

**EXECUTIVE MASTER OF BUSINESS  
ADMINISTRATION  
IN HUMAN RESOURCE MANAGEMENT  
(eMBA- HRM)**



**Student Manual 2024-26  
(Batch 2)**





# Indian Institute of Management Raipur

Atal Nagar, Naya Raipur- 493661

## CONTENTS

S.NO	PARTICULAR	PAGE NO
1	About IIM Raipur	3
2	Vision & Mission Statement	3
3	Programme Overview	4
4	Academic Calendar	4
5	Registration	4
6	Programme structure	5
7	Curriculum	6
8	Attendance	6
9	Leave of Absence	7
10	Academic Performance Evaluation System	7
11	Grading Scale	8
12	Examination Rules	9
13	Course Feedback	10
14	Bonafide Certificate Process	10
15	Library Access	11
16	IT Policy	11
17	Students' Workload	14
18	Award of Degree	14
19	Pedagogy	15
20	Sponsorship	15
21	Programme Commencement Date	15
22	Placement	15
23	Refund of Fees	15
24	Provision Re-joining the Course	15
25	Schedule & Mode of Fee Payment	16
26	Class Timings	17
27	Academic Discipline	17
28	Accommodation during Campus Immersion	18
29	Class Representatives and Committees	18
30	General Rules	19
31	Contact Details	20
32	Appendix I: Academic Calendar	21

**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 to management. The Government of India set up 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 Programme in Management (PGP) was started in 2010 whereas Fellow Programme in Management (FPM) and Post-Graduate Programme in Management for Working Executive (PGPMWE) was started in 2012 & Executive Fellow Programme in Management (EFPM) was started in 2013. Executive Master of Business Administration (eMBA) was started in 2021. Indian Institute of Management Raipur is one of the premier business schools in India.

IIM Raipur has grown and improved in quality as evidenced by the NIRF ranking of management institutes, which moves up from 18th in 2016 to **11th in 2023**.

IIM Raipur offers top-notch management education on its 200-acre, state-of-the-art well-equipped lecture rooms, a library, a simulation lab, and a pleasant lodging campus in Atal Nagar, Naya Raipur. With the goal of becoming a highly regarded business school worldwide, IIM Raipur has partnered with numerous business schools in Europe, South America, Australia, New Zealand, and the United States for faculty and student exchange Programmes.

## **2. Vision & Mission Statement:**

### **Vision Statement**

*“To become a premier management institution that inspires thought leadership through scholarship and teaching by incorporating an ethos of inquiry, consciousness, and innovation”.*

### **Mission Statement**

*“To provide a learning-centric environment that nurtures management thought through research and practice to create future leaders.”*

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 training that are molded in a way true to the culture and unique requirements of the state and organizations here. Ethical practices in management & grooming socially responsible leaders for today and tomorrow are also the primary goals of the Institute. IIM, Raipur provides the following Programmes with the above objectives in mind.

#### **2.1. Doctoral Programmes:**

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

#### **2.2. Post-Graduate Programmes:**

- a) Post-Graduate Programme in Management (PGP)
- b) Executive Master of Business Administration (eMBA)
- c) Executive Master of Business Administration in Human Resource Management (eMBA-HRM)

#### **2.3. Executive Education:**

- a) e-Learning Programmes



- b) Management Development Programme (Open)
- c) Management Development Programme (In-company)

### **3. PROGRAMME OVERVIEW:**

The Executive Master of Business Administration in Human Resource Management is a two-year master's degree Programme offered in a blended mode video a combination of live synchronous sessions delivered to devices and face-to-face classes organized on campus. The objective of the Programmes is to impart comprehensive and contemporary education on people strategies and HR competencies to junior, middle, and senior-level HR practitioners, aspiring HR professionals, and entrepreneurs seeking to develop and demonstrate capabilities that are relevant to the present-day demands of the business.

In the post covid era, HR is redefined to handle the new normal work environment. This Programme is designed with a holistic approach to address future HR requirements. Another USP of this Programme is masterclasses by CHROs & HR Practitioners.

The Programme covers dedicated masterclass sessions organized by SHRM India, with corporate CHROs and seasoned HR practitioners, who will share with you their experiences of conceiving, implementing, managing, and adapting policies and people initiatives in an ever-changing, challenging, and dynamic work environment.

