

EXECUTIVE POST GRADUATE PROGRAM IN MANAGEMENT (ePGP)



ePGP PROGRAM MANUAL 2022-24 (Batch 3) (Starting December 2022)



Indian Institute of Management Raipur

Atal Nagar, Naya Raipur- 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.



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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. The Post-Graduate Program in Management (PGP) was started in 2010 whereas Fellow Program in Management (FPM) and Post-Graduate Program in Management for Working Executive (PGPMWE) were started in 2012 & Executive Fellow Program 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 ambiance for genuine intellectual pursuit, excitement, and professional growth. The Institute has an internationally acclaimed Postgraduate Program in Management, a Fellow Program in Management, and an Executive Fellow Program 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 Program 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 programs 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 molded in a way true to the culture and unique requirements of the state and organizations 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 programs. IIM Raipur offers following programs:

- i. Doctoral Programs:
 - Fellow Program in Management (FPM)
 - Executive Fellow Program in Management (EFPM)
- ii. Post-Graduate Programs:
 - Post-Graduate Program in Management (PGP)
 - Executive Post-Graduate Program in Management (ePGP)
 -
- iii. Executive Education:
 - e-Learning Programs
 - Management Development Program (Open)
 - Management Development Program (In company)



2. PROGRAM OVERVIEW

The Executive Post Graduate Program in Management (ePGP) is designed in such a way that it minimizes disruption to work and personal pursuit. The Program is spread over twenty - four months. 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 1125 hours of content delivery (including 1005 hours of teaching) such that it is spread across six terms of (3.5-4) months each and a mini term which includes Mini Dissertation project and Integrated Business Simulation. 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 program is to broaden core leadership competencies to further enhance the professional growth of participants. The specific objectives of the program 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 (2022-24) of the Executive Post Graduate Program (ePGP) is given in Appendix – I. The course is spread over 3 types of Courses having six terms. First is CORE COURSE of first three terms, second is ADVANCED CORE COURSE of fourth one terms, fifth and sixth terms include ELECTIVES courses that would be chosen by the students. Last term (Term VII) of ePGP course is MINI TERM which includes Compulsory Audit courses, Mini Dissertation, and Integrated Business Simulation.

4. REGISTRATION

The guidelines for registration are as follows:

1. The registration for the ePGP 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 and as intimated by the Admissions office.
2. The students will be required to register few days before start of each term. The registration process will be completed only after payment of the required fees. The ePGP office will announce details regarding date, venue and other details of registration including the deadline for fee payment for each term.
3. The registration for the second year (Term IV onwards) will be provisional subject to the submission of the following documents:



- i. Submission of Registration forms duly filled in
 - ii. Payment of term fees (fee of each term needs to be paid prior to start of that term). The program office would communicate the deadline for fee payment for each term.
 - iii. Return of the books due to Program Office and Library (if any)
 - iv. Return of any other institute belongings borrowed by the student (if any)
- *. The payment of the registration fee does not mean that you have earned the degree/certification (as stated in the brochure).
4. Late Registration/Payment of fee: In exceptional circumstances, the ePG Chairperson may allow a maximum of two weeks for late registration and fee payment after which the student will not be allowed to register. For late registration, fine will be applicable as follows:
 - i. Payment within one week after last date of fee payment: Rs 1000/-
 - ii. Payment during the 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/classes.
 - iii. Payment of fees after the second week requires approval from ePGP Chairperson. Please note that the late fee is applicable regardless of whether the payment is made directly or through a 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 at any stage of the program.
 6. Promotion to Term-IV is provisional and will be confirmed on meeting the academic performance criteria of the previous terms.

5. PROGRAM STRUCTURE

The 24 months ePGP would have six terms plus mini term. The program would have two campus immersion with 5 days of each campus immersion. If owing to exceptional circumstances, the campus immersion in the first term does not take place, it would be pushed to a subsequent term. Attending both campus immersions are mandatory from a program requirement viewpoint. The remaining classes would be held in a live online mode.

I. Core Courses: Core 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 an understanding of the business in the increasingly globalized economic and political environment. This will help to crystallize fundamental conceptual and analytical knowledge. The courses will be aimed to:

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

II. Advanced Core Courses: Advanced level courses will prepare the student for taking up higher responsibility and leadership positions.



III. Electives: Electives courses from all major functional areas are to meet specific career goals of the students depending upon their career/academic interests.

IV. Mini Term: This includes

- Compulsory audit courses- The classes will be by subject experts.
- Mini Dissertation- to be carried out under the supervision of a faculty member
- Integrated Business Simulation- this project focused on the application of managerial concepts in real-life setting and would be held online.

The list of courses is appended in Appendix II.

The list of electives is appended in Appendix III.

6. CURRICULUM

A full-credit course consists of 30 hours of classroom teaching and is equivalent to 1 credit.

I. **First Year Program:** All courses in the first year are compulsory. A list of first year courses is given in Appendix II. First year would have first three modules having core courses.

II. **Second Year Program:** The second year starts with advance core courses i.e., in term IV In Term V, and Term VI students will have to take 5 equivalent full credit courses. The courses and modalities of course selection would be formalized by the ePGP committee in due course and would be communicated to students. Apart from elective courses, second year curriculum also includes Compulsory audit courses, Mini Dissertation, and Integrated Business Simulation Project. All courses in the second year are of 1 credit except Compulsory audit courses, Mini Dissertation, and Integrated Business Simulation that has 6 credits.

- a) The ePGP Chairperson will announce the elective courses to be offered in second year during Term III/IV or the previous term. This will be announced on a year-to-year basis depending upon the courses offered by various functional areas.
- b) The indicated choices of electives term-wise will be confirmed choices. No changes are permitted after the last date as announced by the ePGP Office.
- c) The minimum number of candidates required for the running of an elective course would be decided by the ePGP committee and communicated to students. As a rule of thumb, the minimum number of enrollments for an elective to run is around (30-40) % of the batch strength.
- d) It may be noted that the change in electives, if any, will be allowed only if Existing elective course(s) gets dropped.
 - a) The students will give elective course choices according to the procedure and timings as communicated by the ePGP office, failing which the students will have to accept the courses allotted by the office.
 - b) The instructors/ePGP office may decide the enrollment criteria of any course in consultation with the Chairperson ePGP.



