

# **POST GRADUATE PROGRAM IN MANAGEMENT FOR WORKING EXECUTIVES (PGPMWE)**



## **PGPMWE HANDBOOK 2020-22**



**Indian Institute of Management Raipur**  
Atalnagar, NayaRaipur- 493661

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

## 1. ABOUT IIM RAIPUR

The Indian Institute of Management (IIM) brand has now become synonymous with innovation, talent and zeal for success and contribution in management. The Government of India setup IIM Raipur in 2010 to meet the growing demand for top quality professionals. It is situated at Raipur in the state of Chhattisgarh-one of the fastest growing states of India, with its rich mineral, forest, natural and local resources. Post-Graduate Programme in Management (PGP) was started in 2010 whereas Fellow Programme in Management (FPM) and Post- Graduate Programme in Management for Working Executive (PGPMWE) were started in 2012 & Executive Fellow Programme in Management (EFPM) was started in 2013.

Indian Institute of Management Raipur is one of the premier business schools in India. Located at its recently built 200 acres state of the art campus at Atal Nagar, Naya Raipur, the Institute offers world class education in major areas of management and provides an ambience for genuine intellectual pursuit, excitement and professional growth. The Institute has an internationally acclaimed Postgraduate Programme in Management, a Fellow Programme in Management and an Executive Fellow Programme in Management known for its quality, rigor and global orientation. The Institute has well equipped air-conditioned Lecture Rooms, Library, Simulation Lab and comfortable on-campus airconditioned boarding and lodging arrangements on double occupancy basis for the Management Development Programme participants at the campus.

IIM Raipur with its vision of being a globally-acclaimed Business School has collaboration with many Business Schools in Europe, South America, Australia, New Zealand and USA for Faculty and Students Exchange. The IIM Raipur campus is located about 20 km away from the Swami Vivekananda Airport and 30 km away from Raipur Railway Station.

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

Right from its inception, the Institute focuses on contributing to the growth and development of the Nation, region and society at large. As such it gives importance to courses and managerial trainings that are moulded in a way true to the culture and unique requirements of the state and organisations here in. Ethical practices in management, grooming socially responsible leaders for today and tomorrow are also the primary goals of the Institute. It is keeping in mind these aims, IIM offers its several programmes. IIM Raipur offers following programmes:

### i. Doctoral Programmes:

- Fellow Programme in Management (FPM)
- Executive Fellow Programme in Management (EFPM)

### ii. Post-Graduate Programmes:

- Post-Graduate Programme in Management (PGP)
- Post-Graduate Programme in Management for Working Executives (PGPMWE)

### iii. Executive Education:

- Management Development Programme (Open)
- Management Development Programme (In company)
- e-Learning Programs

## **2. PROGRAM OVERVIEW**

The Post Graduate Program in Management for Working Executives is designed in such a way that it minimizes disruption of work and personal pursuit. The Program is spread over twenty-four months, which would ideally be planned to include fortnightly weekends. The main objective of Program is to prepare participants for an advanced career in management by giving a solid foundation in various management topics that are essential for building capabilities to take on the new forms of competition. The Program offers a blend of various general management theories, soft skills and analytical methods with real world business scenario cases. It has 630 hours of teaching spread across eight terms of 3 months each which includes On-Campus Modules, Project Training & Industry Dissertation & Rural / International Immersion.

The selection process is designed to ensure significant diversity in academic, business and cultural background. During the course of this program, interaction with peers and faculty will augment many skills, appreciation of differing perspectives, effective communication, conflict management, negotiation and mobilizing individuals towards common goals-all essential ingredients of effective management practices. The overall goal of the programme is to broaden core leadership competencies to further enhance the professional growth of participants. The specific objectives of the programme are:

- To develop an ability to integrate decisions and solutions across disciplines in complex decision-making environments.
- To appreciate the influence of macro and micro business environmental factors.
- To incorporate a clear framework for ethical and value-based decision-making supported by unyielding personal integrity.
- To have a professional presence and the ability to articulate a vision needed to motivate others and lead diverse teams of people.
- To develop values and proactive attitudes for societal well-being.

## **3. ACADEMIC CALENDAR**

The Academic Calendar (2020-22) for the first year of the Post Graduate Program for Working Executives (PGPMWE) is given in Appendix – I. The first year coursework including project training is spread over four terms. The second year course work revolves around elective courses that would be chosen by the students. The Industry Dissertation and Rural/International Immersion Program are part of second year course curriculum.

## **4. REGISTRATION**

The guidelines for registration are as follows:

1. The registration for the PGPMWE program at IIM Raipur will be provisional and subject to verification of certificates and testimonials and receipt of all the relevant documents required for submission.
2. The students will be required to register few days before start of each term (term I to term VIII). The registration process will be completed only after payment of the required fees. The PGPMWE office will announce details regarding date, venue and other details of registration from time to time.

3. The registration for the second year (Term V) will be provisional subject to submission of the following documents:
  - a. Submission of Registration forms duly filled in
  - b. Payment of term fees
  - c. Return of the books due to from Program Office and Library
  - d. Return of any other institute belongings borrowed by the student
4. Late Registration: The PGPMWE Chairman may allow a maximum of two weeks for late registration, after which the student will not be allowed to register, barring exceptional circumstances. For late registration, fine will be applicable as follows:
  - i. Payment within one week after last date: Rs 1000/-
  - ii. Payment during second week after last date: Rs 200/- per day (inclusive of Saturday/Sunday/holiday), post that if any student is defaulting, he/she shall be debarred from all academic activities.
  - iii. Payment of fees after the second week requires approval from PGPMWE Chairman. Please note that the late fee is applicable regardless of whether the payment is made directly or through bank loan. A student will not be permitted to write the examination if the term fee is not paid.
5. No refund is admissible on any part of the term fees if a student withdraws voluntarily after registering for the term.
6. Promotion to Term-V is provisional and will be confirmed on meeting the academic performance criteria of the previous terms (refer section 13).

## 5. PROGRAM STRUCTURE

The 24 months PGPMWE would have four terms in each of the two years.

**I. Foundational courses:** Foundation Courses will focus on creating a strong base of understanding the fundamental principles of effective management in modern business organizations. This section will also focus on developing understanding of the business in increasingly globalized economic and political environment. This will help to crystallize the fundamental conceptual and analytical knowledge. The courses will be aimed to:

- Create foundation to understand business
- Building blocks of business activities
- Preparing the candidate for leadership position

The list of courses is appended in Appendix-II.

