
HANDBOOK OF INFORMATION FOR STUDENTS

**PGDM, PGDM (HRM) & PGDM (B&FS)
Academic Year 2024-25**



Dear Students,

Welcome to IMI New Delhi!

The Student Handbook provides the rules and regulations pertaining to academic, administrative and other aspects of life at IMI New Delhi. These rules are valid for the academic year 2024-25 for the students across all batches of the two-year academic Programs at IMI New Delhi. Each student is responsible for adherence to the rules and regulations stated in the handbook.

Please read and understand the handbook carefully. All academic and administrative decisions, hereafter, will be guided by the provisions included in the handbook. However, the institute reserves the right to modify the rules at any time. For interpretation of any provision, you may please approach the office of Dean Academics or the Program Office.

While it is not the intention of the institute to be intrusive, it is important that rules are followed both in letter and spirit to ensure a healthy and congenial environment for everybody.

New Delhi
25th June 2024
(As Revised on: July 25, 2024)

Prof. Sonu Goyal
Dean Academics

Introduction to IMI

IMI New Delhi is the first corporate-sponsored management school of the country and was launched in 1981 in collaboration with International Management Institute, Geneva (now International Institute for Management Development (IMD), Lausanne). This collaboration enriched the academic curriculum and promoted faculty exchange. With years of collaboration and support from IMI Geneva, McGill University of Canada, Manchester Business School, U.K. and patronage of Indian Industry, this institute has grown into one of the premier B-Schools of India today.

IMI's New Delhi educational programs have been recognized by All India Council for Technical Education (AICTE). IMI New Delhi has been accorded the prestigious accreditations such as the Association of MBAs (AMBA) and Association to Advance Collegiate Schools of Business (AACSB). IMI's New Delhi, PGDM, PGDM (HRM) & PGDM (B&FS) Programs are approved by Association of Indian Universities (AIU) as equivalent to MBA.

Leading business publications have been consistently rating IMI New Delhi as a top performer in terms of its intellectual capital, corporate connectedness, research, personality development and industry exposure. Today, the institute enjoys a place of esteem amongst leading management institutes in the country. The vision of IMI New Delhi is guided by all its stakeholders, spanning its student's community, alumni, corporate patrons, and society at large.

The institute has clearly articulated its Vision and Mission statements.

Vision: To be a premier management school with global outlook for achieving excellence in knowledge creation and dissemination

Mission: To develop responsible, globally aware, socially sensitive, value driven, articulate leaders with critical thinking skills, having an entrepreneurial and innovative mindset.

ACADEMIC COUNCIL

The Academic Council is a body comprising all Deans, Area Chairpersons, Program Chairpersons, Coordinator IQAC, and any other member of the faculty nominated by the Director General. The Dean Academics is the Chairperson of the Council. The Academic Council ensures that best practices are implemented, and academic standards are maintained at the institute. The specific responsibilities of the Academic Council include, but are not limited to, the following:

- Ensure there are clear admission requirements and procedures for the particular Diploma;
- Withdraw the registration of any candidate on the recommendation of the Dean Academics;
- Undertake detailed study of matters referred to it for its consideration;
- Maintain academic discipline across Programs;
- Ensure smooth functioning of Programs;
- Provide opinion/take decisions on cases referred to it by the Director General;
- Participate in the review of curriculum and program structure for various academic programs to keep these updated and relevant;
- Frame the academic rules of the institute;
- Prepare the academic calendar for the institute.

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ACADEMIC RULES

1. POST GRADUATE PROGRAMS

IMI New Delhi offers the following AICTE-approved full-time Two-Year Post Graduate Programs:

- 1.1 PGDM - Post Graduate Diploma in Management. The Program is equivalent to an MBA Degree (equivalence granted by the Association of Indian Universities, AIU).
- 1.2 PGDM (HRM) - Post Graduate Diploma in Management (Human Resource Management). This is a specialized Program in Human Resource Management equivalent to an MBA Degree (equivalence granted by the Association of Indian Universities, AIU).
- 1.3 PGDM (B&FS) - Post Graduate Diploma in Management (Banking & Financial Services). This is a specialized Program in Banking and Financial Services equivalent to an MBA Degree (equivalence granted by Association of Indian Universities, AIU) and affiliated with CFA institute USA under University Affiliation Program of CFA institute.

Henceforth, the term “Programs” will mean the three programs: PGDM, PGDM (HRM), and PGDM (B&FS).

2. REGISTRATION

- a. All newly admitted students are required to register on the 1st day of Orientation and submit the following documents.
 - i. Class-X Mark sheet and Certificate
 - ii. Class-XII Mark sheet and Certificate

- iii. Graduation Mark sheet of all the years
 - iv. Degree/Provisional Certificate (if degree not received)
 - v. Work Experience (if any)
 - vi. Copy of CAT/XAT/GMAT score
 - vii. Medical Certificate
 - viii. Filled and signed Affidavit of Anti Ragging (as per AICTE norms) form
- b. Failure to submit any **academic/work experience outstanding document(s)** will automatically lead to the cancellation of the student's admission, and the fees deposited will not be refunded in that case.
- c. Students are required to register on the first working day of each Term in the Program Office.
- d. Students with outstanding fees or any other charges will not be allowed to register for the new Term without clearing the dues.
- e. Late registration will only be allowed with the permission of the Program Chairperson in writing.
- f. An unregistered student cannot attend classes, and therefore will not be given attendance.

3. ORIENTATION PROGRAM

All students registered for the Post Graduate Diploma in Management have to compulsorily undergo a two-week Orientation Program. The objectives of the Orientation program are as follow:

- a. To introduce students drawn from diverse academic streams to foundational management courses such as Accounting, Finance, Mathematics, Statistics, Case Studies, etc.
- b. Enhance general awareness and understanding of business in the context of its larger environment, culture, and values.
- c. Help students acquire insights about their personality and inputs for their development and well-being.
- d. Connect students with the faculty and staff for better familiarity during their program duration.
- e. Provide students with adequate information about the resources available at the institute for an effective pursuit of academics.

Note: It is mandatory for all students to attend the classes and activities schedule in the “Orientation Program”.

4. ACADEMIC TERMS

IMI New Delhi follows a trimester system. The academic year is divided into three academic terms of approximately 3 months and additionally has a Summer Internship of 8 to 12 weeks after the completion of Term-III. The academic calendar providing all relevant dates for commencement of academic terms, examinations, and term breaks is released at the start of the academic year.

5. CREDIT REQUIREMENTS

In order to become eligible to earn a diploma certificate in PGDM program, a student has to earn the prescribed number of credits. 1 credit is equivalent to 10 hours. The session duration is 90 minutes. A course

may be offered over 5 sessions (0.75 credits and 7.5 hours), 10 sessions (1.5 credits and 15 hours), 15 sessions (2.25 credits and 22.5 hours) or 20 sessions (3 credits and 30 hours). Most courses are offered as 3 credit courses of 30 classroom contact hours. For a student, one hour of classroom time requires about 2 hours of preparation time. This includes study of textbooks, readings, cases, case discussions in groups, solution of exercises, hands-on-exercises on computer etc.

On an average a student should expect around 30 hours of classroom interactions and 60 hours of “preparatory work for classes” every week. In addition, a student is expected to spend time on projects & assignments (both individual and group), for each course. A student is evaluated throughout the trimester through various evaluation component(s).

5.1 Minimum Credit Requirements for Various Programs

The minimum credit requirements are as follows:

- a. PGDM-102 credits of which 99 credits correspond to coursework and 3 credits correspond to Summer Internship Project (SIP).
- b. PGDM (HRM)-102 credits of which 96.75 credits correspond to coursework and 3 credits correspond to Summer Internship Project (SIP) and 2.25 credit for NGO internship.
- c. PGDM (B&FS)-102 credits of which 99 credits correspond to course work and 3 credits correspond to Summer Internship Project (SIP).

These credits are expected to be completed over a 2-year period with the maximum allowed duration for completion up to 3 years.

6. CLASS TIMINGS

Classes are normally scheduled from 8.30 a.m. to 6.00 p.m. Monday through Friday. In addition, classes may be scheduled on weekends and evenings, if required.

7. COURSE OUTLINES

The students are provided with a detailed course outline along with a session plan for each course they take. This is made available at the commencement of each term. The course outline normally would have the following details:

1. Title of the course, number of credits, academic year, term, and name of the instructor
2. Chamber consultation hours
3. Course Description
4. Course Outcomes (COs)
5. Mapping of The Program Outcomes (POs) And Course Outcome (COs)
6. Pedagogy
7. Course Evaluation Component(s) (CECs)
8. Mapping Between COs, POs and CECs
9. Resources
10. Session Plan
11. Academic Integrity & Class Rules

8. AUDIT COURSES

Students who wish to opt for an audit course can do so on payment of an additional fee.

Students are permitted to take an audit course offered by the institute in addition to the courses they register to complete the credit requirements for their diploma. A student can audit a maximum of two courses per term. The performance in an audit course will appear in the transcript as Satisfactory (S) or Not Satisfactory (NS). Performance in an audit course will not be part of the grade(s). Point Average computation. The student must ensure that the choice of an audit course does not conflict with his/her regular commitments during that academic term. In general, it is advisable not to take more than one audit course per academic term. The fee for an audit course is Rs. 10,000/- and is to be paid in advance to the Finance section before commencement of the term.

9. COMPULSORY WORKSHOPS

Workshops are an integral part of PGDM programs. They are designed to enhance a student's soft and technical skills. The performance in a workshop will appear in the transcript as Satisfactory (S) or Not Satisfactory (NS). However, obtaining a satisfactory grade(s) in a mandatory workshop is essential for award of diploma. Attendance norms will be applicable as per the institute attendance policy (Please see section 17). All assessment component(s) as prescribed in the course outline for the workshop will be mandatory.

10. COURSE OF INDEPENDENT STUDY (CIS)

A Course of Independent Study (CIS) may be taken up in lieu of a regular elective course.

10.1 Objectives

- a. The objective of introducing a CIS in the curriculum is to provide a platform for knowledge creation rather than mere knowledge dissemination.

10.2 Important Information Regarding CIS

- a. The CIS is an individual project to be carried out under a faculty supervisor and is equivalent to 3 credits of course work.
- b. A student can pursue CIS in either Term-IV or Term-V of the Program. There is no CIS permitted in Term-VI.
- c. Minimum CGPA requirement for CIS is 6.0 at the time of opting for CIS.
- d. It is the responsibility of the student in consultation with faculty supervisor to choose a CIS topic.
- e. Students must submit CIS proposal in the prescribed form (**Appendix-I**) to the Program Office within two weeks from commencement of the term.
- f. Program Office will send the CIS proposal to Dean Academics.
- g. Dean Academics will appoint a two-member team to review the proposal. This team reviews the proposal and sends feedback to the concerned Area Chairperson.
- h. Area Chairperson sends the feedback/suggestions to the Program Office. Area Chairperson may give additional

comments. This proposal evaluation should not take more than a week.

- i. The Program Office communicates CIS feedback/suggestions to the student as well as concerned supervisor.
- j. Student can then start working on CIS under the supervision/guidance of the supervisor.
- k. Student must interact regularly with the supervisor during the entire term. If the student is found to be irregular in discussion and interaction with the supervisor, the student may be asked to discontinue from CIS, and he/she may be allocated a regular course by the Program Office for the next term.
- l. Under no circumstances, extension will be granted for CIS which has to be completed in the given term.
- m. A faculty can supervise a maximum of 1 student in a term and maximum of 2 in a year for CIS.

10.3 CIS Supervisor

- a. Initial consultation with a faculty member regarding CIS does not make it obligatory for the student to select him/her as a supervisor. A faculty member is not obliged to serve as a supervisor merely because a student has discussed CIS topic with him or her.
- b. The supervisor – student relationship is determined by mutual interest on the part of the student and faculty member involved. CIS is a student driven activity and the onus of regular contact with supervisor lies with the student.

10.4 CIS Evaluation

The following four component(s) will be used for evaluation of CIS.

Evaluation Component(s)	Percent weight
Proposal Evaluation to be done by a two-member team	20%
Interim Progress Report to be evaluated by Supervisor	20%
Final Report evaluated by a three-member team (Convener, Area member & Supervisor)	40%
Defense Presentation	20%
Total	100%

10.5 CIS Submission

- a. The Program Office will communicate to the student about the timeline for submission of above evaluation component(s) well in advance. The student needs to complete the CIS in the assigned term and no extension will be given.
- b. Final Report of the CIS will be checked for plagiarism using anti-plagiarism software. If the similarity index is more than the permissible threshold (18%), then the report will be rejected outright. A copy of the plagiarism check report will be provided to the evaluation committee.

10.6 CIS Presentation & Viva

The Program Office will arrange the final presentation before a panel consisting of Supervisor, two members from same Area appointed

by the Area Chair and one member from another area appointed by Dean Academics.

11. ELECTIVE SELECTION

11.1 Selection of Elective Courses in 2nd Year

- a. All students are required to make their choices for electives on OLT for Terms IV, V and VI based on the specializations they seek. While there is a prescribed minimum and maximum limit to the credits per term, students are advised to take up extra credits only if they are sure they will be able to handle the extra load. Extra courses will be included for CGPA calculations. If a student is unable to perform well due to the extra load it may bring down the CGPA.
- b. All students are expected to make their elective choices before leaving for SIP, soon after the elective briefing conducted by each area in Term-III. A communication with detailed instructions for the same will be sent by Dean Academics. The OLT will be open for a given period for making the choices. Once the student has opted for electives, he/she will not be allowed to drop any of the chosen electives or swap the elective with another one, beyond the given deadline. Once a term starts no request for changes in elective choices will be considered, which also means students cannot drop electives already chosen.
- c. Electives are run only if they have adequate subscriptions. In case the subscription for an elective is inadequate the elective would be cancelled. Students who opted for electives which get dropped will be asked to choose another elective in lieu of the cancelled elective.

- d. For Terms IV, V and VI students may be allowed to make a change in their choice of electives, at least one month before the start of the term, once notified by the Dean's Academics office. Such changes will be conditional to minimum enrolment for the elective not getting impacted, or not disturbing the sections created, based on the strength of total enrolment for the course. Such a change will be considered on a first-cum-first basis only, after the notification from Dean Academics.

12. EVALUATION

- a. IMI New Delhi follows a system of continuous evaluation. The instructor may design an appropriate method of evaluation according to the requirements of the course. Students' evaluation may include preparation made for the class and participation, quizzes, Mid-Term Examination, term papers/projects, assignments, End-Term Examination or any other criterion that the instructor concerned may deem fit.
 - i. A 3-credit course takes into account a minimum of 4 component(s) for evaluation.
 - ii. A course of 2.25 credit or 1.5 credit considers a minimum of 3 component(s) for evaluation.
 - iii. A course of 0.75 credit considers a minimum 2 component(s) for evaluation.
 - iv. Mid-Term Examination is optional for all courses. End-Term Examination are mandatory for all courses.