- g) There is no provision of the 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 Degree.**

7. COMPULSORY AUDIT COURSES, MINI DISSERTATION, AND INTEGRATED BUSINESS SIMULATION

- a) The compulsory audit courses will be by subject experts.
- b) The Mini dissertation and Integrated Business Simulation component of program will be taken up by each student of ePGP after Term VI.
- c) Both Mini dissertation and Integrated Business Simulation are of about 7-8 weeks duration; students required to work under the guidance of faculty supervisors for mini dissertation. The faculty supervisors are allotted by the ePGP Committee (if required in consultation with pertinent areas).
- d) Both Mini dissertation and Integrated Business Simulation component is equivalent of 2 credits each.
- e) Students need to submit their Individual Reports by the second last week of the mini-term. The mini-dissertation presentation and Integrated Business Simulation would be held when students are in the mini-term.
- f) There will be a Mid-term Review for the Mini dissertation. It is mandatory for the student to appear for both the mid-term as well as end-Term presentation/assessment failing which they would be automatically awarded an F grade.
- g) The students are required to prepare an empirical/primary/secondary research-based report between 40-50 pages. The report should include the following points. Problem, Background, Rationale of the study, Methodologies, Findings, Discussions, Conclusions.
- h) The presentation component will be evaluated by a panel of members of pertinent areas. Broadly, parameters taken for presentation include Structure of the presentation, presentation communication, and content quality. The dissertation must be carried out under the supervision of faculty member(s) belonging to the pertinent area that the student would choose to plan his/her dissertation. The program office would allow individual students to the respective faculty supervisor. Written consent of the faculty supervisor(s) and the proposed title of the dissertation need to be submitted to the ePGP office.
- i) The process of faculty allocation may be started by the ePGP office in term VI.
- j) Broad Framework/Guidelines: The dissertation offers an opportunity for 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, the development of a new method, a comparison of two or more methods, or the formulation and testing of a hypothesis relevant to some areas of management. It may be a field/library-based study or both. Guidelines for the report are suggested below:
- k) Two copies of the dissertation report must be submitted to the ePGP office at least a week before the presentation.



- l) The evaluation of a dissertation will be based on adequacy of data the language, contribution in the area, cogency, format, and overall getup. Students will further be intimate about the broad guideline and evaluation parameters.

8. LIST OF ELECTIVES

The elective courses are offered in disciplines like Marketing, Operations, IT & systems, Strategy, Economics, Finance, Human Resource Management, and Humanities. The typical electives are given in Appendix III. These electives are the ones that have been offered in earlier executive programs.

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 enough participants in the course. The courses mentioned are indicative and may be changed, modified, or deleted as per the suitability of the program. Term-wise electives selected by students are not allowed to change subsequently.

9. ATTENDANCE

The Institute insists on regular and prompt attendance in classes. Attendance may be taken by the instructor directly and the students should be attentive at the time of attendance to get their presence recorded in the attendance register. Unauthorized absence from class/institute will be considered a breach of discipline and the Institute will be free to take appropriate action in such cases, to an extent up to rustication from the Program and from the institute. One credit course would have 20 sessions, such that 1 session = 1.5 hours of the online live class.

1. In case of sickness, students shall apply for Medical Leave as detailed in subsequent paras.
2. Each student is expected to attend a minimum of 75% of classes in each course. The grade penalty will be imposed on all the students who do not meet the minimum 75% attendance requirements in each course in the following manner:
- 3.

| Attendance of Student | Grade Penalty |
|---|--|
| More than or equal to 70% but less than 75% | One grade drop (e.g., from A+ to A) |
| More than or equal to 65% but less than 70% | Two grade drop (e.g. from A+ to A-) |
| More than or equal to 60% but less than 65% | Three grade drop (e.g., from A+ to B+) |
| More than or equal to 55% but less than 60% | Four grade drop (e.g., from A+ to B) |
| More than or equal to 50% but less than 55% | Five grade drop (e.g., from A+ to B-) |
| Less than 50% | 'F' grade will be awarded |

4. 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.



5. If any student after successful completion of first three terms of the program, applies for deferment, in such case, the ePGP Chairperson/Committee may recommend allowing the student to complete the remaining terms in with the subsequent batches (subject to whether subsequent batches run). However, the recommendation needs to be ratified by Chairperson if required in consultation with Academic Council and Dean Academics, IIM Raipur. This provision is allowed only once.

10. LEAVE OF ABSENCE

- Students are expected to attend scheduled classes, orientation sessions, quizzes, and examinations during terms as indicated in the academic calendar. Under the medical emergency with full documentation and as ascertained by Chairperson ePGP Committee, a student may be given relaxation with respect to attendance. In case of medical exigency/death of close relatives, relaxation might be given as well. In case a student fails to meet the desired attendance criteria owing to work-related travel/exigencies, she/he may be given relaxation based on the validation from the concept student's HR/Admin department.
- In any circumstance, the attendance must not be less than 50% in which case, the student would be awarded F grade in the pertinent course.

11. ACADEMIC PERFORMANCE EVALUATION SYSTEM

Grading and final evaluation are done based on 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 up to that term, respectively. The academic criteria for continuation in the program, promotion to the second year and the final award of the Degree are mentioned in the following paragraphs. Participants who fail to maintain minimum academic standards would be asked to leave the program.

The following are the guidelines for the academic performance evaluation system:

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

- i. Quizzes, Class participation, etc. such that class participation needs to carry a minimum weightage of 10%.
- ii. Project Work / Term Paper/ Assignment
- iii. Mid-term component (will be conducted by the course faculty within the course sessions during 9th to 13th sessions for a full course. It can be quizzes, assignments, mid-term test(s), term papers et al Weightage would be around 20-30%).
- iv. End-term Examination (would be around 25-30% of the total).
- v. Any other evaluation pattern would be as per the faculty's prerogative focused on continuous assessment.