**II. Advanced Courses:** Advanced level courses will prepare the student for taking up higher responsibility and leadership position. International Immersion will supplement the leadership quality of the students to work in a cross-cultural and global environment. Advanced courses of the programme include the following:

- Elective Courses
- International Immersion or Rural Immersion Program
- Industry Dissertation

**Note:** For International Immersion or Rural Immersion Program, participants will be charged additional fee as course fee, lodging, boarding, travel and other expenses. Those students who are not interested to participate in International Immersion Program must participate in Rural Immersion Program.

## 6. CURRICULUM

A full credit course consists of 30 hours of classroom teaching and equivalent of 1 credit. A full credit course requires approximately 90 hours of work, both in and outside the classroom.

- i. **First Year Program:** All courses in the first year (12 courses + Project Training) are compulsory. A list of first year courses is given in Appendix II.
- ii. **Second Year Program:** Students will have to take four compulsory courses in term V as well. Thereafter, students need to select seven elective courses. Apart from elective courses, second year curriculum also includes one Industry Dissertation and Rural or International Immersion Program. All courses in the second year are of 1 credit.
  - a) The PGPMWE Chairman will announce the elective courses to be offered in second year during Term III. This will be announced on a year to year basis depending upon the courses offered by various functional areas.
  - b) A student must take at least 12.5 credits (including compulsory courses) from courses offered over the four terms in second year.
  - c) The indicated choices of electives term wise will be confirmed choices. No changes are permitted after the last date as announced by the PGPMWE Office.
  - d) For an elective to run there should be minimum 16 students opting for the same.
  - e) It may be noted that the change in electives, if any, will be allowed only if Existing elective course(s) gets dropped.
  - f) The students will give elective course choices according to the procedure and timings as communicated by the PGPMWE office, failing which the students will have to accept the courses allotted by the office.
  - g) The instructors/PGPMWE office may decide the enrollement criteria of any course in consultation with the Chairman PGPMWE.
  - h) There is no provision of minimum number of elective courses for concentration in an area and therefore, **the areas of concentration will not be indicated either in the Grade Sheet or in the Diploma.**

## 7. PROJECT TRAINING

Project training component within the program holds 2 credits. Its is expected that students will carry out the projects training within their own organizations. **However, in case a student chooses to carry out training in a different organization as opposed to employed organization, then he/she will have to take necessary approval from PGPMWE committee routed through PGPMWE chairman.** Students will have furnish approval from the organization wherein he/she would be carrying out project training. For project training, there would be faculty mentor as well as industry mentor. The choice of selecting industry mentor lies with student, however student would need to provide contact details (Email ID; Contact number, Designation etc.) to PGPMWE office of the chosen industry mentor. Students would have to submit project report signed from faculty as well as industry mentor. Students would also have

to make the project presentation before a committee as constituted by PGPMWE committee. **Evaluation of the project training would be such that 60% component would come from report, 20% from project presentation, while remaining 20% would come from industry mentor. Faculty and Industry mentor for individual students would be mandated.** It would be expected that student will be continuously working on the projects with inputs from respective faculty mentors. It is mandatory for the students to attend Mid-term failing which there would be one grade drop and if the student did not attend End-term Review automatically he/she would be awarded an F grade and in the final weekend (would be communicated by PGPMWE office), students would have to come to campus for the report submission (to faculty mentor and PGPMWE office) and subsequent presentations.

## **8. DISSERTATION and RURAL/INTERNATIONAL IMMERSION PROGRAMME**

- a) The Industry dissertation and Rural/International Immersion component of programme will be taken up by each student of PGPMWE in Term VIII (second year).
- b) Students need to choose Industry dissertation and either International Immersion or Rural Immersion.
- c) The international Immersion includes a fixed cost charged by the partnering institution. This has to be borne by the total number of students opting for it. It is however recommended that this total number of students should be more than 10 nos. so that learning is maximized by a meaningful interaction between the students and faculty at partner institution.
- d) Both International and Rural Immersion Programme is of 2 weeks duration; students required to work under the guidance of faculty supervisors. The faculty supervisors are allotted by the PGPMWE Committee (if required in consultation with sentient areas).
- e) All expenses for the Industry dissertation and International/Rural Immersion Programme will be borne by the participating students.
- f) This component is equivalent of 2 credits. The identified International B-School (only the selected one) with approximate expenditure will be intimated by the International Relation office of IIM Raipur in consultation with the PGPMWE office well in advance (in case of international immersion).
- g) Students confirmed to participate in International Immersion Programme cannot change subsequently and the fund deposited for the purpose is nonrefundable.
- h) Students going for Rural Immersion will arrange their own study area/district/departments where they want to pursue their Rural Immersion programme
- i) Students need to submit their Individual Report within 15 days of completion of International/Rural immersion programme. The evaluation parameters include the following.
  - Project Report           60%
  - Presentation             40%
- j) There will not be any Mid-term Review for Rural and International Immersion. It is mandatory for the student to appear for the End-Term presentation/assessment failing which they would be automatically awarded an F grade.
- k) The students are required to prepare an empirical/secondary based report between 40-50 pages. The report should include the following points:
  - a) Background
  - b) Rationale of the study
  - c) Related methodologies
  - d) Findings
  - e) Discussions

f) Conclusions

j) The presentation component will be evaluated by a panel comprising of PGPMWE Committee. The parameters taken for presentation includes; Structure of presentation, presentation communication, content, learning from Rural Immersion and handling questions and answers.

k) The broad areas of Rural/International Immersions are identified as follows.

Rural Immersion Broad Topics\*:

- Microfinance including Rural finance/banking and inclusive growth
- Rural education and health
- Rural development rural infrastructure
- Rural Electrification
- Public distribution system
- Paddy procurement
- Railway and other rural infrastructure
- Public transport
- Rural water & sanitation
- Skill development and vocational training
- MGNREGA and rural lifestyle
- Any other Rural development projects etc.

International Immersion Broad Topics:

- International trade & commerce
- Banking & finance
- Marketing & sales
- Operation & supply chain
- International business & strategy
- International HR & workforce management etc.

\*This is an illustrative list.

