
**HANDBOOK OF INFORMATION
FOR STUDENTS**

PGDM (18 Months) Program 2024 - 2025



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 of the PGDM (18 Months) program 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 Dean (Academics) Office or Chairperson PGDM (18 Months).

While the Institute does not intend 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
4th July 2024

Prof. Sonu Goyal
Dean (Academics)

INTRODUCTION TO IMI

IMI New Delhi is the first corporate-sponsored management school in the country and was launched in 1981 in collaboration with the 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 the All India Council for Technical Education (AICTE). IMI New Delhi has been accorded prestigious accreditations such as the Association of MBAs (AMBA) and the Association to Advance Collegiate Schools of Business (AACSB). IMI's New Delhi PGDM, PGDM (HRM), and PGDM (B&FS) Programs are approved by the Association of Indian Universities (AIU) as equivalent to an 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 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 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 reviewing the curriculum and program structure for various academic programs to keep them 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 DIPLOMA IN MANAGEMENT (18 MONTHS) 2024-2025

IMI offers Post Graduate Diploma in Management (18 Months) approved by AICTE and accredited by Association of MBA's (AMBA). This **18-month** program is meant for students with at least 3 years of prior work experience.

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 must 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

The academic year will be divided into 4 academic terms of approximately 3 months each running across from July-May. The fifth term, which is 6 months of duration approx. is meant for carrying out the Field Project. The academic calendar provides all relevant dates for terms, examinations and term breaks.

5. CREDIT REQUIREMENTS

- i. To earn a diploma in the PGDM (18 Months) program, a student must earn the prescribed number of credits. One credit is equivalent to 10 classroom contact hours. A course may be offered over 10 hours (1 credit), 15 hours (1.5 credits), 20 hours (2 credits) or 30 hours (3 credits). 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 one should expect around 21 hours of classroom interactions and 42 hours of “preparatory work for classes” every week. In addition, a student is expected to spend time on projects & assignments (both individual and group), continuous evaluation and examinations.
- ii. PGDM (18 Months) program for 2024-2025 has a minimum requirement of **90 credits**, of which 84 credits correspond to coursework (including simulation) and 6 credits for Field Project work. The project work is completed over a **Six-month** period. The program has to be completed within a maximum allowed duration of 3 years from the date of enrolment.

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:

- a. Title of the course, number of credits, academic year, term, and name of the instructor.
- b. Chamber consultation hours.
- c. Course Description.
- d. Course Outcomes (COs).
- e. Mapping of The Program Outcomes (POs) And Course Outcome (COs)
- f. Pedagogy.
- g. Course Evaluation Component(s) (CECs)
- h. Mapping Between COs, POs and CECs.
- i. Resources.
- j. Session Plan
- k. Academic Integrity & Class Rules

8. EVALUATION

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.

- a. A 3-credit course takes into account a minimum of 4 component(s) for evaluation.

- b. A course of 2.25 credit or 1.5 credit considers a minimum of 3 component(s) for evaluation.
- c. A course of 0.75 credit considers a minimum of 2 component(s) for evaluation.
- d. 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. Details regarding evaluation criteria are provided in each course outline provided to students at the beginning of term.

9. EXAMINATIONS AND QUIZZES

9.1 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

9.2. 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 an 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.

9.3 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 in 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.

10. 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 totaling 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-I**), 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.

11. MAKE-UP FOR 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.

12. 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 totaling 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 components(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:

Letter Grade(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

13. FIELD PROJECT OVERVIEW

After completing the 12-month coursework, participants must undertake a field-based project carrying a weight of six credit points. Completion of this field project is mandatory for the award of the Diploma, even if the student has successfully completed the coursework and exceeded the minimum CGPA threshold. At the beginning of the fourth term the program chairperson (PGDM-18 months) will conduct a detailed briefing on the modalities of undertaking the field project. Subsequently the students will start preparing themselves for identifying their area of focus in consultation with faculty experts.

This project spans six months (Term V) and allows students to demonstrate their understanding of various concepts and tools learned during the coursework. Students must select a topic in consultation with their chosen faculty guide, thoroughly understand the related issues, and present their observations, assessments, suggestions, and recommendations. Originality is a key requirement throughout the project. The process includes mid-term progress reports, a final project report, and a viva voce to defend their findings before a panel.

