HANDBOOK OF INFORMATION
FOR FPM STUDENTS

2018 – 2022

IMI

International Management Institute
Shaping global leaders for tomorrow

WELCOME NOTE

Dear Scholars,

We welcome you to the IMI family and compliment you on your decision to pursue a research based journey towards attaining an FPM (Fellow Program In Management). The FPM program has been designed to provide a holistic and enabling research eco-system for scholars who seek to achieve the scholarly award. The program structure focuses on preparing the candidates, through a rigorous and well-crafted path that helps them achieve excellence in career trajectories such as Academics, Research & Consultancy Assignments, as well as Research and Analytics Based Corporate Roles. The program mix involves critical core courses, in-depth and research based courses related to the domain interest of the candidate, individually pursued self-study courses and at the core lies the topic-of-individual-interest, that ultimately leads to the candidate's thesis. The FPM scholars are expected to work closely in their areas of interest with the faculty members of IMI to further the existing repository of both theory and practice in the field of business management.

Further, to induct you into the process and provide you the necessary information/guidelines for pursuing the course, we have collated the same as a comprehensive Handbook of student information. This guide, will orient you to the rules and regulations that will be valid for the academic years 2018-2022 for those who join the program in 2018.

The individual scholar is responsible for adherence to the rules and has to submit an undertaking to the effect that they will comply with the rules and norms stated in this handbook, including the provisions laid out to penalize and correct the behavior subsequent upon its violation. For interpretation of any provision, you may please approach the Head Research & Chairperson FPM programs, New Delhi.

It is to be noted that all academic and administrative decision related to the FPM program will be guided by the provisions/ norms as stated in this document unless altered with RIGHT TO MODIFICATION by the FPM & Research committee, if required.

We appreciate your maturity of spirit and conduct and while the intention is not to be intrusive or pedantic, you are advised to read, comprehend and comply by the rules and regulations as stipulated in this document.

Dr. Neena Sondhi
Head, *Research & Chairperson FPM Programs*

International Management Institute- New Delhi

Nestled in the Qutab Institutional Area, International Management Institute (IMI), New Delhi was established in 1981 in collaboration with IMI Geneva (now IMD Lausanne). IMI is India's first corporate sponsored business school established with the support of corporate houses like: RPG Enterprises, Nestle, ITC, SAIL, Tata Chemicals, BOC and Williamson Magor. Over the last 35 years, the Institute has grown in its stature nationally and globally for proving high quality management education. This is evidenced through its International linkages with UNDP, World Bank, ILO, UNCTAD and Asian Productivity Organization.

IMI's two-year Post-Graduate Diploma in Management (PGDM) program (launched in 1993) has Student Exchange programs with leading International Schools. These include ESC Rennes, France, MIP School of Management France, IDRAC, France, Graz University Austria, IESEG School of Management and IDRAC Lyon, France. IMI New Delhi also runs a two-year PGDM program in Human Resource Management (PGDMHRM) launched in 2006, a two-year PGDM program in Banking and Financial Services (PGDM B&FS) launched in 2014, a 15-month Executive PGDM for mid- career executives (Executive PGDM) launched in 1984, Fellow Program in Management (FPM) launched in 2011 and Executive Fellow program in Management (E-FPM) launched in 2018. All IMI New Delhi's long term programs are approved by AICTE, Ministry of HRD, Government of India. IMI New Delhi is internationally accredited by Association of MBAs (AMBA), UK and most of its PGDM programs are nationally accredited by National Board of Accreditation (NBA).

 IMI conducts a large numbers of Management Development Programs (MDPs) every year, which include Open Programs, specially designed in-company programs and Online programs in different functional areas.   These programs are aimed at capability building of senior-level and top-level managers and executives to help them in updating their concepts and enhancing leadership and managerial skills. In addition, IMI New Delhi also offers ITEC (Indian Technical and Economic Cooperation) Programs, as it is one of the few empanelled Institutes of the Ministry of External Affairs, Government of India. These ITEC programs are targeted at various developing countries from the Afro-Asian, South American and SAARC region.

IMI's diverse and experienced resource pool of faculty resources having a rich combination of academic rigour and corporate exposure is one of the institute's distinct strengths. This vast and enriched pool has a special focus on delivering management education, training, research and consultancy. IMI contributes significantly to the growth and development of management as a discipline in India. Another distinguishing feature of IMI Delhi is its strong Alumni network of over 5000+ professionals at senior management levels in leading corporate houses. IMI's strength across diverse management disciplines, backed by an excellent team of faculty and the strong network with eminent organizations, helps deliver its commitment towards its vision of being a primer global management school.

FELLOW PROGRAM IN MANAGEMENT: SCOPE & OBJECTIVES

The Fellow Program in Management (FPM) is the doctoral program of the International Management Institute (IMI), New Delhi. The Fellow program in Management at IMI is a fully residential AICTE Approved program and is designed around the norms stipulated by it.

The program has been designed to provide a holistic and enabling research eco-system for scholars who seek to achieve the scholarly award. The program structure focuses on preparing the candidates, through a rigorous and well-crafted path that helps them achieve excellence in career trajectories such as academics, research & consultancy assignments, as well as research and analytics based corporate roles. The program mix involves critical core courses, in-depth and research based courses related to the domain interest of the candidate, individually pursued self-study courses and at the core lies the topic-of-individual-interest, that ultimately leads to the candidate's thesis. The FPM scholars are expected to work closely in their areas of interest with the faculty members of IMI to further the existing repository of both theory and practice in the field of business management.

Areas of Specialization

The FPM scholars can specialize in one of the following areas:

1. Economics and Business Environment
2. Finance and Accounting
3. Marketing
4. Organizational Behavior/Human Resource Management
5. Operations Management and Quantitative Methods
6. Strategy and General Management

FPM& RESEARCH COMMITTEE: GOVERNING&MONITORING

The FPM & Research Committee is the formal body that consists of faculty members of various functional disciplines. The committee is constituted for the specific purpose of the smooth conduct of the FPM program. Head Research & Chairperson FPM Programs, New Delhi chairs the committee.

The specific responsibilities of the FPM and Research Committee include, but are not limited to, the following:

- Ensure a transparent and structured process for admission to the Fellow Programs in Management at IMI-New Delhi.
- Govern the program dissemination and ably maintain academic discipline;
- Undertake detailed and rigorous study of matters referred to it for consideration and take relevant decisions regarding the same
- Provide opinion/take decisions on cases referred to it by the Director General;
- Implement Committee's suggestions in order to improve the academic standards; and
- Design and frame the academic standards and guidelines for conduct and successful completion of the FPM Program-IMI New Delhi.

The following faculty members of IMI-New Delhi constitute the FPM & Research Committee

Prof. Neena Sondhi (Chair)

Prof. Parthasarathi Banerjee, Member

Prof. Asha Bhandarker, Member

Prof. Kakali Kanjilal, Member

Prof. Arnab K.Deb, Member

Prof. R.K.Arora, Member

Prof. Sajeet Pradhan, Member

Prof. Himanshu Joshi, Member

Chairperson, Faculty Selection, Development & Evaluation Committee (Ex Officio)

TABLE OF CONTENT

	18.5 Accounts	
	18.6 Administration	
19.	**List of Tables**	
	1. Grading scheme followed at IMI-D	
	2 First year course work	
	3 First year Area specific course	47-50
	4 Second year Course structure	
	5. Second year course work: Core and electives (Area wise)	
	6. Program cost & other charges	
20.	**Annexures: Forms**	
	Annexures-1: FPM Stipend Form	
	Annexures-2: Leave Application Form	
	Annexures- 3. Second Year's Course Registration	
	Annexures- 4. SIP Academic Advisor Registration Form	
	Annexures- 5: SIP Cover Page Format	
	Annexures- 6. CIS Registration Form	
	Annexures- 7: CIS Evaluation Form	
	Annexures- 8: CIS Report Format	
	Annexures-9: Thesis Advisory Committee Form	51-70
	Annexures- 10: FPM Registration Form	
	Annexures-11: Progress Report Format	
	Annexures-12: Teaching Assistant Application Form	
	Annexures-13: Contingency Grant Form	
	Annexures-14: Conference Participation Form	
	Annexures-15: Thesis Proposal Cover Page Format	
	Annexures-16: Final Thesis Cover Page & Submission Format	
	Annexures- 17: Thesis Certificate Format	
	Annexures-18: Originality Certificate Format	
	Annexures-19: Re-Registration Format	

FPM PROGRAM STRUCTURE

The FPM program can essentially be divided into distinct phases, the FPM course work phase & the FPM thesis phase. These phases are divided by a comprehensive examination that needs to be successfully passed for the candidate to move to the thesis phase. This entire progression can be divided into four phases:

A. Course Work stage

B. Comprehensive Examination

C. Summer internship

D. Thesis work stage

4. FPM Program structure: Course work stage: The FPM course work has been designed in order to successfully prepare the candidate for pursuing a Fellowship in Management. Since management is an interdisciplinary field, the scholar needs to be exposed to all functional areas of management, including the area he/she wishes to specialize in. Hence the candidate needs to complete two years of regular study for this. The grading scheme followed by IMI is presented in **Table-1**.

4.1 First year course work: IMI-New Delhi follows a trimester system and thus each year is divided into three trimesters. The first year course work that the FPM scholars needs to undergo in the three terms are presented in **Table-2**. The scholar needs to complete 19 courses in the first year. The total credits that need to be successfully completed are 55.5[1]. The courses for the first year of the curriculum are mostly the same as that offered to the student of the Two-year Post-Graduate Diploma in Management (PGDM) of IMI.

Exemption & conditions: Exemption from first year courses may be given to candidates under the following conditions:

a. Any IIM which has produced at least 10 batches of PGDM students.

b. Applicants who have completed PGDM/MBA from an institute appearing in the top 15 institutes as per the ratings of credible agencies such as NIRF, Outlook, Business Today, and Business World for **at least once in the last three years of the application year.**

---

[1] A full time course is equivalent to 3 credits.

c. Candidates having specialized degree such as PGDM (HR), PGDM (Banking & Insurance), PGDM (Retail) or PGDM (Marketing) may be considered for exemption from specific courses based on the recommendation by the concerned area.

d. *Please Note*: The PGDM/MBA should have been completed within the last five years from the date the candidate is seeking admission to the FPM program.

Promotion criteria from First Year to Second Year*:* The FPM scholar are required to get

a. Minimum CGPA of 4.5 in the first year. Number of Ds are not to exceed 3 & no F.

b. A minimum average of B– (B minus) in the area specific course package defined for the area of specialization in which the scholar to pursue his/her thesis work. Area Specific Course Package for FPM Year I are mentioned in **Table-3.**

c. In case a student does not satisfy above two points, the case will be discussed in the FPM & Research Committee and their decision will be final.