## 9. INDUSTRY DISSERTATION

- a) Industry dissertation is equivalent to one credit course and a part of Term-VIII course curriculum. Though Dissertation may be taken only in Term VIII, the consent of the Supervisor(s) must be submitted to PGPMWE Office well in advance.
- b) The dissertation has to be done under the supervision of faculty member(s) chosen by the student. **Faculty and Industry mentor for individual students would be mandated.** Written consent of the faculty supervisor(s) and the proposed title of the dissertation need to be submitted to the PGPMWE office. Faculty members are free to lay down criteria for choosing students and limiting the number of students for supervision.
- c) The PGPMWE office may invite area of interest from students and allot faculty guides for the dissertation work. For the benefit of the students and to do a better research work, the process of faculty allocation may be started by the PGPMWE office from Term-VI.

d) **Broad Framework/Guidelines:** The dissertation offers an opportunity to the student to explore a topic in depth in his/her area of special interest. This comprises an investigation, together with the written report and interpretation thereof, of a subject accepted and approved by the faculty. It could either be of an exploratory type or a prescriptive type with a focus on its applicability to management situations. It may be a research study, a study of a policy problem, a historical study, development of a new method, comparison of two or more methods, formulation and testing a hypothesis relevant to some areas of management. It may be field/library-based study or both. Guidelines for the report are suggested below:

- Problem Formulation
- Research Methodology
- Sampling and Surveys
- Literature Review
- Analysis of the Problem/Data
- Recommendation with justification
- Implications for implementation
- Bibliography
- Limitations and scope for further work/study.

e) Two copies of dissertation report must be submitted to the PGPMWE office at least a week before the first day of the end term examination, of the respective term.

f) The evaluation of a dissertation will be based on adequacy of data the language, contribution in the area, cogency, format and overall getup. The evaluation scheme should be as under:

	<u>Weightage</u>
Proposal	10%
Mid-term review	20%
Final Report (to be submitted before the final exam)	50%
Oral Presentation	20%

The final evaluation work will be done by the faculty supervisor(s) on the usual 10-point letter grading system. It is mandatory for the students to attend Mid-term failing which there would be one grade drop and if the student not attend End-term Review automatically he/she would be awarded an F grade

## 10. LIST OF ELECTIVES

The elective courses are offered in disciplines like Marketing, Finance, Operations, Strategy, HRM and Economics & General Management, Decision Science, and IT & systems. The term wise lists of electives are given in Appendix III.

The institute reserves the right to change any of the above courses and structure at any time. Any final elective will be offered subject to sufficient number of participants in the course (**minimum 16 students**). The courses mentioned are indicative and may be changed, modified or deleted as

per the suitability of the programme. Term wise electives selected by students are not allowed to change subsequently.

## 11. ATTENDANCE

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

1. In case of sickness, students shall apply for Medical Leave as mentioned in Section -12.
2. Each student is expected to attend a minimum of 80% of classes in each course. The grade penalty will be imposed on all the students who do not meet the minimum 80% attendance requirements in each course in the following manner:

<b>Attendance of Student</b>	<b>Grade Penalty</b>
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

3. If a student gets D grade in a particular course and also gets a grade drop due to attendance shortage, 'D' will become an 'F' grade.
4. If any student after successful completion of first four terms of the programme, applies for deferment of next four terms, in such case, the PGPMWE Chairman/Committee may take appropriate decision to allow the student to complete the remaining terms in the subsequent batch. This provision is allowed only once.

## 12. MEDICAL LEAVE

- Students are expected to attend scheduled classes, orientation sessions, quizzes and examinations during terms as indicated in the academic calendar. Under extraordinary circumstances, students may obtain leave of absence from Programme, by submitting an application to Chairman-PGPMWE or by sending an email to PGPMWE Office.
- In case of sickness, students must produce the medical certificate that should be issued and/or countersigned by the Institute doctor/Medical Officer (approved) along with the prescribed form within a week from the date of joining. No student shall be allowed to join the program unless he/she produce the medical fitness certificate which is duly endorsed by Institute doctor.
- Institute doctors will approve the medical certificates only in case of diagnosed illness where they are convinced that the student is too ill to attend classes. These include

hospitalization, communicable diseases and accidental injuries (fractures, deep trauma, etc.)

- For grounds other than sickness, leave will not be granted. However, PGPWE Chairman/Committee may decide on case to case basis in other such cases. Before applying for leave to the PGPWE Chairman, a student should contact his/her course instructors to ensure that he/she is not missing any quizzes or examinations during the leave period. The PGPWE Office or the concerned faculty will not be responsible for the student losing any segment of evaluation on account of his/her leave. No compensatory opportunity will be given for missed quizzes, etc., on account of leave of any kind. If the leave is approved by PGPWE Committee for medical reasons for the examinations, for repeat Mid\End Term examination the concerned course faculty member(s) has full discretion to increase the difficulty level, as the student has effectively had more time to prepare.

### 13. ACADEMIC PERFORMANCE EVALUATION SYSTEM

Grading and final evaluation is done on the basis of quizzes, assignments, class participation, term papers and project work. A system of continuous evaluation is followed. It is announced for each paper by the faculty concerned and given as part of the Course outline. The term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA) are computed as the credit-weighted averages of individual grades in each term and summed upto that term, respectively. The academic criteria for continuation in the program, promotion to second year and the final award of the diploma is mentioned in following paragraphs. Participants who fail to maintain minimum academic standards would be asked to leave the program.

Following are the guidelines for academic performance 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 / Term Paper
- c) Mid-term Examination (*will be conducted in coordination with course faculty within the course sessions during 09<sup>th</sup> /10<sup>th</sup> /11<sup>th</sup> sessions for a full course*)
- d) End-term Examination

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

decided in the Faculty Council regarding the duration for Mid and End Term Examinations as follows:

<b>Exam</b>	<b>Minimum duration</b>	<b>Maximum duration</b>
Mid-Term	1 ½ hours	
End Term	2 hours	3 hours

### **Performance evaluation system**

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

1. The instructor will assign a numeric score to each student, which will be the weighted sum of component scores. Numeric score for individual components along with class distribution of scores may be communicated to the students. The component wise scores awarded by the faculty are final. Except totaling errors, students cannot ask for reevaluation. A ten point grading scale with corresponding letter grades as follows will be used for assigning a relative grade for each course. Term wise final relative grading will be done by a faculty moderation committee comprising PGPMWE committee members and the teaching faculty of the term. The range of marks, numbers of students in a course and component wise performance of students are considered for final relative grading. The grades finalized by the committee cannot be changed in any circumstances.

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

Faculty members are required to follow the following guidelines:

Letter grade A ('A-', A, A+) should not exceed 30 percent

Letter grade D & Letter grade C (C-, C, C+) grade should be at least 10 percent.

A student scores less than 30 (absolute scores) will be given letter grade 'F'.

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

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

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

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

A student who fails to fulfill the conditions for continuation in the Program or award of diploma may request the PGPMWE Committee for a review. The PGPMWE Committee may consider the cases of those students who fail to meet the conditions specified above on account of extenuating circumstances and take appropriate decision(s), leading to:

- i) The PGPMWE Chairman/Committee may permit a student to repeat course(s), term(s) or year in the next academic year.
- ii) The PGPMWE Chairman/Committee may expel a student from the Program at any time if his/her conduct is detrimental to the educational process of the Institute.
- iii) A student who is expelled *or* is required to leave the Institute on any ground may file an appeal to the Director (Chairperson, Academic Council), who in consultation with the Council may like to re-consider his/her case and take a decision accordingly. The decision of the Director on such an appeal will be final and binding.