No repeat MID/END Term will be allowed under any circumstances except for medical exigencies or absence due to the death in the immediate family (parents, spouse, siblings, and children) or work-related exigencies. These reasons would have to be backed by proper documentation. The Institute will decide all such cases on a case-to-case basis at the end of the academic term or session. In case, the candidate fails to appear even for the re-exam,



s/he would be graded as per the performance in other components. Re-exam will be at the time decided by ePGP office. 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 a must for End Term examinations for every student in each term, failing which she/he will be debarred from registration for the next term. Such students are required to continue from that term along with the next batch (if the batch runs). For a half credit course there would be only End Term examination along with other internal components. The duration of end term examination is as follows

| Exam | Minimum duration | Maximum duration |
|----------|------------------|------------------|
| End Term | 1.5 hours | 2 hours |

Performance evaluation system

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

- The instructor will assign a numeric score to each student, which will be the weighted sum of component scores. The numeric score for individual components along with the class distribution of scores may be communicated to the students. The component-wise scores awarded by the faculty are final. Except for totaling errors, students cannot ask for a 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 ePGP committee members and the teaching faculty of the term. The range of marks, number 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 under any circumstances.

| Letter Grade | A+ | A | A- | B+ | B | B- | C+ | C | C- | D | F |
|--------------|----|---|----|----|---|----|----|---|----|---|---|
| Grade Point | 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 who scores less than 30 (absolute scores) will be given letter grade ‘F’.

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

- 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 exigencies as detailed in previous sections. Moreover, for continuation in the program and/or to qualify for promotion (to the second year), 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 program 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

Failure to achieve the prescribed minimum standards of academic performance will result in the student's termination from the program.

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 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 up to that term in the Program. Therefore, TGPA is an indicator of student performance for a term, whereas CGPA is an indicator of student performance up to a term.

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

- i. The ePGP Chairperson /Committee may permit a student to repeat the course(s), the term(s) or year in the next academic year by paying the required fee as determined by the committee.
- ii. The ePGP Chairperson/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.

The 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 offenses may range from an 'F' Grade in the concerned course to expulsion from the program depending on the severity of the case as established by the ePGP Committee.



12. EXAMINATION RULES

The following examination rules will be observed.

- a) The end-term examination would be over the automated and secure online platform, wherein students would have to log in and submit their responses. The exam would be remotely proctored.
- b) The students ought to have good and uninterrupted connectivity during the period of examination.
- c) The students would have to ensure that there is no one in the room wherein they are writing the exam. If required, the proctor can ask the student to provide a 360-degree view of the room.
- d) Students cannot switch the exam window to any other window (word/pdf/website), in which case the exam would be red-flagged automatically and the exam may be ended by the proctor.
- e) In the instance of copying, cheating in the exam with fellow students or any other source would attract severe penalties ranging from F grade in the course to termination from the program
- f) Students are advised to login to exam portal fifteen minutes before the start of mid/end term exam. IT and Epgp team will authorise the candidates.
- g) The student should present their valid identity card to enter into exam portal.
- h) The student should be in proper attire during the examination and classes or any other interaction.
- i) The answer books for Mid/End term exam shall be submitted by the concerned faculty after correction/finalization to ePGP office for records.
- j) No marks or grades shall be changed after the moderation by the committee and faculty members. After attendance calculation, the final grades shall be communicated to students.
- k) In case of non-submission of online feedback by the student in any of the subjects, the term result will be withheld.
- l) The teaching feedback completion by students for all the courses within the prescribed time as communicated by program office is mandatory. In case of non-submission of the feedback of any one course of the term, the result will be withheld.

13) LIBRARY ACCESS

The library acts as the main learning resource center 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, subscriptions to print journals, magazines, newspapers, and many other resources like student project reports, CDs/DVDs etc. Digital Library is available around the Clock. Students would be given e-access to the library resources. Students are required to follow the guidelines related to e-access to library resources.



14) IT policy

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

Students are not supposed to share any material, contents, cases, session video acquired during the course of ePGP program on the open forum(s) either offline or online.

Students are to adhere to the IT policy listed at IIM Raipur website having the following link.

<http://14.139.235.164:81/iimraipur/forms/ITPolicy.pdf>

Email account

a) Each student may be 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 to the services. This includes the distribution of emails anonymously, the use of other Users' user ids or using a false identity.

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

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.

14.1 Recommended Best Practices

Users are advised to adopt the following best practices for the 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 accounts.



- ii) The user should change passwords on a periodic basis.
- iii) It is recommended that the users should log out 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 addresses 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 portable storage media should be scanned for malicious contents before use.
- viii) To ensure the 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 daily.
- 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.



14.2 Guidelines for Fair Use of IT Infrastructure at IIM Raipur

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

Be legal:

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

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, with 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.

Be civil:

- Respect others' 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.
- Browsing restricted sites using any form of the Institute's IT infrastructure is prohibitive and legal administrative action will be taken against them.
- Using proxies or bypassing servers 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.

Classroom IT Equipment

- Each class is equipped with a 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.

Server Room Access

- Server room is a restricted place and students are not permitted to enter the server room without the permission of the Chairperson (IT Services)/System Manager.
- In case of any help is required from IT Department, students should approach through ePGP office.



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.

15)STUDENTS WORKLOAD

Each course is associated with credit. A credit is an indication of the number 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 hours per term. Since much of the teaching methodology is student-oriented, one hour of class time requires about 2 hours of preparation time.

16)AWARD OF DEGREE

Students would be awarded the “*Master of Business Administration (MBA) Degree*” for completing the Two Year Executive Post Graduate Program on successful completion of Program. The Degree will be awarded at the Institute's Annual Convocation, which is held towards the end of each academic year as indicated in the Academic Calendar.

All students qualifying for the Degree shall pay a Convocation fee along with the 7th term fee or when informed by ePGP office. All students shall attend the Convocation and must confirm their participation in the ePGP office. All the students seeking a degree must clear all the dues and take clearance from various departments on the prescribed form, at least a week before the Convocation.

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

1. Policy for issuing duplicate ePGP Degree

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

- a. A passport-size photograph of self.
- b. Copy of transcripts of ePGP from IIM Raipur
- c. Copy of birth certificate of self

3. The present Chairperson BOG, the Director and the Chairperson ePGP will sign the duplicate Degree. An amount of Rs.5000/-will be charged for the issue of duplicate Degree.

4. 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 the issue of Duplicate Transcripts.

17) PEDAGOGY

The pedagogy at IIM Raipur presents a mix of case studies, lecture sessions by faculty, interactions with industry experts, business games, and simulation exercises. This has been designed keeping in mind the effect each of these methods has 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 the 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 instill in the students to have brainstorming sessions amongst themselves regarding various issues. Soft copies of the material will be shared as decided by ePGP office.