The Programme offers a blend of various general management theories, soft skills, and analytical methods apart from the core HR Management skill.

#### **The specific objectives of the Programme are:**

- To provide an opportunity for the participants to earn a professional qualification in HR.
- To develop an ability to integrate decisions and solutions across disciplines in complex decision-making environments.
- To provide the participants with an in-depth understanding of various concepts in HR.
- To get tuned in to the latest developments and best practices in HR.
- To prepare the participants to head the HR function in the operating divisions.
- Having a professional presence and the ability to articulate a vision is needed to motivate others and lead diverse teams of people.
- To develop a repository of HR experts who can lead the organization with growth, survival, and a digital mindset.
- To incorporate a clear framework for ethical and value-based decision-making supported by unyielding personal integrity.
- To develop values and proactive attitudes for societal well-being.
- To provide Holistic development for aspiring HR Professionals.

### **4. ACADEMIC CALENDAR:**

The Academic Calendar (2024-26) of the Executive Master of Business Administration in HR Management is given (eMBA-HRM) in Appendix – I.

### **5. REGISTRATION:**

The guidelines for registration are as follows:

- 5.1 The registration for the eMBA-HRM Programme 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.



5.2 The students will be required to register a few days before the start of each term. The registration process will be completed only after payment of the required fees.

5.3 The registration for the second year (Term IV onwards) will be provisional subject to the submission of the following documents:

- a. Submission of Registration forms duly filled in.
- b. Payment of term fees (fee of each term needs to be paid prior to the start of that term). The Programme office would communicate the deadline for fee payment for each term.
- c. Return of the books due to Programme Office and Library (if any).
- d. Return 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).”

**5.4 Late Registration/Payment of Fee:** In exceptional circumstances, the eMBA 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, a fine will be applicable as follows:

- a. Payment within one week after the last date of fee payment: Rs 1000/-
- b. Payment during the second week after the 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.
- c. Payment of fees after the second week requires approval from eMBA 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 take the examination if the term fee is not paid.
- d. Learning access will be revoked after the due date. In case the candidate does not pay the applicable fees, including late fees, the candidate will be terminated from the Programme.

5.4.1 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 Programme.

5.4.2 Promotion to Term-IV (Second year) is provisional and will be confirmed upon meeting the academic performance criteria of the previous terms.

## **6. PROGRAMME STRUCTURE:**

The 24 months eMBA – HRM would have six terms spread over two years. In addition to online sessions, the Programme includes two campus immersions, with five 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 is mandatory from a Programme requirement viewpoint. Payment for campus immersion is mandatory irrespective of whether a candidate attends the immersion or not. The remaining classes would be held in a live online mode. The Institute reserves the right to cancel the campus immersion.

Students are required to maintain disciplined conduct and follow all the instructions from the eMBA office during campus immersion. Attendance at all the events communicated by the eMBA office is compulsory. Disciplinary action will be taken against any deviation.



## 7. **CURRICULUM:**

Details of the course curriculum is shared in Appendix -1.

One credit course consists of 20 sessions of 90 minutes each, equivalent to 30 hours of classroom or online teaching.

## 8. **ATTENDANCE:**

It is mandatory for the students to be regular and punctual in all classes without any exceptions. The Institute insists on regular and prompt attendance in classes irrespective of the mode. Unauthorized absence from class/institute will be considered a breach of discipline and the Institute will be free to take appropriate action in such cases, to an extent up to rustication from the Programme and from the institute. The Programme is in synchronous mode. **Candidates need to attend the classes only through the link received at their registered email ID. Any other route of attending the online class is a serious offence and any such case if identified, will be debarred from the entire term.** Recording of sessions will be provided after the conduct of due diligence by the technology partner. The learning resource is the intellectual property of the institute, and any misuse by a student or technical partner is strictly prohibited.