Following will constitute academic malpractice:

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

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

#### **14. EXAMINATION RULES**

Following examination rules will be observed:

- All students must occupy their respective seats as per the seating plan. Any student found shuffling the seating arrangement, or not occupying his/her seat at the scheduled commencement time for the examination may be disallowed from the examination.
- Door of the Examination Hall will be closed ten minutes before the commencement of examination and the late comers will not be allowed after 30 minutes from the time of reporting.
- Students must put their signatures and the serial number(s) of the answer books/ supplementary sheets on the attendance sheet
- Students are not permitted to use pencils for writing answers in examinations.
- Students are not permitted to carry any of their mobile phones/bags/folders/ notes into the examination hall. All such materials, other than those specified by the instructor through

the PGMWE Office, must be kept outside. The room will remain closed until the end of the examination.

- No answer book(s) or question paper(s) will be issued to any student as long as he/she is in possession of any book/ notes/bags etc. However, with the permission of the Instructor(s) concerned, prescribed books are allowed to be brought in for an open book examination. Bringing any other book(s) (for open book examination) will also be considered as adopting unfair means.
- Ordinarily no student would be permitted to temporarily leave the examination hall while the examination is in progress. Permission to temporarily leave the hall may be granted in exceptional circumstances.
- No student shall be permitted temporary absence from the examination hall during the first 60 minutes of an examination under any circumstances.
- No student shall be permitted temporary absence from the examination hall during the last 15 minutes of an examination.
- Not more than one student shall be permitted temporary absence from the examination hall at any given time.
- The period of temporary absence from the hall must be recorded in the sheet provided in the examination hall and must not exceed 2 minutes.
- Any student desirous to leave the examination room early must leave the examination block immediately. Silence must be maintained when arriving for or leaving from an examination.
- If any student is found discussing anything with another student during examination, either inside or outside the examination hall, the same will also be treated as adopting unfair means. Strict vigilance and random checking will be done in this regard, and severe punishment will be imposed whenever a student is found to be violating these regulations.
- Exchange of calculators, mathematical and other tables, charts etc., is not permitted during examinations.
- Instructors/Invigilators have been authorized to disqualify any student who is found to violate any of these instructions or resorting to any unfair means.
- Use of unfair means in examinations will be treated as a serious disciplinary offence and the student will be debarred from writing the exam and would have to repeat the course in the following academic year. Such a student will not be eligible for promotion/ award of diploma until successful completion of the examination in the following academic year. If the same student is found to be using unfair means in examinations again, the student's registration in the PGMWE shall be terminated and the student will be expelled from the programme.
- Under no circumstances, the answer books are to be taken out of the classrooms/examination halls. Handing in the answer books will be the sole responsibility of the student.
- **There will not be any compensatory examination on account of absence from mid-term and term-end examinations on any ground.** Thus, any absentee will be awarded 0 (zero) marks on account of absence in any component of the evaluation scheme. Students on medical and authorized leaves may however, be given an opportunity to repeat course(s) in the next academic session, or appear in a special examination if so permitted by the PGMWE Chairman/Committee. The Institute will decide all such cases on case to case basis at the end of the academic term or session.
- The concerned faculty members will show evaluated End term examination answer books/Assignments/Project Reports/Quizzes to the students

- i. The concerned faculty members will show evaluated Mid-term and End-term examination answer books/quizzes to the students. **The students must return examination answer books/quizzes to the concerned course faculty.** The students not getting the mid-term/end term answer books should report the matter to respective class representative immediately, failing which it will be assumed that all students have checked their answer books. The decision of the Faculty is final in regard to evaluation. The answer books for Mid/End term exam shall be submitted by concerned faculty after correction/finalization to PGPMWE office for records.
- ii. The faculty member wishing to exercise this option may do so on his own. The PGPMWE office can facilitate an appropriate time and slot for helping the faculty member.
- iii. Once the faculty member submit marks to the PGPMWE office, these will not be changed under any circumstances and will be treated as final.
- iv. The answer scripts given to the office by the faculty member are only for storage and the office shall not show it to the students.
- v. The decision taken by the faculty in evaluation is final.
- vi. The PGPMWE office shall display marks (Without Grades) on the notice board. These shall be marked as 'provisional'. In case of a discrepancy, students should revert to the office in writing before the stipulated time. Once the deadline is over, moderation shall be done.
- vii. No marks or grades shall be changed after the moderation. After attendance calculation the final grades shall be displayed on the notice board.

## 15. LIBRARY RULES AND REGULATIONS

### **Refer the latest library guidelines.**

Library acts as the main learning resource centre of the institute. It has been providing up to date and nascent information resources and services both in hard and soft forms. The library has built a robust collection of books, subscription to print journals, magazines, newspapers, and many other resources like student's project reports, CDs/DVDs etc.

Library opens from 9 A.M. to 10 P. M. on all working days and from 9.30 A.M to 6 P.M on weekends and holidays. Digital Library is available round the Clock.

PGPMWE Students are entitled to borrow 3 books for 14 days.

- The Library follows an open access system.
- Books or other materials taken from the stacks should not be re-shelved by the readers but should be left on the tables reserved for this purpose. Please remember that a book misplaced is a book lost.
- While entering the library, readers should leave their personal belongings, such as bags, brief-cases, personal books, and parcels near the counter reserved for this purpose. However, they can carry loose papers and note books.
- Readers leaving the library should allow the library/security staff to examine their personal belongings.
- Readers should maintain peace in the library and should not disturb other users in any way.
- Borrowing Entitlement : Books can be borrowed against library card issued by the library to the borrowers.
- The library card is non-transferable and their loss should be immediately reported to the library. Although the library will take all possible care against the misuse of the library