The schedule for Mid-Term Examination (wherever applicable) and End-Term Examinations will be announced by the Examination Cell after approval from the Dean Academics.

- b. Details regarding evaluation criteria are provided in each course outline provided to students at the beginning of term.

13. EXAMINATIONS AND QUIZZES

13.1 Quizzes

- a. Calculators may be allowed in the examination hall subject to permission from the concerned faculty.
- b. Smart watches, cell phones or any electronic device which may have internet connection are not permitted in the examination hall. Further, the sharing of calculators, erasers, pencils etc. in the examination hall is strictly prohibited.
- c. **Under no circumstances students can have in their possession a mobile phone, even in switched-off mode, during the time they are writing the Quiz.** Students must keep the mobile phone in silent mode at the front desk of the examination room and collect it after the quiz. Students found with mobile phones while writing the quiz will be liable to be penalized. This penalty can range from grade(s) reduction to being awarded zero in that component(s) of the evaluation.
- d. Students should not have their bags or other belongings, including books, with them during the quiz. Only in the case of open book quizzes they may have their books/ notes with them as instructed by the concerned faculty.
- e. Students should not carry/use paper chits in the examination room. Any student found guilty of carrying material not

allowed in the quiz will be forbidden from taking the assessment

- f. Students must reach the examination venue at least 5 minutes before the commencement of the Quiz. If a student reaches after the start of the quiz, he/she will not be allowed to appear for the particular quiz

13.2 Mid/End-Term Examinations Rules (Pen Paper Based)

- a. Students are expected to maintain the sanctity of the academic environment in general and the examination system.
- b. Students must reach the examination hall at least 10 minutes before the commencement of the examination. If a student reaches after the start of the examination, he/she will have to wait outside the classroom for 20 minutes as a penalty. He/she will not be given any extra time.
- c. Students are not allowed to carry food and beverages except water into the examination hall.
- d. Students are not expected to take washroom break in a 90-minute examination. In a two-hour examination, they may take a washroom break after 60 minutes, only in case of an emergency. Washroom breaks can only be taken with the approval of the supervising staff.
- e. No student will be allowed to leave the examination hall for any reason without submission of the answer script in the last half an hour of the examination.
- f. All rough work/ calculations are to be done in the answer book and crossed.

- g. Students must, in their answer script, write on both sides of the page except on the cover page. No blank pages are to be left in between written pages.
- h. Supplementary answer book will be issued when the main answer book is full (and not just for rough work). It should be tied securely with the main answer book with the string/ staples provided. It is the responsibility of the student to get the supplementary answer book signed by the invigilator.
- i. All answers to examination questions must be in English unless instructed otherwise. Only black or blue ink is to be used and answers must be written in clearly legible handwriting. Examiners may refuse to mark scripts which are illegible or written in pencil.
- j. Calculators may be allowed in the examination hall subject to permission from the concerned faculty.
- k. Smart watches, cell phones or any electronic device which may have internet connection are not permitted in the examination hall. Further, the sharing of calculators, erasers, pencils etc. in the examination hall is strictly prohibited.
- l. **Under no circumstances students can have in their possession a mobile phone, even in switched off mode, during the time they are writing the examination.** Students must keep the mobile phone in silent mode at the front desk of the examination room and collect it after the examination. Students found with mobile phones while writing the examination will be liable to be penalized. This penalty can

range from grade(s) reduction to being awarded zero in that component(s) of evaluation.

- m. Students should not have their bags or other belongings, including books, with them during the examination. Only in the case of open book examination they may have their books/ notes with them as instructed by the concerned faculty.
- n. Students should not carry/use paper chits in the examination room. Any student found guilty of carrying material not allowed in the examination will be forbidden from taking the examination .
- o. All the required information must be filled up on the front page of the answer sheet. A student must ensure that the cover page of the answer sheet is verified by the invigilator on duty.
- p. Exchange of any information, notes or gestures, or glances at any other student's answer script/sheet may be treated as an attempt to cheat and will be treated as resorting to unfair means.
- q. A student found resorting to unfair means in Mid-Term Examination/End-Term Examination will be awarded a zero in that component(s) of evaluation.
- r. Submission of answer script to the invigilator after the examination is over is the responsibility of the examinee. Carrying answer scripts out of the examination hall by students is strictly prohibited. Penalties for carrying the answer script out of the examination hall can range from sub-grading to outright cancellation of the student's examination.

Please note that non-compliance with the above instructions by the student will attract the necessary penalty. Without prejudice to the foregoing 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 even result in expulsion from the institute.

13.3 Mid/End-Term Examination (Computer Based)

The institute has made necessary arrangements for the smooth conduct of computer based examination using the assessment platform of Mercer Mettl. The rules applicable in respect of online examination are given below. The examination cell may issue additional instructions as may be deemed necessary.

- a. Students are required to ensure that the system requirements as prescribed, including internet connectivity, supported browser, webcam etc. are met. The laptop must be sufficiently charged to avoid the need to get the charger during the examination . All other tabs must be closed before commencing the examination .
- b. Students must ensure that the device has continuous internet connectivity. Do not share the phone's hotspot with any other device while writing the examination.
- c. It is advised to login onto the portal at least 5 minutes before the commencement of the examination. Students need to login to take the test within 10 minutes of the scheduled time from the start of the test. Thus, if the scheduled starting time is 10.00 am, students are advised to login 5 minutes to 10 am, and login will not be allowed after 10.10 am.

- d. If a student is not able to log-in within the time frame or gets disconnected during the examination due to connectivity issue or power failure, he/she must contact the examination coordinator immediately. In case the student fails to inform the concerned officials, the lost time will not be condoned.
- e. The clock will be set on the server. The countdown timer in the top right corner of the screen will display the remaining time available to complete the examination.
- f. Students are required to remain on the examination window throughout the examination . If a student tries to navigate out of the examination window the paper will automatically get submitted. Students who are not using Mettl Safe Brower (those with Mac Operating Systems) need to be extremely careful as any attempts to move out of the examination window will terminate their examination.
- g. Use of textbooks or any other reading material is not permitted in a closed-book examination. If it is an open-book examination , please strictly follow the instructions as given in the question paper relating to the reading material that can be referred to during the examination.

14. RE-EVALUATION OF MID-TERM AND END-TERM EXAMINATION ANSWER SCRIPTS

- a. Evaluated answer scripts of both Mid-Term Examination and End-Term Examinations will be shown to the students by the concerned program officer. However, students have to return the answer script to the respective program officer and will not be allowed to take the scripts with them.

- b. In case of any totalling error or cases where questions have not been evaluated in full or part, an application should be submitted to the Program Office within 2 days of having viewed the answer sheet. Alternatively, students may write a note on the cover page of the answer book itself describing the clarification/correction desired. No fee shall be charged for this. The copy will be forwarded to the concerned faculty for review. In case the faculty recommends a change in marks, the Program Office will change the marks on OLT. This process must be completed before the moderation of the results.
- c. Any kind of tempering in the answer sheet with marks will be considered cheating and the student will be assigned 'zero' marks in that examination .
- d. In case any student is not satisfied with the marks awarded by the faculty, s/he may make an application for re-evaluation on the prescribed form (**Appendix-II**), along with the prescribed fee for review within 4 working days after the distribution of the corrected answer sheets for review by students. The fee for re-evaluation is Rs. 1,000/- per subject.
- e. Students are required to fill in the re-evaluation form, attach the receipt of payment made for re-evaluation and submit the same to the Examination Cell Coordinator within the time limit specified above. Re-evaluation requests will be forwarded to the Program Chairperson who will decide the faculty member in consultation with the Dean Academics, who will re-evaluate the answer book. The marks awarded on re-evaluation would supersede the earlier marks awarded (whether they are higher or lower than the earlier marks).

- f. In case of further grievance, an appeal may be made to the Dean Academics. The Dean Academics will address the grievance, in consultation with the concerned faculty member. After an appeal is made to the Dean Academics, any change in marks will be binding on the student. Any further complaint will be treated as frivolous and dealt with accordingly.

15. MAKE-UP EXAMINATION FOR MISSED MID/END-TERM EXAMINATION

Make-up examinations will be allowed only for missed Mid-Term Examination/End-Term Examinations in case of extreme contingency. The student must apply for the Make-up examination for the missed examination to the Program Chairperson, with a copy to the Program Office and examination coordinator, giving the reason for the same along with the supporting documents within 24 hours of the last date of Mid-Term Examination/ End-Term Examination.

Request for a Make-up examination requires approval of the Dean Academics at the recommendation of the Rules Committee. Make-up examination will be allowed only for students who have attended at least 60% of the classes, which will be measured as actual class attendance and not after accounting for waivers. The students will have to pay a fee of Rs. 5,000 per examination. The student's grade(s) will be lowered by one grade(s) point per Make-up examination taken in that course.

16. GRADING

- a. IMI New Delhi follows a 10-point scale for evaluation and a system of relative grading. The process for deciding on grade(s) is as follows:

- i. The institute follows a continuous evaluation system. For each component(s) of the evaluation, the faculty member will communicate the performance of students through marks. The student can also see marks/grade(s) on OLT. However, if the student finds any error in totalling of marks or discrepancy in the marks, he/she may immediately bring it to the notice of the concerned faculty/Program Office for necessary corrections.
- ii. At the end of the term, the Program Office will aggregate marks obtained in all component(s) of evaluation, using the weightages that were prescribed in the course outline and will compute the weighted cumulative marks on the OLT.
- iii. If a given course has multiple sections taught by different faculty, then the aggregate absolute marks for the course are normalized using standard statistical techniques. This is done to remove any differences in leniency or strictness in grading across different faculty members teaching different sections of the same course. If the course has a single section or the multiple sections are taught by a single faculty member, then no normalization is done.
- iv. Each course is given a letter grade(s) based on the relative distribution of the absolute marks or normalized marks, as the case may be. This methodology of obtaining letter grade(s) from marks is a very standard process involving relative grading principles that is used for many years in a large number of Indian and International higher education institutions.
- v. The relative grading process involves plotting a graph of the distribution of marks of all students for each course, which is then discussed in a Moderation Committee meeting involving all faculty members who taught in that academic term plus the

Program Chairperson and Dean Academics. In this moderation committee meeting it is ensured that a standardized percentage of different letter grade(s) is given across all students in a course based on their relative performance with respect to each other in that course. It is a very rigorous process that ensures fairness on the basis of relative performance. The Moderation Committee is responsible for finalizing the grade(s) for all the courses based on this relative grading methodology.

- vi. The letter grade(s) of different courses are then converted to a term Grade Point Average (GPA) and a Cumulative Grade Point Average (CGPA) based on a very standard process followed wherever letter grade(s) are awarded. This process involves assigning grade(s) points to each letter grade(s) and then calculating a weighted average grade(s) point average (GPA or CGPA) based on the credits or weights for each course.

b. The letter grade(s) and the equivalent grade(s) points are as follows:

LetterGrade(s)	Grade(s) Point	Description
A+	9.5	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

17. ATTENDANCE

Registration on the specified date for each term is mandatory. **Registration is allowed only on payment of complete fees (tuition fee as well as hostel and mess fee) due for the term.** Students not registering on time would be marked absent from classes until they register themselves.

IMI New Delhi places high emphasis on regularity and punctuality in attending classes and other activities. 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 regular class participation by all students which, in turn, depends upon regular attendance by all students in all classes.

IMI New Delhi uses a biometric system to record student attendance in classes. In case a student is unable to mark his/her attendance on the biometric machine despite being present in class, he/she must immediately report this to the concerned faculty in the class. Also follow this up through email to the faculty member concerned after the class, with a copy marked to the Program Chairperson and Program Office. The faculty member concerned may approve the request sent by the student. **This mail from the faculty member concerned must be sent within 24 hours of the session being held for the student to be marked as present. Hence a student who has any attendance issue must bring it to the notice of faculty member concerned**

immediately after the class and ensure that the attendance has been updated within 24 hours of class getting over.

17.1 Online Classes

The attendance rules are equally applicable to the online classes. With respect to online classes, attendance is recorded automatically. For an online class, it is mandatory to be present for the entire duration, to be marked present in a class.

17.2 Attendance Waivers

Attendance waivers may be granted on a **case-to-case basis** for the following specified reasons which may potentially be considered for excused absence.

- a. **Hospitalization or Serious Medical Condition (no waiver is admissible for normal sickness/illness which is covered under the waiver of 20% already being provided).**
- b. Attending placement interviews.
- c. Institutional work which may include working for placements or admissions, organizing Institutional events including alumni meets *etc.*
- d. Participation in competitions/student festivals *etc.* outside IMI New Delhi Campus as approved by IMI New Delhi policy
- e. Death in the close and immediate family (parents or siblings).
- f. Student's own wedding day or marriage of sibling.
- g. All waivers need to be approved by the Program Chairperson.

Absence from classes owing to the above reasons does not automatically grant an attendance waiver. The decision to grant an attendance waiver will be taken after the timely submission of an application along with the supporting documents by the student, as explained below and its subsequent approval.

17.3 Procedure for Grant of Attendance Waiver

The student must apply in the prescribed format (**Appendix III**) to the Program Chairperson in advance in order to seek an attendance waiver. In case of emergency, this must be submitted to the Program Office on the day of re-joining classes

For a leave of absence that can potentially be considered for an attendance waiver, the student needs to submit the following documents.

- a. Hospitalization or Serious Medical Condition
 - i. An application in the prescribed format
 - ii. Proof of hospitalization in the form of a Discharge Summary issued by the hospital,
 - iii. Doctor's prescription stating the medical issue and days of rest along with the relevant supporting documents like X-ray reports, blood test reports, Ultra-sound reports, MRI/CT scan reports. In case of a serious medical condition not requiring hospitalization, a discharge summary is not applicable

Application and supporting documents must be submitted, preferably on the day of rejoining the

institute but not later than 24 hours after rejoining. Late applications would be rejected.

b. Attending Placement Interviews

Mail from the Placement Office to the Program Office marked to the Program Chairpersons stating the name of the company and the sessions to be missed for various courses is sent regularly. Such mails are received within 24 hours of the placement interview happening. The Program Office will provide for the attendance waivers as applicable.

c. Institutional Work

Work related to placements, admissions, or alumni affairs

- i. An application by the student in the prescribed format stating the reason for the grant of waiver duly recommended by the head of the concerned vertical is to be submitted beforehand, or within 24 hours of missing the class.

d. Participation in Competitions/Events Outside the Campus

- i. An application in the prescribed format
- ii. Invitation for the event from the concerned institute/university
- iii. The above-mentioned documents must be submitted in advance prior to the happening of the event. Late applications are liable to be rejected.

The final decision to grant the attendance waiver against the application submitted on time will be taken on a case-by-case basis.

17.4 Attendance and Grade(s)

Students are expected to attend 100% of the classes. However, a 20% relaxation is provided for personal exigencies including family matters and routine ailments/sicknesses. No separate waiver is admissible for these.

Required attendance for the purpose of calculating penalty for shortage of attendance is as given in the table below. A grade(s) drop due to attendance shortage will be applicable as mentioned. Attendance percentage is defined as the percentage of classes attended out of the total number of classes held in a course. Any extra classes held by the faculty which are mandated for course completion by the faculty will be included in the total classes held for the course.