- a. The faculty will be free to adopt any measure to regulate attendance & penalize absence to ensure smooth and undisturbed learning in the class. All candidates are expected to contribute towards creating and maintaining an enabling learning environment. In case of any deviation, the faculty can expel the student from the online/offline class.
- b. Individual faculty members may, at their discretion, assign some weightage to attendance and class participation in the evaluation of the course. In such an event, absenteeism on the part of the student may adversely affect both the components, namely, “attendance” and the consequential “class participation”, if any.
- c. Students must promptly submit a Medical Leave application to the relevant faculty and the eMBA office in the event of illness.
- d. Students should ensure that the attendance requirements, as stipulated in this section, are met, no matter whatever may be the other compulsions.
- e. 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 attendance requirements in each course in the following manner:

Sl. No.	Attendance Range	No of Classes Attended out of 20 Classes.	Grade Reduction
1	75-100 %	$\geq 15$	No Grade Loss
2	65-74 %	13~14	Less one Grade Point
3	64-55 %	11~12	Less two Grade Point
4	50-54 %	10	Less three Grade Point
5	<50%	9 or less	F grade

- f. If any student after successful completion of the first three terms of the Programme, applies for deferment, in such case, the eMBA Chairperson/Committee may recommend allowing the student to complete the remaining terms in with the subsequent batches (subject to whether subsequent batches run). This provision is allowed only once.



## 9. **LEAVE OF ABSENCE:**

- 9.1 Students are expected to attend scheduled classes, orientation sessions, quizzes, and examinations during terms as indicated in the academic calendar/term timetable. Under the medical emergency with full documentation and as ascertained by Chairperson eMBA, 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 student's HR/Admin department. Students need to submit the documents before the end-term exams. The office can conduct cross-verification for the documents submitted. In case of any misrepresentation, eMBA Chairperson and/or the eMBA committee may take disciplinary action such as termination from the institute, an F grade in subject (s), or a written apology.
- 9.2 In any circumstance, the attendance must not be less than 50%, in which case, the student would be awarded an F grade in the pertinent course.
- 9.3 Any appeal for leave of absence after the declaration of the result for the end term will not be admissible.

## 10. **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 Programme, 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 Programme.

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

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

Irrespective of the candidate not appearing in the mid-term/end-term exam, the student will be graded as per the performance in other components.

No repeat 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 up 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, he/she will be graded as per the performance in other components. The re-exam will be at the time decided by the eMBA 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 except under the exigencies explained in the previous columns. Such students are required to continue from that term along with the next available batch. For a half-credit course, there would be only the End Term examination along with other internal components. The duration of the examination is as follows:

<b>Exam</b>	<b>Duration</b>
Mid-Term/Quizzes	As decided by the faculty
End Term	1.5 hours

## **11. GRADING SCALE:**

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

11.1 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 eMBA 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.

<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:

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

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

11.2 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 Programme and/or to qualify for promotion (to the second year), at no stage in the first year shall the student accumulate:

- I. F grade in more than two courses (Three 'F'); or
- II. D grade in any course if he/she has obtained an F grade in two courses (Two "F" and One "D");  
or
- III. D grade in more than two courses if he/she has obtained an F grade in one course (Three "D" and One "F"); or
- IV. D grade in more than four courses if he/she has not obtained an F grade in any course (Five "D")





Moreover, for continuation in the Programme and/or to qualify, at no stage in the **second year** shall the student accumulate:

- I. F grade in more than one course (Two “F”); or
- II. D grade in more than one course if he/she has obtained an F grade in one course (Two “D” and One “F”); or
- III. D grade in more than two courses (Three “D”).

**“To qualify, the student’s CGPA at the end of the Programme must not be less than 3.50.** Failure to achieve the prescribed minimum standards of academic performance will result in the student’s termination from the Programme.”

11.3 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 Programme. 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 Programme or award of a degree may request the eMBA Committee for a review. The eMBA 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:

- a. The eMBA Chairperson /Committee may permit a student to repeat the course(s), the term(s) or the year in the next academic year by paying the required fee.
- b. The fees including the course fees, or term fees, as applicable, and/or rejoining fees and/or any other fees will be ascertained by the eMBA office.
- c. The eMBA Chairperson/Committee may expel a student from the Programme at any time if his/her conduct is detrimental to the educational process of the Institute.
- d. 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).
- e. The decision of the Director on such an appeal will be final and binding.

