

# POST GRADUATE PROGRAMME

2024-2026

## Manual

(Procedures, Policies & Guidelines)

*(Revision 1 – Updated on 06 June 2025)*



भारतीय प्रबंध संस्थान रायपुर  
Indian Institute of Management Raipur

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Note: The Institute reserves the right at its discretion to modify any clause or clauses as the need may arise.



## 1. ABOUT IIM RAIPUR

IIM Raipur was setup by the Government of India in the year 2010 with an aim for developing top-quality professionals in the field of management. This year, we are inducting the 15<sup>th</sup> Batch of PGP students. IIM Raipur has made a debut in building an indelible mark on Indian Business Education in India and abroad. IIM Raipur now has its own newly built state-of-the-art campus presenting a mix of modern architecture, culture, and heritage of Chhattisgarh.

The Institute aims at bringing a global perspective to all its Programmes and activities in a fast-changing global economic environment. The Institute also encourages overseas exposure for its students with the belief that it will help them assimilate best management practices and understand the importance of cross-culture issues in management. IIM Raipur with the following vision and mission is making significant progress in achieving excellence in business education.

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

**Mission:** To create future leaders by providing a learning-centric environment that nurtures management thought through research & practice.

Right from its inception, the Institute has focused on contributing to the growth and development of the Nation, region, and society at large. As such it gives importance to courses and managerial trainings that are moulded in a way true to the culture and unique requirements of the state and organizations therein. Ethical practices in management, grooming socially responsible leaders for today and tomorrow are also the primary goals of the Institute. Keeping in mind these aims, IIM Raipur offers several Programmes.

- Post Graduate Programmes
  - Post Graduate Programme in Management (PGP) leading to MBA Degree
  - Executive Post Graduate Programme in Management (EPGP)
- Doctoral Programmes
  - Fellow Programme in Management (FPM) leading to PhD Degree.
  - Executive Fellow Programme in Management (EFPM) leading to PhD Degree
- Executive Education
  - Management Development Programme (Open)
  - Management Development Programme (In-Company)
- Online Executive Education
  - Online Certificate Programs

## 2. POST GRADUATE PROGRAMME OVERVIEW

The Post-Graduate Programme in Management (PGP) is the flagship programme of IIM Raipur. The PGP is aimed at providing an overall development of the students and groom them as future business leaders to successfully face the challenges of global competition and dynamic markets scenario.

### Program Objectives

The objectives of the two-year Post-Graduate Programme are:

- o To create socially responsible and globally competitive management graduates who can effectively contribute to the inclusive growth of the society.
- o To understand the socio-economic, technological, ecological, and political environment of India



and the world.

- To hone the problem-solving skills, increase the affinity to innovation and the passion for creativity.
- To develop a mindset that can deal with the challenges of global business environment and working in a cross-cultural environment.
- To develop a sense of social purpose for managerial decision-making and to develop leadership capabilities without compromising on ethical values.

In summary, the objective of the PGP Programme is to develop social responsibility and the zeal of global competitiveness among the management graduates who can effectively contribute to the inclusive growth of the society and hence the country.

### Program Outcomes

The specific outcomes envisaged for the PGP program are as follows:

- Ability to apply knowledge of management theories and practices to solve business problems.
- Analytical and critical thinking abilities for data-based decision making.
- Ability to develop value-based leadership ability.
- Ability to understand, analyze, and communicate global, economic, legal, and ethical aspects of business.
- Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.
- Ability to develop and sharpen the decision-making skills to resolve business problems.
- Ability to inculcate and foster creativity and innovation in business environment.

Academic and personal standards are necessary to promote fair and orderly conduct in a community as large as the Institute. All students at the Indian Institute of Management Raipur are required to must abide by these rules and conduct themselves at all times in a manner that lends credibility to the Institute and enhances its prestige in the community at large.

*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 prior notice.*

## 3. ACADEMIC CALENDAR

The Academic Calendar (2024-25) for the first year of the Post Graduate Programme (PGP) is given in Annexure – I. The first-year coursework is spread over three terms, followed by a compulsory Summer Internship. The second-year course work is also spread over three terms, followed by the Convocation in April/May 2026.

## 4. REGISTRATION

The guidelines for registration are as follows:

### PGP-I (Term I)

- 4.1 The registration for the PGP course at IIM Raipur will be provisional and subject to verification of certificates and testimonials and receipt of all the documents required for submission.



- 4.2 The students will be required to register one day before the start of each term (Term I to Term VI). The registration process will be completed only after payment of the required fees. The PGP Office will announce details regarding date, venue, and other details of registration from time to time.
- 4.3 Candidates who have appeared for their final degree examination must bring an official certificate (with seal & date) from the Head of the Institution/Department specifying that they have completed all the requirements (including examinations, project, viva voce, etc.) for the award of Bachelor's degree and only the final result is awaited. The final examination mark sheet (showing that candidate has passed the examination) must be submitted within 15 days of declaration of the result, and in any case, not later than December 31, 2024, failing which registration to the programme will be automatically cancelled.

#### PGP-II (Term IV)

- 4.4 The registration for the second year will be provisional, subject to the following:
- Submission of documents related to Summer Internship, such as:
    - Summer Internship Report;
    - Completion Certificate from the Organization; and
    - Confidential Evaluation Report form.
  - Submission of Registration forms duly filled in.
  - Payment of term fees and hostel/mess fee.
  - Return of the books due to the Programme Office and Library.
  - Return of any other Institute belongings borrowed by the students.

The registration for the second year will be confirmed only upon achieving the required CGPA of 3.5 at the end of the first year.

#### 4.5 Late Registration:

- Student must register on the first day of each term in the morning before the first session begins. The date of registration is sacrosanct. Hence, students are advised to be on campus at least one day before the term begins.
- Late Registration fine will apply as stated below:  
If a student registers:
  - On or before 1<sup>st</sup> day & 2<sup>nd</sup> day – ₹0/-
  - 3<sup>rd</sup> day - ₹5,000/-
  - 4<sup>th</sup> day - ₹10,000/-
  - Between 5<sup>th</sup> to 7<sup>th</sup> day – ₹20,000/-
  - 8<sup>th</sup> day onwards – One grade drop in all courses of the Term over and above the grade drop due to attendance shortage

#### 4.6 Fee Payment Schedule:

The Fee Payment Schedule for the students of the Post Graduate Programme of 2024-26 batch is as follows:

Term	Fees (₹)	Due Date**	Term	Fees (₹)	**Due Date (Tentative)
I*	3,82,000/-	As per admissions policy	IV*	2,89,600/-	15-06-2025
II*	2,89,600/-	27-09-2024	V*	2,89,600/-	18-09-2025
III*	2,89,600/-	23-12-2024	VI*	2,89,600/-	23-12-2025

\*In addition to the tuition fees, the Mess Fees and Medical Insurance Charges shall be charged separately.

\*\*The Due Date mentioned above is inclusive of days taken for completing the transaction, that is, the actual date of credit in the IIM Raipur account.



For late payment, fine will be applicable as follows:

- a. Payment within one week after the last date: ₹ 1000/-
- b. Payment during second week after last date: ₹ 200/- per day (inclusive of Saturday/Sunday/holiday) up to the date of actual payment of the total fee.

For issuance of duplicate fee receipt: ₹ 100/- per receipt.

Payment of fees after the second week requires approval from Chairperson (PGP). Please note that the fine on late fee is applicable regardless of whether the payment is made directly or through a bank loan.

- 4.7 No refund is admissible on any part of the fees if a student withdraws voluntarily after registration in the respective trimester.
- 4.8 Promotion for the second year of PGP is provisional and will be confirmed on meeting the academic performance criteria of the previous term as specified in clause 10.2.
- 4.9 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 PGP Office.
- 4.10 **Withdrawal From the Program:** A Student wishing to withdraw from the programme on his/her own should submit an application to the Chairperson - PGP. The student **shall also obtain “No Dues Certificate” and submit it to the PGP Office for settling his accounts. There will not be any refund (apart from Caution Money deposit, if any charges are not incurred against it).**

## 5. PREPARATORY COURSES

Preparatory courses of Introduction to Finance and Accounting, Introduction to Business Statistics, Working with Excel, and Business Communication will be offered immediately after the registration for the PGP Programme for all registered students. These are mandatory non-credit courses.

## 6. INDUCTION MODULE/ORIENTATION PROGRAMME FOR PGP FIRST YEAR (PGP-I)

The Induction Module/Orientation Programme would be conducted at the beginning of the first term. All PGP-I students are required to attend. The objectives of this Programme are as follows:

- To acquaint the students with modern management education, its scope, its functional areas, and the design of the Postgraduate Programme at IIM Raipur.
- To help them become aware of various learning styles and help them establish linkages between their life's goals and management education.
- To start interaction of students with their respective mentors that will be assigned to each PGP student.
- To initiate functional interaction between final year and first year students and between first year students and faculty.

The schedule for the Induction Module/Orientation Programme will be announced and will be put up on the PGP-I notice board.

## 7. CURRICULUM

A full course consists of 30 hours of class. One full course consists of one credit. A full credit course requires approximately 90 hours of work outside the classroom from the student.

### 7.1 First Year Programme

First year courses are compulsory. A list of first year courses is given in Annexure II.



## 7.2 Second Year Programme

- a. Each Area Chair along with members of that area will give a presentation to students on the Electives to be offered in Term IV, V and VI in the beginning of January 2025. This will be announced on a year-to-year basis depending upon the courses offered by various functional areas. Strategic Management – II (0.5 credit) will be compulsory core course for all Second-year students in Term-IV.
- b. PGP-II Courses: A student must take at least 15.5 credits (including compulsory course SM-II) from courses offered over the three terms such that student does not take:
  - Less than 5 or more than 6 credits in Term IV and one core course, that is, SM II (0.5 credit)
  - Less than 5 or more than 6 credits in Term V and
  - Less than 4 or more than 6 credits in Term VI
- c. The students will give elective course choices through online Bidding Process (*refer to the Bidding Process Manual*) and timings as communicated by the PGP Office.
- d. The PGP Committee will evolve criteria to cap the number of students in any course in consultation with the PGP Chairperson.

The existing minimum number of students in an elective to get floated shall be 15 across all the functional areas. This minimum number shall only include credit choice only. Non-credit choices will not be considered for calculating minimum 15 numbers. Electives will not be offered if the requisite numbers of students do not opt for it.

- e. A student must take at least five elective credits for concentration in an area. However, the areas of concentration will not be indicated either in the Grade Sheet or in the Degree.

## 7.3 Additional Audit Courses (Non-Credit) as Elective

- Students can take as many audit courses as they want keeping in mind their workload and the schedule of regular courses.
- Students can opt for an audit course from the list of regular courses as well.
- Grades obtained in audit courses will not be used to calculate final TGPA, but will appear in the students' marksheet
- The option of additional non-credit course(s) will have to be exercised as any other elective course, but written consent of the concerned instructor will be required.

## 7.4 Course of Independent Study (CIS)

### 7.4.1 About CIS

The CIS offers an opportunity to the student to explore a topic in depth in his/her area of interest. The CIS comprises an investigation, together with the written report and interpretation thereof, of a subject accepted and approved by a member of the faculty. A CIS could either be exploratory or prescriptive in nature with focus on its applicability to management situations. It may be a case study, a study of a policy problem, a historical study, development of a new method, comparison of two or more methods, or formulation and testing a hypothesis relevant to some areas of management. The CIS may be a field/literature-based study or both.

### 7.4.2 Stepwise process of CIS

- a. A student can opt for a maximum of two Courses of Independent Study in Terms V and VI in lieu of the electives offered, such that not more than one CIS is taken in Term V. However, two CIS can be taken in Term VI.