Attendance Percent	Grade(s) Drop Rule
80% - 100%	No Grade(s) drop
70% - Below 80%	One Step Grade(s) drop for example, if the faculty has awarded an “A” grade(s) and the student’s attendance is below 80% but more than or equal to 70%, then the student will finally be awarded an “A-” (A Minus) grade(s).
60% - Below 70%	Two Step Grade(s) drop for example, if the faculty has awarded an “A” grade(s) and the student’s attendance is below 70% but more than or equal to 60%, then the student will finally be awarded a “B+” (B Plus) grade(s).

Below 60%	“F” Grade(s) (As mandated by AICTE)
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Required Attendance = Total number of sessions *less* number of sessions of waiver granted.

If a student’s attendance falls short of the required attendance in a particular course, the student would be sub-grade(s) in that course. The penalty for shortage of attendance would be as stated below:

A student must obtain a minimum of 60% of the required attendance in each course. Failure to obtain the minimum of 60% of the required attendance will result in an automatic ‘F’ in the overall grade(s) for that course.

Those students who have an attendance of 60% and above but less than 70% of the required attendance, would be penalized two grade(s) in the overall grade(s) for that course.

Those students who have an attendance of 70% and above but less than 80% of the required attendance would be penalized one grade(s) in the overall grade(s) for that course.

If a student has been granted a waiver of 6 sessions in a course, the required attendance is defined as 14 sessions. If he/she attends less than 60% of the required sessions (8.4 rounded upward to 9), the student gets an F, if he/she attends less than 70% (9.8, rounded off to 10), two sub grade(s) and less than 80% (11.2 rounded off to 12), one sub grade(s).

In the normal course, the maximum number of waivers to be allowed in a 3-credit course is limited to 7. As a general norm, 35% of the total number of sessions rounded off to the next higher

integer would be taken as the maximum waivers allowed. Specific approval of the Program Chairperson in consultation with the Dean Academics and Head - Executive Education and Career Services will be required for a higher waiver on a case-to-case basis for attending the placement process only.

18. COURSE FEEDBACK BY STUDENTS

Student Feedback is taken online during and after completion of the course sessions in each term for respective courses. It is expected that the course feedback given is constructive in nature, and suggestions given should be to enhance the learning outcome. The feedback needs to be completed before the End-Term Examinations. The GP Office facilitates the feedback on the course conducted in consultation with Computer Centre officials. The feedback is very confidential, and the student's identity is not revealed at any cost. It is mandatory for students to complete the feedback process before the Mid-Term Examination and End-Term Examination. Any student who fails to give feedback in any course will not be permitted to sit in the Mid-Term Examination or End-Term Examination of that course. If a student is found to have not filled in the feedback on a particular course, despite all the reminders, he/she shall be penalized by a reduction in attendance by two sessions in the given course even if that results in a grade(s) drop.

19. STUDENT GRIEVANCES

Students can raise any academic or non-academic grievance by submitting a complaint online on the OLT (Grievance redressal portal). Based on the type of complaint it would get addressed by the:

- i. Dean Academics
- ii. Respective Program Chairperson

- iii. Registrar
- iv. Chairperson GSCASH
- v. Head Finance
- vi. Head IT Services
- vii. Head Hostel, Infrastructure and Mess services
- viii. Head Library Services

If the complaint has not been resolved it can be further taken to the Student Grievance Redressal Committee chaired by a senior faculty, Chairperson GSCASH, independent faculty members nominated by the Director General, Chief Hostel Warden, and a Student Representative.

However, if it is found that the complaint was not genuine and/or it was motivated or intentional, strict disciplinary action will be taken against the concerned student.

20. DISCIPLINE

- a. Cases of indiscipline and unethical practices in any academic endeavour will be brought to the notice of the Dean Academics. The Dean Academics will put up the case with the Rules Committee, constituted by all Program Chairpersons, to determine an appropriate course of action, if required.
- b. Cases of indiscipline, violation of code of conduct of IMIs New Delhi and unsavoury behavior outside of academic endeavours of any kind that brings disrepute to the institute will be brought to the notice of the Dean Academics. The Dean Academics in consultation with the Director General will form a committee consisting of the Dean Academics, Registrar, two senior faculty

- members and the Chief Hostel Warden (if applicable) to determine an appropriate course of action.
- c. IMI New Delhi is a ragging-free campus. No ragging in any form is tolerated. IMI New Delhi has constituted two committees with the objectives of resolving ragging issues, (i) Anti-Ragging Squad and (ii) Anti-Ragging Cell. The Dean Academics will refer any such cases pertaining to ragging to the relevant Committees. Students are encouraged to report incidents of ragging to the Chief Hostel Warden/ Dean Academics. Action taken against a student charged with ragging could range from reporting the matter to the police to permanent expulsion from the academic program that the student is enrolled in.
 - d. The use of mobile phones is strictly prohibited in class. Mobile phones cannot be used as calculators. Any student found using a mobile phone in class will be punished with a penalty or seizure of the instrument. Students are not supposed to use laptops in the classroom without prior permission from the instructor. In case a student carries a mobile phone in class it has to be in silent or switch off mode.
 - e. Students are expected to be in decent attire when attending classes. For guest sessions/ sessions taken by an external person, students should be formally dressed.

21. ACADEMIC INTEGRITY

Academic integrity is defined as not resorting to any unfair means and obtaining an unfair academic advantage. Violation of academic integrity implies the following but not limited to:

- a. **Plagiarism:** It is the use of, or presentation of ideas, works that are not one's own and which are not common knowledge, without granting credit to the originator. Plagiarism is unacceptable in IMI New Delhi and will invite penalties. The type and extent of penalty will be at the discretion of the concerned faculty.
- b. **Resorting to unfair** means like using written, verbal, or electronic sources of aid during an examination/ quiz/ assignment or providing such assistance to other students (except in cases where it is expressly permitted by the faculty). It also includes providing false data or references/list of sources which either do not exist or have not been used, having another individual write your paper or assignment or purchasing a paper for one's own submission. This is strictly prohibited at IMI New Delhi and will invite penalty as per policies of the institute.
- c. A student found resorting to unfair means in any evaluation component(s) will be awarded zero in that component(s) of evaluation.

22. CRITERIA FOR PROMOTION TO SECOND YEAR

For all three PGDM programs, at the end of Term-III of the first year, a student should have a minimum CGPA of 4.0 to be eligible for promotion to 2nd year. A student who does not meet this criterion for promotion to the second year will not be promoted to the second year and will be required to repeat a certain number of courses with the next batch. Such student/s will be counseled by the Program Chairperson for improving his/her performance. The courses to be repeated will be identified in the counselling session. The student will be required to repeat the courses in which he/she has an 'F' grade(s) and compulsory workshops where he has obtained Not Satisfactory. In addition, he/she may be required to repeat other courses too in order to improve the CGPA.

Note: A student who gets an 'F' grade(s) must ensure his/her 'F' grade(s) is upgraded by repeating and successfully passing the course with the next batch, otherwise he/she will not be eligible for the award of diploma as stipulated by the criteria for Award of Diploma.

23. CRITERIA FOR THE AWARD OF DIPLOMA

To be eligible to get diploma a student is required to:

- i. Pass 102 credits worth of courses including all compulsory courses and Satisfactory grade(s) in all compulsory workshops. Passing requires any grade(s) other than an F.
- ii. Secure a CGPA of 4.5 and above.
- iii. Completed Summer Internship Project successfully.

24. REPETITION OF COURSES

A student may repeat a course for the following reasons:

- i. Obtaining 'F' grade(s) in a compulsory course and/or Not-Satisfactory grade(s) in a compulsory workshop, a student cannot have an F in any compulsory course and/or a Not-Satisfactory grade(s) in any compulsory workshop, to get the diploma.
- ii. For CGPA improvement

The grade(s) obtained in the repeated course(s) will replace the grade(s) obtained originally (even if the new grade(s) is below the earlier grade(s)). The student will be required to pay Rs. 10,000 per course for repeating the course. In addition, if the student opts to

use the hostel facilities, other applicable charges including hostel fees, mess charges etc. would also be payable.

25. ACADEMIC COUNSELLING

The Program Office at the end of each term would identify any student whose performance is not satisfactory (CGPA < 4.5) and carries a risk of not being eligible for promotion to the next year or award of diploma at the end of 2nd year. For this purpose, the Program Office will bring such cases to the notice of the Program Chairperson. The Program Chairperson will counsel the students whose CGPA falls below 4.5 and guide them to improve their performance. They would also be issued warning letters reiterating the criteria for promotion or award of diploma highlighting the risk of the student not being eligible for promotion to the 2nd year or award of diploma at the end of 2nd year.

26. ONLINE LEARNING AND TEACHING (OLT)

- a. IMI New Delhi has implemented OLT software to manage student grade(s), select elective courses, submit feedback, view attendance, etc. This can be accessed either through IMI New Delhi network or web. Each student will be allotted a username and password for OLT access.
- b. Students are encouraged to use OLT extensively for the above-mentioned activities. It is important for each student to maintain secrecy of the login details. The student will be solely responsible for any misuse of his/her OLT login.
- c. Some salient features of OLT are:
 - i. Students can view their grade(s) for each course and their GPA for each term as well as CGPA.

- ii. Students can view their attendance for each course during the term.
- iii. Students can select their elective courses using OLT.
- iv. It is mandatory for all the students to give the course feedback through OLT interface, as and when scheduled. If any student does not give feedback, he/ she may not be allowed to take the examinations. **Feedback is completely anonymous and secure.**
- v. Students with an attendance of less than 60 percent will not be allowed to give feedback for the course.
- vi. CIS courses evaluation will be managed through OLT.

27. DEAN'S LIST: RECOGNITION FOR EXCELLENCE IN ACADEMIC PERFORMANCE

The Dean's list is a scholarly award for students who demonstrate academic excellence. The top 5 percent students, based on their CGPA in a given program at the end of the academic year will be included in this list. There will be no ranking amongst the students who have made it to the Dean's list. To be in the Dean's list a student must fulfil the following criteria:

- i. CGPA of 7 and above for the entire Program
- ii. CGPA of 7 and above individually in each year
- iii. The student must not have obtained 'D' or 'F' grade(s) in any course.

The students who make it to the Dean's List will be given a certificate and a plaque, which they can treasure for a lifetime. This will be applicable to the 1st year students as well as to the 2nd year students.

While the first-year students will be felicitated with the certificate and the plaque in a special ceremony held on the campus once students return from the SIP. The 2nd year students who have made it to the Dean's list will be felicitated during the convocation. Students who have made it to the Dean's List will be the first few to be called out for the award of diploma in their respective programs, with a special mention. They will be conferred with a certificate and a plaque at the time of convocation

28. IMI NEW DELHI HONOR LIST & AWARD OF MEDALS

Every year, IMI New Delhi bestows awards to meritorious students of the graduating class for their scholastic performance, the criteria for which is detailed in this section.

To qualify for the award of a medal a student must first qualify to be on the IMI New Delhi Honor list, for which a student must satisfy all the following conditions:

a. Eligibility Conditions

The student must have a CGPA of -

- i. 7.0 and above for the entire Program
- ii. 6.7 and above individually in each year
- iii. The student must not have obtained a 'D' or 'F' grade(s) in any course.
- iv. The student must not have violated the specified academic discipline or code of conduct as stipulated by IMI New Delhi during the entire Program.

- b. From among the students who qualify for the IMI New Delhi Honor list, the following IMI New Delhi Medals will be awarded:

S. No.	Name of the Honor	Description
1	Gold Medal	Awarded to the student with highest CGPA in each of the three PGDM programs
2	Silver Medal	Awarded to the student with second highest CGPA in each of the three PGDM Programs
3	Dr. Sunanda Sengupta Memorial Medal	Awarded to the lady student with the highest CGPA across all academic Programs
4	Dr. G. K. Suri Memorial Medal	Awarded to the student with the highest CGPA across all academic Programs
5	Ms. Jassimran Memorial Medal	Awarded to the lady student with the highest CGPA in PGDM(HRM)
6	Dr. Rama Prasad Goenka Leadership Medal	Awarded to the best participant with outstanding performance among graduating participants across all Post graduate Programs
7	Smt. Manorama Budhiraja Medal	Awarded to the best Marketing Student in Two-year PGDM Program
8	Dr. Baldev R. Sharma Memorial Medal	Awarded for the outstanding research among students across all PGDM programs

- i. RPG Leadership award will include Academic Excellence, Internal Leadership (membership of Clubs/Committees) and Special Achievements (winning/participating in relevant events and excellence in SIPs).
- ii. **Smt. Manorama Budhiraja Medal** award will include Academic Excellence in Marketing Courses, Internal Leadership (membership of Clubs/Committees) and Special Achievements (winning/participating in relevant events and research papers published/accepted) as per the IMI New Delhi norms.
- iii. **Dr. Baldev R. Sharma Memorial Medal**

This award is given across all PGDM programs for students who have Authored/ Co-authored Peer Reviewed Journal publications, with IMI New Delhi Affiliation. The paper must be listed in the SCOPUS and/or WOS. The award thus must match the remunerative categorization as per the PRJ remuneration for IMI New Delhi faculty.
- c. An Award Committee constituted by the Dean Academics comprised of all the Program Chairpersons, shall decide on the awards based on performance of students. The student ranking is carefully conducted based on the data collected against criterion set for respective awards.

29. CFA SCHOLARSHIP

Limited number of scholarships for pursuing CFA are available for students of PGDM (B&FS) program. These scholarships are awarded on the following merit cum means criteria

- a. The students of both the first and second year of the PGDM (B&FS) program will be considered for the award of CFA scholarships.
- b. Any 2nd year student awarded the scholarship once will not be considered for the award again.
- c. The students appearing for level 2 and above must provide documentary evidence of clearing the previous level.
- d. For both 1st and 2nd year applicants, the student must have obtained a 'B' grade(s) in courses Financial Reporting & Analysis, Managerial Economics, and Introduction to Research Methods, undertaken in Term-I. This will be considered for preliminary screening, as these subjects are important from the perspective of the CFA examination. Any student who has applied for a scholarship but has obtained less than a B grade(s) in any of these subjects will be directly eliminated from the pool.
- e. Post initial screening of applications, for first-year students, the cumulative grade point average obtained until Term-I, while for second-year students, the cumulative grade(s) point average till Term-IV will be considered for ranking the applicants. A weightage of 70% will be given to the CGPA.
- f. The other ranking criterion for the students will be the marks obtained in 10th, 12th & graduation, each given a weightage of 10%, combining to 30%.
- g. The final rank will be based on the weighted score of CGPA (70% weight) and academic performance up to graduation (30% weight), with rank one being given to the highest score.
- h. To meet merit cum means criteria, preference will be given to EWS students out of those shortlisted. If there are more EWS

students than the scholarships available, then the Grade Point Average will be the criteria for screening among them.