11.4 The following will constitute academic malpractice:

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



- b. The exam would be remotely proctored. Exams can be conducted offline during campus immersion. The students ought to have good and uninterrupted connectivity during the period of examination in case of online exams.
- 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 in case of an online exam.
- 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. This will be considered an unfair means.
- e. In the instance of copying, cheating in the exam with fellow students or any other source would attract severe penalties ranging from an F grade in the course to termination from the Programme. Students are advised to log in to the exam portal fifteen minutes before the start of the mid/end term exam.
- f. IT and the eMBA team will authorize the candidates for the end-term exam. The student should present their valid identity card to enter the exam portal.
- g. The student should be in proper attire during the examination and classes or any other interaction. Any other norms communicated by the technical partner/IT department of IIM Raipur should be followed.
- h. The answer books for the Mid/End term exam shall be submitted by the concerned faculty after correction/finalization to the eMBA office for records.
- i. No marks or grades shall be changed after moderation by the committee and faculty members. After attendance calculation, the final grades shall be communicated to students.
- j. In case of non-submission of online feedback by the student in any of the subjects, the term result will be withheld.
- k. Teaching feedback completion by students for all the courses within the prescribed time as communicated by the Programme office is mandatory.
- l. In case of non-submission of the feedback of any one course of the term, the result will be withheld. The decision taken by Chairperson (eMBA) or concerned official regarding any unfair practice adopted by the student will be final.

### 13. **COURSE FEEDBACK:**

Feedback is **mandatory** for every student. Students who fail to submit the feedback within the time window shared by the eMBA division will not be able to view their results. The Institute disclaims all liability for feedback submission errors brought on by student connectivity issues. The student is responsible for maintaining internet access and making the necessary arrangements to submit timely feedback.

Only in the final term of the year (Term III or Term VI) will results be shared for the corresponding term, where the student neglected to share the feedback form.



#### **14. BONAFIDE CERTIFICATE PROCESS:**

Processing of Bonafide certificates will take one week from the date of receiving the email request.

It is essential that students state the specific reason for the Bonafide certificate, such as the bank, organization, or authority to which it will be submitted.

Additionally, the student should attach all the necessary supporting documents from the competent authority along with their request. Institute will not process the Bonafide certificate without supporting documents. To manage the workflow efficiently, we would like to request that students refrain from sending reminder emails for one week regarding the status of their Bonafide certificate request.

The charges for issuing a Bonafide Certificate will be Rs. 1000/- (plus applicable tax) per certificate.

The charges for issuing duplicate ID card will be Rs. 1000/- (plus applicable tax) (postage and courier charges extra).

#### **15. 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. Institute will provide online library access to the students.

#### **16. 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 the proper channel only (i.e., through Chairperson-eMBA/Committee).
- Students are not supposed to share any material, contents, cases, or session video acquired during the course the of eMBA Programme on the open forum(s) either offline or online.
- Students are to adhere to the IT policy listed on the IIM Raipur website having the following link.  
<http://14.139.235.164:81/iimraipur/forms/ITPolicy.pdf>

##### **16.1. Email account**

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

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

- a) Creation and exchange of e-mails that could be categorized as harassing, obscene, nuisance, or threatening.
- b) Unauthorized exchange of proprietary information or any other privileged, confidential, or sensitive information.
- c) Unauthorized access to the services. This includes the distribution of emails anonymously, the use of other Users' user ids, or using a false identity.
- d) Creation and exchange of advertisements, solicitations, chain letters, and other unofficial, unsolicited e-mails.
- e) Creation and exchange of information in violation of any laws, including copyright laws.



- f) Willful transmission of an e-mail containing a computer virus.
- g) Misrepresentation of the identity of the sender of an e-mail.
- h) Use or attempt to use the accounts of others without their permission.
- i) Transmission of e-mails involving language derogatory to religion, caste, or ethnicity, sending personal e-mails to a broadcast list, exchange of e-mails containing anti-national messages, sending e-mails with obscene material, etc.
- j) Maintain appropriate manners/etiquettes, such as a salutation and respect for the recipient, as much as possible. It will be deemed bad behavior to send any mail directly without going through the proper channel. The student in question will face disciplinary action.
- k) “Any case of inappropriate use of e-mail accounts shall be considered a 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 the violation.”