- b. A CIS is equivalent to a full course of ONE credit. CIS shall not count towards the courses required for a concentration area. Though CIS may be taken only in term V and/or term VI and the consent of the Supervisor(s) must be submitted to the PGP Office latest by the end of mid-term examinations of term IV along with the elective choices. CIS can be chosen only if related electives are not present in the area of interest of the student.
- c. Eligibility Criteria for CIS
  - Minimum CGPA of 7.00 in PGP-I (First year).
  - Minimum B+ average grades in relevant courses in the area of the CIS, and
  - A student opting for CIS should not have any F or D grades in any course. This would be subject to review on a case-to-case basis by the PGP Committee.
- d. Proposal Evaluation
 

A student, who had opted for CIS, should submit his/her CIS proposal to PGP Office by the end of Mid-Term Examination of Term IV. The proposal will be evaluated by the concerned Area. If satisfied with the proposal, the Area may accept the proposal. If not satisfied, the Area may reject the proposal or may propose amendment to the proposal and ask the student concerned to resubmit the proposal through PGP Office.
- e. Faculty Supervision
 

The CIS has to be done under the supervision of faculty member(s) chosen by the student. The final enrolment for CIS will be done along with the confirmed choices of electives for Terms V/VI taken. Written consent of the faculty supervisor(s) and the proposed title of the CIS are necessary at that time. Faculty members are free to lay down criteria for choosing students and limiting the number of students for supervision.
- f. Two copies of the CIS report must be submitted to the PGP office before the first day of the end term examination, of the respective term.
- g. No extension of time for submitting the report will be allowed.
- h. On receipt of the report, PGP Office will issue notice to student for presentation to faculty panel before the end-term examinations.
- i. Presentation once made will be final. No student will be allowed to make presentation more than once.

#### 7.4.3 Framework/guidelines for CIS report

The CIS report must include:

- a. Problem Formulation
- b. Research Methodology
- c. Sampling and Survey
- d. Literature Review
- e. Analysis of the Problem/Data
- f. Recommendation with justification
- g. Implications for implementation
- h. Limitations and scope for further work/study
- i. Bibliography and citations.

#### 7.4.4 Evaluation of CIS report

The evaluation of a CIS report will be based the adequacy of data and the language, contribution in the area, cogency, format and overall presentation. The evaluation scheme should be as follows:



No.	Component	Weight
1.	Proposal	10%
2.	Mid-term review (to be submitted before the mid-term exam)	20%
3.	Final Report (to be submitted before the final exam)	50%
4.	Oral Presentation	20%

The final evaluation of the work will be done by the faculty supervisor(s) on the usual 10-point letter grading system.

#### 7.4.5 Certificate of Approval

A certificate of approval is to be attached in the final report in the prescribed format (Annexure III).

### 8. ATTENDANCE

IIM Raipur insists on regular and prompt attendance in classes. All students are required to adhere to the below guidelines strictly. 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 the extent up to rustication from the Programme and from the Institute.

- (a) Attendance recorded/marked by the student in biometric machine shall be considered 'Present', only if it is recorded/marked 5 Minutes prior up to the scheduled start time of class as per standard Time Table or timetable intimated to the students from time to time in case of rescheduling of classes. **Any 'late punch' or 'early punch' even by a second, will be marked "Absent".**

For Example: -

SN	Scheduled Start Time of the Class	Attendance Recorded by student	Attendance will be Recorded in Biometric Portal
1	09:00 hrs	Between 08:55:00 hrs and 09:00:00 hrs	Present
2	09:00 hrs	At 08:54:59 hrs or before (Early Punch)	Absent
3	09:00 hrs	09:00:01 hrs onwards (Late Punch)	Absent

- (b) If any student misses to punch biometric attendance, he or she should notify the same to the course faculty via email within 24 hours (preferably just after the class) with reason for not punching the attendance in biometric device to regularize his / her class attendance by the course faculty. Each course faculty has been given access of biometric portal to regularize the attendance of their respective classes.
- (c) It is at the discretion of the course faculty to mark a student as Present or Absent for a class for which the student has requested regularization. The PGP Office does not have the authority to alter attendance records.
- (d) If Student marked their attendance in Biometric device and do not attend the class due to placement



process or medical emergencies, the same is also required to be mandatorily intimated to Course Faculty via email within 24 hours (preferably just after leaving the class) to regularize the same by marking 'Absent'. Failure to do so may entail grade drop penalty, if found Absent in Surprise Attendance taken by Course Faculty.

- (e) No Physical Attendance will be taken by the course faculty (Except Visiting Faculty). Only surprise attendance 3-5 times in the entire term will be taken by the course faculty. If any student is present in biometric attendance and found absent in surprise attendance, **one 'Grade Drop'** will be done in the respective course for each such incident. It is solely at the discretion of the course faculty to mark a student as Present or Absent during surprise attendance. The PGP Office has no authority to alter or assign attendance status for any student.
- (f) In case of any technical issue faced by students to punch their attendance in biometric device must be immediately informed to the Class Representative and classroom attendant of PGP office and also reported to IT Dept (at [itdept@iimraipur.ac.in](mailto:itdept@iimraipur.ac.in)) via email with a copy to PGP Office (at [pgp\\_attendance@iimraipur.ac.in](mailto:pgp_attendance@iimraipur.ac.in) only) immediately before starting the next class on the same day, else the student will be marked 'Absent / Present' as per data captured in Biometric Attendance Portal.
- (g) Students will be able to see the Biometric attendance record of each course for on their individual logins of the helpdesk portal. It's students' responsibility to refer to the same by saving a day-to-day record at their end.

8.1 Students going out of station or to meet their local guardian for overnight stay must inform Students' Affairs Department and obtain permission from Chairperson (Students Affairs). If a student is found to be out of station or overnight stay without any intimation, disciplinary action will be taken against him/her up to the extent of debarring from appearing in the examinations.

8.2 Each student is expected to attend a minimum of 85% of classes in each course (i.e., in a 1 credit course, 17 classes out of 20), and 90 % of classes in a 0.5 credit course, 9 classes out of 10). The final grade obtained by the students, who are absent over and above the permissible limit, will be adjusted downwards as follows:

**Please note 3 Excused Absences in Full Credit Course and 1 Excused Absence in half credit course is permissible under the 'Excused Absence Policy' mentioned at clause no. 9.**

For 1 credit course:

Actual grade obtained in the course		A+	A	A-	B+	B	B-	C+	C	C-	D	F
Grade to be recorded if absence in number of classes is between	4 to 5	A	A-	B+	B	B-	C+	C	C-	D	F	-
	6 to 7	A-	B+	B	B-	C+	C	C-	D	F	-	-
	8 to 9	B+	B	B-	C+	C	C-	D	F	-	-	-
	10	B	B-	C+	C	C-	D	F	-	-	-	-
	More than 10	F	F	F	F	F	F	F	F	F	F	-



For ½ credit course:

Actual grade obtained in the course		A+	A	A-	B+	B	B-	C+	C	C-	D	F
Grade to be recorded if absence in number of classes is	2	A	A-	B+	B	B-	C+	C	C-	D	F	-
	3	A-	B+	B	B-	C+	C	C-	D	F	-	-
	4	B+	B	B-	C+	C	C-	D	F	-	-	-
	5	B	B-	C+	C	C-	D	F	-	-	-	-
	More than 5	F	F	F	F	F	F	F	F	F	F	F

Note: For courses that are other than 1 or ½ credit, a proportionate measure will be adopted.

If a student fails to meet the specified attendance requirement, his/her Grade in the respective course(s) would be lowered by PGP Office after moderation in accordance with the grade penalty rules laid down above. It is important to note that students having less than 50% attendance in a course due to any reason including medical problem(s) will be awarded F grade in that course. In other words, minimum 50% attendance is required to be eligible to get a pass grade.

8.3 Students may obtain on-duty leave under the following rules and procedures for the placement process:

- One On-duty leave** per course (both for full and half credit course) is allowed for placement processes per trimester.
- Prior approval must be obtained from the CDPO office for availing leave for the placement process.
- The student must submit the 'On Duty Form for Placement Process' on the same day, to the CDPO office for their approval and further submission by CDPO Office to PGP Office within 3 days of the date of process.

## 9. EXCUSED ABSENCE POLICY

Regular class attendance is a foundational academic requirement at IIM Raipur. However, recognizing that some absences are unavoidable, the following policy has been designed to ensure fairness, academic discipline, and operational clarity:

### 9.1 Permitted absences without prior approval

- If a student is absent, it **seriously hampers their learning and classroom engagement**. However, for genuine reasons,
  - For a **20-session course**, up to **three (3) excused absences** are allowed.
  - For a **10-session course**, up to **one (1) excused absence** is allowed
- These absences may be used for genuine requirements (e.g., illnesses, placement-related activities) and do not require prior approval. Students are advised to **use this provision judiciously**.
- If an additional absence is **unavoidable due to placement-related activities**, **one (01) On-duty leave (OD)** can be given at a maximum. The **Placement Office will send an official email** listing the specific session(s) missed by the student to the **PGP Office within one week of the missed class**. **Beyond this one-week window, no retroactive changes will be made to the student's attendance record.**



(d) **Student's responsibility to inform faculty**

Although prior approval is not required for 3 excused absences, students are **strongly encouraged to inform the faculty concerned in advance**. This is particularly important if the session involves group work, simulations, quizzes, or activities dependent on individual participation.

9.2 **Mandatory attendance requirement**

- (a) If a student's attendance falls **below the mandatory requirement** specified above, it will trigger a **grade drop**.
- (b) Requests for waivers from this requirement will **not be considered**, except for serious medical grounds.

9.3 **Serious medical grounds**

- (a) In cases of hospitalization for **12 hours or more** (e.g., surgery or serious illness), a waiver from attendance-linked grading penalties may be considered, if the 3 excused absences are exhausted as per the norms mentioned in point no.9.1
- (b) In such cases concerned student / its representative must intimate the PGP office and concerned course faculty via email at the earliest possible.
- (c) On resuming the classes students must submit a formal application along with:
  - (i) Prescriptions and Hospital discharge summary
  - (ii) Fit-to-attend certificate issued by treating doctor.
- (d) Please send these to the PGP Office for verification and onward action.

This policy is applicable across **all courses and all terms** (core and elective) of the MBA program and aligns with global best practices. It is intended to support academic consistency while offering limited flexibility for genuine situations.

- 9.4 **Students are expected to attend scheduled classes, orientation sessions, quizzes, and examinations during terms as indicated in the academic calendar. The PGP Office or the concerned faculty will not be responsible for the student losing any segment of evaluation on account of medical / personal exigencies . In the event of a students' sickness during Mid/End term examination, a make-up examination for the missing subjects shall be conducted subject to the approval of the PGP Committee. If the absence is approved by the PGP Committee for Medical reasons for the make-up Mid/End Term examination, the concerned faculty member(s) has full discretion to increase the difficulty level, as the student has effectively had more time to prepare.**

"If the reason of absence for MID/END Term examination does not come under Medical/exigencies, a loss of two grades will be imposed after re-examination result. If the student is unable to appear for the re-examination on the said due date, he/she will be awarded 'F' Grade."



## 10. ACADEMIC PERFORMANCE EVALUATION SYSTEM

The following are the guidelines for academic performance evaluation system:

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

- Assignments, Quizzes, Class participation, etc.
- Project Work / Term Paper
- Mid-term Examination
- End-term Examination.

Components (c) and (d) are mandatory for a full core and contribute to minimum of 50%. Course faculty will have discretion to undertake mid-term examination in the 2nd year electives. However, in such cases the total weightage of end-term will be in between 30-50%. 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), in which case, the candidate may be given an opportunity to repeat course(s) in the next academic session, or appear in special examination if so, permitted by the PGP Committee. The Institute will decide all such cases on case-to-case basis at the end of the academic term or session. The proportionate relative weightage of the other components for a specific course will be at the discretion of the instructor. The evaluation scheme for every course will be conveyed to the students at the beginning of the course along with the course outline by the course instructor. Attendance is must for Mid and End Term examinations for every student in each term, failing which he/she will be debarred from the registration for next term. Such students are required to continue from that term along with the next batch.

Performance evaluation system:

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

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

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 all courses in the term. Similarly, the Cumulative Grade Point Average (CGPA) will be calculated at the end of each year as a composite index of the academic performance of the student up to that term in the Programme. TGPA is an indicator of student performance for a term, whereas CGPA is an indicator of student performance in an academic year.