- i. As per availability from CFA institute US, scholarships will be awarded.
- j. If the scholarship has been granted against the application and the student does not avail it, he/she would be penalized to pay a fine of Rs.10,000. The fine will be deducted from the security deposit if it is not paid.**
- k. All the students who have been granted the scholarship will have to submit proof of registration and the results as soon as possible after their announcement.
- l. Students who have been obtained 'D' or 'F' grade(s) in any course or found guilty of using any unfair means are not eligible for award of scholarship.

30. STUDENT EXCHANGE PROGRAM

- a. IMI New Delhi offers the opportunity to its students to spend an exchange semester at one of its partner business schools for an extended global exposure. Interaction with faculty and students from different parts of the world further enriches the management education received at the partner institute. The exchange program is generally offered in Terms V and VI. Other than the exchange for a semester, students also get an opportunity to go for short duration global immersion programs.
- b. Students are briefed about the exchange program with different partner Business Schools by sharing the fact sheets provided by each institute. The fact sheets provide basic information on the academic calendar, courses offered and other important information about the school.

- c. The Internationalization Office invites students to send in their expression of interest by filling in an application form (**Appendix-V**). Students interested are required to fill in their preference for the Term and Partner School in the given form. Selection of students for exchange program is strictly based on the CGPA and the number of seats available at the partner institutes.
- d. Minimum eligibility condition for applying for the exchange program is in fulfillment of the following conditions: -
 - i. Minimum CGPA of 5 on the date of applying for Student Exchange Program.
 - ii. The student should not have obtained any 'D' or 'F' grade(s) in any subject.
- e. Selected students are required to deposit caution money of Rs. 20,000/- which is refunded on the completion of their study. Caution money is forfeited if the student withdraws from the exchange program after selection and final nomination to the partner school.
- f. Internationalization Office will help the selected students in completing the application process as per the procedure laid down by the partner institute. If needed travel and Visa related information and support can be provided by IMI New Delhi travel desk.
- g. The exchange program enables students to receive credits for courses taken while studying abroad. The students must ensure that they have complete clarity on the number of credits required to be completed for the given term at the partner institute. The number of courses to be undertaken at the partner institute must be decided based on the total course requirement for completion of the 2nd year of their program at IMI New Delhi. As the elective requirements

for different programs vary, it is therefore important to decide the number of courses to be completed at the partner school in discussion with the concerned Program Chairperson. The Credit Equivalence of courses at different partner schools with courses at IMI New Delhi varies according to the In-class and Outside- Class learning hours.

- h. The grading system at different partner schools may vary therefore IMI New Delhi will be using the grade(s) equivalence to arrive at the grade(s) for the courses taken during the exchange program at the partner school. Students can refer to the credit and grade(s) conversion information on the Intranet under Rules and Regulations. The student should be clear about the conversion formula before leaving for partner school. Information related to credit and grade(s) equivalence may also be discussed with Internationalization Office for gaining further clarity.
- i. IMI New Delhi currently has academic partnership with the following institutions for exchange Programs:
 - Academy of Public Administration under the aegis of resident of the Republic of Belarus.
 - ESC Rennes International School of Business, France.
 - Frankfurt School of Finance and Management, Germany.
 - Grenoble Ecole de Management, France.
 - IDRAC Business School, France
 - IGS-RH School of Human Resources, Paris, France.
 - International Centre for Promotion of Enterprises, Ljubljana, Solvenia.

- Kedge Business School (KEDGE), France.
- Montpellier Business School (MBS), France.
- NJCU School of Business, New Jersey City University, USA
- Russian Presidential Academy of National Economy and Public Administration, Russia.
- Sichuan Academy of Social Sciences, Sichuan, China.
- Tampere University, Finland
- University of Guelph, Canada
- Universidade do Estado do Rio de Janeiro, Brazil
- University of Bradford, UK
- Burgundy Business School, France

31. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

Student participation in co-curricular and extra - curricular activities is important for all round development of students as well as for brand building of IMI New Delhi. The following guidelines may be followed for these activities:

- a. The institute encourages students to participate in various events/competitions organized by other national/international universities and B-schools. As a matter of policy, however, the students are expected to assign due priority to their academic work as also the activities organized at the institute while opting for participating in events at other institutions. In the case of international university and B-schools abroad, the institute may

permit students to participate in the events depending upon their academic commitments. In case of international events, if the institute finds it in the interest of the students as well as of IMI New Delhi for brand building, students may be awarded limited financial assistance to attend such events/competitions.

- b. A waiver in attendance of not more than 7 days will be allowed to a student for such participation. Special permission must be taken from Dean Academics for participants in events outside India.
- c. Dean Academics in consultation with Registrar may recommend limited financial assistance to facilitate the student to participate in the international event. This will have to be approved by the Director General.
- d. A prior approval from Dean Academics is mandatory for students to participate in any event outside the institute. For obtaining approval, copies of the letter of invitation/mail/ documentary evidence should be attached along with the application.
- e. Students are eligible for reimbursement for to and fro III tier A/C train fare to attend events/competitions in other institutes. For events held in Delhi NCR, local conveyance by taxi may be reimbursed.
- f. With the phenomenal growth of professional institutions all over the country, numerous events are being organized round the year. It is neither desirable nor possible for the students to participate in all these events. The students are expected to be selective in making such choices as it might affect their academic pursuits, the primary purpose for which they are here. The students are thus advised to exercise self - restraint and voluntarily restrict the number of institutions they would like to visit in an academic year.

- g. The students are expected to use their discretion to participate in Summer Project competitions organized by various institutes as it has implications for our exclusive database of summer projects and company confidentiality issues. In the larger interest of the institute the students are advised to seek prior approval from the Campus Head – Executive Education and Career Services in addition to the Dean Academics to participate in such events.

32. STUDENT AFFAIRS: STRUCTURE AND POLICES

32.1 The Student Council

The Student Council is the primary body representing the student community and serves as a link between the administration and the students. It also serves as the single point of communication for students with any external entity interested in interacting with the student community. Key responsibilities are given below:

- a. Facilitate Orientation activities for new students and conduct selection processes for all student bodies and societies.
- b. Serve as a member of the Anti-Ragging Committee, Student Grievance Redressal Committee, and GS CASH.
- c. Aid the student affairs office and the Program Office in facilitating communication among diverse student bodies and all students.
- d. Support management in accreditation activities and associated documentation.
- e. Manage finances of student welfare funds, ensuring transparency and accountability.

- f. Conduct major events such as Conventus and Kritva and ensure the quality of each event happening within the institution by closely monitoring them.
- g. Work towards student welfare, addressing any concerns, and allocating the budget for student bodies and societies.
- h. Helping students with other academic or non-academic issues on campus.
- i. Engage students in the continuous growth of the institute by actively working toward student welfare.
- j. Ensure discipline and security within the premises of the institution, while maintaining strict adherence to the established protocols and guidelines.

32.2 Executive Council

The Secretaries of each Club, Committee, and Student Affairs Bodies along with the members of the Student Council collectively form the Executive Council. This body aims to contribute to the continual growth of the institute by fostering a strong connection with the student community.

32.3 The Student Bodies

IMI New Delhi boasts a wide variety of student bodies. There are currently 5 committees, 11 clubs, and 2 student affairs bodies, each playing a crucial role in the smooth operation of the IMI New Delhi community. These are the current Student Bodies of IMI New Delhi:

- a. Committees
 - a. Admissions Committee

- b. Alumni Relations Committee
 - c. Branding and Media Relations Committee
 - d. Corporate Relations and Placement Committee
 - e. International Relations and Executive Education Committee
- b. Clubs
 - a. Club Jagriti-The Social Responsibility Cell
 - b. Consulting and Strategy Club
 - c. Culture and Event Management Cell
 - d. The Economics Club
 - e. Entrepreneurship Cell
 - f. The Finance Club
 - g. The HR Club
 - h. The Information Management and Analytics Club
 - i. The Marketing Club
 - j. The Operations Club
 - k. The Sports Club
- c. Student Affairs Bodies
 - a. Academic Secretaries
 - b. Residential Affairs Council

32.4 Societies at IMI New Delhi

There are currently 10 societies, each covering different fields, allowing the students to form peer groups with like-minded individuals, and grow together. These are the current Societies of IMI New Delhi:

- a. Enthral - The Music Society
- b. Impressions - The Fine Arts Society
- c. Insight - The Data Science Society

- d. Insync - The Dance Society
- e. Integration - Maths and Stats Society
- f. InVista - The Investment Society
- g. Karuna - Animal Welfare Society
- h. The Last Word - Literary Society
- i. Unstop Igniters
- j. Zariya - The Dramatics Society

32.5 Selection Process for Clubs, Committees, and Student Affairs Body Members

The joint selection process for all Clubs, Committees, and Student Affairs is strategically devised considering each body's individual needs and operations by the Student Council.

a. Roles and Responsibilities

Each club, Committee and Student Affairs Body must come up with distinct roles and responsibilities for each member based on their requirements like

- a. Speaker Tapping
- b. Events Management
- c. Designing
- d. Sponsorship
- e. Logistics
- f. Content Writing
- g. Photography and Videography
- h. Social Media Management
- i. Hospitality

Only the members of Clubs, Committees, and Student Affairs Bodies receive *Position of Responsibility* certificates from the

Student Council for performing their assigned tasks for the tenure of 2 years.

b. Selection Process

- a. The Student Council determines, coordinates, and oversees the scheduling and sequence of pitching sessions for Committees, Clubs, and Student Affairs bodies, allowing representatives to elucidate their activities.
- b. An Expression of Interest (EOI) mandated by the Student Council invites nominations for various student bodies, without imposing restrictions on the number of applications per candidate.
- c. Upon the reception of nominations, student bodies are authorized to initiate their selection processes strictly following the schedule prescribed.
- d. A candidate can only be part of one student body. Selection is contingent upon the candidate's performance in multiple rounds of simulations and interviews.
- e. In case a candidate qualifies as a finalist in multiple student body selections, their acceptance into a specific body is contingent upon their preference, with due consideration given to their suitability and fulfilment of requirements within those respective student bodies.
- f. The selection procedure for each student body should be fair and just, along with the maintenance of proper records at each stage/round of the overall process.

- g. Any student who gives a sub-par performance in the selection process in any of the student activities and the same is officially reported by at least two student bodies which results in the blacklisting of the students and he/she will not be allowed to be part of any student body.

32.6 Removal or Termination of Members from Clubs, Committees, and Student Affairs Body Members

a. Peer Evaluation

- a. All members of clubs and committees will undergo regular evaluations administered by the senior team of the respective student body, supervised by the respective Faculty Mentors. The evaluation structure and methods will remain consistent across all clubs and committees.
- b. Each team must undergo a minimum of 3 peer evaluations per academic year. Following each evaluation, the lowest performers will receive a warning. Accumulating three warnings will result in the elimination of the members from the respective club/committee.

32.7 Termination of the Member

- a. The Student Council reserves the right to issue strikes to a member in case of severe disciplinary actions or upon receiving a written complaint about their behavior, by their respective Secretary, Joint Secretary, fellow senior/junior member, faculty mentor, any faculty member, or other any stakeholder of IMI New Delhi.
- b. Continuous indiscipline leading to the accumulation of three warnings will result in the removal of the member by the Student Council.

- c. The escalation of a complaint based on the strikes levied on a student goes as follows:
 - i. First Strike: The Student Council will initially address complaints directly with the relevant student(s) or their designated Secretary(ies).
 - ii. Second Strike: In cases of persistent or significant indiscipline, complaints will be escalated to their respective faculty mentor or Program Chairperson.
 - iii. Third Strike: Complaints will further be directed to the Head-Student Affairs Office or the Dean of Academics, as deemed necessary based on the severity of the indiscipline.

All three strikes will be documented warnings, with the third strike being recorded in the Academic Record due to the involvement of the Student Affairs Office.

Warnings can be issued to members who are involved in any disciplinary activities that breach the student code of conduct.

Warnings can also be issued to members who fail to perform assigned tasks while acting as representatives of their respective student bodies.

Upon removal of a student member, they will not be allowed to be a part of any student body.

32.8 Member Resignation

- a. The member of any student body can only be removed after a written confirmation provided by the Student Council.
- b. Further, the student body will have **only one chance** to reopen the EOI form to fill vacant positions.
- c. Upon resignation due to personal circumstances, a student will have **only one chance** to apply for another student body, if and only if any other student body reopens their second EOI form.
- d. After resignation from a student body, the student cannot be a part of that student body, cannot receive the POR certificate in the name of that student body, cannot add their position to their respective CV, or cannot reapply to the same student body's second EOI form.

Upon removal or resignation of a student member, they are required to give an exit interview to the Student Council, the report of which will be confidential.

32.9 Batch Meet Rules

- a. Batch meets are mandatory for all students to attend as per the attendees mentioned through email communication.
- b. Students are expected to take complete ownership of the batch meet and hence conduct themselves accordingly.
- c. In cases of frequent absences from batch meets or any related defaults, severe impositions will be levied on the student.
- d. The attendees must follow the rules and regulations as prescribed by the Student Council in the email communication.

33. LIVE PROJECTS

- a. In addition to the commitment to meeting the academic standards, the institute encourages the students to take up live projects with business organizations, to hone their skills of knowledge application. These live projects can be obtained through personal contacts of the student, individual faculty, or placement committee. Any student trying to obtain or working on a live project through personal contact, can do so after seeking approval from the Placement Committee post which the details of the same must be submitted to the placement office as per the Proforma (**Appendix VI**). It is compulsory on the part of a student to submit the details of the live project to the placement office, failing which the student will not be allowed to mention the same in his/her CV during the placement process.
- b. When the placement team receives requests directly from companies for live projects, it in turn forwards such requests to the entire batch. The placement committee will float a formal EOI, which is needed to be filled by the student within the given deadline to put forth their candidature.

34. INTERNSHIP WITH NON-GOVERMENTAL ORGANISATION (INGO)

All students in the second year of the PGDM (HRM) Program have to compulsorily undergo a 10-weeks NGO internship course where they work for around 8 hours per week. Purpose of this NGO Internship which has 2.25 credits associated with it is to sensitize the students about the social issues and challenges faced by the deprived and marginalized sections of the society and reflect back to apply the managerial skills acquired during the program and provide the most appropriate, relevant and feasible, low cost solutions.

As a part of this internship, students get associated with respective NGOs which are working for social issues like poverty, street children, child and special education, environment, health care, un-organized casual labor and women issues in small groups. This NGO Internship is aligned with the mission of IMI New Delhi which aims to develop socially sensitive managers and very well aligned with the program outcomes. It not only increases awareness about the respective NGO working in the society for the betterment of deprived communities but also sensitize students to contribute back to society through their managerial competence. The students try to identify the problems encountered by them in providing the fundamental rights to everyone, delivery of appropriate services, creating funds, motivating the workforce, helping them to create better employment opportunities and making them aware about appropriate government schemes. It provides a platform for exchange of ideas, choice of appropriate interventions and action learning. Students are expected to work for at least 8 weeks to complete the project deliverables.