## 16.2. Recommended Best Practices:

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

- 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.
- The user should change passwords on a periodic basis.
- It is recommended that the users should log out from their mail accounts whenever they leave the computer unattended for a considerable period.
- Other than Government websites, the e-mail ids, and e-mail addresses assigned to the IIM Raipur e-mail service should not be used to subscribe to any service on any website. Mail received from sites outside the Government may contain viruses, Trojans, worms, or other unsafe content.
- It is strongly recommended that the users use the latest version of their Internet browser for safe browsing.
- The “save password” and auto-complete features of the browser should be disabled.
- The files downloaded from the Internet or accessed from portable storage media should be scanned for malicious content before use.
- To ensure the integrity of the downloaded files, digital signatures/hash values should be verified wherever possible.
- The IT Department does not ask for details like login id and password over e-mail. Users should disregard any e-mail that requests the same and should refrain from sharing such details over e-mail with anyone.
- Sending an e-mail with an infected attachment is the most common means adopted by a hacker to send malicious content. Hence, it is mandatory to update the anti-virus and application patches on your system to prevent infection.
- All attachments must be scanned with an anti-virus Programme before they are downloaded/executed, even if such e-mails are received from a familiar source.
- Users should exercise caution while forwarding emails as they may contain malware. Users should ensure the authenticity of the source and the safe nature of the attachments before forwarding any mail.
- E-mails identified as spam are delivered in the “Probably Spam” folder that exists in the user’s



mailbox. Hence it is recommended that the users should check the “Probably Spam” folder daily.

- 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.
- Users should use due discretion while creating classified and sensitive documents. Unless required otherwise, the documents should be created in a manner that cannot be edited.
- Users should not open e-mails from dubious sources.
- Users should exercise caution in opening emails 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:**

The 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 the Institute's computers or networks.
- If you come across an open account in 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:**

- The 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 any help is required from the IT Department, students should approach through eMBA 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.

### **17. 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.

### **18. AWARD OF DEGREE:**

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

All students qualifying for the Degree shall pay a Convocation fee along with the 6<sup>th</sup> term fee or when informed by the eMBA office. All students shall attend the Convocation and must confirm their participation in the eMBA 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 eMBA or eMBA office before the Convocation and will have to pay an additional fee as prescribed by the eMBA office. The Institute has a provision for issuing duplicate Degrees in some restricted cases.

**18.1. Policy for issuing duplicate Degree certificate:** 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 to seek a duplicate Degree, the student shall also have to furnish:

- A passport-size photograph of self.
- Copy of transcripts of eMBA from IIM Raipur.
- Copy of birth certificate of self.
- The present Chairperson BOG, the Director, and the Chairperson eMBA will sign the duplicate Degree. An amount of Rs.5000/-will be charged for the issue of duplicate Degrees.

**18.2. 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. The amount of Rs. 3000/ per set 1st year or 2nd year will be charged for the issue of Duplicate Transcripts.

**18.3.** The institute fee is applicable as per the current norms for any verification including employment,



immigration, etc. Postal charge in case of mailing document will be charged on actual.

#### **19. 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 on enhancing the knowledge of executives in handling 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 the eMBA office.

#### **20. SPONSORSHIP:**

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

#### **21. PROGRAMME COMMENCEMENT DATE:**

- Programme Inauguration on Saturday, June 08, 2024
- Regular classes from Sunday, June 9, 2024

#### **22. PLACEMENT:**

“IIM Raipur will **NOT** provide any placement service to the participants, as the Programme is for working executives. Career support services will be provided by Right Management, India.”

#### **23. REFUND OF FEES:**

- a) 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 after making the adjustment, if any, at the end of the Programme, after receipt of the “**No Dues Certificate**” in the eMBA Office.
- b) No refund will be given for the prior term in the event of termination, and the number of classes includes any that were taken prior to termination/withdrawal from the Programme.
- c) A student wishing to withdraw from the Programme on his/ her own should apply to Chairperson eMBA. He/she shall also obtain a “**No Dues Certificate**” from Accounts, Library, and IT and submit it to the eMBA Office for settling his accounts. There will not be any refund (apart from the Caution deposit after the adjustment of any dues).
- d) If a student is terminated at any stage for not meeting minimum standards for promotion to the second year (Clause 10), their fee for the immediate next term will be refunded after adjusting the class attendance on a pro-rata basis. This refund will be effective from the date of the termination notice or publishing of the result, whichever date is earlier. This refund is not applicable for the term(s) in which he/she has failed.