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

- Issue and Return : The borrower may return or renew the book on or before the due date. For renewing, presentation of the book along with the library card is necessary. Renewal is not permitted if a demand is pending for the material.
- The library can recall book after two weeks of issue. books to be replaced on reserve can be recalled any time.
- If a book is not returned to the library when due, the borrower will be fined Re.1/- per day per volume for first 15 days and Rs.5/- per day per volume for rest of the days. For books available for overnight borrowing only, the overdue fine will be Rs.5/- per hour will be charged. The library can refuse to issue books to a borrower having overdue books.
- A borrower going on vocation with or without salary, deputation, study leave, or extraordinary leave will have to return all borrowed books before leaving Raipur.
- Loss of borrowed material must be immediately reported in writing. The replacement charge (double the current price) for lost material, will also include overdue charges if applicable.
- A user can take help of library staff for search of Books. The users are entitled to use reading room for self study from the books/journals/magazines available in the library.
- All users are requested to keep their mobiles switched off or in silent mode in the library. Use of speaker phone/head phone is not allowed in the library.
- Spitting, Smoking, Drinking, Eating or Chewing of tobacco, Sleeping, loitering, gossiping inside the library is strictly forbidden. Action will be taken for breaking of rules.
- Users assume the obligation of keeping the library materials in good condition. Materials damaged, defaced or lost must have to be replaced by a fresh copy. Otherwise three times cost/market price will be realized from the borrower.
- Disfiguration, damage or marking of any kind on any book or any other material belonging to the library is punishable with fine.
- Conversation and discussion inside library is not allowed. It disturbs library ambience. Similarly, an unruly behavior is not allowed in the library. This is of utmost importance to allow each member to have a calm environment within the library.
- Suggestions for desirable help or improvement of facilities in the library can be submitted, preferably in written form, to the Librarian.
- No visitor or guest is permitted to use the library without the prior permission of the Librarian. He/She is required to produce a proper introduction letter from the concerned Institution/Organization to which he/she is attached.
- Readers should be courteous to the librarian, library staff and fellow students.
- Library books are not transferable.
- All the users may please get the books checked while making an exit from the library.
- If in any case the authority feels a student/user is disturbing other users, he/she may be not allowed to enter into the library.
- Admission to the library may be refused to anyone who violates the Library Rules and Regulations.

## **16. IT related rules and regulations**

**Students are not allowed to send mass mails to faculty/staff related groups and Director. In case they have any grievance, they should route it through proper channel only (i.e. through Chairman-PGPMWE/Committee)**

## 16.1 Email account

a) Each student is provided email-ID on IIM Raipur Domain (@iimraipur.ac.in) through Google, which has over 30GB of inbox storage.

b) **Deactivation or deletion** of an account or email group shall occur under the following conditions:

i) Creation and exchange of e-mails that could be categorized as harassing, obscene, nuisances or threatening.

ii) Unauthorized exchange of proprietary information or any other privileged, confidential or sensitive information

iii) Unauthorized access of the services. This includes the distribution of emails anonymously, use of other User's user ids or using a false identity.

iv) Creation and exchange of advertisements, solicitations, chain letters and other unofficial, unsolicited e-mail.

v) Creation and exchange of information in violation of any laws, including copyright laws.

vi) Willful transmission of an e-mail containing a computer virus.

vii) Misrepresentation of the identity of the sender of an e-mail.

viii) Use or attempt to use the accounts of others without their permission.

ix) Transmission of e-mails involving language derogatory to religion, caste, ethnicity, sending personal e-mails to a broadcast list, exchange of e-mails containing anti-national messages, sending e-mails with obscene material, etc.

Any case of inappropriate use of e-mail accounts shall be considered as violation and may result in deactivation of the account. Further, such instances may also invite administrative action as deemed suitable to Chairman (IT) as well as scrutiny from the investigating agencies depending on the nature of violation.

## 16.2 Recommended Best Practices

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

i) All users must check their last login details while accessing their email accounts. This will help in making users aware of any unauthorized access to their account.

ii) The user should change passwords on a periodic basis.

iii) It is recommended that the users should logout from their mail accounts whenever they leave the computer unattended for a considerable period of time.

iv) Other than Government websites, the e-mail ids and e-mail address assigned on the IIM Raipur e-mail service should not be used to subscribe to any service on any website. Mails received from sites outside the Government may contain viruses, Trojans, worms or other unsafe contents.

v) It is strongly recommended that the users use the latest version of their Internet browser for safe browsing.

vi) The "save password" and auto complete features of the browser should be disabled.

vii) The files downloaded from the Internet or accessed from the portable storage media should be scanned for malicious contents before use.

viii) To ensure integrity of the downloaded files, digital signatures/hash values should be verified wherever possible.

ix) The IT Department does not ask for details like login id and password over e-mail. Users should disregard any e-mail that requests for the same, and should refrain from sharing such details over e-mail with anyone.

- x) Sending an e-mail with an infected attachment is the most common means adopted by a hacker to send malicious content. Hence, it is mandatory to update the anti-virus and application patches on your system to prevent infection.
- xii) All attachments must be scanned with an anti-virus program before they are downloaded/ executed, even if such e-mails are received from a familiar source.
- xiii) User should exercise caution while forwarding mails as they may contain malware. User should ensure authenticity of the source and safe nature of the attachments before forwarding any mail.
- xiv) E-mails identified as spam are delivered in the “Probably Spam” folder that exists in the user’s mailbox. Hence it is recommended that the users should check the “Probably Spam” folder on a daily basis.
- xv) Attachments should be opened only when the user is sure of the nature of the e-mail. If any doubt exists, the user should contact the sender to verify the authenticity of the e-mail and/or the attachment.
- xvi) User should use due discretion while creating classified and sensitive documents. Unless required otherwise, the documents should be created in manner that it cannot be edited.
- xvii) Users should not open e-mails from dubious sources.
- xviii) User should exercise caution in opening mails where links are embedded in the mail. The authenticity and the safe nature of the link should be ascertained before clicking the link.

### **16.3 Guidelines for Fair Use of IT Infrastructure at IIM Raipur**

Usage of IIMR information technology infrastructure should always be legal, secure and civil.

- a) Be legal:
  - Obey cyber laws/IT Act 2000.
  - Don't illegally download, distribute or use copyrighted materials.
  - Don't use the IIMR's network to run your business.
- b) Be secure:
  - Protect your identity. Your accounts are for your use only. Use strong passwords and keep them secret. Never give your password to anyone, no exceptions.
  - Don't use other people's accounts. Don't attempt to gain unauthorized access to data and resources.
  - Run up-to-date anti-virus software. Apply the latest security patches to all your software and devices.
- c) Be civil:
  - Respect other's use of IT resources. Don't alter or damage others' data or software.
  - Take care of Institute's computers or networks.
  - If you come across an open account on a kiosk or in a computer lab, close it.