The Faculty Member will assign a numeric score as well as a letter grade to each student, which will be the weighted sum of component scores. PGP committee will moderate the grades of all courses to ensure adherence to the grading guidelines and ensure consistency of grading across sections. The right of moderation would be used by the PGP committee (for upward or downward revision of grades only under exceptional circumstances (i.e., in case of major deviation from the grading guidelines). Faculty members are required to follow the following guidelines:

- Letter grade 'A' (A-, A, A+) should not exceed 25 percent.
- Letter grade D & Letter grade C (C-, C, C+) grade should be at least 10 percent.
- Across courses some students should get C- grades minimum.
- A student who scores less than 30 (absolute score) will be given a letter grade 'F'. (i.e. if a student scores exactly 30 marks will be given D grade and if scores less than 30 (e.g.29.99) will be given letter grade "F")



When two faculty members are teaching the same course in different sections, it is desirable to come to an agreement on a common grading distribution for different components.

Whenever two or more faculty take a course, if faculty X teaches sections A and faculty Y teaches B sections, the grading norm is to be applied for A and B separately. This is to avoid the impact of differences in the marking on the final distribution. This must be followed even in cases where common question paper and marking scheme is followed across sections.

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

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

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

10.3 The evaluation parameter 'Citizenship Index' will be mentioned in the grade sheet of the students. The guidelines for evaluating the Citizenship Index are as follows:

- The evaluation will be in the five (5) star rating.
- All students will get two and a half (2.5) stars out of five (5) stars by default.
- Two and half more stars can be earned by the students on the basis of below criteria:
  - The mentor faculty will evaluate the performance of the students' citizenship and give a maximum of 1 star.
  - The PGP office will give 1 star based on the class attendance, attendance in guest lectures/events of the Institute etc.
  - The final half star would be given by students to each other towards the end of the first year and the end of the second year.
- The ratings earned by the student will appear in the yearly/consolidated grade sheet of the student.

10.4 For students participating in the International Exchange Programme, the CGPA shall be calculated as follows:

For Exchange Programme students, the student will study at a foreign university/business school under the Student Exchange Programme for one term in the second year. The award of grades will be on the basis of courses taken at IIM Raipur in FIVE Terms and courses taken in the foreign university/business school for ONE term. CGPA will be calculated for all SIX Terms by considering the evaluation at foreign university (equivalent grade) and GPA of the FIVE terms at IIM Raipur.





- 10.5 If a student fails to qualify for any course during the International Student Exchange Programme, then the F grade obtained in a course(s) will be considered for the purpose of academic evaluation at IIM Raipur. Separate detailed guidelines for the International Exchange Programme are available in the International Exchange Programme Guidelines.
- 10.6 If a student is terminated from the programme (on account of failure to achieve minimum standards of academic performance as specified in clause 10.2) in the first year or the second year, he/she may file an appeal to the Director (Chairman, Academic Council) in prescribed format (i.e. Annexure III - Application for Appeal). Academic Council may reconsider his/her case for readmission in the program from the next academic year. The decision of the Director on such an appeal will be final. However, the student has the provision to appeal only once for each of the two years. The student will have to repeat the entire year. All the terms and conditions regarding admission will be applied as per the prevailing policies at the time of re-joining.
- 10.7 In case a student is unable to fulfil the conditions for continuation in the Programme or award of a degree on being unable to achieve the required CGPA (as specified in clause 10.2) or due to medical exigency (clause 9) he/she may request the PGP Committee for a review. The PGP Committee may consider the cases of those students who fail to meet the conditions specified above on account of extenuating circumstances and take appropriate decision(s), leading to:
- The Chairperson (PGP)/PGP Committee may permit a student to repeat course(s), term(s) or year in the next academic year.
  - The Chairperson (PGP)/PGP Committee may expel a student from the Programme at any time if his/her conduct is detrimental to the educational process of the Institute.
  - A student who is expelled *or* is required to leave the Institute (in 1<sup>st</sup> year or 2<sup>nd</sup> year) on any ground may file an appeal to the Director (Chairman, Academic Council). The Academic 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. However, the student has the provision to appeal only once for each of the two years.
  - If a student is not eligible to receive the degree, the Chairperson (PGP) may recommend repetitions of course(s)/term(s)/year in the next academic year (based on the overall academic record of the student). All decisions by the PGP committee in such cases would be subject to the approval of the Academic Council.
  - Students who have been awarded an F grade (or accumulate 2 D grades) as well as a CGPA of less than 4.5 at the end of any term in the program will be asked to withdraw from all student committees on campus.

#### 10.8 Counselling services

Counselling services through a Counsellor are provided by the Institute to enhance the quality of life for students on the campus. The counselling extends peer support to students who may need help adjusting and managing the demands of the new environment at IIM Raipur. The services are an integral part of the educational mission of the institution and support the mission in a variety of ways, such as consultation, teaching, preventive and developmental interventions, and treatment. This counselling includes providing clinical services to students who are experiencing stress due to academic, career, or personal problems, which may interfere with their ability to take full advantage of the learning opportunities before them.

- Mission of the Counselling services:

The Mission of the Counselling is (i) to enhance various areas of students' life; and (ii) to maintain a healthy body and mind relationship





b. Counselling Service Description:

- Study Skills Training (To improve academic performance): Improve focus, attention, concentration, organizing skills.
- Personality Enhancement Training (For effective functioning): Communication Skills, Inter-personal relationship skills, how to adapt effectively to new places, settings, roles, responsibilities, and people.
- Treatment of Mental Health Problems (To enhance overall mental health): Stress management, relaxation techniques, treatment of problems like anxiety, depression, alcohol/drug abuse & dependency, eating disorders, etc.
- Career Counselling (For a 'good-fit' career choice): Dealing with ambiguities/dilemmas, making difficult and major decisions and choices, etc.

## 11. ACADEMIC DISCIPLINE

### 11.1 Discipline in Class

- a. The Institute attaches utmost importance to strict integrity and honesty in academic work by the students. Students must maintain strict discipline in classrooms, examinations, tests, quizzes, take-home assignments, and all other segments of academic work.
- b. Resorting to copying or helping to copy in any form in examinations or quizzes or home assignments or other elements of evaluation, and/or reproducing passages from written work of others without necessary acknowledgement, and/or passing on or receiving papers in connection with any academic work to be evaluated, and/or canvassing for grades will result in suitable penalties.
- c. 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.
- d. Bringing laptops to the classes is strictly prohibited. The laptop is allowed in the classroom only upon the instructions of the course faculty.
- e. Mobile phones, tablets, iPads, etc., are totally banned in the class and examinations. In the event of the location of these electronic gadgets in the class/examination hall by any student, the student may be debarred from classes/examinations, and appropriate disciplinary action will be decided by the Chairperson (PGP) in consultation with the PGP committee.
- f. Eatables, such as tea, coffee, snacks, and any other items are strictly prohibited in the classrooms.
- g. All students must attend classes, project presentations, and examinations in formal, decent dress.
- h. All students must attend all institutional functions as attendance will be taken by Class Representatives and will be submitted to PGP Office.

### 11.2. Teaching Feedback

Feedback is compulsory for all the students; failing to provide **will result in a one grade drop in respective course.**

### 11.3. Academic Indiscipline

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

- a. Marking or attempting to mark proxy attendance in class, canvassing for marks/grades with faculty



members, approaching faculty for relaxation in certain academic norms, use of mobile phones in class, misbehaving with a student/faculty, and creating indiscipline in class.

- b. On receiving a complaint from an instructor against a student or acting suo-moto, Chairperson (PGP) shall initiate disciplinary action against any student for any alleged misconduct. The Chairperson (PGP) and/or a Committee may conduct an enquiry, and if needed, Chairperson (PGP) / PGP Committee may impose any one or more of the following penalties depending on the severity of the case:
- Fine, public apology, and community service
  - Making ineligible for scholarships/award/students' bodies or participation in management festivals, international student exchange programme
  - Letter grade drop/'F' grade in one or more courses
  - Barring from Placement
  - Termination/expulsion from the programme
  - Any other punishment as deemed appropriate

#### 11.4. Academic malpractices:

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 (only up to 10% is acceptable).
- c. Use of Generative AI to prepare assignments (usage of Generative AI is more than 10% in an assignment)

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

#### 11.5. Role of Class Representatives

Class representatives form an integral part of the student community and work in collaboration with all committees and clubs to help in general administration of activities concerning the students. These elected representatives of the batch report to Chairperson (PGP) and the PGP Office. They, along with the Academic Committee, ensure smooth functioning and management of classes and various academic-related activities and functions of the Institute, including discipline in the classrooms and the Examination Hall.

#### 11.6. Role of Academic Committee:

The Academic Committee functions under the guidance of the Chairperson (PGP) and in close coordination with the PGP Office. It serves as a vital bridge between the student body, faculty, and administration, ensuring that academic excellence remains at the core of the institute's operations. The committee plays a pivotal role in enabling a seamless academic experience for the students while upholding the institute's educational values and mission.

Below are the various initiatives and activities taken up by the committee throughout the academic year to ensure efficient academic governance and learning environment.

##### (a) Academic Support & Coordination

- The committee acts as a liaison between **students, faculty**, and the **PGP Office**, ensuring that academic issues and suggestions are addressed efficiently.
- At the beginning of the academic year, the committee plays a critical role in organizing the **Orientation**



**Programme**, ensuring a warm and informative welcome for the incoming batch.

- It assists in the **scheduling** of classes and examinations, in collaboration with the PGP Office and Examination Cell.
- The committee also facilitates the organization of **guest lectures, workshops, open houses, and panel discussions**, enriching classroom learning with real-world perspectives.

**(b) Electives Pitching and Bidding**

- The committee **pitches** new, industry-relevant **electives** to respective academic areas and actively reviews current courses for potential improvements, while gathering insights from other Management Schools and Student Cohort.
- A major responsibility of the committee is conducting the **elective bidding process** for second-year students, coordinating with the software provider and PGP Office to ensure transparency and efficiency.

**(c) Skill Development & Placement Preparation**

- The committee organises **certification programs** in collaboration with reputed agencies like KPMG, Grant Thornton, and others. These include workshops in Lean Six Sigma, Excel and Visualisation Tools, helping students gain valuable skillsets.
- It conducts **mock Group Discussions (GDs)**, mock interviews, and domain-specific batch preparedness sessions, especially before and during placement season, in coordination with the Placement Committee and Alumni Committee.
- The committee maintains a **repository** of past placement-related questions and ensures that students receive On-Duty (OD) leaves when required for preparation activities.

**(d) Academic Assistance Program**

- A unique initiative facilitated by the committee is **the Academic Assistance (Tutorship) Program** for first-year students. This peer-learning system connects second-year students with juniors to provide academic support in subjects where additional help is needed. It also helps seniors develop leadership and mentoring skills through active knowledge sharing.
- It includes structured tutor selection, regular sessions, proper scheduling, and feedback mechanisms managed by the Academic Committee in collaboration with the PGP Office.

**(e) Student Support & Monitoring**

- The committee supports the Chairperson (PGP) in identifying and addressing institutional or academic challenges affecting students.
- It plays a monitoring role in maintaining academic discipline, including classroom conduct, attendance norms, and dress code compliance.
- Supporting and guiding differently abled students in regular as well as official activities, including proper guidance, awareness and help wherever needed.
- The committee also works closely with the Library In-Charge to review library resources, suggesting enhancements to academic materials based on feedback.
- Alongside class representatives, it ensures compliance with rules and policies outlined in the PGP Handbook.

## 12. EXAMINATION RULES

Following examination rules will be observed for Mid & End Term examinations:

- a. Students must carry their name plate during the examinations.
- b. All students must occupy their respective seats as per the seating plan. Any student found shuffling the seating arrangement, or not occupying his/her seat at the scheduled commencement time for the examination may be disallowed from the examination.