Once the first year courses are over the FPM scholar needs to complete the course registration form for the second year(**Annexure-3**)

4.2 Second year course work: The second year work for the FPM scholars begins in Term IV. The second year course structure is mentioned in **Table-4**. In the second year the FPM scholar needs to complete FOUR core courses- two courses in Advanced Research Methodology; one course in Strategic Management and one course on Pedagogy & Teaching in Management. Besides this each student needs to complete three area compulsory courses and three elective courses- these may be from his/her area of specialization or any other allied area at IMI-New Delhi. As per AICTE norms the scholar also needs to complete a review paper based on the literature on the thesis related topic(ROLT). Please note each of the above mentioned courses are three credit courses. Also to be noted is that though IMI-New Delhi does not offer Information Management (IM) as an area of specialization, the IM area offers advanced FPM level courses that the FPM scholar can choose to study in case they are of his/her interest. The scholar needs to complete 11 courses of 3 credit each in the second year of his/her FPM course work. The Area Wise Core and Electives courses are available in Table **- 5**.

Also note that in the Sixth trimester, instead of opting for an elective course- area or otherwise- the scholar has the option of a Course of Independent Study(CIS) under the mentorship of a full-time IMI-Delhi faculty. The CIS that the scholar is intending to pursue needs to be intimated to the FPM office through the CIS intimation form

(**Annexure -4**). The modalities of the CIS conduction are detailed below.

Course of Independent Study: The CIS work will be evaluated by the CIS guide himself/herself and another two faculty members to be nominated by the Head Research & Chairperson Fellow Programs in consultation with the student's CIS guide (**Annexure 5-CIS evaluation form**). In case of unsatisfactory performance in the CIS work, the student would be given one more chance to submit his/her CIS work within one month for re-evaluation from the date of first evaluation. A copy of the final report (**Annexure 6-CIS report format-title page**). should be submitted to the Fellow Program Office.

Promotion Criteria for completion of the Second Year: The FPM scholar needs to get

a.   No D or F in any of the second year courses

b.   A minimum average of B– (B minus) in the second year area core courses from the area of specialization in which the scholar to pursue his/her thesis work

4.3 Comprehensive Examination: The Comprehensive examination(CE) serves as a gateway to the dissertation and to ensure that research scholars have the required background knowledge to work towards the thesis. The Examination thus serves as a preparation for the dissertation by facilitating the development of a solid conceptual base for research in the research scholar's area of study and ensuring that the research scholar's knowledge is sufficiently broad and conceptually well-structured. Thus the objective of the CE is to

-        to assess whether research scholars have general & specific knowledge about their chosen field of study.
-        to assess whether research scholars have a comprehensive understanding and knowledge about research methodology used in management research.
-        To assess the scholar's ability to analyze and communicate both orally and in writing the interpretation and inference of research.

Structure of the CE: The CE is essentially conducted in two phases:

Phase I- written CE: The written CE would be conducted on the core papers on Advanced research methods (to test knowledge about research methodologies) and a written comprehensive exam for the area compulsory/electives courses. The scholar would be asked to identify and select **Three Courses** from the area courses he/she studied. These courses should ideally be the courses that the scholar identifies as in sync. with his/her thesis area/topic. The scholar would inform the FPM office/Head

research & chairperson FPM programs about their subject choices. Post which the exam schedule would be announced for the same.

The nature of the written CE can vary from Open book exam; take home examination/assignment etc. on the discretion of the faculty designing the exam. The nature of the format and the duration would be communicated to the scholar. The CE written would ideally be **One Month** after the student choices have been received.

Grading & Evaluation: The performance of the research scholar will be graded as P (Pass)/ F (Fail). In the case of an F grade, a research scholar may be allowed to retake the examination within **Three Months**. This is applicable to both the chosen area electives and the core course of research methodology. In the event of the scholar failing to clear the exam on the second attempt he /she would be asked to withdraw from the program.

Phase II- Oral CE: Post successful completion of the written examination (three weeks after the successful completion of the above); there would be a viva voce- oral comprehensive.

The oral CE would be conducted by a panel, where a member of the FPM & Research committee would be the chairperson of the oral CE committee. The panel of examiners would include subject experts from the scholar's area of specialization and from the Research Methodology and Strategy course. The viva voce will test the knowledge basis all the area specialization courses as well it would examine the knowledge on the research methodology course.

Grading & Evaluation: The performance of the research scholar will be graded as P (Pass)/ F (Fail). In the case of an F grade, a research scholar may be allowed to retake the oral CE within **One and a Half Months**. In the event of the scholar failing to clear the exam on the second attempt he /she would be asked to withdraw from the program.

5. **Summer Internship Project(SIP):** It is mandatory for the FPM scholars to undertake 8-10 weeks' summer internship post the First year course work. The Summer Project is evaluated and it is 3- credit course. The scholar may be advised to take a Corporate/ institutional / guided research project. The SIP will be routed through the Office of the Dean Placement & Corporate Relations. The SIP will be essentially mentored by an Academic Advisor(AA) from the area of specialization of the scholar.

   The students will be required to complete their SIP and submit a copy of:
   a. Their complete project report. a) Spiral bound hard copy. b) A soft copy.
   b. The completion certificate duly signed by the Organizational Guide (if applicable) should be included in the project report.
   c. Evaluation of the project from the company in the prescribed format (will be given by the placement office). This part carries a weightage of 25.
   d. The SIP report needs to follow a prescribed format-as shared at the onset of the SIP by the FPM Office.
   e. The SIP report needs to be evaluated by the AA out of 50.
   f. The scholar will make a presentation of their work to the AA and a panel constituted of two additional members- One-member from FPM & Research committee and one Area faculty. This will carry a weightage of 25.

6. **FPM Program structure: Thesis work stage:** After the successful completion of the CE and the summer internship, the FPM scholar begins the second and final phase of his/her fellowship. This is the phase when the actual work begins on the thesis. The candidate needs to identify

   a. His/her thesis topic/title
   b. His/her Thesis Advisory Committee(TAC)

   6.1 Thesis Advisory committee(TAC): The identification of the TAC must be accomplished within **One Month** of the successful completion of the CE. In the event of failing to do so the fellowship for the coming month would be withdrawn and remain suspended till the TAC is formed and the communication is submitted to the FPM office.

   The research scholar needs to identify his/her supervisor under whose mentorship/guidance the thesis work is to be completed. The supervisor/committee member has to be
   - A full time faculty member of IMI-New Delhi
   - The supervisor has to be from the Area of Specialization/S chosen by the

scholar

- Any TAC supervisor/member should not be having more than **FIVE FPM** scholars under their guidance- this includes both TAC supervisor (not more than three FPM scholars) and TAC member (not more than two additional TAC membership)

- Should have a Doctoral/Fellow Degree with at least 5 publications-minimum B+- Reputed International journals (refer IMI journal classification).

- The TAC supervisor/Member Should be holding a designation of **Assistant Professor & Above**.

- In exceptional cases the scholar can also seek joint supervision by two IMI full-time faculty, however the above criteria would hold for both the supervisors.

- In exceptional cases the scholar can look at   maximum ONE external expert, (same criteria as above upholds). However, will need to provide clear justification and support for the external expert's credentials in the scholar's area of study.

- In addition to the supervisor/s, the TAC should have minimum one and maximum two members. Of these at least one of them must be from the area of specialization of the scholar.

- In the event of the FPM supervisor/ member leaving or taking a sabbatical from the institute for a period of one year, a new guide/member needs to be nominated and the information immediately shared with the FPM office for their records.

- Once the TAC is formed, the scholar needs to submit the signed TAC form (**Annexure-7**) to the Head Research & Chairperson FPM programs office for approval and records.

- **Please note:** All stages of the Thesis work namely: Proposal submission; proposal defense; pre-submission report and defense; Thesis submission for external evaluation; Thesis re-submission (after incorporating any suggestions/corrections suggested by the external examiners) and final defense- **have to be submitted with tangible (mail; minutes of TAC meeting) proof of the submission having been vetted by the TAC**.

6.2 **Thesis proposal: formulation & defense:** Once the TAC has been registered the FPM scholar now needs to develop his/her thesis proposal with the help of his/her supervisor and committee members. The research proposal is a written document and needs to include but not be limited to:

1.   Cover page (**Annexure -13**)
2.   Table of content
3.   Introduction
4.   Study Background

5. A Brief Review of Related Literature
6. Research gaps identified and conceptual framework (if any)
7. Scope of the study and study objectives
8. Proposed methodology: including: Operationalization of variables; sampling plan; hypotheses (if any) and data analysis plan
9. Significance & Expected outcomes of study
10. References: APA format

The scholar is expected to be ready with the above defined document with-in **Six Months** of his/her CE results. Once the scholar is ready with the written document and this has been approved by the supervisor and TAC members, the proposal is ready for the pre-registration seminar.

Pre-registration seminar: The pre-registration seminar is organized by the FPM office, in consultation with the Head Research & Chairperson FPM programs. The process to be followed for this is:
- The written document of the proposal is duly approved by the TAC/Supervisor
- The document is checked and the plagiarism report is cross-signed by the Supervisor. *Refer to Plagiarism section.*
- The Scholar' supervisor submits the final proposal draft and plagiarism report to the FPM office
- The supervisor indicates the preferred dates-if any (at least **10-15 Days**' notice is needed to organize the seminar)

The proposal is presented before the- FPM & Research committee; IMI-faculty and FPM scholars for their comments and feedback. Post the presentation, the FPM & Research committee would examine the defense and take a decision on **Accepting or Rejecting** the proposal.

In the event of acceptance, the scholar may be advised to make changes as noted during the defense. These may be discussed with the TAC and the final proposal be submitted within maximum **One month** of the defense.

In the event of Re-submission, the scholar would be given need to resubmit the revised research proposal within **Three Months; a**nd give a fresh seminar on the revision and in case he/she fails to defend the proposal a second time the scholar would need to withdraw from the program.

6.3 **Application for Registration:** A candidate must apply for formal registration to the program, within one month of the successful defense of the pre-registration seminar. The application for registration needs to be done on the institute's prescribed form(**Annexure-8**). The application for registration needs to be accompanied by the

following
- Thesis title and summary (250 words)
- Final research proposal approved/signed by the supervisor/s
- Registration is effective from the date of registration for the FPM Candidature.

Once the registration is complete the scholar would be engaged in the conduction of the thesis work and is expected to carry out the following:

6.4 Research Seminar Series(RSS)-Compulsory Course: Interaction with different academic researchers is one of the fundamental conditions for conducting a high quality research. FPM students who are new to the ecosystem of academic research should be given a platform where they would get an exposure to various research works which are not limited to his/her area of interest only. The rationale for introducing the RSS Course is to expose the FPM students to different research ideas, theoretical modeling techniques, empirical techniques which they can use while writing their own dissertation. In addition, by attending the seminar series the students will also be able to get an idea on how to write academic papers; especially the sections such as stating the research objective, conducting the literature review etc. in an academic paper.

Course duration: The duration for the course would be 12 months from the date of Successful completion of the mandatory course work and CE. The scholar is expected to

- Attend all the monthly seminars held under the RSS at IMI. New Delhi.
- The scholar can select **Three** seminars of his choice and submit a summary report for the learning achieved from attending the research seminars. The write up must cover the following points:
  a. Research Objective;
  b. Motivation for choosing the particular research topic;
  c. How the study fits in the existing literature;
  d. Methodology;
  e. Comments/Critic on the scope of improvement of limitations of the research paper.

Course evaluation: The TAC members will be responsible for the evaluation. The scholar will submit the report to all TAC members and make a presentation of the same to his/her TAC. The TAC supervisor will submit the evaluation report to the FPM office.