#### **24. PROVISION RE-JOINING THE COURSES:**

You are eligible to select the courses along with the successive new batch if:

- a) You have received a termination notice from eMBA Office.



- b) You are attempting to improve the grade of the eMBA course in which you received a grade of, D, D-, D+, or F on the first attempt.
- c) You have not previously repeated the course.
- d) You do not have an officially reported academic integrity infraction in the course.
- e) You are repeating the course which you have missed with your batch for some valid reason subject to the prior approval from Chairperson, eMBA has already been granted for the submitted temporary withdrawal form during the time of discontinuing the course. Joining and completing the course is permitted along with your next available batch only,
- f) Please note that, once permission is granted for repeating/re-joining the course(s), you must submit the course fee on a pro-rata basis of the tuition fee of the current batch and rejoining Fee of Rs.5000/- as per the time schedule conveyed by the eMBA Office.
- g) Duly filled up Withdrawal Form in original with the signature of the student is to be attached along with the request for withdrawal.
- h) In case of re-joining/repeating the course, the student must accept and follow the terms, conditions & curriculum of the current academic year of the batch which s/he will re-join.

## 25. **SCHEDULE & MODE OF FEE PAYMENT:**

### A. Indian Candidates (in INR)

Fee Components	Term I	Term II	Term III	Term IV	Term V	Term VI	Total
Tuition fees	1,80,000	1,80,000	1,80,000	1,80,000	1,80,000	1,80,000	10,80,000
Material/Library/ Database/Archival	25000	25000	25000	25000	25000	25000	150000
Other Fees-Campus Immersion etc.	30,000					30000	60,000
Alumni Fees	10000						10000
Total without caution deposit	2,45,000	2,05,000	2,05,000	2,05,000	2,05,000	2,35,000	13,00,000
Caution Deposit*	25000						25000
Total	2,70,000	2,05,000	2,05,000	2,05,000	2,05,000	2,35,000	13,25,000

\*Caution deposit will be refunded at the end of the Programme if no charges are incurred against it.  
Total Programme Fee-Rs.13,25,000/- (Inclusive of Caution Deposit).

### B. International Candidates (in USD)

Fee Components	Term I	Term II	Term III	Term IV	Term V	Term VI	Total
Tuition fees	3100	3100	3100	3100	3100	3100	18,600
Material/Library/ Database/Archival	220	220	220	220	220	220	1320
Alumni Fees	150						150
Other Fees-Campus Immersion etc.	400					400	800
Total without caution deposit	3870	3320	3320	3320	3320	3720	20870
Caution Deposit*	430						430
Total	4300	3320	3320	3320	3320	3720	21300

\*The caution deposit would be refunded at the end of the Programme if no charges are incurred against it.  
Total Programme Fee-\$21,300/- (Inclusive of Caution Deposit).





## Instructions regarding fee payment:

- Fees must be paid before the commencement of the term.
- The fee needs to be paid online using the link provided on the Institute website i. e. [www.iimraipur.ac.in](http://www.iimraipur.ac.in)
- In case of a delay in fee payment, access to the Learning Management System (LMS) will be revoked.
- In case of delay of fee payment after the second week, the student will not be allowed to appear in the end-term examination.
- In case of failure to clear fee dues, the registration of the student will be canceled at the point of nonpayment of dues.
- Campus Immersion fees are an integral part of the tuition fee and are to be paid by all the students irrespective of whether students attend the campus immersion Programme or not.

## 26. **CLASS TIMINGS:**

Classes are to be scheduled on Wednesdays, Saturdays, and Sundays. The timetable will be communicated by the eMBA office from time to time.

DAY	TIMING	HOURS COVERAGE
Thursday	7:30 PM to 10.45 PM	3 Hours
Saturday	5:00 PM to 10.00 PM	4.5 Hours
Sunday	9.30 AM to 2.30 PM	4.5 Hours

- 15 Minutes break would be in between the classes.
- 1 Class = 1.5 Hours.
- A minimum of 75% attendance is required. Based on requirements and situations, classes can be held in the evenings on any weekday and weekend other than the predefined class schedule mentioned in the timetable.
- In case of not attending sessions due to any medical or family emergency, or urgent work assignments, document validation is required. As the Programme is in synchronous mode, it is expected that students attend all the classes.
- A maximum of 5 recordings of each subject will be given and that too within 5 days of the Live session being conducted. A request is to be made to eMBA support (Veranda).