35. PLACEMENT PROCESS

In the full-time PGDM, PGDM (HRM) & PGDM (B&FS) Programs at IMI New Delhi, all students undertake a Summer Internship Project (SIP) at the end of the Term-III. The placement process for the SIP begins in the Term-I. Final Placement process begins in the Term-IV, with students joining the companies after the Term-VI. IMI New Delhi assures SIP to all its students and provides assistance towards Final Placement.

The process for Summer Placements and the Final Placements is organized by the Corporate Relations and Placement Committee. Placement activities of the institute are managed by the student members of the Corporate Relations and Placement Committee, who work under the overall supervision and directions of the Faculty

Committee and Staff of the Placement Cell, headed by Campus Head - Career Services.

As a matter of policy, the academic work of the students will take precedence over placement activity, and in no case will this be subordinated to placement. Normally, we have observed a pattern that the companies visiting campus for Summer & Final Placements prefer short-listing CVs with a minimum CGPA of 6 on a scale of 10. It is therefore advisable to maintain your CGPA accordingly.

The institute facilitates the process for career development. However, to reiterate, there is no obligation on the part of the institute to find placement for every student eligible for placement assistance.

35.1 Summer Internship Project (SIP)

It is mandatory for students to undertake 8-10 weeks summer internship with an established organization, between the Term -III and the Term-IV. Summer Project is evaluated and has an equivalence of 3 Credits. IMI New Delhi has a policy of awarding Best Summer Project Awards in all the two-year programs. While the PGDM program has three awards for 1st, 2nd and 3rd, PGDM (HRM) & PGDM (B&FS) have two awards for 1st and 2nd best SIP in each program. A cash prize of Rs.20,000, Rs. 15,000 and Rs. 10,000 is given to the selected students for 1st, 2nd and 3rd prize respectively.

35.2 Rules for Summer Placement

- a. All placements for SIP are to be routed through the Corporate Relations and Placement Committee.
- b. Each student must submit a resume in the prescribed format, provided by the Corporate Relations and Placement Committee, by a specific date.

- c. There is no limit on the number of applications a student can make for SIP as long as the student has not received an offer for SIP.
- d. Short listing of students is invariably done by the companies themselves on the basis of information supplied by the student in their resume/ CV.
- e. In case a company insists on short-listing to be done by the institute, it will be done on the basis of available grade(s) at that time. If the term grade(s) are not available, the past performance of the students will be taken into consideration.
- f. Once a student makes an application to a company and the company requires them to undergo the selection process (online/offline test, group discussion, interview, etc.), it is mandatory for the student to participate in the process unless they have already been given an offer by another company. This will result in withdrawing the application from the company's selection process.
- g. The moment the first offer is made to a student, it will automatically exclude them from the next process. Subsequently they will not be allowed to sit for or change their SIP to any other company, unless approved by the Campus Head - Career Services under exceptional cases. Attempts to do so otherwise will render the student ineligible for Final Placement.
- h. Student can opt out of the Summer Placement Process and can arrange for their SIP in a company of repute on their own initiative too only after it is permitted by the Corporate

Relations and Placement Committee. In such cases, the student will have to submit the copy of the offer letter to the placement office. Thereafter the institute will get in touch with the company to monitor the SIP progress.

- i. Once a student has been placed with the assistance of the Corporate Relations and Placement Committee, and he/she takes up an alternate opportunity without intimating the Corporate Relations and Placement Committee well in advance, he/she will be rolled out of the Final Placement process.
- j. The students will be required to complete their SIP and submit a copy of:
 - i. Their complete project report: a) Spiral bound hard copy; b) Soft copy of the report.
 - ii. The Completion Certificate duly signed by the Organizational Guide should be included in the project report.
 - iii. Industry Mentor evaluation of the project in the prescribed format sent by the Campus Head-Career Services.
 - iv. In case a company does not allow a student to share data confidential to the company in the summer project report, the student shall obtain a letter /email from the project guide stating the above limitation. In such cases the SIP report of the student shall include methodology and other information related to the work done as part of the summer project, while keeping out the confidential data from the report.

- v. The detailed guidelines of the Summer Internship are shared with the students by the placement office before the commencement of the SIP.

35.3 Rules for Final Placement

- a. Role of the Corporate Relations and Placement Committee is to provide placement assistance to the graduating students. It brings together the students and the potential employers and facilitates their interactions. For this purpose, the Corporate Relations and Placement Committee corresponds with organizations, arranges interviews for students, and carries out coordination activities.
- b. The Corporate Relations and Placement Committee will invite relevant companies on campus for the Final Placement process depending on the profile being offered, compensation and other factors. The process may include Pre-Placement talks, group discussions, psychometric tests, interviews (and other subsequent rounds as the company may deem fit). A student nominated by the Corporate Relations and Placement Committee to be a part of the Pre-Placement talk (PPT) must compulsorily attend the same.
- c. The student has the option of applying to any company of their choice, which has been invited for the campus hiring process. However, once the student is short-listed for the subsequent rounds, they will not be allowed to withdraw from the process under any circumstances
- d. Once a student has been placed through the Final Placement process and has passed out of the institute, he/she cannot approach the Corporate Relations and Placement Committee

or Campus Head - Carrer Services for further placement opportunities or any changes in location, role, or organisation.

35.4 Eligibility

- a. Area of specialization for PGDM can be mentioned by a student in the CV if they take a minimum of 7 (seven) electives in a particular area for a major specialization and a minimum of 4 (four) electives for a minor specialization.
- b. All graduating PGDM / PGDM (HRM) / PGDM (B&FS) students are eligible to receive placement assistance unless otherwise debarred by the Corporate Relations and Placement Committee from receiving such assistance. The Corporate sponsored students will not be eligible for placements since they are required to go back to the company that has sponsored them.
- c. Placement assistance could be suspended because of non-payment of fees, mess bills and or other dues to the institute.
- d. Any indisciplinary actions which hampers the image of the institute or the Corporate Relations and Placement Committee in the presence of recruiters will lead to strict actions under the guidance of Campus Head - Carrer Services.
- e. Activity of any individual student that comes in conflict with the general well-being of placement of students, placement process, and branding of the institute, etc. shall be considered as violation of disciplinary norms and will lead to exclusion from further participation in the placement process.

- f. Students are free to opt out of the placement process before the first company visits the campus for placements. Any student who receives a placement offer from external sources/ companies not officially approached by IMI New Delhi, must inform the Corporate Relations and Placement Committee immediately. In such a case, once a student has opted out of the placement process, a request to opt in again will not be permitted. Students who have received job offer through their personal sources must provide a copy of the offer letter to the placement office and the Corporate Relations and Placement Committee as required for internal documentation. Students who are opting out for joining their family business must provide a letter from a director of the company stating the same. Students opting out of placement to pursue higher studies must provide a copy of the admission offer letter for higher studies.

- g. Students are encouraged to form a team and co-found start-ups while in campus and get them funded by angel investors and/or venture capital firms. The co-founding team who has been able to obtain the first round of funding for their start-up while on campus may give in writing their intent to work on the start-up rather than look for placements. As a safety net in case the start-up does not work out, the co-founding team of students will be allowed to be part of the placement process two years later, which is along with the batch that is two years junior to them. This opportunity to get back in the placement process will be available only two years later and not earlier or later so that the co-founding team of students gives a serious shot at the start-up for which two years should be a sufficient time. The intention of the co-founding team to take this two-year deferred placement option must be given before any of the members of the co-founding team have been placed through

the campus process and not necessarily before the start of the placement season since funding may not have been obtained that early. The two-year deferred placement option is conditional upon the co-founding team of students getting funded for which proof must be submitted through a term sheet and documents related to the investment by the angel investors and/or venture capital firms. This two-year deferred placement option is not meant for individual students going into the family business or starting a new business as part of the family business but is meant for campus start-ups co-founded by a team of students on campus.

- h. Once a student has received an offer through Campus, the student will have to join as per the terms and conditions of the company. If the student gets an alternate offer from another company off campus, they need to inform the placement cell within 1 day of receiving the offer letter. Failing to do so will result in penalty for indiscipline. Not joining the company that made an offer through a campus process results in loss of credibility and jeopardizes IMI's New Delhi relationship for future engagement with that company. A student will, therefore, be allowed to join the company that offered them a job off campus instead of the company that made a campus offer only with the written explicit permission of Campus Head-Career Services.

35.5 PPO/PPI Policy

- a. **Students receiving PPO or PPI from Internship Company BEFORE receiving placement through the final placement process:**
 - i. If a PPI opportunity is received the student must compulsorily appear for the interview.

- ii. The student must compulsorily accept the PPO or converted PPI and will be rolled out of the final placement process, except if the compensation (CTC) offered in the PPO or converted PPI is less than 60% of the average CTC quoted in the placement report for that academic program for the previous year, the student will be given a chance to be part of the final placement process with a maximum of 3 applications permitted throughout the placement process. If a student avails this opportunity and receives an offer through final placement process at campus, the student will have to compulsorily accept the offer and forfeit the PPO or converted PPI.

- iii. It is mandatory for students to accept a PPO/PPI as an when it is offered by the organisation. If the Corporate Relations and Placement Committee gets to know that a student has rejected the PPO/PPI opportunity as offered by the organisation, they reserve the right to roll the student out of the Final Placements under the guidance of Campus Head - Carrer Services.

b. Students receiving PPO or PPI from Internship Company AFTER receiving placement through the final placement process:

- i. If the student receives a PPO from a company after receiving placement through the final placement process, the student will be allowed to choose either the PPO or the campus final placement. Once the student has chosen an offer, it will be binding.

- ii. If the student appears for a PPI process before receiving

placement through the final placement process and obtains a positive PPI conversion result after receiving placement through the final placement process, the student will be allowed to choose either the converted PPI or the campus final placement. Once the student has chosen an offer, it will be binding.

- iii. If the student receives a PPI opportunity after receiving placement through the final placement process, then the student will not be allowed to appear for the PPI process and must drop his/her PPI opportunity and the offer made through final placement process shall be binding.

c. Students receiving PPO or PPI through Corporate Competition

If a student receives a PPO/PPI opportunity through a Corporate Competition after receiving an offer through the final placement process, then the student has the right to choose any of the opportunities which he/she wants to avail.

35.6 Procedure for Applying to the Company

- a. It is in the general intent that students fill in the Expression of Interest (EOI) for a particular company within the stipulated deadline. If due to any reason whatsoever the student is unable to do so, he/she shall inform the Corporate Relations and Placement Committee at the earliest. The decision to allow the student to apply for the company will be with the Campus Head - Career Services, which shall be final and binding.
- b. The Corporate Relations and Placement Committee requires each student to prepare their CV in a given format, as prescribed by them, and to submit the same on a stipulated date.

The Corporate Relations and Placement Committee can advise necessary changes in the CV, if needed.

- c. Sometimes organizations, at the time of campus interviews, inform the Corporate Relations and Placement Committee that they will be interested in screening more candidates other than the CVs sent to the company. The Corporate Relations and Placement Committee will then ask other interested students to apply within a prescribed time period.

35.7 Interview Procedure

- a. Students should keep a record of organizations and positions for which they apply. They should keep notes on the job details announced. These are useful at the time of interview. It should not be expected from the Corporate Relations and Placement Committee to furnish such details on the interview day.
- b. At the time of interview, students should not negotiate with the employer about salary and terms, different from what is announced, unless the announcement specifies that the salary is negotiable.
- c. After the preliminary interview, some organizations want students to go for a final interview at their headquarters. The Corporate Relations and Placement Committee will pass on the information received from the organization by communicating to the students. The students are expected to make their own travel and other arrangements.
- d. If a student does not appear for an interview or any other selection process component after submitting the resume, it will be treated as withdrawal from the Final Placement process.

- e. Once a student is placed through campus placements, the student cannot directly meet the HR of the company for any reason, be it change of location or CTC. Such cases will be liable for action by the Placement Office and are subject to disciplinary actions as deemed fit by the Campus Head - Career Services

35.8 CAP Guidelines

- a. The cap on the number of companies for which a student can sit for the final interview round during the Summer Internship Placement Process and the Final Placements is FIVE [The Specifics of a Final round of a company might vary from company to company]
- b. If any student appears for 5 Final Interviews and is still unplaced, then he/she will be rolled out from the Summer Internship Placement and the Final Placements Process
- c. The student will be rolled back into the Summer Internship Placement and Final Placement Process once 80% of the batch is placed.
- d. A student is eligible to apply for companies as per the eligibility criteria specified by the organization. Students of all 3 courses will be rolled out of the placement process if they are unplaced after 30 companies have visited the campus for which they were eligible to apply. The decision to roll out students lies with the Corporate Relations and Placement Committee under the supervision Campus Head - Career Services.

35.9 Withdrawal Procedure

- a. Students having once applied to an organization will not be permitted to withdraw from the selection procedure at any stage unless they have accepted an offer from another organization under the norms of the placement process as laid down by the Corporate Relations and Placement Committee. It is presumed that students would apply for a position after careful consideration of all the relevant aspects.
- b. In only exceptional circumstances, a student may be permitted to withdraw from attending preliminary interview on getting shortlisted by the organization, subject to following conditions:
 - i. They explain in writing to the Campus Head - Career Services full reasons for unusual circumstances which necessitated the withdrawal. The withdrawal will be permitted by the Campus Head - Career Services. Only if grounds for the withdrawal are truly exceptional and legitimate and that the interviewing organization would not feel offended.
 - ii. If a student has deliberately under-performed in a placement process in order to get himself/herself out of that particular process and if the same has been documented by recruiters and the same has been communicated via email or in written to the Corporate Relations and Placement Committee, the student will be rolled-out from the entire placement process. If the feedback is received verbally from the recruiters, strict action will be taken against the student responsible. Such acts can ruin the reputation of the institute with the concerned recruiter and can also affect the relationship between the institute and the organization.

35.10 Job Offers

- a. Students are permitted to receive a maximum of one job offer. After the entire batch gets placed, students who got placed earlier might be allowed to sit for further processes. However, the decision to allow a particular student will be taken up by the Campus Head - Carrer Services.
- b. All offers of a particular company will be announced at the end of the selection process of that company. All offers will be routed through the Corporate Relations and Placement Committee.
- c. Students will not be permitted to request any organization to keep the offer pending. Any such request will be considered as a serious breach of the placement norms and the student concerned may be denied further placement support.
- d. Students will not be permitted to request the employers to allow extension of deadline for communication of their decision regarding offers made by an organization.

35.11 Rules for Dream Companies

- a. The Corporate Relations and Placement Committee will invite relevant companies on campus for the Final Placement process depending on the profile being offered, compensation and other factors.
- b. Any company being floated as a 'Dream Company' would be decided by the Corporate Relations and Placement Committee

- c. The student has the option of applying to any company falling under the category of ‘Dream Company’, as termed by the Corporate Relations and Placement Committee. However, once the student is short-listed for the subsequent rounds, they will not be allowed to withdraw from the process under any circumstances.
- d. If a student does not appear for an interview or any other selection process component after submitting the resume, it will be treated as withdrawal from the Final Placement process.
- e. A student once placed in a ‘Dream Company’ would have to mandatorily accept the offer and join the organization as per the terms laid out by the company.
- f. Once a student is placed in a Dream Company, a student cannot directly meet the HR of the company for any reason, be it change of location or CTC. Such cases will be liable for action by the Placement Office and are subject to disciplinary actions such as hinderance of the Diploma Degree.