The student has to get an S (Satisfactory) in Seminar course. Failing to submit the summary report or incomplete report will result an Unsatisfactory (U) grade in this course.

6.5 Progress Report: The TAC monitors the progress of the Research Scholar. At the end of every **Six Months**, the Supervisor of the TAC submits the scholar's progress in the prescribed format (**Annexure - 9**) to Head Research & Chairperson FPM. In case the performance of the scholar is unsatisfactory, the Head Research & Chairperson FPM and TAC decide, in consultation with the FPM & Research Committee, regarding the course of action to be taken.

6.6 Progress Seminar: The research scholar should present one open progress seminar in the Research seminar series. This seminar is a mandatory but not an evaluative component. This should ideally be at least six months before the pre-synopsis presentation. This is a mechanism for helping the scholar get constructive and productive feedback on his thesis work. The scholar needs to
  - Inform his TAC supervisor about his/her readiness
  - The supervisor approves and forwards the presentation request to the FPM office

7. Final Thesis: Submission & Evaluation: Every FPM scholar needs to fulfil certain conditions before formal submission of his/her thesis.

Publication pre-conditions: The FPM scholar has to fulfil the necessary publication requirement which is
  - Two peer reviewed papers published (or formal acceptance for final publication) related to his/her thesis area of specialization prior to submission of the thesis. The journal has to be as per the IMI norms for journal publication[2]
  - A case study/research paper; published (or accepted form).
  - Only those papers and case will be considered which have the research scholar as the **First Author** which shows that major portion of the paper has been contributed by the scholar.

Pre- thesis submission presentation: The FPM scholar has to take the following steps:
a. On completion of the research work, the candidate shall submit to the Head Research & Chairperson FPM programs through his/her supervisor(s), five copies of the pre-synopsis report. The report should include the focus and summary of the thesis work. The scholar needs to highlight his/her own contribution; details of the methodology; results; analysis; conclusions; limitations and scope for future

---

[2] IMI research publication norms- criteria and other details available on the IMI intranet.

research.

b. For seeking approval for the thesis submission the scholar has to make a pre-synopsis presentation at which faculty members and other research students may be present.

Thesis submission guidelines: The following guidelines need to be followed for thesis submission

a. The thesis will be written in English. The cover page will follow the standard format(**Annexure-14**).

b. The candidate shall be required to submit his/her thesis within three months from the date of pre-thesis submission presentation by the candidate. However, in case candidate fails to submit his/her thesis within the stipulated time and has adequate suitable justification for the same, the Head Research & Chairperson FPM programs may, on recommendations of the supervisor grant an extension of not more than three months. In such cases, the candidate may be allowed to submit his /her thesis within a period not exceeding six months from the date of pre-thesis submission presentation.

c. The thesis shall be a piece of research work characterized by (i) discovery of new facts (ii) enunciation of a new theory or theories or (iii) fresh interpretation of known facts. It should bear evidence of the candidate's capacity for analysis and judgment as well as his ability to carry out independent investigation, design or development. Part of the Thesis may have been published prior to the submission for examination.

d. The candidate will be required to submit a certificate from his / her supervisor and committee members in the prescribed format (Refer to **Annexure-15**) that the work embodied in the thesis is original.

e. The candidate will be required to submit a declaration (Refer to **Annexure-16**).

f. **Five Copies** of the thesis in soft binding along with **One Soft Copy** for record must be submitted to the Head Research & Chairperson FPM programs for evaluation. In case of a FPM research scholar being supervised by more than one supervisors, appropriate number of additional copies must be submitted.

g. The copy of the thesis must be accompanied by the plagiarism assessment report duly signed by the supervisor.

Appointment of Examiners: The thesis needs to be evaluated for its originality and contribution by an unbiased and expert set of examiners.

1. A panel of at least six experts in the subject area of research work which would be suggested by the supervisor(s) and submitted to the FPM & Research committee.

The experts must have good academic and research standing. The selected examiners should be from outside IMI and the suggested list must have at least one International expert.

2. A person from the same institution/University where the candidate is employed cannot be appointed as an external examiner. Further a person from an institution/University to which the Supervisor and/or joint Supervisor of the candidate belongs, cannot be appointed as an external examiner.

3. On receipt of the title and synopsis of the thesis, the Head Research & Chairperson FPM programs shall send the panel of examiners as approved by the FPM & Research Committee to the Director General who will appoint the Board of Examiners for the thesis. There will normally be a panel of two external examiners for a thesis.

4. In case one or more examiners so appointed decline to examine the thesis. Another examiner shall be appointed out of the panel. In case the panel gets exhausted, the FPM & Research Committee has the right to recommend additional names.

5. Each examiner would be given a time of three months to submit their detailed assessment report and his/her recommendations. The recommendations of the examiner must cover the following
   a. A critical review and evaluation of the quality and extent of the thesis work
   b. A definite recommendation whether the thesis is of sufficient standard and suitable for the award of "Fellow in Management" and
   c. In the event of non-acceptance, he/she should indicate whether the candidate needs to make (i) minor corrections; (ii) major corrections (iii)rejected. In case of rejection the reasons must be clearly stated and in case of revisions, the exact nature of the modifications needed have to be specified.

6. On receipt of all examiner reports the these will be placed before the FPM & Research committee. The committee will examine the same and recommend one of the following:
   a. If the examiners are unanimous that the thesis be accepted without any change for award of the "Fellow of the International Management Institute", the candidate would then need to appear for oral defense of the thesis.
   b. If the examiners are unanimous that the thesis be rejected, then the decision will be communicated to the candidate and he/she will be asked to discontinue and will be disqualified from the FPM program.
   c. If recommendations for rejection or inconclusive recommendations are made by any one of the examiner, the Director General shall refer the thesis to another examiner(s) from the panel. If such a panel also rejects the thesis as rejected, then the thesis will stand rejected.
   d. In the event of the candidate being required to submit a revised thesis (minor revisions), he/she will be given a period of three months from the date of the communication to submit the revised work. The revised version will be

submitted to the FPM & Research committee which will send it to the original panel of external examiners to verify that the changes have been made. In the event of one or more of the original panel of examiners being unavailable an additional external examiner will be appointed.

e. In the event of the candidate being required to submit a revised thesis (major revisions), he/she will be given a period of one year from the date of the communication to submit the revised work. The revised version will be submitted to the FPM & Research committee which will send it to the original panel of external examiners to verify that the changes have been made. In the event of one or more of the original panel of examiners being unavailable an additional external examiner will be appointed.

Thesis Oral Defense*:* A candidate, whose thesis is recommended for acceptance on the basis of thesis evaluation, shall be required to

1. Defend the thesis orally before a duly constituted committee, hereinafter referred to as Oral Defense Committee (ODC), at the IMI premises. Any deviation from this should have prior permission of Director General.

2. ODC shall consist of the Director General, Head Research & Chairperson FPM programs, TAC and at least one external examiner (preferably the Indian examiner) from the external examiner panel. If none of the external examiners is available for the conduct of the oral defense, an alternative external examiner shall be appointed by the Director General for this purpose only. The external examiner invited for oral examination shall submit his/her report and recommendation subsequent to this in the prescribed Performa to the Director General.

3. If the thesis has been accepted but the candidate fails to defend it successfully at the oral defense, he/she should reappear for the same within **Six Months**.

8. **Award of Title**: The fellowship shall be provided to the candidates under the following conditions

    1. Fellowship shall be awarded by the Institute provided that:

        i) FPM & Research Committee approves.

        ii) The candidate produces a "No Dues Certificate" in the prescribed form.

    2. The candidate has submitted **Five Hard-Bound Copies** of the thesis; one for the Institute's Library and the other for AICTE Library and three-four copies for the TAC. These should incorporate all necessary corrections/modifications.

    3. Hard bound copies and soft copy of the thesis(pen-drive), submitted after the oral defense examination, must contain the copyright certificate as well as the declaration of the originality of the Thesis work**.**

4. On the completion of all the stages of examination stated above, the FPM & Research Committee shall recommend to IMI Society for the award of **"Fellow of International Management Institute, New Delhi".** This will be awarded at the Institute's upcoming annual convocation.

5.

9. Duration of The Program: Kindly note the following in this regard

1. An FPM candidate can submit his/her thesis only after a **Minimum Period of TWO Years from The Date of Registration**, i.e. after successful completion of the CE.

2. The maximum period for the submission the thesis is **Four+ 1** years from the date of admission to the program.

3. If the candidate fails to submit the thesis within the prescribed upper limit due to reasons beyond his/her control he she may apply to the Director General of IMI-New Delhi for an extension (**Annexure-17-Re-registartion form**). The application will be considered for extension subject to the same being duly approved by the TAC supervisor. However, it is to be noted that as per the Norms stipulated by the AICTE the extension can only be permitted for a maximum period of TWO years from the date of re-registration.

Cancellation of registration: Registration of a FPM student shall be cancelled in any one of the following eventualities, after due approval of the Director General:

1. If he/she absents himself for a continuous period of six weeks without prior intimation/sanction of leave.

2. If he/she resigns from the Fellow program and the resignation is duly recommended by the FPM & Research Committee.

3. If he/she fails to renew his/her registration in any year.

4. If his /her academic progress is found unsatisfactory.

5. If he/she is found to be involved in an act of misconduct and/or indiscipline and termination is recommended by the FPM & Research Committee.

10. Program Cost, Financial Assistance & Scholar Responsibilities

The FPM program is a full-time program, residential program. The candidates, who are inducted for the program after the above detailed selection process, are recognized for their merit and are given a, sizeable financial Support during the course of the study.

10.1. Program Cost: The details of the program cost are as follows:

Tuition fees & other charges: The program entails no tuition fee component, from students of Indian origin. This includes the JRF/SRF recipients as well. For

JRF/SRF, no fees would be charged and also books/course material required for the course work would be made available free of charge. However, tuition fee is applicable to the NRI and foreign candidates during the mandatory course work that he/she needs to pursue. However, the scholar is not required to pay any fees after the successful completion of the Comprehensive Exam.

Besides the above, ALL scholars need to pay an Admission/Registration fees; Life-time Alumni fees[3] and Refundable security (on successful completion of the entire program) amount that needs to be paid at the time of the admission (**Table-6**)

Hostel and mess charges: FPM being a full-time residential program, students are required to stay at campus during the duration of the course. The FPM and Research Committee may be requested and may consider exemption from this requirement in special cases. **10.2 Financial assistance:** This is a comprehensive sum available to the scholar.

FPM stipend: Stipend and the contingency grants are available to students possessing an Indian Nationality.
- The fellowship provides a monthly fellowship of INR. 25,000/- during the first two years of mandatory course work
- In the event of the scholar being granted a waiver for the first year of course work the stipend is given only for the second year of course work.
- The Fellowship amount is paid at the end of **SUCCESSFUL** completion (i.e. after the results for the term have been declared and the candidate has cleared the mandated requirement for each term) of each term for the first two years. (**Annexure 1: FPM stipend form**)
- INR. 30,000/- during the third year and the fourth year of the program, respectively. - The maximum duration of the program for availing fellowship is FOUR years.
- All selected students, holding an Indian nationality, are eligible for the award of the IMI fellowship.
- Please note the FPM scholars who are getting a JRF/ SRF fellowship are not eligible for the fellowship.