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

- d) Simulation Lab (CR # 308)
  - Students can use the lab during class hours and on permission from System Manager after class hours.
  - Students should shut down their PCs and any other IT equipment after their use.
  - Missing items / damaged items from the lab will be charged to the students.
- e) Internet over LAN and Wi-Fi

- Browsing restricted sites using any form of Institute's IT infrastructure is prohibitive and legal and administration action will be taken against them.
  - Using proxies or bypassing server will attract legal action as per IT Act 2000.
  - Peer-to-peer networking is not allowed and students engaging in such acts may face permanent blocking of their internet access and access to their PCs or MAC IDs.
- f) Classroom IT Equipment
- Each class is equipped with projector(s) / an audio system, a PC, Collar Mic and a presenter.
  - Respective Class in-charges should make sure that these are kept properly. The projectors should be shut down at the end of the day.
  - Presenters and Collar Mic will be available with the respective class in-charges.
  - Students should not move equipment from one class to another.
- g) Server Room Access
- Server room is a restricted place and students are not permitted to enter the server room without permission of the Chairman (IT Services)/System Manager.
  - In case of any help required from IT Department, students should first seek help from student's IT committee and based on their recommendations, IT Department may be approached, if felt necessary.
- h) Intellectual Property Rights
- Students should adhere to copyright norms as well as network piracy.
  - The Institute has Turnitin software for catching plagiarism. Students indulging in
  - Plagiarism is liable to face legal action.
  - Students should engage in fair use of IT resources as needed by the students.

## **17. STUDENTS WORKLOAD**

Each course is associated with a credit. A credit is an indication of the amount of classroom hours as well as class preparation hours required for the course. A 1-credit course requires 20 sessions of 90 minutes each or a total of 30 contact hours per term. Since much of the teaching methodology is student oriented, one hour of classroom time requires about 2 hours of preparation time.

## **18. AWARD OF DIPLOMA**

Students would be awarded the "*Post Graduate Diploma in Management for Working Executives*" on successful completion of the Program. The Diploma will be awarded at the Institute's Annual Convocation, which is held towards the end of each academic year as indicated in the Academic Calendar.

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

Those who are interested in receiving the award of Diploma in absentia must intimate the same to Chairman PGPMWE or PGPMWE office before the Convocation and will have to pay an additional fee as prescribed by the PGPMWE office. The Institute has provision for issuing duplicate Diploma in some restricted cases.

### **a) Policy for issuing duplicate PGPMWE Diploma**

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

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

The present Chairperson BOG, the Director and the Chairman PGPMWE will sign the duplicate Diploma. An amount of Rs.5000/-will be charged for the issue of duplicate Diploma.

**b) Policy for issuing duplicate transcripts (Grade Card/Certificate)**

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

## **19. PEDAGOGY**

The pedagogy at IIM Raipur presents a mix of case studies, lecture sessions by faculty, interactions with industry experts, business games, simulation exercises and field visits. This has been designed keeping in mind the effect each of these methods in enhancing the knowledge of executives in handling the problems in accordance with the environment.

The case studies help students to keep in touch with the best predicaments faced in the world of management. With the experienced faculty we have, our students are well guided in their analyses. This provides students with a hands-on approach to management. Interactions with personnel from industry ensure that students are up to date with the latest issues and occurrences in the various industries. The most interesting part of our system of education comes with the drive we instil in the students to have brainstorming sessions amongst themselves regarding various issues.

## **20. FACULTY**

The Faculty would include core and visiting faculty to integrate theoretical rigour and real life application. The participants would have the benefit of interacting with eminent academics, policy makers, managers and administrators. Most of the IIM faculty is associated with leading institutions in India and abroad. The list of core faculty member is in Appendix IV.

## **21. SPONSORSHIP**

The program would admit both organisation-sponsored and self-sponsored candidates.

## **22. PROGRAM COMMENCEMENT DATE**

- Programme Inauguration on Saturday, June 06<sup>th</sup> , 2020.
- Regular classes from Saturday June 06<sup>th</sup> , 2020.

## 23. PLACEMENT

IIM Raipur will NOT provide any placement service to the participants, as the programme is for the working executives.

## 24. REFUND OF FEES

Once a student is admitted to the Institute, fees paid by him/her other than Security Deposit are not refundable. The Security Deposit will be refunded at the end of the program, after receipt of “No Dues Certificate” in the PGPMWE Office.

## 25. WITHDRAWAL FROM THE PROGRAM

A student wishing to withdraw from the programme on his own should submit an application to Chairman PGPMWE. **He/she shall also obtain “No Dues Certificate” from Accounts, Library and Computer Centre and submit it to the PGPMWE Office for settling his accounts.**

## 26. SCHEDULE & MODE OF PAYMENT

The total fee for PGPMWE is Rs.8,00,000 which includes tuition, cost of course material, library, computer facilities and other miscellaneous components. Term wise fee structure is as follows:

Terms	Fee (Rs)	Terms	Fee (Rs)
Term-I	100000	Term-V	100000
Term-II	100000	Term-VI	100000
Term-III	100000	Term-VII	100000
Term-IV	100000	Term-VIII	100000

- Fees must be paid before the commencement of each term.
- Fee need to be paid online using the link provided on [iimraipur.ac.in](http://iimraipur.ac.in)

For late registration, fine will be applicable as follows:

- i. Payment within one week after last date: Rs 1000/-
- ii. Payment during second week after last date: Rs 200/- per day (inclusive of Saturday/Sunday/holiday), post that if any student is defaulting, he/she shall be debarred from all academic activities.
- iii. Payment of fees after the second week requires approval from PGPMWE Chairman. Please note that the late fee is applicable regardless of whether the payment is made directly or through bank loan. A student will not be permitted to write the examination if the term fee is not paid.

## **27. CLASS TIMINGS**

Classes are to be scheduled on Saturday and Sundays from morning to evening. The time table will be communicated by the PGPMWE office from time to time.

## **28. ACADEMIC DISCIPLINE**

The institute attaches utmost importance to strict integrity and honesty in academic work by the students. students must maintain strict discipline in classrooms, examinations, tests, quizzes, take-home assignments and all other segments of academic work.

28.1 Resorting to copying or helping to copy in any form in examinations or quizzes or home assignments or other elements of evaluation, and/or reproducing passages from written work of others without necessary acknowledgement, and/or passing on or receiving papers in connection with any academic work to be evaluated, and/or canvassing for grades is strictly prohibited.

28.2 Unless otherwise specified by the concerned faculty, the students must not collaborate in any way with anybody. in other words, the answers as presented to the concerned faculty should be independent work of each student. they are advised that they should not, in their own interest, communicate their written analysis or answers of home assignments to any other students.

28.3 Bringing laptops to the classes is strictly prohibited. laptop is allowed in the class room only upon the instructions of course faculty.

28.4 Mobile phones, tablets, ipads etc. are totally banned in the class and examinations. in the incident of location of these electric gadgets in the class/examination hall by any student, the student may be debarred from classes/examinations, and appropriate disciplinary action will be decided by PGPMWE chairman in consultation with PGPMWE committee.