“Institute has the final rights to decide the timings.”

## 27. **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 to home assignments to any other students.
- Mobile phones, tablets, iPad, etc., are banned during classes and examinations. In the event of 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 eMBA Chairperson in consultation with the eMBA 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, eMBA Chairman shall initiate disciplinary action against any student for any alleged misconduct. The eMBA Chairperson and/or a committee may conduct an inquiry if needed.
- Chairperson/Committee and the eMBA Committee may impose any one or more of the following penalties depending on the severity of the case:
  - a. Fine, public apology and community service.
  - b. Letter grade drop/'F' grade in one or more courses.
  - c. Termination/expulsion from the Programme.
  - d. Any other punishment as deemed appropriate.

## **28. ACCOMMODATION DURING CAMPUS IMMERSION:**

Executive Master of Business Administration is a blended mode Programme wherein many 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 eMBA 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 must make their own arrangements. The Institute will decide on the modalities of the campus immersion.

## **29. 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 the eMBA office. Class Representatives will represent the batch and bridge the gap between students and faculty requirements. The eMBA office will nominate or select the class representatives in consultation with the Chairperson eMBA. The class representative/s of the batch will report to Chairperson (eMBA) and the eMBA Office. Class representatives may be changed by the Chairperson (eMBA)/eMBA office.



The following are the responsibilities of a class representative:

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

**“In addition, the eMBA office can form various committees. The committee will report to Chairperson (eMBA)”.**

### **30. GENERAL RULES:**

- The payment of the registration fee does not mean that you have earned the degree/certification (as stated in the brochure).
- The Institute reserves every right to withhold the degree/certification if the stipulated rules and regulations as per the Programme manual (for students/participants) are not followed in letter and spirit.
- All disputes will be subject to the jurisdiction of Raipur.
- Any issue or concern posted on social media without resolving internally will result in the cancellation of admission.
- The Institute reserves the right to modify the rules as stated in the manual.
- **“Mobile phones are strictly prohibited during examinations”.**
- The usage of mobile phones during class is not permitted.
- Tele-recording 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.
- The student will be provided with a Bonafide certificate with TGPA for the completed term on his request for a valid reason which can include a bank loan, reimbursement of fees, or change of organization. Additionally, please ensure that you attach all the necessary supporting documents from the competent authority along with your request. We will not process the Bonafide certificate without supporting documents.
- Smoking/drinking is strictly prohibited in the IIM Raipur Campus.
- Students must take all care to ensure the correctness of information while making declarations at any point of time to the institute. A wrong declaration may lead to the student's termination from the Programme.
- The term ends will be mailed to the students.
- Students should not send emails of any of their concerns/grievances to other Programme students/faculty body/director without contacting the eMBA office or the Chairperson-eMBA. The students should refrain from posting any issue on social media. This is considered a violation of the rule, and necessary action will be taken by Chairperson eMBA.



- Students need to fulfill all the requirements as per the deadlines set and communicated by the eMBA office from time to time, failing which the eMBA office will decide as deemed fit. For administrative matters, students may reach out to the eMBA office (IIM Raipur), and for technology-related matters/attendance/session video, the student may reach out to eMBA support (Veranda). 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 (eMBA) for operational or routine matters)
- The course structure or the timetables communicated by the eMBA office cannot be changed as per the requirement of any student (s). Therefore, students should refrain from requesting the same either from the eMBA office or to the Chairperson eMBA.
- Each student will be provided with an official Email ID to communicate the Programme requirements. **All are advised to check their Emails regularly.**
- 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.
- 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.
- Students should maintain utmost discipline in their conduct and behavior while in the Programme. Any student indulging in indiscipline activities would be seriously viewed, and disciplinary action will be taken against him/her.
- The decision of the eMBA Chairperson / Director on matters of interpretation of the rules will be final and binding on all concerned.
- Policy on sexual harassment of women in the workplace (prevention, Prohibition & redressal).
- Rules are liable to change at the discretion of the Institute at any time without any notice to students.
- The Institute does not entertain any discussions on policy matters, fees, methodologies, course material, course-related matters, and other Programme matters.
- Students will be provided with reading materials as decided by the Institute.
- The Institute reserves the right to decide the modalities of the campus immersion.
- The completion of the Programme may take more than two years.