Contingency grant: The IMI fellowship holders are also eligible to get a liberal grant during the third and fourth year of the FPM program. Please note the following in this regard

---

[3] Not applicable for students who have done their Masters form IMI.

- **The** contingency grant-maximum INR. 30,000/- per annum is available to the FPM candidate in the Third & Fourth year of the program (post the successful completion of the Comprehensive Exam).
- The grant is disseminated on production of valid and original receipts.
- Please note, all payments (contingency grant) requests are to be recommended by the concerned TAC supervisor and approved by Head Research & Chairperson FPM programs, IMI, New Delhi.
- The grant can be used for: purchase of software/books/computer consumables/accessories etc. The grant can also be used for thesis related

  work such as: photocopying of questionnaires for thesis work, thesis binding and printing etc.
- The contingency grant will be released at the end of each year i.e. the third and fourth year of the program (**Annexure 11-Contingency grant form**).
- With regards the JRF/SRF scholars, in case the scholarship that they are getting does not provide for a contingency grant, they may avail the same from IMI (subject to authentic proof).

Conference support: After successful completion of the Comprehensive Examination, ALL scholars - Indian nationality (IMI & JRF/SRF scholars) and NRI/other nationalities -are eligible for a conference support for presenting and attending conferences. Please note the following in this regard
- The scholar has available to him/her a cumulative conference grant up to INR 1,20,000/-
- The conference support is limited up to a maximum of TWO national conferences and ONE international conference provided they have cleared their comprehensive examination.
- The conference criteria have to be as per the conference criteria defined by IMI, New Delhi.
- Student must take prior approval well in advance from the Head Research & Chairperson, FPM for attending any National/ International Conference (**Annexure-12-Conference participation form**)

10.3 **Scholar Responsibilities:** All Full-time FPM scholars who have duly completed their CE and successfully submitted and defended their research proposal need to provide mandatory Teaching Assistant services during the remaining terms of their FPM program. The basic intention of this apprenticeship is to prepare the scholar with necessary teaching skills that are essential for anyone pursuing a career in academics or research. The key points in this regard are as follows:
1. During the third and fourth year, after completion of the Research proposal

submission, a student should provide teaching assistantship to faculty members from within his/her area.

2. A student will provide assistantship of maximum up-to 10 hours per week.

3. A student can work as a TA for a maximum of TWO terms during a year. In total the scholar is required to serve as TA for FOUR terms in the final two years of his /her program.

4. Teaching Assistance services may comprise
    - Course Curriculum Design and Development,
    - Classroom Participation Assessment
    - Course Evaluation Assistance
    - Handling student queries etc.

5. A student can take up to 10 teaching sessions during the fourth year as facilitated by the TAC supervisor/s. However, they cannot take more than 2 sessions for any course.

Administration Process: The Teaching assistantship is to be rolled out through a TAC supervisor/s. The scholar is required to convey his/her preference for the term in which they would like to be allocated the TA duties The student can submit his/her request for TA to the Head Research & Chairperson FPM program **(Annexure 10: TA form).** The TAC-chair would then formalize the schedule and inform the
    - Area Chair of the area of specialization of the scholar.
    - Head Research & Chairperson FPM programs
    - FPM program office

The allocation may be done keeping in mind the following:
    - The allocation of the scholar as TA to the Faculty members is carefully done, keeping in mind the fact that the scholar needs to be given adequate exposure for the core courses of the area of specialization as well as courses that are most closely connected to his/her thesis area.
    - The scholar should be allocated as TA for Not more than three courses (of three credit each) in a particular term.
    - The Faculty/s and scholar are informed of the term allocation duties.
    - The log of working hours (beginning and ending of the task) will be maintained by the student himself / herself and be duly signed by the faculty member to whom he/she is assigned to as teaching assistant.
    - The log for each month needs to be validated (signed & authenticated) by the FPM & Research office for records & necessary action in case of a fall out.
    - For any grievance regarding the same the scholar needs to approach the FPM Program office/Head Research & Chairperson FPM programs.

In addition to TA, All FPM scholars are required to provide all necessary support for any **<u>Round Table or Conference</u>** conducted under the auspices of the institute during their study period.

Disclaimer:

1. Notwithstanding anything contained on the above, FPM research scholars shall be governed by the rules and procedures framed by the FPM & Research Committee.

2. Notwithstanding anything stated on the above, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Director General may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of Head Research & Chairperson FPM programs and any or all the Deans of the Institute. The decision of the Director General shall be final.

RULES & REGULATIONS

11. **Attendance:** IMI places high emphasis on regularity and punctuality. Hence, attendance is compulsory in all courses. This requirement formalizes the reciprocal responsibilities between students and faculty to be fully prepared for class and to contribute to joint learning. More broadly, it reinforces our belief in education as a shared exercise. The success of our learning model depends on broad, regular class participation by all students. This, in turn, depends crucially upon regular attendance by all students in all classes.

    If scheduled classes are cancelled due to unscheduled holidays, such as Bandh, government declared public holidays, etc., such classes will be rescheduled on remaining working days of the term or on weekends.

11.1 Excused Absences

1. Leave of absence due to the following specified reasons may potentially be considered for excused absence:

   - Serious Personal illness: A registered doctor's certificate supported by medical prescription and medical test results or hospitalization certificate is necessary to prove the same. Attendance waivers will not be granted for minor or chronic personal illnesses. The medical certificate should carry the complete address and contact details of the issuing authority including the registration number.

   - Death or serious illness in the close and immediate family

   - Student's own wedding day, or that of a close and immediate family member

   - The observance of high religious days

2. Leave of absence for the above reasons does not automatically constitute an excused absence. The decision to excuse absence is taken after the timely submission of an application by the student as explained below.

11.2 Notification of Absences

1. Students must submit a written application to the Head Research & Chairperson FPM programs office, of any absence in advance in the case of emergency, as soon as possible afterward. Notifying the Head Research & Chairperson FPM programs does not automatically constitute an excused absence. Even if the absence is excused, students are responsible for satisfying any "make-up" requirements for a missed class.

2. For leave of absence that can potentially be considered to fall under the category of excused absences, an application for the leave of absence supported by all relevant documents (medical certificate, medical test results, hospitalization certificate, etc.) must be submitted to the office of the Head Research & Chairperson FPM programs on the day the student returns to classes. Late applications will not be considered for excused leave of absence. The final decision to excuse the leave of absence for applications submitted on time will be taken on a case by case basis. In case of planned leave of absence prior approval for the same must be taken from the Head Research & Chairperson FPM programs office.

3. The penalty for shortage of attendance in various programs is listed as under:

   a. Those who have attendance below 50% in a course will get an automatic F as the overall grade for that course.

   b. Those who have attendance of 60% and above but less than 70% would be penalized two sub-grades in the overall grade for that course.

   c. Those who have attendance of 70% and above but less than 80% would be penalized one sub-grade in the overall grade for that course.

   d. Registration on the specified date for each term is mandatory.

   e. Attendance waivers may be granted for taking part in research conferences, workshops and seminars, basis prior approval taken from the Head Research & Chairperson FPM programs. However, maximum attendance waiver of not more than 10 days of missed classes during the entire academic year.

12.Examination Rules

1. Scholars are expected to maintain the sanctity of the academic environment in general and the examination system in particular.

2. Students are allowed to leave the examination hall for wash room only after 90 minutes once the exam started. No student will be allowed to leave the examination hall without submission of the answer script in the last half an hour of the examination. In case the exam duration is only two hours, no student is allowed to leave the examination hall during the exam for wash room.

3. Do not use scrap paper into the exam room. Do all rough work/ calculations in the answer book and cross it through, including any questions which you have answered over and above the number required by the examiners, as well as any other work you do not wish to be marked.

4. Write on both sides of the page except the cover page. Do not leave blank pages.

5. Supplementary answer book should be used only when the main answer book is full (and not just for rough work) and should be tied securely behind the main answer book with the string/staples provided. Get the supplementary answer book signed by the invigilator.

6. All answers to examination questions must be in English unless instructions are given to the contrary. Write in ink (BLACK OR BLUE ONLY) and write as clearly as possible. Examiners may refuse to mark scripts which are illegible or written with pencils.

7. Non-programmable calculators are allowed. Digital diaries and cell phones are not permitted in the examination hall. Further, sharing of calculators, erasers, pencils etc. in the examination hall is strictly prohibited. ***Under no circumstances mobile phone should be found with the student during the examination even in the switched off mode.*** Student may keep the mobile phone on the front desk of the examination room and collect it after the examination.

8. Students should not have their bags or other belongings including books with them during the exam. Only in case of open book exams they may have their books/ notes with them as instructed by the concerned faculty.

9. Please write all the required information on the front page. Get your entries verified

by the invigilator on duty.

10. Once time has been called, ***you must not write anymore*** ***and your script must be ready for collection.*** You must obey this and any other instructions given to you by the invigilating staff.

11. You are reminded that examination conditions still apply when you are instructed by the Invigilator to vacate the examination hall in the event of an emergency. You must not communicate with any other candidate on any topic. In the event of fire or any other emergency which necessitates the evacuation of an examination hall, you will be instructed to leave all materials on your desk and leave as quickly as possible in an orderly manner.

12. Exchange of any remarks, notes or gestures, glances at any other student's answer sheet may be treated as an attempt to cheat and will be dealt with as unfair means.

13. A student found resorting to any unethical academic practices in will be awarded an overall 'F' grade in that course.

Please note that non-compliance of above instructions by the student will attract necessary penalty. Without prejudice to the forgoing provisions, the institute reserves the right to take any disciplinary action against the student found indulging in any kind of malpractice during the examination, which may extend upto expulsion from the institute.

13. Plagiarism, Syndication & Cheating

13.1. Syndication & Cheating: All assessments are intended to determine the skills, abilities, understanding and knowledge of each of the individual students undertaking the assessment. Cheating is defined as obtaining an unfair academic advantage and any student found using any form of cheating, attempting to cheat or assisting someone else to cheat may be subject to disciplinary action in accordance with the IMI, New Delhi's Disciplinary Procedure.

- The Institute regulations define a number of different forms of cheating, although any form of cheating is strictly forbidden. These are:

- submitting other people's work as your own - either with or without their knowledge.

- using notes or unauthorized materials in examinations or copying form others in exam.

- impersonation - taking an assessment on behalf of or pretending to be another student, or allowing another person to take an assessment on your behalf or pretend to be you;

- collusion - except where written instructions specify that work for assessment may be produced jointly and submitted as the work of more than one student, you must not copy or share another student's work or lend your work to another student

- duplication - submitting work for assessment that is the same as, or broadly similar to, work submitted earlier for academic credit, without acknowledgement of the previous submission;

- falsification - the invention of data, its alteration, its copying from any other source, or otherwise obtaining it by unfair means, or inventing quotations and/or references.

13.2. **Plagiarism**: taking or using another person's thoughts, writings or inventions as your own. To avoid plagiarism, you must make sure those quotations from whatever source must be clearly identified and attributed at the point where they occur in the text of your work by using one of the standard conventions for referencing.