35.12 Shortlisting

- a. Shortlisting of students will be done by companies themselves on the basis of information supplied by the student in their CV.
- b. In case a company insists on shortlisting to be done by the institute without explicitly citing any criteria, it will be done based on CGPA. The shortlisting will be done under the guidance of Campus Head - Carrer Services.

35.13 Dress Code

It is mandatory on the part of the students to be well groomed and in business suits while attending guest lectures organized as part of corporate interaction, pre- placement talks, and interviews.

35.14 Learning and Development

- a. L&D sessions organized by the Corporate Relations and Placement Committee are mandatory to attend.
- b. In case students do not attend the sessions they are liable to be rolled-out of the Final Placements under the guidance Campus Head - Carrer Services.

35.15 Business Thought Leadership

- a. It is mandatory for students to attend Business Thought Leadership sessions as instructed by the Corporate Relations and Placement Committee. Students who are nominated by the Corporate Relations and Placement Committee to attend the session, are mandatorily required to attend the session.
- b. No exemptions for the sessions would be entertained. Students who do not attend the sessions are liable for repercussions as deemed fit by the Corporate Relations and Placement Committee.
- c. In case of extreme circumstances, students must write to the Corporate Relations and Placement Committee with valid proof. No exemption would be entertained 4 hours prior to the start of the event.
- d. The Corporate Relations and Placement Committee has the authority to impose infractions as deemed fit by them for

misconduct, misbehavior or misrepresentation during the course of Business Thought Leadership.

- e. In case any discrepancy is found in the proof submitted the Corporate Relations and Placement Committee has the authority to roll the student out for the Final Placements.

35.16 Miscellaneous

- a. The placement norms have been framed to ensure equality and fairness of opportunity to all the students. All students are required to abide by these rules. If there is a breach of these rules by any student, the Corporate Relations and Placement Committee will bring it to the notice of the Campus Head - Carrer Services, and serious action would be taken against the student, as deemed fit.
- b. Committee at IMI New Delhi involve, apart from existing penalties, the blacklisting of the student concerned from placement process, debarring them from receiving the institute's Diplomas; debarring from membership of the Alumni Association, and any other action that the Corporate Relations and Placement Committee at IMI New Delhi, deems necessary and in keeping with the gravity of the violation.
- c. Students are forbidden from approaching the visiting executives, either formally or informally, or in any way communicating with organizations regarding job opportunities announced by the Corporate Relations and Placement Committee. If a student does so without prior permission of the Campus Head - Carrer Services, he/she may be denied further placement assistance.

- d. If a student has behaved in a manner unbecoming of a graduate of IMI New Delhi during the placement process with a company, the Campus Head - Career Services would be free to impose a suitable penalty to the extent of withdrawing further placement assistance to the student concerned and taking other action as may be deemed necessary including rolling him/her out of the offer previously held.
- e. Companies share Job description, compensation package, career path, and location among the students during Pre-Placement Talks. However, students can be debarred from attending the further placement processes, if they are found negotiating with company during interview on account of any of the above-mentioned details or negative attitude during the interview. This will be based on companies' feedback.
- f. The Campus Head – Career Services reserves the right of modifying any or all of the above rules and /or stipulating additional norms for placement, in consultation with the faculty members of the Placement Committee and Director General IMI New Delhi, which in their judgment and discretion, are likely to benefit the students, in the immediate or the future context.
- g. The students shall not be eligible for any reimbursements from IMI New Delhi for expenses for interviews they wish to appear outside campus.
- h. Students cannot pursue a Live Project along with an internship.
- i. No internships can be pursued alongside the Academic Curriculum unless approved by the Corporate Relations and Placement Committee under the supervision of Campus Head - Career Services.

- j. Once a student is placed through Campus Placements, the student shall not approach the Corporate Relations and Placement Committee for a change in location, role or any other parameter provided by the company themselves.

Note: In case of any discrepancy in any of the above matters the Placement Committee will discuss internally and share the final decision. This will be in consultation of Head – Executive Education and Career for Delhi/Kolkata & Bhubaneswar Campus and Campus Head - Career Services.

35.17 Placement Discipline

Campus Hiring/Placement Services: Student Discipline Policy (Academic Year 2024-25)

a. Aim:

- i. To maintain long and mutually beneficial relations with the corporate partners and recruiters.
- ii. To ensure that the association of the institute with the corporate community developed over a long period of time through hard work and diligence is further strengthened and our actions are aligned accordingly.
- iii. To preserve the Brand Image of IMI New Delhi of maintaining high integrity & transparency with respect to the placement services offered to the students.

b. Rules for award of ‘Infractions’ and ‘Roll Out’ from the Campus Placement Process and ‘Debarment from Dream Companies’:

Infractions will be awarded on committing the following act(s) of indiscipline in an event/process/activity, conducted by the Corporate Relations and Placement Committee (CRPC):

- i. Not adhering to the communicated dress code
- ii. Use of any electronic gadget during an event/activity/process
- iii. Absence in an event/process/activity organized by CRPC without prior communication, unless exempted for genuine reasons
- iv. Is late for any event/process/activity organized by CRPC
- v. An act of misconduct with college staff and/or with a member of CRPC and/or representative of an organization during the event/process/activity
- vi. An act of Deliberate underperformance in a Live Project/SIP/Corporate Competition/Placement Process/PPI Process, which can be established on the basis of tangible proof.
- vii. An act of canvassing or making unwarranted contacts with the recruiters without informing the CRPC
- viii. Failing to submit the personal data or any other information required for placement process to the CRPC within a reasonable time frame as intimated by it.
- ix. An act of misconduct which hampers the image of IMI New Delhi in the eyes of the external organization, as decided by the Campus Head - Carrer Services in

consultation with the CRPC.

- x. Not maintaining decorum during the event/activity/process/meet
 - xi. The above is equally applicable to hostel and day scholar students irrespective of travel time
- c. On accumulation of a specific number of Infractions, the student will be rolled out from a certain number of companies visiting the campus for placements as described below:
- i. On accumulation of 3 Infractions against a student, the student will not be allowed to apply for the next 5 companies, including a DREAM company if it is one of them
 - ii. From the 4th infraction onwards, for each infraction, the student will not be allowed to apply for the next 2 companies per infraction, including a DREAM company if it is one of them.
 - iii. The number of infractions levied are carried forward from the first year to the second year. After an accumulation of 12 infractions, the student will be completely rolled out from the placement process (summers/finals/live projects, as applicable)
 - iv. Student who has received a PPO from Summer Internship Company, is liable to be rolled out of respective organization, in case of any misconduct. In such cases student will not be eligible to apply for companies which will be open under the Dream Policy

- v. Depending on the severity of indiscipline, student will be liable for multiple infractions (The decision of whether an act falls under severe indiscipline, lies at the sole discretion Campus Head-Career Services in consultation with CRPC.)
 - vi. The roll out will be applicable with immediate effect for companies slotted/floated for the process as soon as the infraction is levied. All Business Thought Leaderships Talk/ Pre- Placement Talk/ Guest Sessions are mandatory and are required to be attended. Exemption, if any, are permitted only if approved by the Corporate Relations and Placement Committee over mail. Any student missing more than 5 sessions (including medical reasons) would be liable to 3 infractions or as deemed fit by the Corporate Relations and Placement Committee under the guidance of Campus Head-Career Services
- d. Under following circumstances, the student will be completely rolled out from the Final Placements:
- i. Failure to appear in the final placement process after filling the Expression of Interest and is likely to get shortlisted without a genuine and justifiable reason.
 - ii. An act of indiscretion leading to leakage of information related to campus placements to any external parties.
 - iii. Failure to join the SIP organization after selection
 - iv. Any other act of indiscipline/misconduct reported by the SIP organization which can be corroborated with evidence

- v. Any act of negotiation/misconduct for role, compensation, or location, during the placement process, as per the communication received from the recruiter.
- e. On occurrence of the following circumstances twice, the student will not be allowed to apply for the next 2 dream companies visiting the campus.

(Only applicable to students who have been rolled out/secured placement through the campus placement drive/have opted out of the placement process)

- i. Not adhering to the communicated dress code
- ii. Use of any electronic gadget during an event/activity/process
- iii. Absence in an event/process/activity organized by CRPC without prior communication, unless exempted for genuine reasons
- iv. Is late for any event/process/activity organized by CRPC
- v. An act of misconduct with college staff and/or with a member of CRPC and/or representative of an organization during the event/process/activity
- vi. An act of Deliberate underperformance in a Live Project/SIP/Corporate Competition/Placement Process/PPI Process, which can be established on the basis of tangible proof
- vii. An act of canvassing or making unwarranted contacts with the recruiters without informing the CRPC

- viii. Failing to submit the personal data or any other information required for placement process to the CRPC within a reasonable time frame as intimated by it.
- ix. An act of misconduct which hampers the image of IMI New Delhi in the eyes of the external organization, as decided by the Campus Head-Career Services in consultation with the CRPC

36. WILLIAMSON MAGOR LIBRARY

36.1 Library Membership

- a. IMI New Delhi library is meant only for the students, faculty members, staff members, external members, and visiting faculty of IMI New Delhi.
- b. Each student member will be issued one library borrower ticket.
- c. A prescribed form available at the library security check counter should be used to apply for library membership

36.2 Circulation Rules

- a. Borrowing facilities are given only to the members of the library. Documents may be borrowed only against the borrower ticket issued to individuals. The borrower ticket is non-transferable.
- b. The holder of borrower ticket is responsible for any book issued against that ticket, as per the library records.

- c. All the students' members will produce their library card at the counter at the time of issue and return of books.
- d. Students are allowed to borrow not more than two books 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.
- e. Periodicals, newspapers and books in reference section may not be taken away from the library.
- f. For reissuing a book, it is necessary to present the book at the counter. Reissue does not happen automatically. 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.
- g. During examinations time, books issued for a week will not be reissued even if there is no demand for the book.
- h. The Librarian can recall books and other library documents any time if the need arises.
- i. If the book is not returned by due date, the defaulting 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.
- j. The library can refuse to issue books to members having unpaid dues.
- k. If a member loses a book against his/her ticket, the penalty will be as follows:

- i. He/she will have to replace the document(s) lost or pay the current price of the document(s).
- ii. 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/her borrower's ticket, he/she shall make a written report to the Librarian. On request, duplicate ticket may be issued. However, the member will have to pay Rs. 50/- for each duplicate ticket required.

36.3 General Rules

- a. 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 a 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. No valuable items, e.g. mobile, laptop, money, ATM/Debit/Credit cards etc., should be kept inside the bags. If kept, the library will not be responsible for any such loss.
- e. Users leaving the library should permit the library staff to examine their personal belongings, if asked.

- i. Online chatting/dating, browsing of social networking sites, playing games/watching movie on computer is strictly prohibited in the entire library premises.
- ii. The users should not leave their laptop, pen drives, mobiles, wallets etc. in the library. The library is not responsible for any losses.
- iii. IMI New Delhi 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.
- iv. 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 may result in the cancellation of library membership.
- v. Members should satisfy themselves before leaving the issue counter as to whether the book is in sound condition or not, otherwise they may be held responsible for any damage to the book.
- vi. It is of utmost importance that members behave in a decent manner with the library staff. In case a student has a problem with library staff, he/she should contact the Librarian.
- vii. Any infringement of the library rules may render the privilege of admission and of borrowing book from the library as withdrawn.

Library Working Hours

Library normally follows the following working hours.

Monday to Friday	09:00 a.m. to 12:00 (midnight)
Saturdays, Sundays & other holidays	10:00 a.m. to 07:00 p.m.
National Holidays	Closed

The library may be kept open for extended hours during examination.

36.4 Bloomberg Terminals

Bloomberg Terminals are available in the library through which users can monitor and analyze real time financial data and place trades on an electronic trading platform. The library provides remote access to Bloomberg database during the pandemic.

36.5 Online Databases

The library has subscribed research databases and industry databases which can be useful to students in their studies. Students are advised to contact library staff for more information on these.

37. TATA CHEMICALS COMPUTER CENTRE

The Tata Chemicals Computer Centre labs are designated for use by current students, faculty and staff of the institute.

The following rules apply for the use of the Computer Centre:

a. General Rules

- i. Users are advised to maintain discipline in the computer lab. The use of cell phones is prohibited inside the lab.
- ii. Students cannot install, modify or delete any software on lab computers.
- iii. Food or drinks are prohibited in the computer labs at any time.
- iv. Scheduled computer-based lab classes have priority over all other uses.
- v. Students are allowed to access and download material from the internet according to the norms of the institute.
- vi. Each student has a User ID & E-mail ID for accessing the IMI New Delhi network and emails. The maximum space allotted to each mailbox is 25 GB, and the attachment limit is 25 MB.
- vii. Students should save their data files on flash or network drives (O:drive). Each user is assigned a maximum of 200 MB of space on the Network Drive (O: Drive). Do not save files on the lab computer.
- viii. The Computer Centre is not responsible for data losses caused by computer viruses, improper computer use, or any other malfunctions.
- ix. Equipment in the computer labs should not be removed, modified, relocated, or disassembled without the permission of the lab coordinator.
- x. Computer Centre resources are not to be used for illegal or disruptive purposes.
- xi. Usage of pirated software is prohibited.

- xii. Reproducing copyrighted material (e.g., software, music, video, books, photographs, etc.) is prohibited.
- xiii. Accessing uploading or downloading obscene, pornographic, threatening, or discriminatory material is not allowed.
- xiv. Chatting and playing online games are prohibited in the computer lab.
- xv. Any problems with the computer should be reported to the lab staff immediately.
- xvi. The scanning facility is available free of cost.
- xvii. Laser & Color Printers are available, and charges per page are as follows:
- xviii. Black & White Printing (Rs.1/- per copy)
- xix. Text & Graphics Color Printing (Rs.5/- per copy)
- xx. Full Graphics Color Printing (Rs.10/- per copy)
- xxi. User must log off the computer before leaving the computer lab.
- xxii. Students are advised to change passwords every 30 days for security reasons.

b. Computer Center	Timings
Working Days (Monday to Friday)	8:00 a.m. to 6:30 p.m.
Saturday, Sunday Other Holidays	9:00 a.m. to 5:00 p.m.
National Holidays	Closed

38. HOSTEL RULES

The hostel aims to create a "home away from home" environment, promoting self-confidence, discipline, and the ideals of harmonious communal living. The hostel atmosphere fosters camaraderie, fellowship, and professional fraternity, encouraging self-help and a spirit of accommodation for the common good among students.