18) SPONSORSHIP

The program would admit both organization-sponsored and self-sponsored candidates. On the request of the student, a student will be provided with bonafide certificate with cumulative TGPA results.

19) PROGRAM COMMENCEMENT DATE

- a. Programm Inauguration on Sunday, December 11th, 2022
- b. Regular classes from Wednesday, December 14th, 2022

20) PLACEMENT

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

21) 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 ePGP Office.

22) WITHDRAWAL FROM THE PROGRAM

A student wishing to withdraw from the program on his/ her own should submit an application to Chairperson ePGP. He/she shall also obtain “No Dues Certificate” from Accounts, Library and IT and submit it to the ePGP Office for settling his accounts. There will not be any refund (apart from Caution deposit if any charge is not incurred against it).



23) SCHEDULE & MODE OF FEE PAYMENT

A. Indian Candidates (in INR)

| Fee Components | Term I | Term II | Term III | Term IV | Term V | Term VI | Mini Term | Total |
|--|-------------|----------|----------|----------|----------|----------|-----------|-----------|
| Tuition fees | Rs.1,65,000 | 1,35,000 | 1,65,000 | 1,65,000 | 1,35,000 | 1,65,000 | 95000 | 10,25,000 |
| Material/Library/ Database/Archival | 15000 | 15000 | 15000 | 15000 | 15000 | 15000 | 15000 | 105000 |
| Other Fees-Campus Immersion etc. | | 30,000 | | | 30,000 | | | 60,000 |
| Alumni Fees | 10000 | | | | | | | 10000 |
| Total without caution deposit | 1,90,000 | 1,80,000 | 1,80,000 | 1,80,000 | 1,80,000 | 1,80,000 | 1,10,000 | 12,00,000 |
| Caution Deposit | 25000 | | | | | | | 25000 |
| Total | 2,15,000 | 1,80,000 | 1,80,000 | 1,80,000 | 1,80,000 | 1,80,000 | 1,10,000 | 12,25,000 |

*Caution deposit would be refunded at the end of the program if no charges are incurred against it.

Total Program Fee-Rs.12,25,000/- (Caution fee included)



B. International Candidates (in USD)

| Fee Components | Term I | Term II | Term III | Term IV | Term V | Term VI | Mini Term | Total |
|---|--------|---------|----------|---------|--------|---------|-----------|--------|
| Tuition fees | 2900 | 2550 | 2900 | 2900 | 2550 | 2900 | 1025 | 17,725 |
| Material/Library/ Database/Archival/ | 150 | 150 | 150 | 150 | 150 | 150 | 125 | 1,025 |
| Alumni Fees | 150 | | | | | | | 150 |
| Other Fees- Campus Immersion etc. | | 350 | | | 350 | | | 700 |
| Total without caution deposit | 3200 | 3050 | 3050 | 3050 | 3050 | 3050 | 1150 | 19,600 |
| Caution Deposit | 400 | | | | | | | 400 |
| Total | 3600 | 3050 | 3050 | 3050 | 3050 | 3050 | 1150 | 20,000 |

*Caution deposit would be refunded at the end of the program, if no charges are incurred against it
Total Program Fee-\$20,000/- (Caution fee included).

Instructions regarding fee payment:

- I. Fee must be paid before the commencement of the term.
- II. Fee needs to be paid online using the link provided on the Institute website i. e. www.iimraipur.ac.in
- III. In case of delay of fee payment, access to Learning Management System (LMS) will be revoked.
- IV. In case of delay of fee payment after the second week, the student will not be allowed to appear in the end-term examination
- V. In case of failure to clear fee dues, the registration of the student will be canceled at the point of nonpayment of dues.



24) CLASS TIMINGS

Classes are to be scheduled on Wednesday, Saturday, and Sundays. The timetable will be communicated by the ePGP office from time to time.

| DAY | TIMING | HOURS COVERAGE |
|-----------|---------------------|----------------|
| Wednesday | 7:30 PM to 10.45 PM | 3 Hours |
| Saturday | 5:00 PM to 10:00 PM | 4.5 Hours |
| Sunday | 3:00 PM to 8:00 PM | 4.5 Hours |

- 15 Minutes break would be in between the classes.
- 1 Class = 1.5 Hours • Minimum 75% attendance is required.
- Based on requirements and situations, classes can be held in the evenings of any weekdays and weekends other than the predefined class schedule mentioned in the timetable.

In case of not attending sessions due to any medical or family emergency, urgent work assignments, document validation is required. As the program is in synchronous mode, it is expected for students to attend the classes.

- For every 5% shortage in attendance, one grade loss will occur.

A maximum of 5 recordings of each subject will be given and that too within 5 days of the Live session conducted. A request is to be made to epgp support (Nulearn).

For Term V and VI, evening hours of weekdays and morning-evening hours during Saturday and Sunday in addition to the present timing of Wednesday -evening and Saturday and Sunday evenings. This is based on electives, the number of students, and faculty availability.

*Institute has the final rights to decide the timings.

25) ACADEMIC DISCIPLINE

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

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 acknowledgment, and/or passing on or receiving papers in connection with any academic work to be evaluated, and/or canvassing for grades is strictly prohibited.

Students are required to keep the video on during class.

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.

Mobile phones, tablets, iPad etc. are banned during classes and examinations. In the incident any of the electric gadgets during the classes/examinations by any student, the student may be debarred from classes/examinations, and appropriate disciplinary action will be decided by ePGP Chairperson in consultation with ePGP committee.

The 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 during class, misbehaving with a student/faculty, and creating indiscipline during classes.

If any harm to the institute assets or the reputation of the Institute is caused during the execution of any activity or by any student, it will be considered academic indiscipline.

On receiving a complaint from an instructor against a student or acting Suo-moto, ePGP Chairman shall initiate disciplinary action against any student for any alleged misconduct. The ePGP Chairperson and/or a committee may conduct an inquiry if needed. Chairperson/Committee and the ePGP Committee may impose any one or more of the following penalties depending on the severity of the case:

- Fine, public apology and community service
- Letter grade drop/'F' grade in one or more courses
- Termination/expulsion from the program
- Any other punishment as deemed appropriate

26) ACCOMMODATION DURING CAMPUS IMMERSION

Executives Post Graduate Program is a blended mode program wherein the majority of classes would be held in a live online mode. There will be a mandatory campus immersion where activities can be held in campus. The activities can include classroom sessions, summits, exams, presentations, or any activities planned by the ePGP office etc. It is mandatory for students to participate in campus immersion. Accommodation is typically provided in the Institute's hostels. In case of non-availability of lodging and other facilities at the institute, the students have to own make arrangements. Institute will decide on the modalities of the campus immersion.