13.1 Objectives of the Field Project

The objectives of the field project can vary but generally include one or more of the following:

- Applying business management education skills in a practical setting.
- Gaining real consulting experience in any industry sector.
- Exploring the challenges of starting and scaling new entrepreneurial ventures in challenging markets.
- Generating impact and assessing business decisions.
- Planning and implementing a project within a given timeframe.

13.2 Project Modalities - The generation modalities of the Field Project are as follows:

- **Individual Effort:** Each student must undertake the project individually; no group projects are allowed.
- **Guidance:** The project must be carried out with the guidance of a faculty member and an external expert. If the project pertains to a specific organization, the external expert should be an employee of that organization. If no suitable external expert is available, the student must inform the program chairperson and seek permission to work only with the faculty guide. However, a faculty guide is mandatory. No more than 2 students can pursue their respective field projects under one faculty.
- **Supervision:** Continuous consultation and guidance by the IMI supervisor are required. Student-faculty interactions must be documented by the supervisor and the Program Office.
- **Change of Supervisor:** If the faculty supervisor leaves IMI permanently during the project, the Program Office in consultation and approval of the Program Chairperson will facilitate the change of faculty guide. If the faculty guide takes temporary leave, they may continue supervising if they desire and must be present at the final presentation. If the faculty on leave is unable to supervise, the Program Office in consultation with the Program Chairperson will ensure that a new guide is assigned within the student's project area.

13.3 Project Assessment and Grading

The interim assessment will be done by the faculty project guide, while the final assessment will be completed by a panel of three members: the faculty project guide, another faculty member from the same area, and a third panelist (another IMI faculty or an external expert). The panel composition will need to be done in consultation and approval from the Program Chairperson. The panel will collectively evaluate the presentation.

The field project will be graded as follows:

- i. **Project Proposal:** 10%
- ii. **Mid-term Project Report:** 20%
- iii. **Final Report:** 50% (evaluated by Faculty Guide)
- iv. **Project Presentation (viva voce):** 20%

13.4 Penalty for Late Submission

Students will face penalties for late submissions and missed review deadlines, which may include grade reductions. The institute reserves the right to reject any project report not adhering to timelines.

13.5 Plagiarism Check

All written reports (mid-term and final) will be checked for plagiarism using Turnitin software. A similarity index score exceeding 20% will result in the report's rejection and a zero mark for that component. The process is automated, ensuring rigorous and objective plagiarism checking. Reports exceeding the permissible similarity threshold will be assigned an 'F' grade. The program officer will facilitate the plagiarism check through Turnitin software. All written reports submitted by the students will be checked for plagiarism using Turnitin software.

Satisfactory completion of the Field Research Project is mandatory for the award of the Institute's diploma. Students must maintain regular contact with their faculty guide via phone, email, or face-to-face meetings at least twice between each review, with discussions documented accordingly. The field project forms required for various stages of submission are available in **Appendix XI**

14. 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.**

14.1 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.

14.2 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.

- i. **Hospitalization or Serious Medical Condition (no waiver is admissible for normal sickness/illness**

which is covered under the waiver of 20% already being provided).

- ii. Attending placement interviews.
- iii. Institutional work which may include working for placements or admissions, organizing Institutional events including alumni meets *etc.*
- iv. Participation in competitions/student festivals *etc.* outside IMI New Delhi Campus as approved by IMI New Delhi policy
- v. Death in the close and immediate family (parents or siblings).
- vi. Student's own wedding day or marriage of sibling.

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.

14.3 Procedure for Grant of Attendance Waiver

The student must apply in the prescribed format (**Appendix II**) to the Program Chairperson in advance 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.

14.4 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)

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.

15. 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.

16. 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.

17. DISCIPLINE

- a. Cases of indiscipline and unethical practices in any academic endeavor 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.
- a. Cases of indiscipline, violation of the code of conduct of IMIs New Delhi and unsavory behavior outside of academic endeavors 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.
- b. 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.

- c. 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 silence 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.

18. 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.