- c. Doors of the Examination Hall will be closed immediately on the commencement of the examination and the late comers will be allowed till 10 minutes from the time of commencement.
- d. Students must put their signatures and the serial number(s) of the answer books/supplementary sheets on the attendance sheet.
- e. Students are not permitted to use pencils for writing answers in examinations.
- f. Students are not permitted to carry laptops, tablets, iPads, mobile phones, bags, folders, and notes into the examination hall. All such materials, other than those specified by the instructor through the PGP Office, must be kept near the security guard's table on the ground floor or in a separate room near the examination halls, before the start of the examination. The room will remain closed until the end of the examination. If any material is found near the PGP Block, other than the specified place, the same will be considered an attempt to use unfair means. In case of violation of the above clause an appropriate disciplinary action will be imposed.
- g. For examinations that require the use of laptop, simulation lab can be used.
- h. No answer book(s) or question paper(s) will be issued to any student as long as he/she is in possession of any book/notes/bags, etc. However, with the permission of the instructor(s) concerned, prescribed books/compendium/class notes are allowed to be brought in for an open book examination. Bringing any other book(s) (for open book examination) will also be considered as adopting unfair means.
- i. No student would be permitted to temporarily leave the examination hall while the examination is in progress. Permission to temporarily leave the hall may be granted in exceptional circumstances.
- j. No student shall be permitted temporary absence from the examination hall during the first 45 minutes of an examination under any circumstances.
- k. No student shall be permitted temporary absence from the examination hall during the last 15 minutes of an examination.
- l. Not more than one student shall be permitted temporary absence from the examination hall at any given time.
- m. The period of temporary absence from the hall must be recorded in the sheet provided in the examination hall and must not exceed more than two minutes.
- n. Any student desirous to leave the examination room early, will be permitted to leave only before 30 minutes of the total examination time and must leave the PGP Block immediately. Silence must be maintained when arriving for or leaving the examination hall.
- o. If any student is found discussing anything with another student during examination, either inside or outside the examination hall, the same will also be treated as adopting unfair means. Strict vigilance and random checking will be done in this regard, and severe punishment will be imposed whenever a student is found to be violating these regulations, as decided by Chairperson (PGP) in consultation with PGP Committee.
- p. Exchange of computers, calculators, mathematical and other tables, charts, etc., is not permitted during examinations, the same will also be treated as adopting unfair means. Student should switch off their hotspots on their electronic devices during the examination.
- q. Instructors/Invigilators have been authorized to disqualify any student who is found to violate any of these instructions or resorting to any unfair means, and report to PGP Office. Appropriate disciplinary action will be decided by Chairperson (PGP) in consultation with PGP Committee.
- r. Academic Penalty: As per clause No. 11.3 above
- s. The concerned faculty members will show evaluated Mid-term and End-term examination answer



books/quizzes to the students. The students must return examination answer books/quizzes to the concerned course faculty. The students not getting the mid-term/end term answer books should report the matter to respective class representative immediately, failing which it will be assumed that all students have checked their answer books. The decision of the Faculty is final in regard to evaluation. The answer books for Mid/End term exam shall be submitted by concerned faculty after correction/finalization to PGP office for records.

t. **Advance Notification in Case of Inability to Attend an Examination**

If a student anticipates being unable to appear for either a mid-term or end-term examination, it is important to inform the Examination Cell well in advance. Please send an email to [examcell\\_pgp@iimraipur.ac.in](mailto:examcell_pgp@iimraipur.ac.in), with a copy to the PGP Office at [pgp@iimraipur.ac.in](mailto:pgp@iimraipur.ac.in), before the scheduled examination time.

The email should clearly state the reason for absence and be accompanied by supporting documents. If the documents are not immediately available, they must be submitted at the earliest possible convenience, either by the student or their representative.

### 13. AWARD OF DEGREE

The Master of Business Administration will be awarded to such students who have fulfilled all conditions and requirements laid down by the faculty in respective courses. 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 the Convocation fees as applicable along with the 6<sup>th</sup> term fee. All students shall attend the Convocation and must confirm their participation to the PGP Office. All the students seeking Degree must clear all the dues and submit the clearance form from the various departments on prescribed form, at least three working days, before the Convocation.

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

#### 13.3. Awards

Following awards are given to students

- a. Chairperson's Gold Medal is awarded to the graduating student who ranks first in academic performance in the Post-graduate Programme.
- b. Director's Medal is awarded to the graduating student who ranks second in academic performance in the Post-graduate Programme.
- c. PGP Chairperson's Medal is awarded to the graduating student who ranks third in academic performance in the Post-graduate Programme.

These medals (as specified in a, b and c above) are awarded to the students subject to their attaining minimum standards of scholastic excellence as specified from time to time. No student would be given a medal if he/she has received "F" grade in any course. Medals would not be awarded to those not being able to convocate on account of being on an International Exchange Programme in the 6<sup>th</sup> Term.

- d. In addition, there is "Best Student Award", which is determined based on academic and co-curricular performance, and the students' contribution to institution building. This will be awarded by the Academic Council. Best Student Award Medal would not be awarded to those not being able to



convocated on account of being on an International Exchange Programme in the 6th Term, and for which results may not be received in time before the convocation. However, the medal will be awarded to the student in the next academic year, if the student is selected for the same.

- e. In addition, at the end of each term, top ten students will appear in the Dean's list and receive a letter of appreciation.

#### 13.4. Policy for issuing duplicate Degree

The Institute will issue a duplicate Degree only in the case where the original is lost or damaged. In case of loss of 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 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:

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

The present Chairperson BOG, the Director and the Chairperson (PGP), will sign the duplicate Degree. An amount of ₹5000/- will be charged for the issue of duplicate Degree.

#### 13.5. 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 (1<sup>st</sup> year or 2<sup>nd</sup> year) will be charged for issue of Duplicate Transcripts.

#### 13.6. Policy for issuing Duplicate Identity Card

In case of lost identity cards, the duplicate cards may be issued on fulfilment of the following requirements:

- o A copy of the FIR lodged in a police station.
- o A fine of ₹ 500/-

However, in case of damaged identity cards, students will be required to deposit the damaged card along with a fine of ₹500/-

### 14. GENERAL RULES

- a. 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.
- b. Smoking is strictly prohibited in the IIM Raipur Campus.
- c. A student who leaves or is asked to leave the Institute must immediately vacate his/her accommodation and clear all his/her dues from all departments/ sections/clusters of the Institute, using the No-Dues form available in the PGP office within one week, failing which they are not entitled to any kind of reimbursements.
- d. Students must take all care to ensure the correctness of information while making declaration at any point of time in the institute. Wrong declaration may lead to the students' termination from the Programme.
- e. The decision of the Director in matters of interpretation of the rules will be final and binding on all concerned.
- f. The viability of the case method of instruction depends upon the confidence of the organizations from which cases are collected. Case names and data are frequently disguised. Students should ensure that the confidentiality of the data obtained for educational purposes is not violated in any way.



Rules are liable to change at the discretion of the Institute at any time, without any notice to students.

## 15. CODE OF CONDUCT

- a. Resorting to copying or helping to copy in any form, in examinations or quizzes or home assignments or other elements of evaluation; reproducing passages/phrases from written work of others without necessary acknowledgement; passing or receiving papers in connection with any academic work to be evaluated, or canvassing for grades is prohibited.
- b. Academic dishonesty in any form, even minor, will lead to severe penalties, including expulsion. Penalties will not be waived in any case, even when it is the first instance of dishonesty by the student.
- c. Unless otherwise specified by the faculty concerned, the students must not collaborate in any way in so far as their writing effort is concerned in connection with home assignments. In other words, the answers as presented to the faculty concerned should be the independent work of each student. Students are advised that they should not, in their own interest, communicate their written analysis or answers in home assignments to any other student. Students are advised not to pass on their examination answer papers and written assignments to the next batch or seek such material from the senior batch. Copying from past year's assignments is strictly prohibited.
- d. Notwithstanding anything contained in these rules, no discussion of any sort will be permitted in the examination halls; and the faculty members, if they think fit, may disallow or restrict discussion or consultation about the home assignments and examinations or may adopt any other measure to prevent the use of unfair means in any segment of evaluation.

## 16. FINANCIAL ASSISTANCE

The objective of the Institute's Financial Assistance Scheme is to provide adequate financial aid opportunities, so that no student is prevented from pursuing the Programme due to financial constraints.

### 16.3. SC/ST Scholarships

The following scholarships are available for SC/ST students:

- o For SC students: Top Class Education Scheme for SC Students
- o For ST students: National Fellowship and Scholarship for Higher Education of ST Students - Scholarship (Formally Top-Class Education for Schedule Tribe Students)

For more details regarding eligibility, how to apply, documents required etc., kindly visit <https://scholarships.gov.in>.

### 16.4. Loan Schemes

Multiple nationalized banks provide loans for needy students to finance the educational expenses at IIM Raipur on their terms. Interested students may apply for loan to only one of these banks. Procurement and repayment of loans will be made by mutual agreement between the student and the bank. The Institute does not bear any financial or other obligation connected with the loan either to the student or to the bank.

## 17. LIBRARY RESOURCES

### 17.3. Library Services

Library acts as the main learning resource centre of the institute. It has been providing up to date and nascent information resources and services both in hard and soft forms to the academic and administrative





communities since 2010. It has thus become an indispensable learning resource centre for students, researchers and faculty members of the institute. The library has built a robust collection of books, subscription to print journals, magazines, newspapers, and many other resources like students' project reports, CDs/DVDs etc.

The Library offers its users the convenient access to the best of Business Management related digital resources through its subscription to e-databases, e-journals and e-books consisting of scholarly contents round the clock all across the campus via Wi-Fi network. Remote access facility is also available on request.

a. Services

- Reference Services
- Circulation
- Fully Automated Library Operation
- Inter Library Loan Facilities (ILL)
- Current Awareness Services (CAS)
- Information Alert Services
- Selective Dissemination of Information Services (SDI)
- Web Based Digital Library Services
- Offline Search Services
- User Awareness Programme
- Authentication Testing of in-house publications
- Remote Access Service
- Book Display
- Photocopy Services
- Provides Plagiarism Check Reports

b. Timings

Library will be open 24x7 including weekends and holidays. Digital library is also available round the clock throughout the year.

c. Learning Resources

- Books: The library has successfully built up a comprehensive collection of approx. 14,000 books from which approx. 2,500 books are available in electronic form and approx. 11,500 books are in print format.
- Dissertation and Theses: The Library subscribes to approx.15 lakh Dissertation and theses on management and its allied areas.
- Journals: Library subscribes approx. 14000 journals in electronic format.
- Magazines: The Library subscribes to 30print magazines specific to the academic and research needs of the institute.
- Newspapers: The library subscribes to 2317 newspapers to cater to the needs of the students and academic community. Out of which 2300 are available on electronic format including e-magazines and 17 newspapers are in print format displayed in library.

d. Membership and Borrowing Entitlement

Library members include all faculty, students, scholars and staff of IIM Raipur. The borrowing period of books for different students is as follows:





Category	Borrowing Period
PGP Students	5 books for 14 days

#### 17.4. E-Resources

IIM Raipur Library subscribes to most of the leading E-Resources which include E-Journals, E-Databases, E-Books, E-Dissertation & Thesis, E-Newspapers, and E-Magazines. E-Journals include ABI/Inform Complete (Proquest), Business Source Complete (EBSCO), Econlit, Economic & Political Weekly (EPW), Elsevier's Science Direct, Emerald, Informs Pubsuite, JSTOR, Oxford, Sage HSS, Springer, Taylor and Francis and Wiley Journals. The databases subscribed by the library include CMIE (Capex, Economic Outlook, Commodities, Industry Outlook and Prowess IQ), ACE Knowledge Portal, Euromonitor, Indiatat.com, Crisil Research. The library collection is also enriched with the ebooks from Proquest, Emerald and Springer. Library also has wide collection of E-Dissertation and Thesis, E-Newspapers and E-magazines (The details are available in the institute's website <http://www.iimraipur.ac.in>).