Hostel rules are made to ensure a safe, secure, comfortable, and pleasant stay, creating an environment that supports learning. All activities aim to help students grow and succeed, making them feel a part of the IMI New Delhi community. The goal is to offer a complete experience that goes beyond just staying here, preparing individuals for future challenges.

38.1 Room Allocation

- a. Due to space constraints, hostel accommodation on campus may be available to only a section of students. Demands for hostel accommodation are typically shared between first- and second-year students of all the Programs.
- b. Available rooms in the IMI New Delhi hostel are either single or double shared.
- c. For reasons explained, *first preference* is given to non-NCR students and NCR students who reside far from campus. Under exceptional circumstances, the requests of NCR students who would not otherwise qualify, will be sympathetically considered.
- d. Students who do not qualify under either of the criteria have two options to choose accommodation in properties identified by the IMI New Delhi administration as consistent with IMI New Delhi requirements in terms of hygiene and safety or making their own arrangements based on their individual needs.

- e. The decision to allocate rooms will be strictly on a first come-first serve basis. The decision of the room allotment committee/hostel administration will be final and binding.
- f. Students must stay in their assigned rooms, and exchanging rooms without the hostel administration's consent is strictly prohibited. If a change of room is needed, students can request it from hostel authorities. Such requests will be considered based on room availability and the reason for the request.
- g. Summer residents will be allotted rooms based on availability on payment of monthly charges.

38.2 End of Residence or Withdrawal

- a. Hostel fees are non-refundable. This applies both to students who withdraw from the institute either *before* or *after* joining the program.
- b. At the end of the residence period, students are required to move out of the hostel on or before the designated 'move-out' date. Students are required to clear all personal belongings from their respective rooms and return all the keys to the hostel administration. Failure to do so will lead to forfeiture of security deposits.
- c. Residents who violate the hostel regulations could be expelled from their respective hostels.
- d. Students expelled from the institute for disciplinary or academic reasons will not be permitted to reside in the hostel.

38.3 Rules for Entering and Leaving the Hostel

- a. The main gate of the campus is open till 11:00 pm to enter and 10:00 pm to exit. Students will not be permitted entry into the campus after 11:00 p.m.
- b. Students have to take necessary safeguards and precautions while moving around the city. The responsibility for personal safety while outside hostel rests exclusively with the students.
- c. Entry/exit of all students will be controlled through an electronic access control system installed at the Main gate and Gate No-2. The Back Gate will remain closed and will be used only during emergency situations.
- d. Day scholars and off-campus residents will be expected to vacate the campus at the latest by 9:30 PM, unless permitted otherwise by Dean/Chief Hostel Warden for a specific official purpose. The movement of day scholars will be tracked by the system on a real-time basis and defaulters will be dealt with in accordance with the disciplinary rules of the institute.
- e. For late arrivals and travel, students must take prior approval from hostel administration. This must be done *in advance* if the lateness is intended for weekends or institute holidays. The Email will be valid for *single use and only for the specified night, for which the request has been made.*
- f. A student who returns after the permitted time (11 pm for campus hostel) will be allowed entry only on the deposit of his/her ID Card to the security staff on duty, who in turn will deposit it with the resident counselor. The ID card will then have to be collected personally by the student from the resident counselor the next working day. A warning shall be

issued automatically to the concerned student. Repeated warnings could result in expulsion from the hostel.

- g. For visits to places *outside* Delhi / NCR and locations other than their hometown, students are required to submit an application duly recommended by their parents/local guardian and Dean Academics followed by approval by the Chief Hostel Warden.
- h. Permission must be taken 24 hours in advance before leaving the hostel. Failure to do so will be treated as a case of indiscipline and dealt with accordingly and parents of the concerned resident will be informed.

38.4 Hostel Rooms

Important information for students will be posted on the noticeboards. Students should regularly read these notices. Not knowing about the rules and instructions displayed on the noticeboard will not be accepted as an excuse for not following them.

- a. Students are required to safeguard their personal belongings and are advised to keep their rooms always locked. The hostel administration bears no responsibility for any losses.
- b. The students are required to keep their rooms clean and tidy.
- c. Students who do *not* require any item provided to them should inform the hostel authorities accordingly.
- d. Shifting of existing furniture from one room to another is not permitted.

- e. Students cannot share their rooms with any person without approval of the competent authority.
- f. Students must switch off the all the electrical appliances like lights /fans/air conditioners when they leave the room.
- g. Before using electrical appliances (except for a computer, fan, answering machine, hair dryer, radio, mobile, and charger), students must apply to the Chief Hostel Warden, get written approval, and pay the required fee.
- h. Residents who violate the rule for the first time will be required to pay a penalty of Rs. 2000/-On repeat violation, a penalty of Rs. 3000/- will be imposed and a written warning will be issued.
- i. It is the students' responsibility to take proper care of any equipment/furniture allotted to him/her by the institute. Damage or destruction of institute's property will be treated as a serious offense and the costs of repair or replacement with penalty, will be recovered from individual students or the Students Council, depending on the circumstances.
- j. All hostel rooms are to be vacated by the students during summer vacation for maintenance. The date for vacating hostels will be informed in advance.
- k. Students should obtain a *hostel clearance certificate* from the hostel administration on completion of the Program and hand over possession of the room to the authorities.
- l. Complaints of any nature regarding the maintenance of the hostels should be submitted to the hostel Warden.

38.5 Rules Regarding Guests And Visitors

- a. Male guests are **not permitted** to visit the Girl's hostel and *vice versa*.
- b. Guests and visitors are welcome only during the day. There is no provision for guests and visitors to stay in the student residence at night and students are expected to meet their guest at the common place. i.e. cafeteria and dining area etc.
- c. Close family members viz parents and siblings only can be provided accommodation for a short stay of a day or two in the institute guest house subject to availability and on payment of a nominal charge as per the policy of the institute. This does *not* include charges for meals.

38.6 Dining Room Rules and Regulations

- a. All students must have their meals in the dining room at the hours stipulated by the hostel administration. These timings must be adhered to strictly.
- b. Food will *not* be served outside the dining room, except in cases of sickness. In such cases, the mess- in-charge needs to be informed no less than four hours before the meal service time.
- c. Moving chairs, other furniture, utensils, crockery and cutlery from the Dining Hall is strictly forbidden
- d. The menu will be decided by the Administration in consultation with the Student Mess Committee and the Contractor.

38.7 Campus Facilities

- a. Sports and Games: Facilities are available for indoor games like billiards and table tennis. Outdoor games facilities are available for playing basketball, volleyball and badminton.
- b. Health Care: A registered medical practitioner is available on Tuesday, Thursday and Friday from 2.00 pm to 3.00 pm at the campus. For major illnesses, students are advised to visit nearby Hospitals, located close to campus.
- c. The institute has enlisted a professional mental wellbeing and counseling agency to provide support and counseling to students. This is aimed at improving their mental wellbeing through both online and offline sessions.
- d. A yoga instructor is also available to impart quality yoga classes every morning/ evening
- e. Gymnasium/Recreation Room/Music: Facilities for recreation and gymnasium have been provided in the hostel. These shall be managed by the Students Committee of IMI New Delhi
- f. Laundry: Washing Machines have been provided in the hostels for the use of students. Students must follow the manufacturer guidelines for the usage of the same.

38.8 Discipline

- a. The institute strictly prohibits activities such as gambling, alcohol/narcotics consumption, smoking, and ragging. Violations may lead to severe disciplinary action, including expulsion in severe circumstances.

- b. Private parties are not permitted on campus, and disruptive behavior, particularly under the influence of alcohol, will be addressed with appropriate disciplinary measures
- c. Carrying firearms, toxic substances, or intoxicants on campus is forbidden
- d. Keeping pet animals in the Campus or Hostels, on & off campus, is strictly prohibited with Violation resulting in permission cancellation to stay in Hostels
- e. Bringing or feeding unvaccinated stray animals on campus is not allowed due to health and hygiene concerns
- f. Students must obtain prior permission from the warden to stay out from the hostel at night. Failure to comply may result in strict action, including possible expulsion, with parents informed
- g. Removal of common room chairs, furniture, newspapers, and magazines is prohibited
- h. Playing in the corridors is not allowed
- i. Displaying notices or posters on glass panes and walls without prior permission is prohibited; care must be taken not to damage walls, and prompt removal after the event is required
- j. Hacking and sending spam **emails** are strictly prohibited, inviting severe disciplinary action
- k. Residents must not deface walls in their rooms or the hostel. Any graffiti inside rooms will invite strict penalties. Graffiti on corridor walls will result in fines for all the residents on the floor.

1. Hostel residents are typically required to vacate their rooms within 48 hours of the end of the final examinations of Term - III and Term-IV. With a fine of Rs. 1000/- per day up to 10 days thereafter, students may face disciplinary action. Additionally, students must hand over the room key to hostel attendant when vacating.

38.9 Ragging

- a. Ragging in any form is not permitted on the IMI New Delhi campus
- b. Students should note that they are prohibited from engaging *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).
- c. Any student found to be indulging in one or more of the above-mentioned activities is liable to 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 scholarships, debarring from representation in events, withholding of results and suspension or expulsion from the hostel or mess. institute may report the matter to the Police.

38.10 Undertaking

Students undertake to abide by all the aforesaid rules and would need to give an undertaking to the effect.

39. GENDER SENSITIZATION & COMPLAINTS AGAINST SEXUAL HARASSMENT (GSCASH)

Sexual harassment is a form of discrimination. It is behavior that is not welcome, is personally offensive, destroys morale, and interferes with institutional effectiveness. All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016, applicable to all technical institutes, defines sexual harassment as follows:

- a. An unwanted conduct with sexual undertones that is persistent and which demeans, humiliates, or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication), viz,
 - i. Any unwelcome physical, verbal, or non-verbal conduct of sexual nature;
 - ii. Demand or request for sexual favors;
 - iii. Making sexually coloured remarks;
 - iv. Physical contact and advances; or
 - v. Showing pornography; and

- b. Anyone (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behavior that has explicit or implicit sexual undertones-
- i. Implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
 - ii. Implied or explicit threat of detrimental treatment in the conduct of work;
 - iii. Implied or explicit threat about the present or future status of the person concerned;
 - iv. Creating an intimidating, offensive, or hostile learning environment;
 - v. Humiliating treatment likely to affect the health, safety, dignity, or physical integrity of the person concerned;

IMI New Delhi's policy is to provide and maintain a working environment free from sexual harassment for its students/participants, faculty, employees, vendors, contractors, citizens, and all others in contact with the institute through faculty, students, any other Program participants, and employees. In compliance with the Supreme Court and AICTE directive, the institute has constituted an Internal Complaints Committee (ICC) for Gender Sensitization and Complaints against Sexual Harassment (details of coordinates given in **Appendix-IX**). The Committee shall address discriminatory behavior, including sexual harassment that they observe or become aware of. The Committee will also advise remedial actions in case of any complaint, including punishment for the offender. Every effort will be made to maintain confidentiality to protect both the complainant and the accused to the extent possible.

40. STUDENT COUNSELLING AND WELLBEING

- a. If a student faces any issue related to mental wellbeing and academic stress, he/she can approach the faculty counselor of the institute Prof. Swati Dhir (swati.dhir@imi.edu) or Prof. Rajeev Anantaram (ranantaram@imi.edu).

- b. The students can also approach the professional counselling services of ‘YourDOST’ facilitated by the institute for any kind of stress or mental health issues. YourDOST is an online counselling and emotional support service. The students can access YourDOST at all times and can avail counselling from pre-vetted experts (Psychologists, counsellors, career coaches, life coaches). Tele counselling services are also available at a helpline number. The students can visit <https://yourdost.com/> and make their own account for counselling services when needed. All the communication with YourDOST team remains very confidential.

41. ACADEMIC CALENDAR (2024 - 2025)
PGDM, PGDM (HRM) & PGDM (B&FS) Programs
FIRST YEAR

PGDM/PGDM(HRM)/PGDM(B&FS) 2024-25 - FIRST YEAR	
NEEV 2024 - Orientation Program	June 17 – 29, 2024 (Monday – Saturday)
First Term	
Classes Commence	July 01, 2024 (Monday)
Mid-term Exam (Classes suspended)	August 05 - 07, 2024 (Monday - Wednesday)
Classes Resume after Mid-term	August 08, 2024 (Thursday)
Independence Day (Holiday)	August 15, 2024 (Thursday)
MOCK GD and HOC (Online)	Week 1: August 24 – 25, 2024 (Saturday - Sunday) Week 2: August 31 – September 01, 2024 (Saturday - Sunday)
Classes End	September 14, 2024
End-Term Exam	September 16 - 20, 2024 (Monday - Friday)
VIMARSH 2.0 - CHRO Conclave	September 21-22, 2024 (Saturday & Sunday)
Summer placement week (Classes suspended)	September 23 – 27, 2024
Term Moderation	October 15, 2024 (Tuesday)
First Term Result	October 16, 2024 (Wednesday)
Second Term	
Classes Commence	September 30, 2024 (Monday) 1 st Half for Registration
Mahatma Gandhi's Birthday (Holiday)	October 02, 2024 (Wednesday)
Dussehra (Holidays)	October 10-11, 2024 (Thursday - Friday)

Diwali (Holidays)	October 31 –November 01, 2024 (Thursday - Friday)
Conventus (Classes suspended)	November 08 – 10, 2024 (Friday – Sunday)
Mid-term Exam (Classes suspended)	November 13 - 16, 2024 (Wednesday - Saturday)
Classes Resume after Mid-term	November 18, 2024 (Monday)
National Alumni Meet	November 30, 2024 (Saturday)
Classes End	December 20, 2024 (Friday)
End-Term Exam	December 23 - 28, 2024 (Monday - Saturday)
Christmas (Holiday)	December 25, 2024 (Wednesday)
Term Moderation	January 17, 2025 (Friday)
Second Term Result	January 18, 2025 (Saturday)
Third Term	
New Year Day (Holiday)	January 01, 2025 (Wednesday)
Classes Commence	January 02, 2025 (Thursday) 1 st Half for Registration
Republic Day	January 26, 2025 (Sunday)
Mid-term Exam (Classes suspended)	February 13 – 15, 2025 (Thursday - Saturday)
Kritva (Classes suspended)	February 21 -23, 2025 (Friday – Sunday)
Classes Resume after mid-term	February 17, 2025 (Monday)
Holi (Holiday)	March 14, 2025 (Friday)
Classes End	March 24, 2025 (Monday)
End-Term Exam	March 25 – 31, 2025 (Tuesday - Monday)
Term Moderation	April 22, 2025 (Tuesday)
Third Term Result	April 23, 2025 (Wednesday)
Summer Internship	

