if any, approved by the TAC Chair should be submitted to the FPM office. FPM Office will arrange the Final Thesis Defense after receiving this document. The response to comments of the examiner should be presented during the Final Thesis Defense.

Category II: Accept the thesis conditionally with minor modifications

If one or more members of the TEC accept the thesis in Category II, the scholar will make the desired corrections within 30 days and TAC Chair will certify that minor changes asked by examiners, have been incorporated in the thesis by scholar and then the research scholar will go ahead for Thesis Defense Examination. A copy of the response document of the examiner(s) approved by the TAC Chair should be submitted to the FPM office. FPM office will arrange the Final Thesis Defense after receiving this document. The response to comments of the examiner should be presented during the Final Thesis Defense.

Category III: Resubmission after Changes

If one or more members of the TEC suggest Category III - Resubmission, the Thesis Advisory Committee (TAC) and the research scholar will meet to discuss the issues raised by the examiner(s). Scholar will make the desired corrections within 60 days. The TAC Chair will certify that changes asked by external examiners

have been incorporated in the thesis by scholar. A copy of the response document of the examiner(s) approved by the TAC Chair should be submitted to the FPM office. The corrected thesis along with the response document will be sent again to the same external examiner / both the external examiners. External examiner(s) will again evaluate the corrected thesis within 60 days from the date of receipt of the thesis. The defense will take place after acceptance of the revised thesis of the research scholar by the examiner(s). The response to comments of the examiner should be presented during the Final Thesis Defense.

If the examiner is not satisfied with the revised thesis, second round of correspondence should take place. In rare situations where the second round of correspondence is also not found to be satisfactory by the examiner(s), the Doctoral Program Committee can meet and decide on the next step on a case-to-case basis.

Category IV: Unacceptable

If one member of the TEC finds the thesis unacceptable, then the candidate needs to rework on the thesis and submit within a year. The time given for resubmission of a new thesis, however, should not be more than completion of seven years in the programme. The revised thesis will be sent again to the same external examiner/ both the external examiners. External examiner will again evaluate the revised thesis with 60 days from the date of receipt of the thesis. If the TEC member(s) still finds it unacceptable the thesis will be rejected. A research scholar would be allowed to resubmit the thesis only once.

Thesis Defense / Viva-Voce Examination

After acceptance of the thesis, an oral examination (i.e. Thesis Defense) will be conducted by the Thesis Examination Committee (TEC) comprised of the TAC and the external examiner (s). 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 "*Doctor of Philosophy*". 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 scholar is dropped from the Programme.

After the defense, the research 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 30 days would be given to the research scholar from the date of the defense.
- c. The research scholar should then get the acceptance form signed by the Advisor(s), who will ensure that modifications/ changes have been incorporated, and submit three hardbound copies (one for FPM Office and two for Library) and soft copy of the dissertation along with a letter from the Advisor(s) certifying that changes are made.

Fellow Programme in Management
Indian Institute of Management Raipur

THESIS EVALUATION FORM

Name of the Research Scholar: _____

Roll 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

Annexure XVIII: Title Sheet

(Title)

Submitted in partial fulfillment of the requirements

of the degree of

Doctor of Philosophy

By

(Name of the Research Scholar)

(Roll No. _____)



भारतीय प्रबंध संस्थान रायपुर
INDIAN INSTITUTE OF MANAGEMENT RAIPUR

(YEAR)

Approval Sheet

This thesis entitled (Title) by (Scholar's Name, Roll Number) is approved for the degree of _____ (Degree details).

Members of the Thesis Advisory Committee

1. Chairperson's Name and Signature: _____

Date : _____

Place : _____

2. Member's Name and Signature: _____

Date : _____

Place : _____

3. Member's Name and Signature: _____

Date : _____

Place : _____

Declaration

I certify that this thesis represents my ideas in my own words and where others' ideas or words have been included, I have adequately cited and referenced the original sources. I also certify that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission. The work has not been submitted to any other Institute for any degree or diploma. I understand that any violation of the above will be cause for disciplinary action by the Institute and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed.

(Signature)

(Name of the scholar)

(Roll No.)

Date: _____

Place: _____

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. _____

Declaration: I understand that in case of any kind of false information, particularly, in case of Medical Leave, I am liable for expulsion from the Fellow Program in Management

Signature of the Research 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

Approved/Not Approved

FPM (Chairperson)

Note: The approved form must be mailed to Hostel Supervisor for records for those staying in campus.

Fellow Programme in Management
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USE OF CONTINGENCY GRANT

Name: _____ Roll No.: _____

Area: _____ Year: _____

PURPOSE:

- └ Attending Research Workshop in India
- └ Fieldwork in connection with Thesis
- └ Purchase of Books | Photocopy | Printing | Stationery | Software
- └ Copy-Editing of Paper| Transcription and Coding Support
- └ Thesis Binding and Printing
- └ Subscription to Journal / Magazines
- └ Annual Membership Fee (research scholar rate) for one National | One 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> | | | | |

Signature of the Research Scholar

(For Fellow Programmes Office Use)

Total Grant Availed: _____ Contingency Grant Balance: _____

FPM Office

Use of grant as detailed above: Recommended | Not Recommended

Area Chair / Academic Advisor / TAC Chairperson

Approved by:

Chairperson (Doctoral Programs)

Dean (Academic)

Director

Fellow Programme in Management
Indian Institute of Management Raipur

CONFERENCE APPROVAL REQUEST FORM

NATIONAL | INTERNATIONAL | DOCTORAL CONSORTIUM

Date of Request: _____

Research 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

Signature of Research Scholar

(For Office Use Only)