#### 17.5. Library Rules

- a. The Library follows an open access system.
- b. Books or other items taken from the stacks should not be re-shelved by the readers but should be left on the tables reserved for this purpose.
- c. While entering the library, readers should leave their personal belongings, such as bags, brief-cases, personal books, and parcels etc. at the counter reserved for this purpose. However, they can carry loose papers and notebooks.
- d. Readers leaving the library should allow the library/security staff to examine their personal belongings. Users are also required to get the books checked by the library security staff while making an exit from the library.
- e. Readers should maintain peace in the library and should not disturb other users in any way. If found indulging in such case, he/she may not be allowed in library.
- f. Library card issued by the library is mandatory to get the books issued.
- g. The library card is non-transferable, and its loss should be immediately reported to the library. Although the library will take all possible care against the misuse of the library card, it is the holder of the library card who is responsible for any loss to the library due to the misuse of his/her library card. A fee of ₹500/- will be charged for issuing a duplicate library card.
- h. Library books are non - transferable.
- i. Issue and Return: The borrower may return or renew the book on or before the due date. Presentation of item is required for renewal. Item will be renewed two times. Renewal will not be done if an item is on demand and reserved by another user.
- j. Library has the right to recall any issued item before the due date in case of urgency.
- k. If a book is not returned to the library when due, the borrower will be fined ₹1/- per day per volume for first 15 days and ₹5/- per day per volume for rest of the days. For books available for overnight borrowing only, the overdue fine of ₹5/- per hour will be charged. The library can refuse to issue books to a borrower having overdue books.
- l. Loss of borrowed material must be immediately reported in writing. The lost/damaged item must be replaced by fresh one or the fine charges (double the current cost of book). Overdue charges will be included (if applicable) in both the cases.
- m. A user may seek the help of library staff for locating the required books. The users are entitled to use the reading room for self-study from the books/journals/magazines available in the library.



- n. Mobiles must be switched off/in silent mode in the library.
- o. Spitting, Smoking, Drinking, Eating or chewing of tobacco, loitering, disturbing the other users inside the library is strictly forbidden. In such cases, strict action may be taken.
- p. Disfiguration, damage or marking of any kind on any book or any other material belonging to the library is punishable with fine.
- q. Suggestions for desirable help or improvement of facilities in the library are always welcome preferably in written form, to the Librarian.
- r. The visitor or guest is permitted to use the library only with the prior permission of the Librarian. He/she is required to produce a proper introduction letter from the concerned Institution/Organization to which he/she is attached.
- s. Readers should be courteous to the librarian, library staff and fellow students.
- t. Admission to the library may be refused to anyone who violates the Library Rules and Regulations.

## 18. INTERNATIONAL STUDY RULES

Refer the International Student Exchange Manual for more details

## 19. PLACEMENTS

Refer the Placement Manual for more details

## 20. STUDENT CO-CURRICULAR ACTIVITIES

Refer the Students Affairs Manual for more details

## 21. COMPUTER CENTRE AND IT SERVICES

IIM Raipur envisages having the best IT infrastructure for facilitating the teaching and research needs of faculty, staff, and students in particular and to the community at large. IIM Raipur envisions best-in-class IT infrastructure at its campus. With this vision, IIM Raipur has partnered with National Knowledge Network under the Govt. of India's NMEICT (National Mission on Education through ICT) Scheme and has under this 1Gbps connectivity within the campus. IIM Raipur has also added significant infrastructure during the last recent years and will add more infrastructure as it grows and particularly when it moves to its new campus.

### 21.3. IT infrastructure at IIM Raipur

The IT infrastructure of IIM Raipur consists of campus-wide high-speed LAN linked to 1Gbps Internet connected by Optical Fibre Cables to the National Knowledge Network, a Simulation Lab, Dedicated Secure Server, Video-Conferencing facility, Digital Media, Various General and Specific Software, Wi-Fi Connectivity, Online Payment facility and Classroom facilities. IIM Raipur is committed to grow its IT infrastructure to meet the standards available in the best institutes on the global map. Smart Classrooms, Campus Security, Videography facilities, email Server, Campus-wide ERP are some of the IT infrastructure that will be added in coming years.

All facilities, resources, and services available over the Internet and Intranet are accessible by students and staff on the campus network, wired or wireless, locally or overseas. The IT Services Centre manages the campus-wide IT infrastructure and facilitates access to everyone at IIM Raipur. It also develops and manages e-services and applications and provides IT technical support to students and staff. Over the last 5 years, not only active users of the network facilities have increased many folds but also the web-based applications have increased. This is a welcome transformation in the IIM Raipur's academic



environment. This has encouraged the IIM Raipur decision makers to further augment the network facilities within the academic complex. The IT Infrastructure at IIM Raipur includes:

a. Campus Wide Network & Internet Facility

- The institute is equipped with about 500+ nodes that connect all members of institute community with each other within the campus.
- The Institute is Wi-Fi and LAN enabled. Institute has installed 1 Gbps high-speed Internet connectivity provided by NKN (National Knowledge Network).
- The Institute has installed firewall and Gateway level Antivirus for the protection of Systems and security of IT environment.
- The Institute has a process of implementing the fail over mechanism at server level.
- Each student is provided email-ID on IIM Raipur Domain (@iimraipur.ac.in) through Google, which has over 30GB of inbox storage.

b. Video Conferencing Facility

The Institute has Video Conferencing facilities on the campus itself and is used actively during recruitment process as well. The institute also plans to setup smart classes for enhanced student-teacher interaction.

c. Simulation Lab

IIM Raipur has a dedicated Simulation Lab, which is equipped with 72 high configuration desktops connected over LAN and UPS. Simulation lab houses all major software available at IIM Raipur for facilitating business computing, modelling business process and simulation, and research.

d. Software Facility:

- The PCs at Simulation Lab are installed with latest version of system software and licensed software used in management professional courses such as @Risk, Visual Paradigm, e-Views, latest version of Microsoft Office and Windows, MS Project and MS Visio.
- The institute has obtained Microsoft's Campus license and will extend the office365 facility to all its students for a limited period of time.
- The IT Centre purchases software as required for teaching and research.
- The Institute is also an academic partner of Visual Paradigm software that provides a tool for Communication of business process ideas using BPMN business process diagrams.

e. Campus-wide Wi-Fi:

Every nook and corner of IIM Raipur campus including faculty rooms, lounge, classrooms, MDP Centre, Simulation Lab, Library and administrative offices has network connectivity. The Institute is Wi-Fi enabled. There are 500+ LAN nodes throughout the campus.

f. Digital Media Infrastructure:

The digital media infrastructure includes DSLR Nikon Camera, Sony Camera Video and Sony Camera Photography. The digital media at IIM Raipur is handled by Digital Media club.

g. Online Payment:

- IIM Raipur has its own online payment/gateway facility to facilitate all transaction within and from outside the campus.
- The link for the same is available at the institute's website.

## 21.4. Use of IIM Raipur's IT Infrastructure

Usage of IIM Raipur's IT infrastructure should always be legal, secure and civil.



a. Be legal

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

b. Be secure

- Protect your identity. Your accounts are for your use only. Use strong passwords and keep them secret. Never give your password to anyone, no exceptions.
- Don't use other people's accounts. Don't attempt to gain unauthorized access to data and resources.
- Run up-to-date anti-virus software. Apply the latest security patches to all your software and devices.

c. Be civil

- Respect other's use of IT resources. Don't alter or damage others' data or software.
- Take care of Institute's computers or networks.
- If you come across an open account on a kiosk or in a computer lab, close it.

## 21.5. Guidelines for Fair Use of IT Infrastructure at IIM Raipur

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

a. Simulation Lab

- Students can use the lab during class hours and on permission from System Manager after class hours. Use of simulation lab during night hours is not permitted.
- Students should shut down their PCs and any other IT equipment after use.
- Missing items / damaged items from the lab will be charged to the students.

b. Internet over LAN and Wi-Fi

- Browsing restricted sites using any form of Institute's IT infrastructure is prohibitive and legal and administration action will be taken against the offender.
- Using proxies or bypassing server will attract legal action as per IT Act 2000.
- Peer-to-peer networking is not allowed, and students engaging in such acts may face permanent blocking of their internet access and access to their PCs or MAC IDs.

c. Classroom IT Equipment

- Each class is equipped with projector(s) / an audio system, a PC, Collar Mic and a presenter.
- Respective Class in-charges should make sure that these are kept properly. The projectors should be shut down at the end of the day.
- Presenters and Collar Mic will be available with the respective class in-charges.
- Students should not move IT equipment from one class to another.

d. Server Room Access

- Server room is a restricted place, and students are not permitted to enter the server room without permission of the Chairperson (IT Services)/System Manager.
- In case of any help required from IT Department, students should first seek help from students' IT committee and based on their recommendations, IT Department may be approached, if felt necessary.

e. 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 as per Government of India Rules regarding plagiarism.
- Students should engage in fair use of IT resources as needed by the students.

#### 21.6. Use of Email IDs and IIM Raipur's network

Each student has been assigned a specific email ID. The email ID is a property of IIM Raipur and can be accessed by the institute at its discretion. The rules for email usage are governed by IIM Raipur's email policy. Deactivation or deletion of an account or email group shall occur under the following conditions:

- Creation and exchange of e-mails that could be categorized as harassing, obscene, nuisances, or threatening.
- Unauthorized exchange of proprietary information or any other privileged, confidential, or sensitive information
- Unauthorized access of the services. This includes the distribution of e-mails anonymously, use of other User's user ids or using a false identity.
- Creation and exchange of advertisements, solicitations, chain letters, and other unofficial, unsolicited e-mail.
- Creation and exchange of information in violation of any laws, including copyright laws.
- Willful transmission of an e-mail containing a computer virus.
- Misrepresentation of the identity of the sender of an e-mail.
- Use or attempt to use the accounts of others without their permission.
- 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 Chairperson (IT Services) as well as scrutiny from the investigating agencies depending on the nature of violation.

Students are not allowed to send mass mails to faculty/staff related groups and Director. In case they have any grievance, they should route it through proper channel only. Furthermore, using IIM Raipur's emails, network or resources for any kind of solicitation or crowdfunding is a punishable offense. For more details, students should refer to email Policy of IIM Raipur.

#### 21.7. Recommended Best Practices

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

- All users must check their last login details while accessing their e-mail accounts. This will help in making users aware of any unauthorized access to their account.
- The user should change passwords on a periodic basis.
- It is recommended that the users should logout from their mail accounts whenever they leave the computer unattended for a considerable period of time.
- Other than Government websites, thee-mail ids and e-mail address assigned on the IIM Raipur e-mail service should not be used to subscribe to any service on any website. Mails received from sites outside the Government may contain viruses, Trojans, worms or other unsafe contents.
- 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 the portable storage media should be scanned for malicious contents before use.



- To ensure 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 for 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 program before they are downloaded/executed, even if such e-mails are received from a familiar source.
- 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.
- E-mails identified as spam are delivered in the “Probably Spam” folder that exists in the user’s mailbox. Hence, it is recommended that the users should check the “Probably Spam” folder on a daily basis.
- 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.
- User should use due discretion while creating classified and sensitive documents. Unless required otherwise, the documents should be created in a manner that it cannot be edited.
- Users should not open e-mails from dubious sources.
- 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.

## 21.8. Students’ IT Committee and Digital Media Club

System Manager is responsible for IT services at IIM Raipur and is assisted by its team available in the server room. A students’ IT Committee is available at IIM Raipur as an interface for students in regard to IT infrastructure at IIM Raipur. Students may access this committee with any comments and suggestions or in case they need any help. Students’ can write to IT committee and IT committee will forward request for any services/issues related to IT Department.

### a. Students’ IT Committee

Students from first year and second year can form a students’ IT Committee which will assist them for any help as well the System Manager in facilitating IT needs of the students at IIM Raipur. The committee will assist in maintaining IIM Raipur’s website.

### b. Digital Media Club

Student body of IIM Raipur has also formed a digital media club, which works under Chairperson (Student Affairs) and in coordination with Chairperson (IT Services). Digital media club takes care of photography and repository of digital media at IIM Raipur. This group will assist in maintenance of website of <http://iimraipur.ac.in>.