27) CLASS REPRESENTATIVES AND COMMITTEES

Class representatives are the link between students and faculty in the institute. There is a provision for appointing class representatives for the duration decided by ePGP office. Class Representatives will represent the batch and bridge the gap between students and faculty requirements. The ePGP office will nominate or select the class representatives in consultation with the Chairperson ePGP. The class representative/s of the batch will report to Chairperson (ePGP) and the ePGP Office. Class representatives may be changed by the Chairperson (ePGP)/ePGP office. The following are the responsibilities of a class representative.



- a. Coordinate with faculty members of the term to fulfill students' requirements, if any.
- b. Responsible for distribution of study materials/cases/answer scripts in the class whenever required.
- c. Responsible for the smooth functioning of classes including classes requirements
- d. Responsible for coordinating the Integrated business simulation Program, elective selection process etc.
- e. Responsible for coordinating the student feedback session in consultation with the ePGP office.
- f. Coordinate the student activities

In addition, ePGP office can form following committees: Admissions Committee, On Campus committee, Corporate Outreach committee, Academic Committee, Media committee, Entrepreneurship committee, etc. The committee members can be changed. The committee will report to Chairperson (ePGP).

28) GENERAL RULES

- a) The payment of the registration fee does not mean that you have earned the degree/certification (as stated in the brochure).
- b) The Institute reserves every right to withhold the degree/certification if the stipulated rules and regulations as per the program manual (for students/participants) are not followed in letter and spirit.
- c) All disputes will be subject to the jurisdiction of the Raipur.
- d) Any issue or concern posted on social media without resolving internally will result in the cancellation of admission.
- e) The institute reserves the right to modify the rules as stated in the manual.
- f) Mobile phones are strictly prohibited during examinations.
- g) Usage of mobile phone during the class is not permitted.
- h) Tele-recording of any event in the classrooms and putting the same in the public domain is strictly prohibited. In the event of a violation of this rule, strict disciplinary action will be taken.
- i) The student will be provided with bonafide certificate with TGPA for the completed term on his request for a valid reason which can include bank loan, reimbursement of fees, or change of organization.
- j) Smoking/drinking is strictly prohibited in the IIM Raipur Campus.
- k) 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 Program.
- l) The term end will be mailed to the students.
- m) Students should not send emails of any of their concerns/grievances to other program



students/faculty body/director without contacting ePGP office or the Chairperson-ePGP. The students should refrain from posting any issue on the social media. This is considered as violation of rule and necessary action will be taken by Chairperson ePGP.

- n) Students need to fulfill all the requirements as per the deadlines set and communicated by the ePGP office from time to time, failing which ePGP office will decide as deemed fit. For administrative matters, students may reach out to ePGP office (IIM Raipur) and for technology-related matters/attendance/session video, the student may reach out to ePGP support (Nulearn). Students need to adhere to proper communication channels (Student should refrain from communicating directly to IIM Raipur Board members/ Director/ Dean (Academics)/ Dean (External)/ / any other external agency/Chairperson (ePGP) for operational or routine matters)
- o) Course structure or the timetables communicated by the ePGP office cannot be changed as per the requirement of any student (s). Therefore, students should refrain from requesting the same either from the ePGP office or to the Chairperson ePGP.
- p) Each student will be provided with an official Email ID to communicate the program requirements. All are advised to check their Emails regularly.
- q) 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.
- r) Ragging in any form is prohibited inside or outside the campus. Punishment for ragging under the Chhattisgarh Education Act 1983 can be up to one year imprisonment. Supreme Court has also defined ragging as a criminal offense.
- s) Students should maintain utmost discipline in their conduct and behavior while in the program. Any student indulging in indiscipline activities would be seriously viewed and disciplinary action will be taken against him/her.
- t) The decision of the ePGP Chairperson / Director in matters of interpretation of the rules will be final and binding on all concerned.
- u) Policy on sexual harassment of woman at workplace (prevention, Prohibition & redressal).
- v) Rules are liable to change at the discretion of the Institute at any time, without any notice to students.
- w) The Institute does not entertain any discussions on policy matters, fees, methodologies, course material, course-related matters, and other program matters.
- x) Students will be provided with reading materials as decided by the Institute.
- y) The Institute reserves the right to decide the modalities of the campus immersion.
- z) The completion of the program may take more than two years.



29) CONTACT DETAILS

Chairperson ePGP:

Prof. Dhananjay Bapat

Phone: 91-771-2474647 (O)

Email:

chairperson_epgp@iimraipur.ac.in

ePGP Office:

Dr. Madhu Bhushan

Senior Research Associate

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Appendix I:

Academic Calendar

| e-PGP Batch 3 Class Schedule (Starting on December 2022) | | | | | | | | |
|--|---|----------------------------------|-----------------|-----------------------|----------------------|------------------------------|-------|--|
| Program Inauguration on 11 December 2022 (Sunday) | | | | | | | | |
| Week | Term Period | Dates (2022-2023) | Monday | Saturday | Sunday | No of Classes | Hours | Type of weekly Schedule (On-Campus/Online) |
| 1st | TERM- I (11th Dec 2022 to 26th March 2022) | (12th December to 18th December) | 14th Dec | 17th Dec | 18th Dec | 8 | 12 | Online |
| 2 nd | | (19th December to 25th December) | 21st Dec | 24th Dec | 25th Dec (Christmas) | 5 | 7.5 | Online |
| 3rd | | 26th December to 1st January | 28th Dec | 31st Dec | 01st Jan | 8 | 12 | Online |
| 4th | | (2nd January to 8th January) | 04thhair Jan | 07th Jan | 08th Jan | 8 | 12 | Online |
| 5th | | (9th January to 15th January) | 11th Jan | 14th Jan | 15th Jan | 8 | 12 | Online |
| 6th | | (16th January to 22nd January) | 18th Jan | 21st Jan | 22nd Jan | 8 | 12 | Online |
| 7th | | (23rd January to 29th January) | 25th Jan | 28th Jan | 29th Jan | 8 | 12 | Online |
| 8th | | (30th January to 5th February) | 01st Feb | 04th Feb | 05th Feb | 8 | 12 | Online |
| 9th | | (6th February to 12th February) | 08th Feb | 11th Feb | 12th Feb | 8 | 12 | Online |
| 10th | | (13th February to 19th February) | 15th Feb | 18th Feb | 19th Feb | 8 | 12 | Online |
| 11th | | (20th February to 26th February) | 22nd Feb | 25th Feb | 26th Feb | 8 | 12 | Online |
| 12th | | (27th February to 5th March) | 01st Mar | 04th Mar | 05th Mar | 8 | 12 | Online |
| 13th | | (6th March to 12th March) | 08th Mar (HOLI) | 11th Mar | 12th Mar | 6 | 9 | Online |
| 14th | | (13th March to 19th March) | 15th Mar | 18th Mar | 19th Mar | BREAK FOR EXAMINATION | | |
| 15th | | (20th March to 26th March) | 22nd Mar | 25th Mar | 26th Mar | END TERM EXAMINATION | | |
| 16th | | (27th March to 2nd April) | 29th Mar | 01st Apr | 02nd Apr | 8 | 12 | Online |
| 17th | | (3rd April to 9th April) | 05th Apr | 08th Apr | 09th Apr | 8 | 12 | Online |
| 18th | | (10th April to 16th April) | 12th Apr | 15th Apr | 16th Apr | 8 | 12 | Online |
| 19th | | (17th April to 23rd April) | 19th Apr | 22nd Apr (Id-ul-Fitr) | 23rd Apr | 5 | 7.5 | Online |
| 20th | | (24th April to 30th April) | 26th Apr | 29th Apr | 30th Apr | 8 | 12 | Online |



| | | | | | | | | |
|------|---|------------------------------------|----------|---------------------|----------|-----------------------|-----|------------------------------|
| 21st | TERM- II (27th March to 9th July 2023) | (1st May to 7th May) | 03rd May | 06th May | 07th May | 8 | 12 | Campus Immersion (Tentative) |
| 22nd | | (8th May to 14th May) | 10th May | 13th May | 14th May | 8 | 12 | Online |
| 23rd | | (15th May to 21st May) | 17th May | 20th May | 21st May | 8 | 12 | Online |
| 24th | | (22nd May to 28th May) | 24th May | 27th May | 28th May | 8 | 12 | Online |
| 25th | | (29th May to 4th June) | 31st May | 03rd Jun | 04th Jun | 8 | 12 | Online |
| 26th | | (5th June to 11th June) | 07th Jun | 10th Jun | 11th Jun | 8 | 12 | Online |
| 27th | | (12th June to 18th June) | 14th Jun | 17th Jun | 18th Jun | 8 | 12 | Online |
| 28th | | (19th June to 25th June) | 21st Jun | 24th Jun | 25th Jun | 8 | 12 | Online |
| 29th | | (26th June to 2nd July) | 28th Jun | 01st Jul | 02nd Jul | BREAK FOR EXAMINATION | | |
| 30th | | (3rd July to 9th July) | 05th Jul | 08th Jul | 09th Jul | End Term Examination | | |
| 31st | TERM- III (10th July to 22nd October 2023) | (10th July to 16th July) | 12th Jul | 15th Jul | 16th Jul | 8 | 12 | Online |
| 32nd | | (17th July to 23rd July) | 19th Jul | 22nd Jul | 23rd Jul | 8 | 12 | Online |
| 33rd | | (24th July to 30th July) | 26th Jul | 29th Jul (Muharram) | 30th Jul | 5 | 7.5 | Online |
| 34th | | (31st July to 6th August) | 02nd Aug | 05th Aug | 06th Aug | 8 | 12 | Online |
| 35th | | (7th August to 13th August) | 09th Aug | 12th Aug | 13th Aug | 8 | 12 | Online |
| 36th | | (14th August to 20th August) | 16th Aug | 19th Aug | 20th Aug | 8 | 12 | Online |
| 37th | | (21st August to 27th August) | 23rd Aug | 26th Aug | 27th Aug | 8 | 12 | Online |
| 38th | | (28th August to 3rd September) | 30th Aug | 02nd Sep | 03rd Sep | 8 | 12 | Online |
| 39th | | (4th September to 10th September) | 06th Sep | 09th Sep | 10th Sep | 8 | 12 | Online |
| 40th | | (11th September to 17th September) | 13th Sep | 16th Sep | 17th Sep | 8 | 12 | Online |
| 41st | | (18th September to 24th September) | 20th Sep | 23rd Sep | 24th Sep | 8 | 12 | Online |
| 42nd | | (25th September to 1st October) | 27th Sep | 30th Sep | 01st Oct | 8 | 12 | Online |
| 43rd | | (2nd October to 8th October) | 04th Oct | 07th Oct | 08th Oct | 8 | 12 | Online |
| 44th | | (9th October to 15th October) | 11th Oct | 14th Oct | 15th Oct | BREAK FOR EXAMINATION | | |
| 45th | | (16th October to 22nd October) | 18th Oct | 21st Oct | 22nd Oct | END TERM EXAMINATION | | |
| 46th | | (23rd October to 29th October) | 25th Oct | 28th Oct | 29th Oct | 8 | 12 | Online |
| 47th | | (30th October to 5th November) | 01st Nov | 04th Nov | 05th Nov | 8 | 12 | Online |