13.2.1. Guidelines for plagiarism report submission: The following guidelines must be adhered to for submitting the Plagiarism reports generated by Turnitin or authenticated softwares at various stages of FPM.

1. The Research Proposal/ Pre-synopsis report/ Thesis must undergo a plagiarism check by either Turnitin or authenticated software.

2. The exclusion at the time of performing the check should be limited to the following:

   a. Quotes
   b. Bibliography
   c. Phrases

    d. Small matches upto 20 words

    e. Small similarity less than 1%

    f. Mathematical Formula

    g. Name of Institutions, Departments etc.

3. Regarding self-plagiarism or cases where published work of the student is shown as Plagiarism in the check, a certificate has to be issued by the supervisor specifying and attaching the articles that have been published by the student from thesis work.

4. Similarity Index which is the percentage of text in one's assignment that has been matched with other sources **should not exceed 20 %.**

    i. If the figure is high, it does not necessarily mean that one has plagiarized as the report could be text matching against the following:

        - Quotations that have been correctly referenced.

        - Your bibliography, where the citations you have used could be exactly the same as those of another student.

        - A common phrase or series of words used in context to the topic.

ii. Similarly, a low or zero percent similarity index does not necessarily mean that plagiarism has not taken place.

14. Williamson Magor Library

14.1. Library Membership: IMI library is meant only for the Students, Faculty, Staff, External members, and Visiting Instructors of IMI. Each student member will be issued one library borrower ticket.

14.2 Membership Procedure: A prescribed form available at the library security check counter should be used to apply for library membership. Fill up the requisite form and attach a photocopy of the fee receipt and submit it to the library.

14.3 Circulation Rules: Borrowing facilities are given only to the members of the library. Documents may be borrowed onlyagainst the borrower ticket issued to individuals. The borrower ticket is Non-transferable. The holder of borrower ticket is responsible for any book issued against that ticket, as per the library records.

All the students' members will produce their Library card on the counter at the time of issue and return of books. Students are allowed to borrow not more than two book on library borrower ticket at a time, and are required to return them within SEVEN days for General books and within one day for overnight books. Periodicals, Newspapers and books on reference section may not be taken away from the library.

For reissuing it is necessary to present the book at the counter. Reissue is not automatic. If there is a pending demand for the book, the request for reissue may be turned down by the library. One book issued successively for two weeks will not be reissued even if there is no demand for the book. During the examinations, books issued for a week will not be reissued even if there is no demand for the book. The Librarian can recall books and other library documents any time if need arises.

If the book is not returned by due date, the member will be charged a penalty of Rs. 5 per day per volume for General books and Rs. 10/ - per day per volume for Reference/overnight books. The library can refuse to issue books to members having unpaid dues. If a member loses a book against his/her ticket, the penalty will be as follows:

- He/she will have to replace the document(s) lost or pay the current price of the document(s).

- If the book is not easily available in the market, then the loser would pay 15% extra of the last known cost of the document(s).

- If a member loses his borrower's ticket, he/she shall make a written report to the Librarian. On request, duplicate ticket may be issued after a period of one week after the report of the loss is made. However, the member will have to pay Rs. 50/- for each duplicate ticket required.

14.4 General Rules

1. Users should maintain silence and should not disturb other readers in the library. Smoking/eating/ drinking/chatting is strictly prohibited in the library premises.

b. Users of the library should keep their Cell Phones in silent mode inside the library.

c. The staff member(s) at the check point may refuse entry to those who do not

produce valid identity card.

d. While entering the library, users should leave their personal belongings such as bags, personal books etc. at the entrance to the library on shelves provided. Users leaving the library should permit the library staff to examine their personal belongings, if asked.

e. IMI library follows an open access system. Books and other reading material taken from the library stacks should not be restacked by the readers. These should be left on the reading table.

f. Users of the library should not deface, mark, cut, mutilate, or damage the reading material in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage, and the cancellation of library membership.

g. The member would satisfy himself/herself before leaving the issue counter as to whether the book is in sound condition or not, otherwise he/she may be held responsible.

h. It is of utmost importance that members behave in decent manner with the library staff. It helps in providing you better services. If they have any problem, report it to the Librarian. IN case he is not available contact any other senior person on duty.

i. Any infringement of the library rules will render the privilege of admission and of borrowing book from the library as withdrawn.

Library Working Hours

Working Days

(Monday-Friday)	8:00 a.m. to 12:00 (midnight)

Holidays

Saturdays	9:00 a.m. to 9:00 p.m.
Sundays & Other Holidays	10:00 a.m. to 6:00 p.m.
National Holidays	Closed

15. **Computer Centre-Rules: The** Tata Chemicals Computer Centre labs are designated for use by current students, instructor, and staff of the Institute:

a. Users are advised to maintain discipline in computer lab. Use of cell phone is prohibited inside the lab.

b. Students are not permitted to install, modify or delete any software on lab computers.
c. Food or drinks are not allowed in the computer labs at any time.
d. Scheduled computer based classes in the labs have priority over all other uses.
e. Students are allowed to access & download material from internet as per IMI Internet Policy.
f. Users are provided with User ID & E-mail ID for accessing IMI network & emails. The maximum space allotted to each email box is 25 GB and attachment limit is 20 MB.
g. User should save their data files either on flash drives or on network drive (O: drive). Each user is assigned a maximum of 200 MB space on the Network Drive (O: Drive). Do not save files on lab computer.
h. Computer Centre is not responsible for data loses caused due to computer viruses, improper use of the computer or any other malfunctions.
i. Equipment in the computer labs may not to be removed, modified, relocated, or disassembled without permission of the lab coordinator.
j. Computer Centre resources may not be used for illegal or disruptive purposes.
k. Usage of pirated software is prohibited.
l. Reproduction of any copyrighted material (e.g. software, music, video, books, photographs, etc.) is prohibited.
m. Do not accesses, upload, or download obscene, pornographic, threatening, or discriminatory material.
n. Do not use chat rooms, online games in the computer lab.
o. Any problems with the computer should be reported to the lab coordinator immediately.
p. Scanning facility is available free of cost.
q. Online database can be accessed through IMI intranet (http://intranet)
r. Laser & Color Printers are available and charges per page as follow:
   - Black & White Printing (Rs.1/-)
   - Text & Graphics Color Printing (Rs.5/-)
   - Full Graphics Color Printing (Rs.10/-)
s. User must log off the computer before leaving the computer lab.
t. For Security reason you must change your passwords every 30 days. If you suspect your password has been stolen or compromised, change it immediately and don't disclose to others.

Computer Lab timing

- Working Days (Monday-Friday)	8:00 am to 09:00 pm
- Saturday, Sunday & Other Holidays	8:00 am to 6:00 pm
- National Holidays	Closed

16. **Hostel Rules:** The social life in student hostels constitutes an important part of the learning experience on campus. Hostel life provides students with opportunities to interact with each other in a group setting, through which respect, cooperation and sense of responsibility can be developed. The hostel environment can also help students to discover their talents, increase their emotional maturity, and acquire social skills. All residents of student hostels are members of the hostel community; as such, they should actively participate in hostel functions and help to promote an ideal Hostel environment. The major objective of these student hostel regulations is to safeguard the collective interest of all residents, so that a comfortable environment conducive to both physical and mental well-being can be maintained. All residents are expected to comply with these regulations.

16.1. General Information

1. All IMI students have to stay in the hostel accommodation provided by IMI, Delhi. Currently, accommodations are being offered in Adchini, Ber Sarai, and IMI Campus.
2. Rooms will be allotted by Hostel Administration.
3. Rooms once allotted cannot be changed. Residents in violation of this policy will be required to move back to their original rooms and are subject to disciplinary action and/or financial assessments. Room changes will be done based on space availability.
4. Residents may suggest their own roommates beforehand. Every effort is made to accommodate the preferences of each individual student; however, we cannot guarantee that your preference will be accommodated.
5. Summer residents will be allotted rooms on the basis of availability by paying monthly charges of Rs.7,000/- per bed.

16.2. End Of Residence And Early Withdrawal

1. No refund of hostel fee will be made. This is even in case of a resident who withdraws after joining the program.

2. At the end of the residence period, residents are required to move out of the hostel on or before the designated move-out date. When moving out, residents

are required to clear all belongings (including clothing, books, etc.), and return all the original keys to the Hostel representative. They are also advised to take their bi-cycles/motor bike from the Hostel premises. A failure to do so will lead to forfeiture of security deposits.

3. Residents who have violated hostel regulations can be expelled from their respective hostels immediately by the Discipline and Grievance Redressal Committee.

4. Hostel residence will be terminated for residents certified by the Institute's doctor as not suitable for living in student hostels.

5. Hostel residence will be terminated for residents deemed unable to adapt to hostel life by the Discipline and Grievance Redressal Committee.

6. Hostel residence will be terminated for residents whose studies are terminated or suspended or whose Institute affiliations are changed.

16.3. Rules for Entering and Leaving the Hostel

1. Main gate (Campus) is open until 10 p.m. However for security reasons, resident students are advised to use Hostel gate at the rear for access.

2. Gates (Hostel gate at Campus and Main Gate at Ber Sarai/Adchini) officially closes at 11 p.m. daily. Late night entry for a maximum of 90 minutes on any given night is allowed, provided a formal request has been made. In that case, the resident student must fill in the Out Pass (Appendix-XI) and get it signed by the Warden. This must be done in advance, if the late night pass is for Saturday/ Sunday/ holiday. The out pass will be valid for single use and for that night only as specified.

3. A student who returns after 11 p.m or after the permitted 90 minutes, in case of late night pass, will be allowed entry only on the deposit of his/her ID Card to the security on duty who in turn will deposit it with the Hostel Warden. The ID card will then have to be collected personally by the student from the Hostel Warden the next working day. A warning shall be issued automatically to the concerned resident student. Repeated warnings can result in expulsion from the hostel.

4. For visits to places outside Delhi NCR and other than home, resident students are required to submit the application form (download from "O" drive) duly

recommended by their parents/local guardian and Dean (Academic Programs) and then get it sanctioned from the Hostel Warden. This must be done before leaving the hostel. A failure to do so will be treated as indiscipline and dealt with accordingly and parents will be informed.

16.4. Hostel Rooms

1. Students should not change their officially allotted hostel rooms without prior approval of the Hostel Warden.

2. Students are required to take adequate care of their personal belongings and should not keep their living rooms unlocked at any point of time. They may do so at their own risk and the hostel administration will have no responsibility for any losses, if so caused. No complaints in this regard will be entertained.

3. If any student does not require any item provided to his/her room, he/she should request the Hostel authorities to take back the same.

4. Shifting of existing furniture from one room to another can only be done with the prior permission of the hostel authorities.

5. Students should not share their rooms with any person without approval of the competent authority.

6. As and when students are away from their rooms, they must put off the lights and fans for the purpose of conserving electrical energy.

7. Residents should apply to the Hostel Warden, obtain written approval and pay the required fee before using electrical appliances (except computer, fan, answering machine, hair dryer, radio, mobile and charger) in rooms. Residents who violate the rule for the first time will be required to pay a penalty of Rs. 2000/- . For repeat violation, a penalty of Rs. 3000/- will be imposed and a written warning will be given.