## 22. HOSTEL RULES

The Post-Graduate Programme is fully residential, and all the PGP students are required to stay in the hostel unless exempted from this condition in special cases by the competent authority. The guiding principle for hostel behaviour will be based on the “good neighbour” principle. Students are expected to show due sensitivity to the needs of others.



### 22.3. Do's for the Hostel

- Lock your room always, even when going out for short durations.
- Keep your valuables and cash under lock.
- Take special care of your mobiles, laptops, etc.
- Maintain silence hours (10 pm to 7 am) every day.
- Read the notice board (both at your college and the hostel) regularly.
- Contact your Hostel Supervisor (HS) or Wardens or Security officer in case of any problems.
- Enter your complete details in the register at security desk while leaving the hostel for more than a day.
- Obtain visitors pass well in advance for your visiting parents/relatives or any technician from the Administrative office/hostel supervisor.
- Dine in one of the messes on the campus and pay your mess bills on time.
- Protect yourself against malaria or other diseases.
- Follow the code of conduct for the students.
- Read the hostel rule book and follow the rules.

### 22.4. Don'ts for the Hostel

- Don't Cook in your rooms.
- Don't keep or feed pets in your room or campus.
- Don't play loud music (in your room or campus)
- Don't play or create disturbance in the corridors.
- Don't conduct or attend parties (in your room or anywhere on the campus)
- Don't smoke, consume alcohol, or indulge in substance abuse.
- Don't indulge in ragging.
- Don't keep or play televisions in your rooms.
- Don't keep valuables or heavy cash in your rooms.
- Don't damage institute's property or assets.
- Don't act in a manner that offends the local cultural and social values and local sensibilities and rule of the land.
- Don't loiter anywhere inside or outside the hostel campus.
- Don't permit proxy/dummy roommates in your room.
- Don't permit non-residents to stay in or use your room.
- Don't light lamps / candles, carry crackers, or burn/burst crackers in and around the hostel premises.
- Don't waste water or electricity.
- Don't violate hostel rules.

### 22.5. Hostel Rooms

#### 22.5.1. Allotment/ Vacation/ Shifting

Hostel accommodation is allotted purely at the discretion of the Warden(s)/CAO and on condition that the student agrees to abide by all the rules and regulations of the hostel. The Chief Administrative Officer/Warden(s) may refuse hostel facilities without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds. Students may be required on disciplinary grounds to vacate their rooms at short notice. Similarly, students may be required to shift to alternate accommodation at short notice due to administrative reasons. The Hostel Management reserves the right to break open any room which is not vacated. No complaints of breakage or loss will be entertained. Important rules regarding the Hostel Rooms are as under:





- a. The hostel facilities fee/ deposit may be paid at the time of counselling or registration/admission.
- b. It is mandatory for all students to stay in the hostels and be a member of the mess in the hostel. In exceptional cases, permission may be granted by the CAO/Director/warden/ to stay out before joining the hostel.
- c. Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the Warden/Hostel Supervisor.
- d. Change of accommodation from one hostel to another during a term is generally not permitted.
- e. Allotment made to a student is subject to cancellation if he/she fails to occupy the room within the prescribed time. Rooms will also be forfeited if students fail to clear all their dues to the hostel by the specified deadline. In such cases they will be asked to vacate the hostel.
- f. The Warden reserves the right to break open rooms in case of any violation of Hostel rules, suspected unlawful activities or on the basis of security risk perceived.
- g. Once a student vacates the hostel, he/she will not be re-allotted hostel accommodation for a minimum period of 6 months. Every attempt will be made to provide hostel accommodation to all students.
- h. The rooms allotted to the students at the time of admission are for a limited period of up to one year or less. Residents are required to shift to other blocks / rooms as and when informed by the hostel authorities. This shifting may be necessitated due to administrative reasons, and students are required to cooperate. Residents must occupy rooms specifically allotted to them. Residents shall not change over to any other room except with the written permission of the warden. Allotment of the room made to any student is subject to cancellation if he/she fails to occupy within the stipulated time or is found absent from the room without prior information or any valid reason. Residents will also forfeit their allotment if they fail to clear all their dues to the hostel by the scheduled date.
- i. Residents who wish to vacate the hostel must meet the Hostel Supervisor for necessary formalities/ advice. Permission of the students' Parents and Hostel In-charge along with certain documentation is mandatory. While planning to vacate the hostel refund rules given at the end of this book must be consulted.
- j. When there is a vacant seat in the room, the duplicate key of the room must be deposited with the Supervisor of the block to facilitate allotment of the vacant seat to another student.
- k. No student should stay away from his/her room during the night except with prior written permission of the Warden/Hostel Supervisor. Any student who wishes to leave the campus temporarily or otherwise, should obtain the permission of Supervisor in writing. Those applying for permission must state the date and time of his/her intended departure and return as well as the destination and enter all these details in the in-out register maintained in Security at gate.
- l. All visitors including parents/guardians must be entertained only in the visitors lounge and during visiting hours only. A visitor's pass will be obtained from the office of the Security, well in advance by the concerned student.
- m. Any damage/breakage to hostel property will be charged to the occupants of the room/ block with a fine. Disciplinary action will also be initiated.
- n. All instructions/notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board every day to acquaint themselves with latest information/orders.
- o. Fire Hazards and Safety: Candles and incense are a fire hazard and are not permitted in the hostels.





Combustible materials such as gasoline, paint thinner, and oil lamps are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the Hostel premises throughout the year. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an inadvertent fire.

- p. In case of Fire, Residents must call/alert the Hostel Supervisor(s)/ Warden(s)/Security Staff(s).
- q. The Hostel Warden or his representative may enter any room for verification at any time of the day or night.
- r. The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or any valid reason. This will, however, be carried out by the security person in the presence of the hostel Supervisor, Security Officer, and one more person at the discretion of the Warden. On such occasions, the items in the room will be listed by these officials and kept in the storeroom. A verbal report followed by a written report will be sent to the higher Authorities.
- s. All hostel inmates must report any disciplinary matter or problems concerning them or their roommate/ neighbour(s) coming to their notice to the Hostel Supervisor. In case their room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the Hostel Supervisor.
- t. Giving the room keys to any person (except the Hostel Supervisors) in good faith is at one's own risk. The management will not take any responsibility for any loss of such costly articles/money.
- u. Insurance of Laptops/Valuables: It is the responsibility of the Hostel residents to get their laptops and valuables, if any, insured themselves.
- v. Security of ATM/Debit cards/ Credit Card: All students must take care of their ATM/ Debit cards. They are advised not to disclose their PIN to anybody, even to their best friends.
- w. Waiting List for changing Hostels/ Rooms: Students desirous of shifting to different rooms within their present Hostels or wishing to shift to other Hostels must put their names in the "Waiting List" being maintained at respective Hostels and the Supervisor. Such students will be accommodated based purely on the waiting list seniority.

#### 22.5.2. Maintenance of Rooms

- a. The rooms have been distempered and painted as per schedule and will be maintained regularly by the management as per the maintenance schedule. Residents are not permitted to re-paint or do any alteration of any nature without the written permission of Hostel Supervisor.
- b. All maintenance complaints/requirements will be attended to by JE. Complaint(s) must be entered in the register(s) available with JE and Supervisors of their hostels. The complaints will be attended to expeditiously and are monitored by the Hostel Supervisor. Residents are not permitted to employ any outsiders for any such job without the permission of Hostel Supervisor.
- c. Residents must bring to the notice of the Hostel Supervisor any failures/breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The service of an electrician is available round the clock for attending to any defect in the electric system or fittings. When leaving the room, the occupants must take care to see that the fan and lights are switched off. Every effort must be made to economize the use of electricity.



- d. The rooms and surroundings must be kept clean. The service of the cleaners must be obtained to ensure that the rooms are swept and cleaned while the residents are in the room. The housekeeping supervisors are at the service of residents. Residents are responsible for the cleanliness of their rooms. They should see that the rooms are properly swept every day. All wastepaper and refuse must be placed in receptacle provided for that purpose.
- e. The electric points provided in each room are to be used for connecting table lamps. Use of any domestic electric appliance etc. is not permitted. Institute notifies a list of appliances permitted to be used in the room. Infringement of these rules will be severely dealt with. For the use of authorized electric appliances permission may be obtained from Warden/Hostel Supervisor. Any private unauthorized electric appliance found in any of the rooms without permission will be confiscated and disciplinary action initiated.
- f. Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported through Housekeeping Supervisors/ Hostel Supervisor.
- g. Any damage to hostel property will be made good by the residents who are responsible for such damage. This includes driving in of nails, defacing of walls, damage to fixtures and furniture. Fine will also be levied in addition to disciplinary action.

#### 22.6. Timings – Leaving Campus

All students will return to the campus by 11.00 p.m. Students who wish to go to any place such as Railway station, Airport etc. for the night trains or flights must take prior permission at least one day in advance from the warden/ Hostel Supervisor.

#### 22.7. Visitors

Visiting hours for guest(s)/ acquaintance(s) are from 7.00 am to 9.30 p.m. Visitors to the Hostel are not permitted after 9.30 p.m. Visitors including parents and guardians must obtain visitors pass from the Security Office IIM Raipur, even to enter the visitors lounge in the hostels. The security guards will refuse entry without passes. In the absence of visitor's pass, residents have to meet their visitor only outside the Hostel entrances. Except the residents, no one else including Parents are permitted to stay in the students' room. Visitors will be permitted to enter their wards hostel rooms, only if the student is present.

#### 22.8. Complaints and Suggestions

- a. All complaints regarding repairs/maintenance in the Hostels must be entered personally by the students in "Complaint Registers" maintained in all the Hostels. These complaints are attended to expeditiously by JE (Electrician)/maintenance staff. All complaints are also monitored regularly by the Hostel Supervisor.
- b. Residents of the hostels are not permitted to convene meetings of any sort in the Hostel premises without the prior permission of the Warden. Disobedience of this rule will be severely dealt with.
- c. There are "Suggestion Boxes" kept in all the hostels for suggestions, if any, from the residents. Residents may drop their suggestions and complaints, if any, duly signed with their names and roll numbers in these Suggestion Boxes which are opened periodically. Appropriate action will be taken on all suggestions/complaints and feedback given to the student(s). No cognizance of anonymous suggestions/complaints will be taken.
- d. The Hostel Supervisor are available round-the-clock on telephone and may be contacted in case of any emergency. Their telephone numbers are given for your reference/security and are also displayed at various places in all the Hostels.



## 22.9. Medical Facilities

- a. Doctors are available 24x7 in the institute OPD in shifts. Students may also avail the services of the institute doctor who will be available in the institute OPD centre at appointed days/timings as notified by the institute. The institute doctor may refer the students, if necessary, to outside specialist or hospital.
- b. If a student is sick continuously for three days, he/she will keep the Chairperson, (Students' Affairs) informed of his/her condition.
- c. If a resident falls sick, he/ she or room-mate/friend must immediately inform the hostel warden and supervisors/person on duty who will make arrangements to shift/evacuate the student to the hospital and look after him/her. All cases of sickness must be immediately reported to the Medical Officer/Enlisted Hospital for necessary treatment. In case a resident is quite unable to leave the room and go to the Hospital, the matter must be reported to the Chairperson (Students' Affairs). Information regarding any resident falling sick or getting admitted in the hospital must be relayed to the hostel/college authorities on priority.

## 22.10. Absence from Hostel

When a resident of the hostel wishes to leave the hostel/station on vacation/ holidays or otherwise the following action will be ensured:

- a. The student will submit to the Hostel Warden a signed application on the prescribed format duly countersigned and stamped by his/ her college authorities or Faculty guardian. Once permission is accorded by the Supervisor, the students will also ensure the following mandatory action is done before leaving the hostel. The application forms can be obtained from either their hostel Supervisor/ Administrative Office or JE Office.
- b. Mandatory Action by all Hostel Residents including PGP, FPM etc., Interns and Staff residents will make necessary entry in the IN-OUT Register available in Security at Gate. It is mandatory in all such absences to record departure/return date and time and place to which they are going along with the postal address and telephone/mobile number.
- c. Disciplinary action/penal fines will be levied on defaulters.