| | | | | | | | | |
|------|--|--------------------------------------|----------------------------------|----------|----------------------|------------------------------|-----|--------|
| 48th | TERM- IV (23rd October to 04th February 2024) | (6th November to 12th November) | 08th Nov | 11th Nov | 12th Nov (Diwali) | 5 | 7.5 | Online |
| 49th | | (13th November to 19th November) | 15th Nov | 18th Nov | 19th Nov | 8 | 12 | Online |
| 50th | | (20th November to 26th November) | 22nd Nov | 25th Nov | 26th Nov | 8 | 12 | Online |
| 51st | | (27th November to 3rd December) | 29th Nov | 02nd Dec | 03rd Dec | 8 | 12 | Online |
| 52nd | | (4th December to 10th December) | 06th Dec | 09th Dec | 10th Dec | 8 | 12 | Online |
| 53rd | | (11th December to 17th December) | 13th Dec | 16th Dec | 17th Dec | 8 | 12 | Online |
| 54th | | (18th December to 24th December) | 20th Dec | 23rd Dec | 24th Dec | 8 | 12 | Online |
| 55th | | (25th December to 31st December) | 27th Dec | 30th Dec | 31st Dec | 8 | 12 | Online |
| 56th | | (01st January to 07th January) | 03rd Jan | 06th Jan | 07th Jan | 8 | 12 | Online |
| 57th | | (08th January to 14th January) | 10th Jan | 13th Jan | 14th Jan | 8 | 12 | Online |
| 58th | | (15th January to 21st January) | 17th Jan | 20th Jan | 21st Jan | 8 | 12 | Online |
| 59th | | (22nd January to 28th January) | 24th Jan | 27th Jan | 28th Jan | BREAK FOR EXAMINATION | | |
| 60th | | (29th January to 04th February) | 31st Jan | 03rd Feb | 04th Feb | END TERM EXAMINATION | | |
| 61st | | TERM-V (5th February to 19th May) | (05th February to 11th February) | 07th Feb | 10th Feb | 11th Feb | 8 | 12 |
| 62nd | (12th February to 18th February) | | 14th Feb | 17th Feb | 18th Feb | 8 | 12 | Online |
| 63rd | (19th February to 25th February) | | 21st Feb | 24th Feb | 25th Feb | 8 | 12 | Online |
| 64th | (26th February to 03rd March) | | 28th Feb | 02nd Mar | 03rd Mar | 8 | 12 | Online |
| 65th | (04th March to 10th March) | | 06th Mar | 09th Mar | 10th Mar | 8 | 12 | Online |
| 66th | (11th March to 17th March) | | 13th Mar | 16th Mar | 17th Mar | 8 | 12 | Online |
| 67th | (18th March to 24th March) | | 20th Mar | 23rd Mar | 24th Mar | 8 | 12 | Online |
| 68th | (25th March to 31st March) | | 27th Mar | 30th Mar | 31st Mar | 8 | 12 | Online |
| 69th | (01st April to 07th April) | | 03rd Apr | 06th Apr | 07th Apr | 8 | 12 | Online |
| 70th | (08th April to 14th April) | | 10th Apr | 13th Apr | 14th Apr | 8 | 12 | Online |
| 71st | (15th April to 21st April) | | 17th Apr | 20th Apr | 21st Apr | 3 | 4.5 | Online |
| 72nd | (22nd April to 28th April) | | 24th Apr | 27th Apr | 28th Apr | 8 | 12 | Online |
| 73rd | (29th April to 05th May) | | 01st May | 04th May | 05th May | 8 | 12 | Online |
| 74th | (06th May to 12th May) | | 08th May | 11th May | 12th May | BREAK FOR EXAMINATION | | |



| | | | | | | | | | |
|-------|--|---|------------------------------------|---------------------|----------|------------------------------|-----|-------------------------------------|--------|
| 75th | | (13th May to 19th May) | 15th May | 18th May | 19th May | END TERM EXAMINATION | | Campus Immersion (Tentative) | |
| 76th | | (20th May to 26th May) | 22nd May | 25th May | 26th May | 8 | 12 | | |
| 77th | | (27th May to 02nd June) | 29th May | 01st Jun | 02nd Jun | 8 | 12 | Online | |
| 78th | | (03rd June to 09th June) | 05th Jun | 08th Jun | 09th Jun | 8 | 12 | Online | |
| 79th | | (10th June to 16th June) | 12th Jun | 15th Jun | 16th Jun | 8 | 12 | Online | |
| 80th | | (17th June to 23rd June) | 19th Jun | 22nd Jun | 23rd Jun | 8 | 12 | Online | |
| 81st | | (24th June to 30th June) | 26th Jun | 29th Jun | 30th Jun | 8 | 12 | Online | |
| 82nd | | (01st July to 07th July) | 03rd Jul | 06th Jul | 07th Jul | 8 | 12 | Online | |
| 83rd | Term VI (20th May to 01st September 2024) | (08th July to 14th July) | 10th Jul | 13th Jul | 14th Jul | 8 | 12 | Online | |
| 84th | | (15th July to 21st July) | 17th Jul | 20th Jul | 21st Jul | 8 | 12 | Online | |
| 85th | | (22nd July to 28th July) | 24th Jul | 27th Jul | 28th Jul | 8 | 12 | Online | |
| 86th | | (29th July to 04th August) | 31st Jul | 03rd Aug | 04th Aug | 8 | 12 | Online | |
| 87th | | (05th August to 11th August) | 07th Aug | 10th Aug | 11th Aug | 8 | 12 | Online | |
| 88th | | (12th August to 18th August) | 14th Aug | 17th Aug | 18th Aug | 8 | 12 | Online | |
| 89th | | (19th August to 25th August) | 21st Aug | 24th Aug | 25th Aug | Break For Examination | | | |
| 90th | | (26th August to 01st September) | 28th Aug | 31st Aug | 01st Sep | END TERM EXAMINATION | | | |
| 91st | | | (02nd September to 08th September) | 04th Sep | 07th Sep | 08th Sep | 8 | 12 | Online |
| 92nd | | | (09th September to 15th September) | 11th Sep | 14th Sep | 15th Sep | 8 | 12 | Online |
| 93rd | | | (16th September to 22nd September) | 18th Sep | 21st Sep | 22nd Sep | 8 | 12 | Online |
| 94th | | Mini Term Compulsory Audit Courses, Mini Dissertation, and Integrated Business Simulation (02nd September to 15th December) | (23rd September to 29th September) | 25th Sep | 28th Sep | 29th Sep | 8 | 12 | Online |
| 95th | (30th September to 06th October) | | 02nd Oct | 05th Oct | 06th Oct | 8 | 12 | Online | |
| 96th | (07th October to 13th October) | | 09th Oct | 12th Oct (Dussehra) | 13th Oct | 5 | 7.5 | Online | |
| 97th | (14th October to 20th October) | | 16th Oct | 19th Oct | 20th Oct | 8 | 12 | Online | |
| 98th | (21st October to 27th October) | | 23rd Oct | 26th Oct | 27th Oct | 8 | 12 | Online | |
| 99th | (28th October to 03rd November) | | 30th Oct | 02nd Nov | 03rd Nov | 8 | 12 | Online | |
| 100th | (04th November to 10th November) | | 06th Nov | 09th Nov | 10th Nov | 8 | 12 | Online | |
| 101st | (11th November to 17th November) | | 13th Nov | 16th Nov | 17th Nov | End Term | | | |