### **31. CONTACT DETAILS:**

**Chairperson eMBA:**

Prof. Dhananjay Bapat

Phone: 91-771-2474647 (O)

Email: chairperson\_epgp@iimraipur.ac.in

**eMBA Office:**

Mr. Sachidhanandam Natarajan

Administrative Officer

Phone: 91-771-2474750

Email: epgp@iimraipur.ac.in



**Appendix I:**  
**Academic Calendar & List of Courses:**

Course Type	Term	Course	Credits
<b>1<sup>st</sup> Year Basic Business Management Course and Foundation HRM Course (16.5 Credits)</b>	Term -I (6 credits) <b>09 June 2024 – 20 October 2024</b>	Micro-economics for managers	1
		Marketing Management	1
		Organizational Behavior: Individual Group & Dynamics	1
		Business Statistics	1
		Operations Management	1
		Business Communication	1
	Term -II (5 credits) <b>21 October 2024 – 09 February 2025</b>	Financial Accounting	1
		Macro-economics for managers	1
		Organizational Theory and Design	0.5
		Strategy Management	1
		Human Resource Management	1
		Labor laws	0.5
	Term -III (5.5 credits) <b>10 February 2025 – 15 June 2025</b>	Financial Management	1
		Human Resource Planning	0.5
		Employee Relations	1
		Compensation & Benefits	1
		Learning & Development	1
		Business Research Methods	1
<b>2<sup>nd</sup> Year Advanced HRM Course (19.5 Credits including Masterclass/Workshop)</b>	Term -IV (5 Credits) <b>23 June 2025 – 12 October 2025</b>	Human Resource Information System	0.5
		Talent Acquisition	1
		Strategic HRM with Organizational Effectiveness	1
		Performance Management	1
		HR Analytics	1
		Cross-Cultural Management	0.5
	Term -V (5 credits) <b>03 November 2025 – 22 February 2026</b>	Leadership Development	1
		Organizational Development & Change	1
		Disaster preparation, business continuity and recovery planning	1
		Business Ethics & CSR	1
		Project Management	1
	Term -VI (5 credits) <b>02 March 2026 – 21 June 2026</b>	Digital transformation in HR	1
		Future of Work	0.5
		International Human Resource Management	0.5
		HR Consulting	1
		Conflict and Negotiation	1
		HR Audit	1
<b>Course Type</b>	<b>Term</b>	<b>Course</b>	<b>Credits</b>
<b>Blended and distributed to various terms in two years as per course requirements of the Programme</b>	SHRM Competencies, Career Support by RMI & simulations, Entrepreneurial Pathway Course (4.5 Credits)  <b>To be blended within two years</b>	<b>SHRM Competencies Modules as per below competencies (45 Hours)</b>	1.5
		Business Acumen	
		Communication	
		Consultation	
		Critical Evaluation	
		Ethical Practice	
		Global and Cultural Effectiveness	
		Leadership and Navigation	
		Relationship Management	
		<b>Intervention for Career Support by RMI and Related sessions for simulations and other activities (30 Hours).</b>	1
		<b>The Entrepreneurial Pathway Course (60 Hours)</b>	2



- 1<sup>st</sup> Year – Three Term with 16.5 credits and 18 courses (495 Hours).
- 2<sup>nd</sup> Year – Three Term with 15 credits and 17 courses (450 Hours).
- SHRM Competencies, Career Support by RMI & simulations, Entrepreneurial Pathway Course to be blended within two years with 4.5 credits (135 Hours).
- Total Hours = **1080** (945 hours by IIM Raipur + 135 Hours through Masterclass/Workshop by SHRM)
- **1 Credit course = 30 Hours (20 sessions of duration 1.5 hours each).**

**Note: The courses mentioned above may be changed, modified, or deleted as per the suitability of the Programme. This is just the indicative list of the courses.**