28.5 Eatables viz., tea, coffee, snacks and any other items are strictly prohibited in the class rooms.

28.6 All students must attend classes, project presentations, examinations in a formal decent dress.

28.7 All students must attend all institutional functions as attendance will be taken by crs and will be submitted to pgpmwe office.

### **28.8 *Academic indiscipline***

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

Marking or attempting to mark proxy attendance in class, canvassing for marks/grades with faculty members, approaching faculty for relaxation in certain academic norms, use of mobile phones in class, misbehaving with a student/faculty, and creating indiscipline in class.

On receiving a complaint from an instructor against a student or acting suo-moto, PGPMWE Chairman shall initiate disciplinary action against any student for any alleged misconduct. The PGPMWE Chairperson and/or a Committee may conduct an enquiry if needed,

Chairman/Committee and the PGPMWE Committee may impose any one or more of the following penalties depending on the severity of the case:

- Fine, public apology and community service
- Making ineligible for scholarships/award/student's bodies or participation in management festivals, international student exchange programme.
- Letter grade drop/'F' grade in one or more courses
- Termination/expulsion from the programme
- Any other punishment as deemed appropriate

## **29. READING MATERIAL**

The course outline of each course contains the text book and reference books to be followed. Students are advised to follow these books and materials for better understanding the courses. One copy of reference books is available in the reference section in the Library for reference.

A set of reading material and/or Course Book (text book) for each course will be supplied to all students enrolled in the course. In no case additional copy of the reading material/course book will be supplied to any student, and students will have to make copies of the same at their own cost, if required.

## **30. ACCOMMODATION**

Post Graduate Programme for Working Executives (PGPMWE) is a weekend programme of the Institute and the participants may avail lodging & boarding at IIM Campus on chargeable basis and the cost of meals on actuals. Further, loading is available on request and may be provided depending upon availability.

The mess facility is available in the Campus. If any PGPMWE student desires to avail mess facility (including Lunch/Tea/Coffee), he/she may contact the mess manager. During lean period the mess facility may be discontinued, where the students need to make their own arrangements for the same.

## **31. CLASS REPRESENTATIVE**

Class representatives are the link between students and faculty in the institute. There is a provision of electing class representatives term wise. This gives opportunity to students to represent the batch and bridge the gap between students and faculty requirements. Students may elect their class representatives term wise in consultation with the Chairman PGPMWE. Class representatives may be changed or directly nominated by the Chairman PGPMWE/PGPMWE office. The following are the responsibilities of a class representative.

- Coordinate with faculty members of the term to fulfil students' requirement if any.
- Responsible for distribution of study materials/cases/answer scripts in the class whenever required.
- Responsible for smooth functioning of classes including class room requirements
- Responsible for coordinating the Rural/International Immersion Programme, elective selection process etc.
- Responsible for coordinating the student feedback session in consultation with the PGPMWE office.
- Coordinate the student activities

## **32. GENERAL RULES**

- a. Mobile phones are strictly prohibited in the class rooms and examination halls.
- b. Bringing Laptop to the class/examination is strictly prohibited. Only upon the instruction of the instructor, Laptop is allowed in the classroom.
- c. Tele-recording of any event in the class rooms and putting the same in the public domain is strictly prohibited. In the event of violation of this rule, strict disciplinary action will be taken.
- d. Smoking/drinking is strictly prohibited in the IIM Raipur Campus.
- e. Students must take all care to ensure the correctness of information while making declaration at any point of time to the institute. Wrong declaration may lead to the student's termination from the Programme.
- f. The term end results hardcopy is to be displayed in the notice board and NO soft copy of the results are to be sent to the students.
- g. Any issues pertaining to academic or otherwise, the students should first contact the PGPMWE office either personally or via Email ([pgpmwe\\_onsampus@iimraipur.ac.in](mailto:pgpmwe_onsampus@iimraipur.ac.in)). Students can also contact PGPMWE Chairman ([chairmanpgpmwe@iimraipur.ac.in](mailto:chairmanpgpmwe@iimraipur.ac.in)) for suggestion /guidance.
- h. Students should not send emails of any of their concerns/grievances to other programme students/faculty body/director without contacting PGPMWE office or the Chairman PGPMWE. This is considered as violation of rule and necessary action will be taken by Chairman PGPMWE.
- i. Students need to fulfill all the requirements as per the deadlines set and communicated by the PGPMWE office from time to time, failing which PGPMWE office will decide as deemed fit.
- j. Course structure or the time tables communicated by PGPMWE office cannot be changed as per the requirement of any students (s). Therefore students should refrain from requesting the same either to the PGPMWE office or to the Chairman PGPMWE.
- k. Each student will be provided with an official Email ID to communicate the programme requirements. All are advised to check their Emails regularly.
- l. Students must keep themselves aware of the laws regarding sexual harassment. Any case of sexual harassment in any form by any member will be severely dealt with by the administration.
- m. Ragging in any form is prohibited inside or outside the campus. Punishment for ragging under the Chhattisgarh Education Act 1983 can be upto one year imprisonment. Supreme Court has also defined ragging as a criminal offence.
- n. Students should maintain utmost discipline in their conduct and behavior while in the programme. Any student indulge in indiscipline activities would be seriously viewed and disciplinary action will be taken against him/her.
- o. The decision of the PGPMWE Chairman / Director in matters of interpretation of the rules will be final and binding on all concerned.
- p. Policy on sexual harassment of woman at workplace (prevention, Prohibition & redressal).
- q. Rules are liable to change at the discretion of the Institute at any time, without any notice to students.
- r. Policy for issuing Duplicate Identity Card: In case lost of identity card, the duplicate cards may be issued on fulfillment of the following requirements:
  - 1- A copy of the FIR lodged in a police station
  - 2- A Fine of Rs 500

However, in case of damaged identity card, student will be required to deposit the damaged card along with a fine of Rs. 500.