Appendix II:

List of courses

| Course Type | Term | Course | Credits |
|---------------------------|------------------------|--|---------|
| Core Course | Term-I (5 credits) | Microeconomics for Managers | 1 |
| | | Marketing Management I | 1 |
| | | Operations Management I | 1 |
| | | Business Statistics | 1 |
| | | Spread-Sheet Modeling | 1 |
| | Term-II (5 credits) | Organizational Behavior | 1 |
| | | Financial Accounting | 1 |
| | | Macroeconomics for Managers | 1 |
| | | Business communication | 1 |
| | | Operations Research | 1 |
| | Term-III (5.5 credits) | Financial Markets and Institutions | 1 |
| | | Strategic Management I | 1 |
| | | Marketing Management II | 1 |
| | | Management Information Systems | 1 |
| | | Operations Management II | 1 |
| Business Communication II | | 0.5 | |
| Advance Core Course | Term-IV (6 credits) | Human Resource Management | 1 |
| | | Legal Aspects of Business | 1 |
| | | Strategic Management II | 1 |
| | | Corporate Finance | 1 |
| | | Effective Managerial Skills | 0.5 |
| | | Business Ethics & CSR | 0.5 |
| | | Business Research Methods | 1 |
| Electives | Term-V (5 credits) | Electives 1 | 1 |
| | | Electives 2 | 1 |
| | | Electives 3 | 1 |
| | | Electives 4 | 1 |
| | | Electives 5 | 1 |
| | Term-VI (5 credits) | Elective 1 | 1 |
| | | Elective 2 | 1 |
| | | Elective 3 | 1 |
| | | Elective 4 | 1 |
| | | Elective 5 | 1 |
| Mini Term | Mini Term | Total Compulsory Audit Courses & Mini Dissertation | 2 |
| | | Integrated Business Simulation | 2 |



Appendix III:

Indicative List of electives

| Indicative List of electives | | |
|------------------------------|---|-----------------------------------|
| | "Electives depend upon the adequate number of subscriptions and electives offered". | |
| S. No. | Course | Area |
| 1 | Integrated Marketing Communication | Marketing |
| 2 | Advance Market Research | Marketing |
| 3 | Brand Management | Marketing |
| 4 | Business to Business Marketing | Marketing |
| 5 | Strategic Marketing | Marketing |
| 6 | Consumer Behavior | Marketing |
| 7 | Services Marketing | Marketing |
| 8 | Customer Relationship Management | Marketing |
| 9 | Irrational Consumers | Marketing |
| 10 | Digital Marketing | Marketing |
| 11 | Sales Management | Marketing |
| 12 | Econometrics for Managers | Economics & Public Policy |
| 13 | Business Environment and Public Policy | Economics & Public Policy |
| 14 | Business Analysis and Valuation | Finance and Accounts |
| 15 | Security Analysis and Portfolio Management | Finance and Accounts |
| 16 | Project Appraisal Finance | Finance and Accounts |
| 17 | Financial Statement Analysis | Finance and Accounts |
| 18 | Investment Banking | Finance and Accounts |
| 19 | Financial Markets and Institutions | Finance and Accounts |
| 20 | Taxation | Finance and Accounts |
| 21 | Derivatives | Finance and Accounts |
| 22 | Fixed Income Securities | Finance and Accounts |
| 23 | Portfolio Management in practice | Finance and Accounts |
| 24 | Advanced Communication Strategies for Leaders | Humanities and Liberal Arts |
| 25 | Project Management | Operations & Quantitative Methods |
| 26 | Supply Chain Management | Operations & Quantitative Methods |
| 27 | Operations Strategy | Operations & Quantitative Methods |
| 28 | Operations Analytics | Operations & Quantitative Methods |
| 29 | Service Operations | Operations & Quantitative Methods |
| 30 | Supply Chain Analytics | Operations & Quantitative Methods |
| 31 | Design Thinking and New Product Development | Operations & Quantitative Methods |
| 32 | Operational Excellence | Operations & Quantitative Methods |
| 33 | Inventory Management | Operations & Quantitative Methods |
| 34 | Business Analytics using Data Mining | IT & System |
| 35 | Business models in electronic commerce | IT & System |
| 36 | Digital strategies in business | IT & System |
| 37 | Data Visualization in Decision Making | IT & System |
| 38 | Machine Learning for Managers | IT & System |



| | | |
|----|---|----------------------------------|
| 39 | Enterprise Systems: ERP for manager | IT & System |
| 40 | Artificial Intelligence in Business | IT & System |
| 41 | Digital Transformation | IT & System |
| 42 | Managing Security and Privacy Risks in Business | IT & System |
| 43 | Talent Management | HRM and Organizational Behaviour |
| 44 | Performance Management System | HRM and Organizational Behaviour |
| 45 | Management of Change | HRM and Organizational Behaviour |
| 46 | HR Analytics | HRM and Organizational Behaviour |
| 47 | Organizational Design | HRM and Organizational Behaviour |
| 48 | Strategic Human Resource Management | HRM and Organizational Behaviour |
| 49 | Positive Psychology at the workplace | HRM and Organizational Behaviour |
| 50 | Science of well-being | HRM and Organizational Behaviour |
| 51 | Role of HR in mergers and acquisition | HRM and Organizational Behaviour |
| 52 | Corporate Sustainability | Strategic Management |
| 53 | Corporate Governance | Strategic Management |
| 54 | Real World Decision Making | Strategic Management |
| 55 | Strategy and Innovation | Strategic Management |
| 56 | Advanced Competitive Strategy | Strategic Management |
| 57 | Strategic Execution Change | Strategic Management |
| 58 | Strategies for emerging markets | Strategic Management |
| 59 | Strategic Aspects for Mergers and Acquisitions | Strategic Management |
| 60 | AI in Business Strategy | Strategic Management |

**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 program. This is just the indicative list of the courses offering previously in PGP/Executive academic programs.