8. It is students' responsibility to take proper care of any equipment/furniture allotted to him/her by the Institute. The damage or destruction of Institute's property will be treated as a serious breach of discipline and full charges for

repair or replacement with penalty, if imposed, will be recovered from individual students or the students committee as the case may be.

9.   Normally the hostel rooms are to be vacated by the students during summer vacation for maintenance.

10. Students should obtain hostel clearance certificate from the hostel in-charge on completion of the programme and hand over possession of the room to the authorities.

11. Complaints of any nature regarding the maintenance of the hostels should be submitted to the RAC. Complaints of a serious nature may be brought also to the notice of the Faculty RAC.

16. 5. Guests and Visitors

1.   Men friends are not permitted to visit the women's residence at all times; Women friends are not permitted to visit men's residence at all times.

2.   Guests/Visiting students in the hostel rooms will sign the Check-in and Check-out registers specially provided for this purpose. The registers will be with the Security Guard-on-Duty.

3.   Guests and visitors are welcome only during the day. There is no provision for guests and visitors to stay in the student residence.

4.   Close family members, that is, parents, brothers and sisters only, can be provided accommodation on request.

16.6.Mess Rules

1.   All students must have their meals in the dining room at the hours stipulated by the Hostel Administration. These hours must be adhered to strictly.

2.   Food will not be served outside the dining room except in cases of sickness. For such cases the Mess In-Charge should be informed at least four hour before the meal service time.

3. Taking out chairs, other furniture, utensils, crockery and cutlery from the Dining Hall is not allowed.

4. The menu in the mess will be decided by the Institute's Administration in consultation with the Student Mess Committee and the Contractor

5. Students are expected to clear their mess dues every term. No student will be allowed to register for the succeeding term/ receive Diploma upon Convocation if mess bill is outstanding.

16.7 Facilities

1. Cafeteria: In all the hostels, there is a private run Cafeteria for providing snacks and cold drinks in the evening. The students are required to pay directly for all the services they avail for themselves. These personal bills cannot be clubbed with the mess and/or other bills of the institute.

2. Doctor: A registered medical practitioner will be available on Tuesday, Thursday and Friday from 2.00 pm to 3.00 pm at the Institute Campus. For major illnesses, students are advised to visit Rockland Hospital and Sita Ram Bhartia Hospital.

3. Gym/Recreation Room/Music: Facilities for recreation and gym have been provided in hostel. They shall be managed by the Sports Committee of IMI Delhi

4. Washing Machine: Washing Machine has been provided in the hostels for the students

16.8.Discipline

1. Ragging, gambling in any form and consumption of any narcotic drugs is strictly prohibited in the campus. Smoking and consumption of alcohol are strictly prohibited inside the class rooms, office areas and the hostel rooms.

2. The institute does not permit anyone to organize parties and/or arrange for drinking alcohol in their rooms. If this rule were to be violated,(a) the organizer, (that is the person in whose room the said event is found to take place will be considered as the

organizer for this purpose) as well as the students involved in the event will be expelled from the student residence; (b) the degree of seriousness of the problem will be evaluated and further action will be decided by the Hostel Warden (c).the parents or the guardians of the students concerned will be intimated immediately.

3. Dealing with and/or use of drugs/narcotics, their possession, their intake and gambling are strictly prohibited. No drugs anywhere at anytime to be found with anybody. If found, the person will be dismissed from the Institute forthwith; parents will be informed and report will be sent to Police on suspicion of such activity and/or any dealing or possession by anyone in substances of such nature.

4. If a student is found to be disturbing peace and tranquility in hostel/campus, under the influence of alcohol or otherwise, appropriate action will be taken against him/her.

5. The students cannot carry firearms of any kind, poisonous things or intoxicants of any kind in the campus and hostel.

6. Students cannot stay out from the hostel in the night without the prior permission of the Warden concerned. Any student doing so will be liable for strict action including issue of show cause, issue of letter to the Parents complaining against the violation of campus and residence rules and for requesting them to counsel their ward, and even in extreme cases expulsion from the institute.

7. Common room chairs, furniture, newspapers and magazines are not to be removed /displaced under any circumstances.

8. Playing cricket/hockey/football in the corridors must be avoided to safeguard the glass panes around.

9. Glass panes and walls of the dining hall and other places at the hostel premises must not be used for displaying notices/posters (for which separate notice boards are available in the hostels) without prior permission of the hostel superintendent/hostel representative. In case posters are put after such permission is obtained, care must be taken not to damage the walls and they must be removed promptly after the event.

10. Hacking in any form and sending spam emails is prohibited

11. Residents must not spoil the walls of their room and the hostel. Any graffiti inside the rooms will invite strict penalty. Any graffiti in the corridor walls will result in fines for all the residents of the floor. The quantum of the fine will be fixed by the Hostel Warden in consultation with the Institute's Facilities Manager.

12. The residents of the hostel cannot organize any function in the hostel without the prior and written permission of the hostel warden. All celebrations, including of birthdays, must be organized in the mess and that too with the prior and the written permission of the hostel warden.

13. The hostel residents are required to vacate their rooms within 48 hours of the end of the final examinations of their 2nd year programme or their convocation, if it is scheduled in March-April. A fine of Rs. 300 per day will be imposed upto 10 days. After which the students will be liable for disciplinary action. Also students are required to hand over the Room Key to hostel attendant at the time of vacating the room.

16.9. Prohibited behaviours

1. The following behaviours are strictly prohibited in student hostels. Residents who violate these rules can be expelled from their hostel within seven days by the concerned Hostel Warden (who will send a copy of any relevant document to the Discipline and Grievance Redressal Committee. Future applications from any such student for hostel residence might not be considered. The expelled resident will not be allowed to stay overnight in any of the student hostels (Ber Sarai/Adchini/Campus).

   i. Allowing a person of the opposite sex to stay in the hostel

   ii. Visiting and staying in the hostel of the opposite sex

   iii. Allowing a person of the opposite sex into their room or public area at the floor of the opposite sex.

   iv. Keeping any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel.

   v. Taking law into their own hands.

vi.   Shouting, fighting, gambling, stealing, violently knocking, maltreating or abusing.

vii.   Engaging a private servant or pet animals

viii.   Absenting from the hostel during night without the prior permission of the Hostel Warden.

ix.   Leaving the hostel without applying in the prescribed form in advance stating the reason for leaving and the address of destination.

x.   Going on excursion or picnic without the prior permission of the Hostel warden. However for any eventuality that may occur during picnic/excursion, the responsibility does not lie with the Institute authorities.

xi.   Forming association of students on the basis of regions, caste or creed during the stay in the hostels.

xii.   Allowing Guests to stay overnight in the room of the students without the permission of the hostel warden.

xiii.   Giving shelter to any other student/outsider in the rooms.

xiv.   Inviting any outside person to address any meeting in the hostel without written permission of the Deans / Director General.

xv.   Consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the campus or hostel or entering the hostel in an intoxicated state.

xvi.   Screening/ keeping obscene literature/ video films in the possession.

xvii.   Bringing Crockery and other such items brought from the canteen to Hostel rooms.

16.10. Rules on Ragging

1.   Students should note that they are prohibited from engaging in "any disorderly conduct, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or

psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do by act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student". (Order of the Supreme Court of India, dated May 4, 2001).

2. Any student found to be indulging in one or more of the above mentioned activities is liable to be reported to the police and/or be punished. Punishment could include expulsion from the Institute, suspension from the Institute for a limited period, a fine with a public apology, withholding of fellowship, debarring from representation in events, withholding of results and suspension or expulsion from the hostel or mess.

16.11. Complaints Committee Against Sexual Harassment

1. Sexual harassment is a form of discrimination. It is behaviour that is not welcome, is personally offensive, destroys morale and interferes with institutional effectiveness. Sexual harassment is an unlawful employment practice as per the directive of the Supreme Court in the Vishaka case. As per the Guidelines and norms laid down by the Hon'ble Supreme Court in Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384), "sexual harassment" has been defined as follows. Sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as :
   a. Physical contact and advances;
   b. a demand or request for sexual favours;
   c. sexually coloured remarks;
   d. showing pornography;
   e. any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

2. It is the policy of IMI Delhi to provide and maintain a working environment free from sexual harassment for its participants, faculty, employees, vendors, contractors, citizens and all others in contact with the Institute through faculty, students, any other programme participants and employees. In compliance with the Supreme Court directive, the Institute has constituted a Complaints Committee Against Sexual Harassment (CCASH) consisting of senior faculty members. The Complaints Committee against Sexual Harassment (CCASH) shall address discriminatory behaviour, including sexual harassment that they observe or of which they become aware. The Committee will also advise the remedial actions in case of any complaint including punishment to the offender. Every effort will be made to

maintain confidentiality to protect both the complainant and the accused to the extent possible.

16.12. Residents Affairs Committee : The Institute has a Residents Affairs Committee consisting of boys and girls representatives from each academic batch, programme and locations.

- All residents will automatically be members of the Residents' Association of their hostel;
- Residents' Associations have the right to issue oral warnings to residents who violate hostel regulations. After an oral warning is issued, the Residents' Association is required to report the incident to the Hostel authority;

16.13 Hostel Warden :The person is responsible for

- Key policy and decision maker. Promote an ideal hostel atmosphere;

- Help individual residents to adapt to hostel life;

- Manage the hostel and maintain order in the hostel;

- Formulate and implement temporary measures for the protection of the collective interest of residents.

IMPORTANT : IMI reserves the **RIGHT TO MODIFY THE RULES**. The Institute reserves the right to conduct surprise check of hostel rooms at any time. Any violation of the hostel rules and regulations by residents will result in prompt expulsion.

17. Academic Calendar (2018-2019)

17.1. FPM-FIRST YEAR

Student Registration	**June 12, 2018 (Tuesday)**
Induction Programme	**June 13-16, 2018 (Wednesday-Saturday)**
First Term	
Classes Commence	June 18, 2018 (Monday)
Mid-Term Exam (classes suspended)	**July 23-26, 2018 (Monday – Thursday)**
Classes Resume after MT	July 27, 2018 (Friday)
Independence Day (Holiday)	August 15, 2018 (Wednesday)
Conventus (**classes suspended**)	**August 17 – 19, 2018 (Friday-Sunday)**
MOCK GD & PI (Classes to be suspended)	**August 25 - 27, 2018 (Saturday – Monday)**
Classes End	August 31, 2018 (Friday)
End-Term Exams	**September 03-07, 2018 (Monday-Friday)**
Term-End Break	**September 08-12, 2018 (Saturday-Wednesday)**
Term Moderation	September 28, 2018 (Friday)
First Term Result	October 01, 2018 (Monday)
Second Term	
Classes Commence	September 13, 2018 (Thursday)
Summer Placement (classes suspended)	**September 24-28, 2018 (Monday-Friday)**
Mahatma Gandhi's Birthday (Holiday)	October 2, 2018 (Tuesday)
Dussehra (Holidays)	October 18 – 21, 2018 (Thursday-Sunday)
Mid-Term Exam (classes suspended)	**October 29 – November 01, 2018 (Monday-Thursday)**
Classes Resume after MT	November 02, 2018 (Friday)
Diwali (Holidays)	November 06 – 11, 2018 (Tuesday-Sunday)
Classes End	December 14, 2018 (Friday)
End-Term Exam	**December 17 – 21, 2018 (Monday-Friday)**
Christmas Holiday & Winter Break	**December 22 – January 01, 2018 (Saturday-Tuesday)**
Term Moderation	January 11, 2019 (Friday)
Second Term Result	January 14, 2019 (Monday)
Third Term	
Classes Commence	January 02, 2019 (Wednesday)
Republic Day (Holiday)	January 26, 2019 (Saturday)
Kritva (**classes suspended**)	**February 01 – 03, 2019 (Friday- Sunday)**
Mid-Term Exam (classes suspended)	**February 06 – 09, 2019 (Wednesday-Saturday)**
Classes Resume after MT	February 08, 2019 (Friday)
Classes End	March 13, 2019 (Wednesday)
End-Term Exams	**March 14-20, 2019 (Thursday-Wednesday)**
Holi	March 21, 2019 (Thursday)