### **33. CONTACT DETAILS**

Chairman PGPMWE:

Dr. Mohit Goswami

Phone: 91-771-2474654 (O)

Email: [chairmanpgpmwe@iimraipur.ac.in](mailto:chairmanpgpmwe@iimraipur.ac.in)

#### **PGPMWE Office:**

Mr. Shaji Mathai

Administrative Officer

Phone: 91-771-2474668

Mobile: +91 9229209388

Email: [pgpmwe\\_oncampus@iimraipur.ac.in](mailto:pgpmwe_oncampus@iimraipur.ac.in)

**Appendix I:**

Indian Institute of Management Raipur

PGPMWE 2020-22 batch

**Academic Calendar (1<sup>st</sup> Year of batch till Term IV)**

<b>TERM- I (6<sup>th</sup> June, 2020 to 30<sup>th</sup> August 2020)</b>		<b>Day(s)</b>
<b>Activities</b>	<b>Date(s)</b>	
Classes begin	6 <sup>th</sup> June, 2020	Saturday
Classes end	23 <sup>rd</sup> August, 2020	Sunday
End term examination	29 <sup>th</sup> and 30 <sup>th</sup> August, 2020	Saturday and Sunday
Submission of marks	14 <sup>th</sup> September, 2020	Monday
Result declaration	18 <sup>th</sup> September, 2020	Friday
<b>Term-II (5<sup>th</sup> September 2020 to 29<sup>th</sup> November, 2020)</b>		
Classes begin	5 <sup>th</sup> September, 2020	Saturday
Classes end	22 <sup>nd</sup> November, 2020	Sunday
End term examination	28 <sup>th</sup> and 29 <sup>th</sup> November, 2020	Saturday and Sunday
Submission of marks	14 <sup>th</sup> December, 2020	Monday
Result declaration	18 <sup>th</sup> December, 2020	Friday
<b>Term-III (5<sup>th</sup> December 2020 to 19<sup>th</sup> March, 2021)</b>		
Classes begin	5 <sup>th</sup> December, 2020	Saturday
Classes end	20 <sup>th</sup> February, 2021	Sunday
End term examination	27 <sup>th</sup> and 28 <sup>th</sup> February, 2021	Saturday and Sunday
Submission of Marks	15 <sup>th</sup> March, 2021	Monday
Result declaration	19 <sup>th</sup> March, 2021	Friday
<b>Term-IV (6<sup>th</sup> March 2021 to 16<sup>th</sup> May, 2021) – Project Training</b>		
Mid-term review	10 <sup>th</sup> and 11 <sup>th</sup> April 2021	Saturday and Sunday
End-term review	15 <sup>th</sup> and 16 <sup>th</sup> May, 2021	Saturday and Sunday

**Important:**

- 1) The academic calendar is prepared for only the 1<sup>st</sup> year of PGPMWE 2020-22 batch considering the uncertainties associated with COVID-19.
- 2) Term-I starts with online classes (4.5 hours every Saturday and Sunday – 9 hours in a weekend). When the COVID-19 situation eases, the program would resume to fortnightly weekend class mode on campus.
- 3) The program office would adhere to the academic calendar. However, it may be tweaked considering exigencies.

### Appendix II: List of Courses

<b>Term</b>	<b>Course</b>	<b>Credits</b>
<b>Term 1</b>	Quantitative Analysis for Management-I	1
	Managerial Economics	1
	Financial Reporting and Analysis	1
	Behavior in Organizations	0.5
<b>Term 2</b>	Marketing Management - I	1
	Operations Management-I	1
	Cost Accounting for Decision Making	1
	Macro-Economic Environment	0.5
<b>Term 3</b>	Financial Management	1
	Quantitative Analysis for Management-II	1
	Human Resource Management	1
	Managing with Spreadsheet	0.5
<b>Term 4</b>	Project Training	2
	Presentation	
<b>Term 5</b>	Strategic Management	1
	Marketing Management - II	1
	Corporate Governance & CSR	1
	Management Information Systems	0.5
<b>Term 6</b>	Elective 1	1
	Elective 2	1
	Elective 3	1
	Elective 4	1
<b>Term 7</b>	Elective 1	1
	Elective 2	1
	Elective 3	1
<b>Term 8</b>	Industry Dissertation	1
	Rural / International Immersion Presentation	1

\*Subject to change as desired.

### **Appendix III: Indicative list of Electives**

Elective courses from all major functional areas are offered to meet specific career goals of the students.

#### **MARKETING**

Sales and Distribution Management  
Integrated Marketing Communication  
Advance Market Research  
Brand Management  
Business to Business Marketing  
Strategic Marketing  
Consumer Behavior  
Commercial Management  
Contract Negotiation Management  
Customer Service Management

#### **FINANCE**

- Business Analysis and Valuation
- Security Analysis and Portfolio Management
- Project Appraisal Finance
- Financial Statement Analysis
- Investment Banking
- Financial Institutions and Markets
- Taxation

#### **OPERATIONS**

Project Management  
Supply Chain Management  
Business Analytics using Data Mining  
Operations Strategy  
Service Operations  
Total Quality Management  
Transportation Management  
Inventory Management  
Logistic Management & Strategy

#### **GENERAL MANAGEMENT**

- Industrial Relations and Labor Laws
- Leadership and Change Management
- Advance Competitive Strategy
- Conflict and Negotiation
- International Business
- Econometrics in Business Decision Making

*\*Subject to change depending upon the overall preferences of the students and availability of Faculty.*

*Note: The courses mentioned above may be changed, modified or deleted as per the suitability of the programme.*

#### Appendix IV: List of Core Faculty Members

Name of the Faculty	Area
Prof. Bharat Bhasker	IT and Systems
Dr. Sumeet Gupta	IT and Systems
Dr. Manojit Chattopadhyay	IT and Systems
Dr. Sourya J. De	IT and Systems
Dr. Pradyumna Dash	Eco. Environment & Gen.Management
Dr. Rashmi Shukla	Eco. Environment & Gen.Management
Dr. Archana Parashar	Eco. Environment & Gen.Management
Dr. Satyasiba Das	Business Policy & Strategy
Dr. Salman Ali	Business Policy & Strategy
Dr. Samar Singh	Business Policy & Strategy
Dr. M. Kannadhasan	Finance & Accounting
Dr. Vinay Goyal	Finance & Accounting
Dr. Yogesh Chauhan	Finance & Accounting
Dr. Vaibhav Lalwani	Finance and Accounting
Dr. Nemi Raja	Finance and Accounting
Dr. Pankaj Singh	OB & HRM
Dr. Anubha Dadhich	OB & HRM
Dr. Damini Saini	OB & HRM
Prof. Sanjeev Prashar	Marketing
Dr. Jagrook Dawra	Marketing
Dr. Dhananjay Bapat	Marketing
Prof. Vinita Sahay(on leave)	Marketing
Dr. Arunima Shah	Marketing
Dr. Himanshu Srivastava	Marketing
Dr. Shushant Kumar	Marketing
Dr. PRS Sarma	Operations Management and QT
Dr. Parikshit Charan	Operations Management and QT
Dr. Mohit Goswami	Operations Management and QT
Dr. Gopal Kumar	Operations Management and QT
Dr. R. K. Jana	Operations Management and QT
Dr. Shalabh Singh	Operations Management and QT
Dr. Ram Kumar	Operations Management and QT

**Note:** *IIM Raipur reserves the right to change any of the above courses, structure or cost of the program at any time. Any elective will be offered subject to sufficient number of participants in the course.*