Second Year

PGDM/PGDM(HRM)/PGDM(B&FS) 2024-25 – SECOND YEAR	
Fourth Term	
Classes Commence	July 08, 2024 (Monday) 1 st Half Student Registration
SIP Presentations Week (Classes suspended)	July 29 – August 02, 2024 (Monday - Friday)
Independence Day (Holiday)	August 15, 2024 (Thursday)
Mid-term Exam (Classes suspended)	August 20 - 22, 2024 (Tuesday - Thursday)
Classes Resume	August 23, 2024 (Friday)
VIMARSH 2.0 - CHRO Conclave	September 21-22, 2024 (Saturday & Sunday)
Corporate Confab- Offline (Classes suspended)	Week 1: September 28 – 29, 2024 (Saturday - Sunday) Week 2: October 19 – 20, 2024 (Saturday - Sunday)
Classes End	September 28, 2024 (Saturday)
End-Term Exam	September 30 – October 08, 2024 (Monday - Tuesday)
Mahatma Gandhi's Birthday (Holiday)	October 02, 2024 (Wednesday)
Term Moderation	October 29, 2024 (Tuesday)
Fourth Term Result	October 30, 2024 (Wednesday)
Fifth Term	
Classes Commence	October 09, 2024 (Wednesday) 1 st Half Student Registration
Dussehra (Holidays)	October 10 - 11, 2024 (Thursday - Friday)
Final Placement (Classes suspended)	October 21 - 25, 2024 (Monday - Friday)
Diwali (Holidays)	October 31 –November 01, 2024 (Thursday - Friday)
Conventus (Classes suspended)	November 08 – 10, 2024

Mid-term Exam (Classes suspended)	November 20 - 22, 2024 (Wednesday - Friday)
Classes Resume	November 25, 2024 (Monday)
National Alumni Meet	November 30, 2024 (Saturday)
Christmas (Holiday)	December 25, 2024 (Wednesday)
Classes End	December 28, 2024 (Saturday)
End-Term Exam	December 30, 2024–January 06, 2025 (Monday - Monday)
New Year Day (Holiday)	January 01, 2025 (Wednesday)
Term Moderation	January 23, 2025 (Thursday)
Fifth Term Result	January 24, 2025 (Friday)
Sixth Term	
Classes Commence	January 07, 2025 (Tuesday) 1 st Half Student Registration
Republic Day (Holiday)	January 26, 2025 (Sunday)
Mid-term Exam (Classes suspended)	February 10 - 12, 2025 (Monday - Wednesday)
Classes Resume after mid-term	February 14, 2025 (Friday)
Kritva (Classes suspended)	February 21 -23, 2025 (Friday – Sunday)
Holi (Holiday)	March 14, 2025 (Friday)
Classes End	March 19, 2025 (Wednesday)
End-Term Exam	March 20 - 25, 2025 (Thursday – Tuesday)
Term Moderation	April 10, 2025 (Thursday)
Sixth Term Result	April 11, 2025 (Friday)
Convocation 2025	May 10, 2025 (Saturday)

42. ACADEMIC/ ADMINISTRATIVE STRUCTURE

Functional Heads

Name	Designation	Tel Extn.	Email ID
Prof. Himadri Das	Director General	101	dg@imi.edu
Prof. Sonu Goyal	Dean Academics	137	deangp@imi.edu
			sonugoyal@imi.edu
Prof. Neena Sondhi	Dean (Research & Accreditations) Chairperson FPM	108	headresearch.chairpersonfpm@imi.edu
			chair-accreditation@imi.edu
			neenasondhi@imi.edu
Prof. Aranb K. Deb	Chairperson PGDM	111	pgdmchair@imi.edu
			arnab.deb@imi.edu
Prof. Swati Dhir	Chairperson PGDM (HRM)	197	pgdmhrchair@imi.edu
			swati.dhir@imi.edu
Prof. Shikha Bhatia	Chairperson PGDM (B&FS)	117	pgpchairbfs@imi.edu
			shikha.bhatia@imi.edu
Prof. Monika Chopra	Chairperson PGDM (18 Months)	186	xpgdmchair@imi.edu
			monika.chopra@imi.edu
	Area Chair (Finance)		areachairfinance@imi.edu
Prof. Pinaki Dasgupta	Area Chair (Marketing)	337	pinaki@imi.edu areachairmarketing@imi.edu
Prof. Mamta Mohapatra	Area Chair (OB&HR)	106	mamta@imi.edu
Prof. Kuldeep Lamba	Area Chair (QT/OM)	258	kuldeep.lamba@imi.edu
Prof. Rajeev Anantaram	Area Chair (Economics)	155	ranantaram@imi.edu
Prof. Perna Lal	Area Chair (IM/Analytics)	127	prernalal@imi.edu
			areachair-im@imi.edu
Prof. Ashutosh Khanna	Area Chair (Strategy & GM)	123	ashuthosh@imi.edu
Prof. D K Batra	Chairperson SGRC	195	dkbatra@imi.edu

Prof. Umesh Bamel	Chairperson - Internationalization	120	umesh.bamel@imi.edu
	Chief Hostel Warden		warden@imi.edu
Prof. Chhavi Mehta	Chairperson – GSCASH	335	chhavi.mehta@imi.edu
Prof. Himanshu Joshi	Chairperson-Anti-Ragging Committee	119	himanshu@imi.edu
Prof. Priya Chaudhary	Chair- Sustainability & Social Impact	159	priya.chaudhary@imi.edu
Mr. Rajendra Singh	Registrar & CAO	103	registrar@imi.edu

Program Office

Name	Designation/Activity	Tel Extn	Email ID
Ms. Jiji Abraham	Overall Coordinator- Graduate Program Office	179	gpoffice@imi.edu
Ms. Rhiya Varghese	Exam Cell Coordinator	175	exam.coordinator@imi.edu
Mr. Pankaj Sharma	Program Office PGDM Second Year & Students Affairs	313	pgdm-ii@imi.edu
Ms. Shalini Rawat	Program Office PGDM First Year	166	pgdm@imi.edu
Ms. Sanchali Sinha	Program Office PGDM (B&FS)	199	pgdmbfs@imi.edu
Ms. Pushpa Vinod	Program Office PGDM (HRM)	191	pgdm-hr@imi.edu
Ms. Vijaya	PGDM (18 Months) and Research and Seminar	207	xpgdm@imi.edu
Ms. Vijaylaxmi Anand	Internationalization Office	152	irepoffice@imi.edu

Placement Office			
Mr. Amit Ghosh	Head – Executive Education and Career Services	172	amit.ghosh@imi.edu
			headcareeralumni@imi.edu
Ms. Vibha Kumar	Campus Head – Career Services	240	vibha.kumar@imi.edu
Dr. Smita Singh	AGM-Career Services	201	smita.singh@imi.edu
Ms. Sandhya Kapoor	Placement Office	190	placementoffice@imi.edu
Ms. Supriya Menon		154	
Ms. Piyusha Amre	Regional Manager West – Career Services	-	piyusha.amre@imi.edu
Mr. Koustav Mukhopadhyay	Regional Manager South – Career Services	-	koustav.mukhopadhyay@imi.edu
Admissions			
Mr. Sundeep Yadav	Head Admissions & Marketing and Alumni Relation	227	sundeep.yadav@imi.edu
Digital Marketing			
Mr. Dikshant Tyagi	Senior Manager - Digital Marketing	114	dikshant.tyagi@imi.edu
Ms. Farhana Numan	Manager – Marketing Communications & Digital Content	128	farhana.numan@imi.edu
Library			
Dr. Shilpi Tripathi	Head-Library & Information Services	169	shilpi.tripathi@imi.edu
Computer Centre			
Mr. Dinesh Sharma	General Manager – IT	167	dinesh@imi.edu

Accounts			
Mr. R K Singh	Chief Financial Officer	163	rksingh@imi.edu cfo@imi.edu
Alumani Relations Office			
Ms. Shipi Shrivastava	Alumani Relations Officer	160	shilpi@imi.edu
Student Affairs			
Ms. Seema Saxena	Manager-Precurement and Contracts	162	seema@imi.edu
Administration			
Mr. Sunil Singh	General Manager – Facilities	202	sunil@imi.edu
Ms. Rekha Rani	Resident Deputy Hostel Warden (Women)	254	rekha.rani@imi.edu

43. FEE AND PAYMENT SCHEDULE

The student fee is payable as per the following schedule

1st Year		2nd Year	
(Batch 2024 -2026)		(Batch 2023-25)	
Instalment	Due date	Instalment	Due date
1 st Instalment	As per Admission offer letter	5 th Instalment	10-Sep-24
2 nd Instalment	10-Sep-24	6 th Instalment	10-Dec-24
3 rd Instalment	10-Dec-24		
4 th Instalment	25-Mar-25		

The students are supposed to clear all fee dues before registration of each term. In case of late deposit late fee charges of Rs. 200/- per day shall be charged. In special circumstances, the Dean Academics may waive the late fees partly or fully. Please note that the late fee is applicable regardless of whether the payment is made directly or through bank loan

APPENDIX – I

International Management Institute New Delhi
Course of Independent Study
(CIS) Form

The Dean Academics
International Management Institute
New Delhi

Dear Sir/Madam,

I wish to do a Course of Independent Study (CIS) in
Term _____ on topic _____

_____ under the supervision of
Prof. _____

A preliminary proposal of the CIS is enclosed. I request that I may be permitted to do the CIS.

Thanking you, Yours sincerely,

Signature: _____ Name: _____

Roll No.: _____

Date: _____

Approved By:

Prof. _____

Supervisor

APPENDIX-II

International Management Institute New Delhi

Re-Evaluation Form

The Dean Academics
International Management Institute New Delhi

Dear Sir/Madam,

I wish to apply for re-evaluation Term _____

Sub: _____

Faculty: _____

As per Student Handbook of Information 2024 - 25 under clause 14, I am required to pay the re-evaluation fee of Rs.1000/- (per subject) to the accounts department. In case re-evaluation results in change of grade(s), 1000 of the re-evaluation fee will be refunded to me.

After an appeal is made to the Dean Academics, any change in marks will be binding on the student. Any further complaint will be treated as frivolous and dealt with accordingly.

Signature _____

Name _____

Program Name & Roll No. _____

Date: _____

Approved

Dean Academics

APPENDIX-III

International Management Institute New Delhi

Leave Application Form

Date.....

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

List of Enclosures:

(Signature of the student)

Date.....

Leave of absence from the class granted/Not granted

Hostel Warden
(Signature) (Date)

Program Manager
(Signature) (Date)

Program Chairperson
(Signature) (Date)

APPENDIX-IV

International Management Institute New Delhi

CLEARANCE FORM

Name of the Participant: Participant's Roll No :

Residential Address (Permanent):

Telephone No. (Residence) Cell No.(permanent

E-mail ID Personal (write in

block letters) Bank Account No.

Bank Name & Branch IFSC Code

Departments	Items Pending	Amount Pending	Signature
Computer			Computer Center in Charge
Placement			Placement Office
Library			Librarian
Mess			Mess in Charge
Hostel			Hostel Warden

(Signature of the Participant)

(Clearance by Accounts Dept.)

APPENDIX – V

International Management Institute New Delhi

**Application Form for the Student Exchange Program
(Outgoing)**

Personal Information

Name of Student: Family Name _____ First Name _____

Gender Female Male

Date of Birth: _____

Nationality: _____

E-mail Address: _____

Mobile No.: _____

Program Information

Program PGDM PGDM (HRM) PDM (B&FS)

Roll No _____

CGPA* _____

**Minimum CGPA of 5 on date of applying / No 'D' or 'F' grade(s) till date*

Term/School Preference for Study Abroad

Term Preference
(Tick anyone)

Term - V Term - VI

Partner B-School

Preference I

Preference II

Emergency Contact Information

Name of Parent Address _____

E-mail _____

Address _____

Tel. _____

Motivation to Study Abroad *(please write your statement of purpose within 200 words)*

(Signature of student) _____

Date: _____

APPENDIX - VI

International Management Institute New Delhi

Live Project Form

- 1 Student Name & Roll number
- 2 Name of the Organization
- 3 Live Project Title
4. Brief Synopsis of the project (Maximum 200 words):
 - Aims and Objectives of Project
 - Scope of the project
 - Intended Methodology
 - Data collection methods

Student's Signature.....

Date.....

Placement officer

Signature.....

APPENDIX - VII

**International Management Institute New
Delhi**

Out Pass

Name:	Date:	Time:
PGDM Batch:	Roll No.:	
Seeking permission to leave the hostel:	From hrs. on..... To... hrs. on.....	
Reason for permission to leave hostel:		
Contact number, if any:		

Signature of the student

Hostel Warden

APPENDIX-VIII

International Management Institute New Delhi

Mess Rebate Form

Date:.....

Name:	
Batch: Roll No.	Time:

	From	To	No. of Days
Mess rebate sought			

(Signature of the student)

Received on: _____

Note:

AT: _____ (AM/PM)

Hostel Warden

1. Mess rebate is permitted for the period of term break as announced by the office.
2. Intimation must reach the Hostel Supervisor at least 24 hrs. before the period of mess rebate
3. Mess rebate is only for full days.

APPENDIX-IX

International Management Institute New Delhi

GSCASH MEMBERS

CONTACT DETAILS

Member Name	Email id
Prof. Chhavi Mehta (Chairperson)	chhavi.mehta@imi.edu
Prof. Neena Sondhi	neenasondhi@imi.edu
Prof. Umesh Bamel	umesh.bamel@imi.edu
Prof. Swati Dhir	swati.dhir@imi.edu
Mr. Dinesh Sharma	dinesh@imi.edu
Ms. Jiji Abraham	jiji@imi.edu
Dr. Mala Bhandari (External Member from NGO SADRAG)	mail@sadrag.org
Anushka Pachauri (Student member)	anushka.p23@imi.edu
Aishna Goel (Student member)	aishna.h23@imi.edu
Piyush Sharma (Student member)	piyush.b23@imi.edu

For reporting concerns about sexual harassment, reach out to:

- gscash.complaint@imi.edu
- gscash.chair@imi.edu

APPENDIX-X

International Management Institute New Delhi

STUDENTS GRIEVANCE REDRESSAL COMMITTEE MEMBERS

CONTACT DETAILS

Members Name	Email id
Prof. D K Batra (Chairperson)	dkbatra@imi.edu
Prof. Rajeev Anantaram	ranantaram@imi.edu
Prof. Swati Dhir	swati.dhir@imi.edu
Prof. Chhavi Mehta	chhavi.mehta@imi.edu
Chief Hostel Warden – Prof. Umesh Bamel	warden@imi.edu umesh.bamel@imi.edu
Anushka Pachauri (Student member)	anushka.p23@imi.edu
Satvik Jain (Student Member)	satvik.p23@imi.edu

APPENDIX-XI

International Management Institute New Delhi

ANTI-RAGGING COMMITTEE MEMBERS

CONTACT DETAILS

Members Name	Email id
Prof. Himanshu Joshi (Chairperson)	himanshu@imi.edu
Prof. Ankita Tandon	ankita.tandon@imi.edu
Chief Hostel Warden – Prof. Umesh Bamel	warden@imi.edu umesh.bamel@imi.edu
Registrar & CAO - Mr. Rajendra Singh	registrar@imi.edu
GM Facilities – Mr. Sunil Singh	sunil@imi.edu
President Student Council - Nadar Yogesh Sellam Thangadurai	nadar.p23@imi.edu