Last Conference Supported by IIM Raipur: From _____ To _____

Remarks, if any: _____

FPM Office

TAC Chair Recommendation: Recommended | Not Recommended

Chairperson (Doctoral 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) | | |
| | <i>Total Estimated Expenditure</i> | | |

** As per norms applicable

Conference advance/ reimbursement will be made to research 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: _____

Fellow Programme in Management
Indian Institute of Management Raipur

CONFERENCE TRAVEL REQUEST FORM

Name of the Research scholar (*In Block Letters*): _____ Roll Number: _____

Purpose of Journey (*Specify*): _____ Research scholarship Amount: _____

To
 Fellow Programmes
 Office IIM Raipur

Sanction is required to perform journey as below:

Date: _____

A. *Travel Schedule & Hotel*

Head of Account _____

| <u>DEPARTURE</u> | | | <u>ARRIVAL</u> | | | 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 Research scholar)

TAC Chair - Recommended | Not Recommended

FPM Office _____

Signature of Chairperson (Doctoral Programmes)

Date _____

Director/Approving Authority _____

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

Fellow Programme in Management
Indian Institute of Management Raipur

TA / DA Claim Form

1. Name (*in Block Letters*) _____

2. Roll No _____ 3. Research Scholarship Amount _____

4. Purpose of Journey _____

A. Travelling Allowance:

| DEPARTURE | | | ARRIVAL | | | Mode of Journey* | Distance K.M. | Purpose | FARE (Rs.)@ |
|-----------|------|------|---------|------|------|------------------|---------------|--------------|-------------|
| Station | Date | Time | Station | Date | Time | | | | |
| a | b | c | d | e | f | g | h | i | j |
| | | | | | | | | | |
| | | | | | | | | | |
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| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | <i>Total</i> | |

* E.Ticket/Train Ticket/Bus Ticket be enclosed alongwith TA/DA claim bill.

@ Please provide, in case of :-

TRAIN: a) Train No., b) Class, c) Ticket No.,

BUS : a) Ordinary/Deluxe/AC, b) Ticket No.

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

FPM Office _____

Chairperson (Doctoral 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
 अटल नगर , पो. ऑ.-कुरु (अभनपुर) रायपुर-493 661, छत्तीसगढ़, भारत
 Atal Nagar, P. O. - Kurru (Abhanpur), Raipur-493 661, Chhattisgarh, India

PROFORMA FOR NO DUES CERTIFICATE FOR SCHOLARS

शोध छात्र/छात्रों के लिए कोई बकाया प्रमाण पत्र प्रपत्र

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

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

| | | |
|---|--|--|
| 1 | Name of the scholar शोध छात्र/छात्रा का नाम | |
| 2 | Roll No. अनुक्रमांक | |
| 3 | Programme / Batch पाठ्यक्रम और वर्ग | |
| 4 | Room No./Hostel कक्ष 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 | |

| S. N. क्र. सं. | 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 | Dean Office डीन कार्यालय | Any dues? अन्य शेष | Yes No हाँ नहीं | | |
| 2 | Accounts and Finance 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(शीर्ष) के लिए | Yes No हाँ नहीं | | |
| 3 | Hostel (J.E.) 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 फर्नीचर आदि सही है। | Yes No हाँ नहीं | | |
| 4 | Library (Librarian) 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 | Career Development and Placement (Chairman) | Any dues? अन्य शेष | Yes No हाँ नहीं | | |

| | | | | | |
|---|---|---|------------|------------|--|
| | जीविका विकास एवं संस्थान अध्यक्ष | | | | |
| 6 | Students Affair (Chairman) छात्रों के मामले का कार्यालय (अध्यक्ष) | Any dues? अन्य शेष | Yes हाँ | No नहीं | |
| 7 | IT (Chairman) सूचना प्रौद्योगिकी (अध्यक्ष) | Any dues? अन्य शेष | Yes हाँ | No नहीं | |
| 8 | PGP Office स्नातकोत्तर कार्यक्रम कार्यालय | He/she surrendered the ID card (Please ensure surrender of the ID card by scholar) उन्होंने परिचय पत्र समर्पित किया (छात्र/छात्राओं द्वारा परिचयपत्र को समर्पित करना सुनिश्चित करें) | Yes हाँ | No नहीं | |
| 9 | Cafeteria अल्पाहार गृह | Any dues? अन्य शेष | Yes हाँ | No 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 later, 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 पाया जावेगा तो संस्थान के निर्णयानुसार जो भी उचित अर्थदंड मुझ पर लगाया जायेगा उसे देने हेतु मैं सहमति प्रदान करता/करती हूँ।

My Bank details for refunding Caution Money are as under:

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

1. Name of Account Holder / खाता धारक का नाम : _____
2. Account No.&Type / खाता सं. एवं प्रकार : _____
3. Name of Bank / बैंक का नाम : _____
4. Bank Address / बैंक का पता : _____
5. IFS Code / आई.एफ.एस. कोड : _____

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

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

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

कृपया मेरी एहतियात राशि को उक्त खाते में जमा करने का प्रबंध करें।

Place: Raipur / स्थान: रायपुर

Date / दिनांक: _____

Signature of the Scholar (शोध छात्र/छात्रा के हस्ताक्षर)

FELLOW PROGRAMMES OFFICE

Atal Nagar, P. O. - Kurru (Abhanpur),
Raipur – 493 661, Chhattisgarh

Phone: +91-771-2474696 Fax: +91-771-2474701

Email: fpm@iimraipur.ac.in Website: www.iimraipur.ac.in