Session Break/SIP	March 21, 2019 (Thursday)
Term Moderation	April 12, 2019 (Friday)
Third Term Result	April 15, 2019 (Monday)

17.2. FPM SECOND YEAR

Student Registration	**June 17, 2018 (SATURDAY) –9.A.M.**
Induction module	**June 17- July 1st, 2018(pre-lunch sessions)**
First/ Fourth Term	
Classes Commence	**July 7th, 2018 (Saturday)**
FPM 2nd year	**3 weekdays + Saturday(FD) Sunday(HD)***
E-FPM	**Saturday(FD) Sunday(HD)**
Classes End	September 23, 2018 (Sunday)
End-Term Exam(optional)	**September 29-30, 2018 (Saturday –Sunday)**
Second/Fifth Term	
Classes Commence	October 06, 2018 (Saturday)
FPM 2nd year	**3 weekdays + Saturday(FD) Sunday(HD)***
E-FPM	**Saturday(FD) Sunday(HD)**
Classes End	**December 23, 2018 (Sunday)**
Christmas Holiday & Winter Break	**December 24 – January 01, 2019 (One week)**
End-Term Exam(optional)	**January 5-6, 2019 (Saturday –Sunday)**
Sixth Term	
Classes Commence	January 12, 2019 (Saturday)
FPM 2nd year	**4 weekdays + Saturday/Sunday(FD)***
E-FPM	**Saturday(FD) + Sunday(HD)**
Republic Day (Holiday)	January 26, 2019 (Saturday)
Classes End	March 17, 2019(Sunday)
End-Term Exam(optional)	**March 23-24, 2019 (Saturday –Sunday)**
COMPREHENSIVE EXAM	**Last week April/First week May 2019**

In case of common courses for FPM/E-FPM

18.1   Functional Heads

Name	Activity	T.N.
Prof. Pinaki Dasgupta	Dean (Administration)	337
Prof. Arvind Chaturvedi	Dean (Development)	105
Prof. Sonu Goyal	Dean (International Relations and Exchange Program)	137
Prof. Neena Sondhi	Head (Research) & Chairperson (FPM Programme)	132
Prof. Barnali Chaklader	Head (MDP & Executive Education)	161
Prof. S Varma	Chairperson PGDM	134
Prof. I A Rizvi	Chairperson PGDM (HRM)	126
Prof. Chhavi Mehta	Chairperson PGDM (B&FS)	335
Prof. V. Chandra	Hostel Warden	107

Prof. Rajeev Anantaram	Student Councilor	155
Prof. Pinaki Dasgupta	Registrar	103

18.2 Fellow Program Office

Name	Activity	TN.
Ms. Sarojini Rawat	Overall Coordination of Programs	196

18.3 Library

Name	Activity	T.N.
Mr. Anup Sharma	Librarian	169
Ms. Kavita Gaur	Dy. Librarian	170
Mr. Kalyan S Patwal	Officer - Library	171
Mr. Shashi Bhushan	Officer - Library	171

18.4 Computer Centre

Name	Activity	TN.
Mr. Dinesh Sharma	Chief Manager - IT	167
Mr. Paras K Sah	Dy. Manager – Systems	168

18.5 Accounts

Name	Activity	T.N.
Mr. R K Singh	Chief Financial Officer	163
Ms. Subhra Barua	Sr. Manager – F&A	164
Mr. Dayaram Yadav	Dy. Manager - Accounts	165
Ms. Reena Johney	Officer – Accounts	192

18.6 Administration

Name	Activity	T.N.
Mr. Sunil Kumar	Chief Manager (Facilities)	202
Ms. Seema Saxena	Manager – Purchase & Administration	162

Table 1: Grading scheme followed at IMI-New Delhi

Letter grade	Grade point	Description
A+	10	Exceptional
A	9	Excellent
A-	8	Proficient
B+	7	Very Good
B	6	Good
B-	5	Fair
C+	4	Satisfactory
C	3	Unsatisfactory
C-	2	Poor
D	1	Very Poor
F	0	Fail

Table- 2: First year Courses (FPM 2018-2022)

Jun-Sept	Sept-Dec	Jan-Mar
1. Business Mathematics (3) 2. Financial Accounting & Analysis (3) 3. Managerial Economics (3) 4. Marketing Management-I (3) 5. Organizational Behavior-I (3)	1. Business Statistics (3) 2. Cost & Management Accounting (3) 3. Financial Management-I (3) 4. Management Information Systems (3) 5. Macro-Economic Theory & Policy (3) 6. Marketing Management-II (3) 7. Operation Management -I (3) 8. Organizational Behavior-II (3)	1. Financial Management-II (3) 2. Human Resource Management (3) 3. Operation Management-II (3) 4. Research Methods for Management (3) 5. Business Strategy & Competitive Advantage (3) **6.** Indian Economic Policy (1.5)
Total credits= 15(Courses-5)	**Total credits= 24(Courses-8)**	**Total credits= 16.5(Courses-6)**

FIRST YEAR COURSE CREDITS +COURSES= 55.5(19)

Table-3: First year Area Specific Courses (FPM 2018-2022)

	Jun-Sept	Sept-Dec	Jan-Mar
Economics & Business Environment	Business Mathematics Managerial Economics	Macro-Economic Theory & Policy	Research Methods for Management Indian Economic Policy
Finance & Accounting	Financial Accounting & Analysis Managerial Economics	Cost & Management Accounting Financial Management-I	Financial Management-II
Marketing	Managerial Economics Marketing Management-I	Financial Management-I Marketing Management-II	Research Methods for Management
Organizational Behavior / Human Resource Management	Organizational Behavior-I	Organizational Behavior-II	Human Resource Management Research Methods for Management Legal aspects of Business
Operations Management & Quantitative Methods	Business Mathematics	Business Statistics Operation Management-I	Research Methods for Management Operation Management-II
Strategy & general management	Managerial Economics	Business Statistics	Legal aspects of Business Research Methods for Management Business Strategy & Competitive Advantage

Table 4: Second year Course structure (FPM 2018-2022)

Jun- September	September- December	January- March
1. Core Courses -Advanced Research Methodology-I (3) 2. Core Courses -Strategic Management (3) 3. Area Core - 1 (3) 4. Area Core - 2 (3)*	1. Core Courses-Advanced Research Methodology-II (3) 2. Core Courses - Pedagogy for Management Teaching (3) 3. Area Core - 3 (3) 4. Area/Allied- 1 (3)	1. Area/Allied- 2 (3) 2. Area/Allied/CIS-3 (3) 3. Review of Literature Related to Thesis (3)
Total Credits= 12(Courses-4)	**Total Credits=12(Courses-4)**	**Total Credits= 9(Courses-3)**

*The area Core course 2 conductions is flexible and will be in term 1 or 2 depending on whether the rea considers the conduction to be with Area core 1 or post the first course is over.

SECOND YEAR COURSE CREDITS +COURSES= 33(11)

Table 5: Second Year Area Courses- Core and Electives (FPM 2018-2022)

No.	Area	Compulsory	Electives
1	**Economics & Business Environment**	1. Advanced Microeconomics 2. Advanced Macroeconomics 3. Advanced Econometrics	1. International Economics & Finance 2. Development Economics 3. Industrial Organization
2	**Finance & Accounting**	1.Financial Accounting & Analysis 2. Financial Management 3. Financial Econometrics	1. Security Analysis & Portfolio Management 2. Financial Derivatives & Risk Management 3. Business Valuation 4. Mergers and Acquisitions 5. International Finance 6. Behavioural Finance 7. Bank Management 8. Financial Markets, Instruments & Institutions
3	**Marketing**	1.Creating and Delivering Customer Value 2. Advanced Consumer Behavior & Insights 3. Strategic Brand Management	1. Digital marketing 2. Innovation in Product Marketing: B2B and B2C 3. Management of Pricing 4. Contextual Approaches to Services & Relationship Marketing 5. Rural Marketing 6. Contemporary Marketing Channel and Communication Strategies 7. Integrated Marketing Communication 8. Advertising Management & Advertising Research 9. Sustainability & Social Marketing
4	**Organizational Behavior / Human Resource Management**	1.Individual in the Organization (OB1); 2.Group & the Organization (OB2); 3.Human Resource Management(HRM)	1.Learning & Development (L&D) / Strategic Human Resources Management (SHRM) 2.Leadership Concept & Practice (LCP) 3. Performance Management System (PMS) 4.Competency & Talent Management (CTM) 5.Organizational Development & Change Management (ODCM) 6. Employee Relations Management (ERM)
5	**Operations Management & Quantitative Methods**	1.Classical and Advanced Techniques for Optimization 2. Stochastic Processes: Theory and Applications 3. Contemporary Topics in Operations Management	1.Applied Econometrics 2. Advanced Time Series Modeling 3. Advanced Service Operations 4. Advanced Project Management 5. Quality Engineering and Management 6. Supply Chain Optimization and Logistics Modeling
6	**Strategy & general management**	1.Theoretical Perspectives on Strategy 2.In-organic Growth & Strategic Collaboration 3.CSR & Sustainable Development	1. Business in Emerging Markets 2. Competitive Strategy 3. Innovation & Entrepreneurship 4. Corporate Governance 5. Strategy as Process
7	**Information management**	**N.A.**	1.IT and its Impact on Business Models and Organizations 2. Knowledge Management for Competitive Advantage 3. IS Development Approaches and Frameworks 4. Social Media Applications for Business 5. Big Data Analytics and Machine Learning 6. Enterprise Security and Privacy 7. E-Governance and ICT for Development

Table 6: FPM Program Cost and Other Charges

Tuition fees	IMI-D (2018-2022)			
	1ST Year	2year	Subsequent years	TOTAL
FPM(fellowship)- Indian National	N.A.	N.A	N.A.	NIL
JRF/SRF/ETC. Indian National	N.A.	N.A	N.A.	NIL
NRI/foreign nationality	INR 1,30,000/-	INR 1,30,000	N.A.	INR3,60,000/-
Other fees(All scholars)				
Hostel Fees	As per IMI current year norms	As per IMI current year norms	As per IMI current year norms	
Mess(Lunch/tea/coffee)	As per IMI current year norms	As per IMI current year norms. 10,000/-(In case of non-residential students)	As per IMI current year norms	10,000
Admission Fees	50,000	50,000		50,000
Alumni Fees	12,000	N.A.	N.A	12,000
Security Deposit*	25,000	N.A.	N.A	75,000

Refundable on successful award of the degree

Please note: The FPM fees for the entire year is a one-time payment. The students are supposed to clear all fee dues before registration of each year. In case of late deposit late fee charges of INR. 100/- per day shall be charged. In special circumstances, the Head (Research) may get additional time for paying the fees. Please note that the late fee is applicable regardless of whether the payment is made directly or through bank loan.