## 22.11. Noise Levels in the Hostel

- a. Anything which interferes with students' studies must be avoided at all times. "Silence Hours" will be observed from 10.00 p.m. to 7.00 a.m. on all days. No noise of any sort will be permitted during the "Silence Hours". Serious action will be taken on the breach of this rule. Residents must not go to others' rooms and disturb the inmates. Complaints from other residents will be investigated and action taken accordingly.
- b. Playing of loud music and disturbing the quiet atmosphere by any other means is not permitted as it disturbs the fellow hostel mates. You may use earphones while listening to music. Playing any kind of outdoor games inside the hostels/corridors is not permitted.

## 22.12. Mess Facilities

- a. Residents of the hostel are normally required to use the Mess facilities. Permission for not using the mess facility on a permanent basis may be given only under very special circumstances. Prior approval from the Chairperson (Students' Affairs) is necessary for this purpose.
- b. Signing out from the Mess is allowed only when leave is officially sanctioned for a particular purpose and period.
- c. All the residents are required to pay the Mess Bills within due date to avoid penalty, which will be



decided by the Mess Committee in consultation with the Chairperson (Students' Affairs).

- d. Similarly, "Suggestion Book" is available in the Food Court Mess. Students/members may enter/drop their suggestion regarding quality, quantity, and variety of food in these registers/boxes which are perused by CAO/hostel warden/ hostel Supervisor for remedial action. Valued suggestions of residents are given due consideration.
- e. For other complaints, if any, applications shall be made in writing addressed to the Hostel Warden and handed over to the Hostel Supervisor/Mess Manager at the Hostel/Food Court Mess office. Complaints will be resolved expeditiously by the Hostel Supervisor/Mess Managers themselves. Advice and assistance of the Hostel Supervisor will be taken when needed. For investigation of any of the complaints the Supervisor may call the concerned resident or hostel employees to his/her office.

#### 22.13. Prohibitions in Hostel

- a. Students are requested to avoid singing aloud, shouting, or making all types of noises which are likely to distract the attention of those who may be studying in their rooms or hostel libraries.
- b. Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
- c. Cooking in hostel rooms is not permitted.
- d. Substance abuse, consumption of alcohol and smoking or chewing of tobacco and its related products is strictly banned in the hostels and in the Institute Campus.
- e. Partying in the rooms, in the corridors or anywhere in the hostel permitted whatever be the occasion may be permitted in the lobby area with prior permission of the wardens & Chairperson (Students Affairs) and CAO in writing.
- f. No televisions are permitted to be kept in the hostel rooms by the students.
- g. The residents are forbidden to keep any heavy cash/valuables in the room. The resident is responsible for the safety of his/her items inside the rooms. They may deposit all sums of money not immediately required by them for their expenses in the local Banks.
- h. RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION AND OR WITHDRAWAL FROM THE HOSTEL/ COLLEGE IS ONE OF THE ACTIONS TAKEN PROMPTLY. PUNISHMENT FOR RAGGING UNDER THE CHHATTISGARH EDUCATION ACT OF 1983 CAN BE UPTO ONE YEAR IMPRISONMENT. SUPREME COURT HAS ALSO DEFINED RAGGING AS A CRIMINAL OFFENCE. (INSTITUTE RAGGING SQUAD CONTACT NUMBER: 0771-2474649)
- i. Students must keep themselves aware of the laws regarding sexual harassment. Any case of sexual harassment in any form by any member of the campus community will be severely dealt with by the administration.
- j. Plastic Free Zone: IIM Raipur is a 'Plastic Free Zone'. Residents should ensure that plastic bags are not used for any purpose whatsoever.

#### 22.14. Vehicles

- a. Two-wheelers and four-wheelers are strictly banned in the campus. Students are not allowed to ride the two-wheelers and four-wheelers inside and outside the campus.



#### 22.15. Security in Campus

- a. Students are required to cooperate with the institute security staff regarding the security issues.
- b. The students shall carry their ID cards while leaving the campus and shall inform the security desk and enter the details in the register regarding the destination, contact number and expected time of return.
- c. The students are requested to view this measure not as an intrusion into their affairs, but merely as a security precaution for their own safety.
- d. Visiting hours for guest(s)/acquaintance(s) are from 7.00 am to 9.30 p.m. Visitors to the Hostel are not permitted after 9.30 p.m. Visitors including parents and guardians must obtain visitors pass from the Security Office IIM RAIPUR, even to enter the visitors lounge in the hostels. The security guards will refuse entry without passes. In the absence of visitor's pass, residents have to meet their visitor only outside the Hostel entrances. Except the residents no one else including Parents are permitted to stay in the students' room. Visitors will be permitted to enter their wards hostel rooms only if the student is present.
- e. All students will return to the campus by 11.00 p.m.

#### 22.16. Violations

Any violation of the above hostel rules will be viewed very seriously. Minor violation will be managed by the Hostel Supervisor with the assistance of the hostel administration. He/she will be imposed penalties and / or fines as appropriate. Major violations will be dealt with by the institute administration. The punishment in case of major violations may include, but not be limited, to expulsion and /or legal proceedings.

#### 23. POLICY ON SEXUAL HARASSMENT OF WOMAN AT WORKPLACE

Refer the Policy document available at: <http://www.iimraipur.ac.in/index.php/institute/policy-rules>



## ANNEXURE I: ACADEMIC CALENDAR

ACADEMIC CALENDAR<sup>#</sup>

<b>Programme:</b> PGP	<b>Batch:</b> 2024-26
<b>Academic Year:</b> 2024-25	<b>Batch Year:</b> 2nd Year

Activities	Date (s)	Day (s)
<b>TERM IV (9-Jun-2025 - 14-Sep-2025)</b>		
<b>Registration and Classes begin</b>	<b>09-Jun-2025</b>	<b>Monday</b>
Muharram (Holiday)	06-Jul-2025	Sunday
<b>Summer Internship Presentation</b>	<b>10-Jul-2025 to 12-Jul-2025</b>	<b>Thursday-Saturday</b>
<b>Mid Term Examination<sup>s</sup></b>	<b>21-Jul-2025 to 27-Jul-2025</b>	<b>Monday-Sunday</b>
Natyotsav: In remembrance of Munshi Premchand's Birthday	31-Jul-2025	Thursday
Freshers' Party for PGP 2025-27 batch	02-Aug-2025	Saturday
Independence Day (Holiday)	15-Aug-2025	Friday
<b>Leadership Summit</b>	<b>23-Aug-2025 to 24-Aug-2025</b>	<b>Saturday-Sunday</b>
<b>Classes End</b>	<b>04-Sep-2025</b>	<b>Thursday</b>
Prophet Mohammad's Birthday (Eid-e-Milad) (Holiday)	05-Sep-2025	Friday
<b>End Term Examination</b>	<b>06-Sep-2025 to 14-Sep-2025</b>	<b>Saturday-Sunday</b>
<b>Final Submission of Marks</b>	<b>29-Sep-2025</b>	<b>Monday</b>
<b>Declaration of End Term Result (Term-IV)</b>	<b>06-Oct-2025</b>	<b>Monday</b>
<b>TERM V (15-Sep-2025–21-Dec-2025)</b>		
<b>Registration and Classes begin</b>	<b>15-Sep-2025</b>	<b>Monday</b>
Mahanavmi	01-Oct-2025	Wednesday
Mahatama Gandhi's Birthday (Holiday) / Dussehra (Mahanavmi) (Holiday)	02-Oct-2025	Thursday
Foundation Day	11-Oct-2025	Saturday
Diwali (Holiday)	<b>20-Oct-2025</b>	<b>Monday</b>
<b>Mid Term Examination<sup>s</sup></b>	<b>27-Oct-2025 to 02-Nov-2025</b>	<b>Monday-Sunday</b>
Guru Nanak Birthday (Holiday)	05-Nov-2025	Wednesday
<b>HR Summit</b>	<b>08-Nov-2025 to 09-Nov-2025</b>	<b>Saturday-Sunday</b>
<b>Business Conclave</b>	<b>29-Nov-2025 to 30-Nov-2025</b>	<b>Saturday-Sunday</b>
<b>Classes End</b>	<b>14-Dec-2025</b>	<b>Sunday</b>
<b>End Term Examinations</b>	<b>15-Dec-2025 to 21-Dec-2025</b>	<b>Monday-Sunday</b>
<b>Final Submission of Marks</b>	<b>05-Jan-2026</b>	<b>Monday</b>
<b>Declaration of End Term Results (Term- V)</b>	<b>12-Jan-2026</b>	<b>Monday</b>



### ACADEMIC CALENDAR<sup>#</sup>

<b>Programme:</b> PGP	<b>Batch:</b> 2024-26
<b>Academic Year:</b> 2024-25	<b>Batch Year:</b> 2nd Year

Activities	Date (s)	Day (s)
<b>TERM VI (22-Dec-2025 – 26-Mar-2026)</b>		
<b>Registration and Classes begin</b>	<b>22-Dec-2025</b>	<b>Monday</b>
Christmas Day (Holiday)	25-Dec-2025	Thursday
<b>Vacation</b>	<b>31-Dec-2025 to 04-Jan-2026</b>	<b>Wednesday-Sunday</b>
Republic Day (Holiday)	26-Jan-2026	Monday
Mahashivratri (Holiday) (Tentative)	15-Feb-2026	Sunday
<b>Mid Term Examination<sup>\$</sup></b>	<b>16-Feb-2026 to 20-Feb-2026</b>	<b>Monday-Friday</b>
<b>MIRAI (Annual Management Fest)</b>	<b>21-Feb-2026 to 22-Feb-2026</b>	<b>Saturday-Sunday</b>
<b>Tedex</b>	<b>01-Mar-2026</b>	<b>Sunday</b>
Holi (Holiday)	04-Mar-2026	Wednesday
Shaktirath: Celebrating the Journey of Women in Business	08-Mar-2026	Sunday
Farewell to PGP 2024-26 Batch	15-Mar-2026	Sunday
<b>Classes End</b>	<b>18-Mar-2026</b>	<b>Wednesday</b>
<b>End Term Examination</b>	<b>19-Mar-2026 to 26-Mar-2026</b>	<b>Thursday-Thursday</b>
<b>Final Submission of Marks</b>	<b>05-04-2026</b>	<b>Sunday</b>
<b>Declaration of End Term Results (Term-VI)</b>	<b>10-04-2026</b>	<b>Friday</b>
Convocation	15-04-2026 (Tentative)	Friday

*\*If closed holiday falls during weekdays, the said day all classes will be scheduled in the same week either on Saturday or Sunday.*

*\$Number of days of mid term examination may vary in Term-IV, V & VI depending upon the number of courses having mid term examination*

*# The calendar may deviate owing to unforeseen circumstances.*



## ANNEXURE II: LIST OF FIRST YEAR COURSES

### TERM I

Course	Credits
Business Communication-I	0.50
Quantitative Methods-I (Statistics)	1.00
Microeconomics for Managers	1.00
Financial Accounting	1.00
Spread Sheet Modelling	0.50
Organizational Behavior-I	0.50
Marketing Management -I	1.00
OM: Strategy, Design, and Process	1.00
Total	6.50

### TERM II

Course	Credits
Business Communication-II	0.50
Quantitative Methods-II	1.00
Macro Economics	1.00
Cost Accounting	0.50
Financial Markets and Institutions	0.50
Organizational Theory, Design and Change	1.00
Marketing Management -II	1.00
Management Information System	1.00
Sustainable Business Practices	0.50
Total	7.00

### TERM III

Course	Credits
Business Research Methods	1.00
Corporate Finance	1.00
Business Ethics and CSR	0.50
Human Resources Management	1.00
Operations Management -II	1.00
Strategic Management-I	1.00
Legal aspects of business	0.50
Management of Social Impact	0.50
Total	6.50
Grand Total	20.00





## INDIAN INSTITUTE OF MANAGEMENT RAIPUR

### Application for Appeal

Date:

To,  
The Director,  
IIM Raipur.

Subject: - Regarding the appeal to consider my case for readmission in the program from next academic year.

Name of Student :- \_\_\_\_\_ Roll No.:- \_\_\_\_\_

S.No.	Term	Nos. of D's	Nos. of F's	TGPA
1	Term I			
2	Term II			
3	Term III			
4	First Year			CGPA:-

As per the clause nos. 10.6 of the PGP Manual:

*"If a student is terminated from the programme (on account of failure to achieve minimum standards of academic performance as specified in clause 10.2) in the first year or the second year, he/she may file an appeal to the Director (Chairman, Academic Council). Academic Council may reconsider his/her case for readmission in the program from the next academic year. The decision of the Director on such an appeal will be final. However, the student has the provision to appeal only once for each of the two years. The student will have to repeat the entire year. All the terms and conditions regarding admission will be applied as per the prevailing policies at the time of re-joining."*

I wish to appeal for reconsidering my case for readmission in the program from the next academic year. And the decision of the competent authority on my appeal will be final, the terms and conditions regarding admission will be applied as per the prevailing policies at the time of re-joining and I will pay the full fees applicable at the time of readmission.

Thanking you in anticipation.

(Signature)

Name:

Dated:



#### ANNEXURE IV: CERTIFICATE OF APPROVAL FOR CIS REPORT

##### Certificate of Approval for CIS Report

The CIS Report titled “.....” submitted by “.....” is hereby approved as a certified study in Management carried out and presented in a manner satisfactory to warrant its acceptance as a prerequisite for the award of Post Graduate Programme in Management for which it has been submitted. It is understood that by this approval the undersigned do not necessarily endorse or approve any statement made, opinion expressed, or conclusion drawn therein but approve the CIS Report only for the purpose for which it is submitted.

Signature of Faculty Guide





भारतीय प्रबंध संस्थान रायपुर  
INDIAN INSTITUTE OF MANAGEMENT  
RAIPUR

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वेबसाइट / Website: www.iimraipur.ac.in

Prof. Jagrook Dawra  
Chairperson, Post Graduate Programmes

### CGPA to Percentage Conversion Formula at IIM Raipur

IIM Raipur follows a 10-point grading system in Post Graduate Programme. The cumulative grade point average (CGPA) is the weighted average of grade points obtained considering all graded courses (core and electives) in which a student is enrolled. Non-credit courses are not taken in calculation of CGPA. The weights are the course credits.

The minimum CGPA required to graduate from IIM Raipur is 3.5, therefore the formula starts at CGPA of 3.5.

The following conversion formula may be used for conversion of CGPA to percentage of marks:

If,  $3.5 \leq \text{CGPA} < 4.5$ , then percentage (%) =  $\{(\text{CGPA}-3.5) * 10\} + 50$

If,  $4.5 \leq \text{CGPA} < 7.0$ , then percentage (%) =  $\{(\text{CGPA}-4.5) * 8\} + 60$

If,  $7.0 \leq \text{CGPA} \leq 10$ , then percentage (%) =  $\{(\text{CGPA}-7.0) * 6\} + 80$

For example, if CGPA is 5.64, then percentage equivalence would be  $\{(5.64 - 4.5) * 8\} + 60 = 69.12\%$ . Further, CGPA of 3.5% would be equal to 50% and CGPA of 4.5 would be equal to 60%.

Chairperson PGP



ANNEXURE VI: \*List of Elective courses floated

SN	Area	Electives	Credit
1	Economics & Public Policy	Business and Government Interface	1
2	Economics & Public Policy	Central Banks, Macroeconomic Policy, and Financial Markets	1
3	Economics & Public Policy	Data Analysis for Business	1
4	Economics & Public Policy	International trade for managers	1
5	Finance & Accounts	Banking Management & Finance Services (BMFS)	1
6	Finance & Accounts	Behavioral Finance (BF)	1
7	Finance & Accounts	Business Analysis & Valuation (BAV)	1
8	Finance & Accounts	Derivatives and Risk Management (DRM)	1
9	Finance & Accounts	Financial Analytics (FiAn)	1
10	Finance & Accounts	Financial Reporting & Analysis (FRA)	1
11	Finance & Accounts	Financial Risk Management (FRM)	1
12	Finance & Accounts	Fixed Income Securities (FIS)	1
13	Finance & Accounts	International Finance (IF)	1
14	Finance & Accounts	Investment Banking (IB)	1
15	Finance & Accounts	Mergers & Acquisitions and Corporate Restructuring (MACR)	1
16	Finance & Accounts	Portfolio Management in Practice (PMP)	1
17	Finance & Accounts	Project/Investment Appraisal & Risk Management (IARM)	1
18	Finance & Accounts	Security Analysis (SA)	1
19	Finance & Accounts	Supply Chain Finance (SCF)	1
20	Finance & Accounts	Sustainable Finance, Environmental, Social, Governance & Impact Investing (SFESG&II)	1
21	HRM & Organizational Behavior	Behavioural Assessments and	
22	Psychometric Testins	1	
23	HRM & Organizational Behavior	Change Management	1
24	HRM & Organizational Behavior	Conflict & Negotiation	1
25	HRM & Organizational Behavior	Crisis Management	1
26	HRM & Organizational Behavior	HR analytics	1
27	HRM & Organizational Behavior	Industrial Relations & Labor laws	1
28	HRM & Organizational Behavior	Learning and Development	1
29	HRM & Organizational Behavior	Performance Management System	1
30	HRM & Organizational Behavior	Positive Psychology for Managers	1
31	HRM & Organizational Behavior	Talent Management	1
32	Humanities & Libral Arts	Diversity and Inclusion in Business	1
33	Humanities & Libral Arts	Management Through Films	1
34	Information & Systems	Artificial Intelligence in Business	1
35	Information & Systems	BlockChain Technology and Business Applications (BTB)	1
36	Information & Systems	Business Analytics Using Data Mining	1
37	Information & Systems	Business Models for Electronic Commerce	1
38	Information & Systems	Data visualisation for decision making	1
39	Information & Systems	Digital Finance	1
40	Information & Systems	Digital Transformation	1
41	Information & Systems	Enterprise solutions-ERP & Beyond	1



SN	Area	Electives	Credit
42	Information & Systems	Managing Security and Privacy Risk in Business	1
43	Marketing Management	Advanced Marketing Research	1
44	Marketing Management	B2B Marketing	1
45	Marketing Management	Brand Management	1
46	Marketing Management	Consumer Behaviour	1
47	Marketing Management	Customer Relationship Management	1
48	Marketing Management	Digital Marketing	1
49	Marketing Management	Integrated Marketing Communication	1
50	Marketing Management	International Marketing	1
51	Marketing Management	Marketing Analytics and Metrics	1
52	Marketing Management	Marketing, Music, and Storytelling	1
53	Marketing Management	Pricing	1
54	Marketing Management	Product Management	1
55	Marketing Management	Retail Management	1
56	Marketing Management	Rural Marketing	1
57	Marketing Management	Sales and Distribution	1
58	Marketing Management	Services Marketing	1
59	Operations & Qty Tech	Business Decision Making	1
60	Operations & Qty Tech	Design Thinking	1
61	Operations & Qty Tech	Digital Operations and Supply Chain Management	1
62	Operations & Qty Tech	Game Theory Applications in Operations Management	1
63	Operations & Qty Tech	Operations Analytics	1
64	Operations & Qty Tech	Operations Excellence	1
65	Operations & Qty Tech	Operations Strategy	1
66	Operations & Qty Tech	Project Management	1
67	Operations & Qty Tech	Revenue Management	1
68	Operations & Qty Tech	Service Operations	1
69	Operations & Qty Tech	Strategic Sourcing	1
70	Operations & Qty Tech	Supply Chain Analytics	1
71	Operations & Qty Tech	Supply Chain Management	1
72	Operations & Qty Tech	Supply Chain Management	1
73	Operations & Qty Tech	Sustainable Supply Chain Management	1
74	Operations & Qty Tech	System Thinking for Managers	0.5
75	Strategy & Entrepreneurship	Advanced Competitive Strategy	1
76	Strategy & Entrepreneurship	Capstone Business Simulation	1
77	Strategy & Entrepreneurship	Corporate Governance and Sustainability	1
78	Strategy & Entrepreneurship	Corporate Strategy	1
79	Strategy & Entrepreneurship	Critical Thinking and Creativity	1
80	Strategy & Entrepreneurship	Innovative Business Models and Strategy	1
81	Strategy & Entrepreneurship	Leadership – A psychodynamic perspective	1
82	Strategy & Entrepreneurship	New Venture Creation	1
83	Strategy & Entrepreneurship	Real World Decision Making	1
84	Strategy & Entrepreneurship	Strategic Aspects of M&A	1
85	Strategy & Entrepreneurship	Strategic Execution and Change Management	1
86	Strategy & Entrepreneurship	Strategies for Transgenerational Entrepreneurship	1





## ANNEXURE VII: Additional Audit Courses (Non-Credit) Form

### Rules for Opting Audit Courses as Elective:

- Students can take as many audit courses as they want keeping in mind their workload and the schedule of regular courses.
- Students can opt for an audit course from the list of regular courses as well.
- Grades obtained in audit courses will not be used to calculate final TGPA, but will appear in the students' marksheets
- The option of additional non-credit course(s) will have to be exercised as any other elective course, but written consent of the concerned instructor will be required.

<b>Name of the Student</b>	
<b>Enrolment Number</b>	
<b>Term</b>	
<b>Name of the Audit Course</b>	
<b>Students' Signature and Date:</b>	
<b>Signature of the faculty whose course you are joining:</b>	

For office use:	
Can our current Timetable accommodate the students' request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verified by PGP office	
Approved by Chairperson PGP:	





# On Duty Form for Placement Process

1. One On Duty Leave for placement process will be allowed per course in each term.
2. Student must submit this form to CDPO within 3 days of the date of process for further intimation of the same to PGP office within a week time of missed class.

<b>Name of the Student</b>				
<b>Enrolment Number</b>				
<b>Batch</b>				
<b>Process Timing</b>				
<b>Purpose</b>	<input type="checkbox"/> Summer Internship Project Name of the Company: _____ _____ _____			
	<input type="checkbox"/> Final Placement Name of the Company: _____ _____ _____			
<b>Details of Classes Missed</b>	<b>Date</b>	<b>Course Name &amp; Faculty Name</b>	<b>Total Classes Missed</b>	<b>Session No/s.</b>

For office use:

The information provided by the student is correct and verified by the CDPO office.

CDPO Office

MBA Office





# Term Registration Form

1. Student must register on the first day of each term. The date of registration is sacrosanct. Hence students are advised to be on campus at least one day before the term begins.
2. Late Registration fine will apply as stated below:

If a student registers:

- a. On or before 1<sup>st</sup> day & 2<sup>nd</sup> day – ₹0/-
- b. 3<sup>rd</sup> day - ₹5,000/-
- c. 4<sup>th</sup> day - ₹10,000/-
- d. Between 5<sup>th</sup> to 7<sup>th</sup> day – ₹20,000/-
- e. 8<sup>th</sup> day onwards – One grade drop in all courses of the Term over and above the grade drop due to attendance shortage

<b>Name of the Student</b>	
<b>Enrolment Number</b>	
<b>Batch</b>	
<b>Term (I/II/III/IV/V/VI)</b>	
<b>Date of Registration</b>	
<b>Term Fee</b>	Term Fee Deposited (Yes/No): _____ If 'Yes', attach the Fee receipt If 'No', reason for non-submission of Fee _____ _____

I have read the PGP Manual 2024-26. I shall adhere to all the rules and regulations mentioned in the PGP manual 2024-26. I undertake to abide by all rules and regulations applicable for MBA course and as laid down by the Institute from time to time.

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

\_\_\_\_\_  
Signature of Student

For office use:

The student has collected all the textbooks of the Term from the Library.

Library

All the registration formalities have been completed by the student.

Remarks: \_\_\_\_\_

MBA Office







POST GRADUATE PROGRAM OFFICE

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