IMI

FELLOW PROGRAM IN MANAGEMENT

FPM-2018-2022

FPM STIPEND FORM

Scholar's Name: _____ **(In block letters)**

Scholar's Registration Number:

Area of specialization(Thesis):

Date and Month of Joining(Details):

Fellowship   for   the

period……………………………………To……………………………………..

Amount (Words & Figures)

Scholar (Signature) _____

Head Research & Chairperson FPM program (Signature) _____

Dean, Academics (Signature) _____

Registrar (Signature) _____

DATE:

Annexure- 2

IMI

FELLOW PROGRAM IN MANAGEMENT

FPM-2018-2022

LEAVE APPLICATION FORM

Date……………

Name:			
FPM Roll No:	**Time: –**		
	From	**To**	**No. of Days**
Absenting from class			
Reason for Leave			

Encl: – Medical Certificate & Fitness Certificate
     (for sick leave)

Signature of the student

Leave of absence from the class granted/Not granted

Warden (Hostel)   ………………….   ………………….
                                        (Signature)   **(Date)**

FPM Chairperson/Dean (Academics)   ………………….   ………………….
                                        (Signature)   **(Date)**

IMI

FELLOW PROGRAM IN MANAGEMENT

FPM-2018-2022

SECOND YEAR REGISTRATION FORM

Scholar's Name: _____ **(In block letters)**

Registration Number:

Area of Specialization:

Grade sheet: First Year

DATE:

IMI

FELLOW PROGRAM IN MANAGEMENT

FPM-2018-2022

ACADEMIC ADVISOR(SIP) FORM

Scholar's Name: _____ **(In block letters)**

Scholar's Registration Number:

Academic Advisor/s(Details):

SIP Title(Details):

Academic Advisor (Signature) _____

FPM Scholar (Signature) _____

DATE:

\<Title\>

Summer Internship Project Report submitted in partial fulfillment for the Fellow Program in Management

\<Academic Advisor\>

Submitted by:
\<Scholar name\>
\<Month, year\>

INTERNATIONAL MANAGEMENT INSTITUTE
NEW DELHI

IMI

FELLOW PROGRAM IN MANAGEMENT

FPM-2018-2022

COURSE OF INDEPENDENT STUDY PROPOSAL FORM

Scholar's Name: _____ (In block letters)

Scholar's Registration Number:

Title of the CIS:

Type of study: Desk Research/Case study/ Field study/ Any other(specify)

Scholar (Signature) _____

CIS supervisor (Signature) _____

DATE:

IMI

FELLOW PROGRAM IN MANAGEMENT

FPM-2018-2022

CIS EVALUATION FORM

Scholar's Name: _____

Scholar's Registration Number:

Title of the CIS:

Components of Evaluation	Marks			
	Max Marks	Academic Advisor	Faculty Member 1	Faculty Member 2
Introduction & Literature Review: Clearly describes objectives and rationale of the CIS. Presents relevant & Up-to-date literature.	25			
Methodology/approach: Use of appropriate methods with justification. Analysis of the findings(if applicable)	10			
Study findings/ conclusions/discussions/limitations and significance of the CIS	15			
Report Writing: Is the writing style clear (topic sentences. Introduce themes presented in each paragraph; concise language used; spelling and grammar}. Are the ideas presented clearly and can they be followed from one section of the proposal to the next?	25			
Presentation: Presentation Skills Handling Questions & Answers	15 10			
Total Marks	100			

Approved I Approved with Changes I Not Approved

-------------------------   -----------------------------   -----------------------------
Signature of CIS Supervisor   **Signature of Member**   **Signature of Member**

Annexure-8

<Title>

Course of Independent Study Report submitted in partial fulfillment for the Fellow Program in Management

<CIS Supervisor>

Submitted by:
<Scholar name>
<Month, year>

INTERNATIONAL MANAGEMENT INSTITUTE
NEW DELHI

IMI

FELLOW PROGRAM IN MANAGEMENT

FPM-2018-2022

THESIS ADVISORY COMMITTEE FORM

Scholar's Name: _____ **(In block letters)**

Scholar's Registration Number:

Area of specialization(Thesis):

Thesis Supervisor/s(Details):

TAC members(Details):

1.

2. Scholar (Signature) _____

Thesis supervisor (Signature) _____

Thesis supervisor (Signature) _____

TAC member (Signature) _____

TAC member (Signature) _____

DATE:

IMI

FELLOW PROGRAM IN MANAGEMENT

FPM-2018-2022

FPM REGISTRATION FORM

Scholar's Name: _____ **(In block letters)**

Scholar's Registration Number:

Thesis title:

Thesis Abstract:

Scholar (Signature) _____

Thesis supervisor (Signature) _____

Thesis supervisor (Signature) _____

DATE:

IMI

FELLOW PROGRAM IN MANAGEMENT

FPM-2018-2022

FPM PROGRESS REPORT

1. **Name of the Scholar:**

2. **Registration No.:**

3. **Date of commencement of the Fellow Program:**

4. **Date of the comprehensive exam & status:**

5. **Name of the supervisor:**

6. **TAC Members:**

7. **Last TAC meeting held on:** (report to be attached)

8. **Thesis title:**

9. **Number of days the scholar remained out of station for field work travel with dates and places visited (if applicable):**

10. **Publications during the period under report:**
    (Title of the article/paper) (please enclose reprint of each)

11. **A detailed account of the work done during the period (a separate sheet may be attached for the purpose)**

Research Phase	Status as per last report	Progress and current status
Preparation of Research Proposal,		
Pre-registration Presentation & Submission of the final draft of the proposal for the thesis		
Data Collection		
Data Analysis		
Writing of Thesis		

12. **Comments of the Supervisor on the progress of the research work by the scholar during the period under report**

Name and signature of the Scholar:

Name and Designation of the Supervisor:

       Signature:

IMI

FELLOW PROGRAM IN MANAGEMENT

FPM-2018-2022

| FPM TEACHING ASSITANTSHIP APPLICATION FORM |

Name of the Scholar:

Registration No.:

Teaching Assistantship period:

- **Course/Faculty (1)**

- **Course/Faculty (2)**

- **Course/Faculty (3)**

- **Any other(specify)**

TAC Supervisor (Signature)

Scholar (Signature)

Date:

IMI

FELLOW PROGRAM IN MANAGEMENT

FPM-2018-2022

FPM CONTINGENCY GRANT FORM

Name of the Scholar:
 Registration No.:
PURPOSE:

- ☐ **Attending Research Workshop /Summer School**
- ☐ **Fieldwork in connection with Thesis**
- ☐ **Purchase of Software I Books I Computer Consumables I Accessories**
- ☐ **Copy Editing of Paper I Dissertation I Transcription and other Coding Support**
- ☐ **Thesis Binding and Printing**
- ☐ **Subscription to Journal / Magazines**
- ☐ **Annual Membership Fee for National I International Society**
- ☐ **Any Other, Please Specify:**

DETAILS OF EXPENSE
(Please provide details specific to expense category above. Use/Attach sheets, if necessary)

_____

_____

_____

(For Fellow Program Office Use)

Total Grant Availed: _____   **Contingency Grant Balance:**
_____

Use of grant as detailed above: Recommended I Not Recommended

TAC Supervisor

Approved by:

Head Research & Chairperson FPM programs

IMI

FELLOW PROGRAM IN MANAGEMENT

FPM-2018-2022

CONFERENCE APPROVAL REQUEST FORM

NATIONAL I INTERNATIONAL

Date of Request: _____

Student Details

    Name: _____ **Roll No.:** _____

    Area: _____ **Year:** _____

Conference Details

    Conference Title: _____

    Dates of Conference: _____

    Last Date of Registration (Early Bird, if any): _____

    Organizing Body: _____

    Venue (Address, City & Country): _____

    Travel Support provided by Organizers: _____

    Accommodation Support provided by Organizers: _____

  Other Details

    Days involved for Round Trip: _____ **From** _____ **To** _____

    Paper Title: _____

    Author(s):
    _____

    Total Estimated Expenses to be Borne by IMI-D _____

Documents Attached (Please Tick):

Estimated Expenses Form I Paper Acceptance Notification / Invitation I Conference Registration Fee I Full Paper

                          (For Office Use)

Last Conference Supported by IMI: From _____ **To** _____

Remarks, if any: _____

TAC Supervisor Recommendation: Recommended I Not Recommended

Head research & Chairperson FPM programs: Approved 1   Not Approved

\<Title\>

**Research proposal submitted in partial fulfillment for the
Fellow Program in Management**

THESIS ADVISORY COMMITTEE

**\<TAC Supervisor\>
\<TAC Member\>
\<TAC Member\>**

**Submitted by:
\<FPM scholar\>
\<Month, Year\>**

**INTERNATIONAL MANAGEMENT INSTITUTE
NEW DELHI**

\<TITLE\>

A Dissertation submitted

in partial fulfilment of the

Fellow Program in Management at

International Management Institute, New Delhi

By

\<Scholar name\>

\<Month, Year\>

Under the supervision of

\<TAC supervisor\>

INTERNATIONAL MANAGEMENT INSTITUTE

NEW DELHI

DECLARATION

I do hereby declare that the dissertation titled <Title> submitted to the International Management Institute, New Delhi, in partial fulfillment of the award of Fellow in Management of International Management Institute, New Delhi, is an original work done by me under the supervision and guidance of

Prof-------- (Supervisor), Prof----- and Prof.---------- (Committee members)

 of International Management Institute, New Delhi. This work has not been submitted to any other University/ Institution for any purpose.

<Signature of the FPM Scholar>
<Name of the FPM Scholar>
<Roll Number>
International Management Institute
New Delhi
<Date>

CERTIFICATE

This is to certify that the dissertation titled "------------------------------------
submitted to the International Management Institute, New Delhi in partial fulfillment of the
requirements of the Fellow Programme in Management   is an original work done by Mr/Ms----------------------------- at International Management Institute, New Delhi under our supervision and
guidance.

To the best of our knowledge, this thesis has not formed the basis for the award of Ph.
D. /, fellowship or other similar title to any candidate of any university/ Institute.

Date:

Name and Signature
(TAC Supervisor)
Professor of -------
International Management Institute
 New Delhi

Name and Signature
(TAC member)
Professor of -------
International Management Institute
 New Delhi

Name and Signature
(TAC Member)
Professor of -------
International Management Institute
 New Delhi

IMI

FELLOW PROGRAMME IN MANAGEMENT

FPM-2017

RE- REGISTRATION FORM

Scholar's Name: _____ (In block letters)

Registration Number

Name of the Supervisor (if applicable)	
Names of the Committee Members **(if applicable)**	
Title of the Dissertation (if applicable)	
Permanent Address **Telephone/Mobile No.:**	
Postal Address **Telephone/Mobile No.:**	
E-mail ID:	

Date: _____

(Signature) _____