19. CRITERIA FOR THE AWARD OF DIPLOMA

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

- i. Pass 90 credits worth of courses including field project. Passing requires any grade(s) other than an F.
- ii. Secure a CGPA of 4.5 and above.

20. REPETITION OF COURSES

A student may repeat a course for the following reasons:

- ii. Obtaining 'F' grade(s) in a compulsory course. A student cannot have an F in any compulsory course to get the diploma.
- iii. 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.

21. 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 award of diploma. 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 award of diploma at the end of the program.

22. 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.

23. 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 of 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. 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. 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

24. IMI HONOUR LIST & AWARD OF MEDALS

24.1 Award for Scholastic Performance

The IMI award for scholastic performance will be given to the students of a graduating class on the basis of the criteria detailed below. To qualify for the award of a medal a student must first qualify to be on the IMI Honor list, for which a student must satisfy conditions i) through v), which are as follows:

- a) The student should be among the top 5 students in the class in terms of CGPA in the entire program.
- b) The student must have a CGPA of 7.0 and above for the entire program
- c) The student must not have obtained a 'D' or 'F' grade in any course. IV.

The student must not have violated the specified academic discipline or code of conduct as stipulated by IMI during the entire programme.

24.2 Leadership Awards

In case of Leadership Awards, the criteria for selection would involve considerations of some of the following:

- i. Providing Leadership to IMI student community by participating in the activities of committees and clubs as a leader.
- ii. Building IMI brand by participating and winning competitions organized by reputed B-Schools/ Corporate Organizations/ Professional Bodies.
- iii. Excelling within IMI by participating and winning in various academic and co-curricular activities.

24.3 IMI Medals

From among the students who qualify for the IMI Honor list, the following **IMI Medals** will be awarded.

- a) **PGDM (18 Months) Gold Medal** - awarded to the student with the highest CGPA in the PGDM (18 Months) batch
- b) **PGDM (18 Months) Silver Medal** - awarded to the student with the second highest CGPA in the PGDM (18 Months) batch
- c) **Dr. Sunanda Sengupta Memorial Medal** - awarded to the lady student with the highest CGPA across all academic programs
- d) **Dr. G. K. Suri Memorial Medal** - awarded to the student with the highest CGPA across all academic programs
- e) **Dr. Baldev R. Sharma Medal**- Awarded for outstanding research work among students across all academic programs

25. 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 the 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 institute s 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 Head – Executive Education and Career Services in addition to the Dean Academics to participate in such events.

26. STUDENT AFFAIRS: STRUCTURE AND POLICIES

26.1. 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.

26.2. 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.

26.3. 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:

26.4. 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

26.5. 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

26.6. Student Affairs Bodies

- a. Academic Secretaries
- b. Residential Affairs Council

26.7. 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

26.8. 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.

26.9. 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.

26.10. 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.
- b. 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.
- c. 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 fulfillment of requirements within those respective student bodies.
- d. The selection procedure for each student body should be fair and just, and proper records should be maintained at each stage/round of the overall process.
- e. 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.

26.11. Removal or Termination of members from Clubs, Committees, and Student Affairs body members

(i) 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.

(ii) 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.

(iii) 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.

- e. 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.

(iv) Batch Meet Rules

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

27. LIVE PROJECTS

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. If the student is 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 III**). 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.

- a. 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.

28. PLACEMENT PROCESS

In the PGDM (18 Months) program at IMI, all self-sponsored students would be offered assistance and support for placement. This also means even those students who are pursuing the program on sabbatical leave from their respective organizations would be eligible to sit for the placement process unless they expressly decline to do so in writing. On its part, the Placement Office would forward the profile details of all the eligible students to prospective recruiters across sectors. PGDM (18 Months) Placement is managed by the Campus Head- Career Services with assistance from the PGDM (18 Months) Placecom members.

The team of placecom members along with Campus head – career services and Head – Executive Education & Career Services are responsible for the Placement activity.

Regular interaction with PGDM (18Months) Program chair will ensure the learning and outcomes and are in sync.

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 final placements prefer short-listing CV's with a minimum CGPA of 6.5. It is therefore advisable that students strive hard and ensure that their CGPA meets this threshold requirement.

Overall, on best efforts basis, the institute would do all that it can to bring in recruiters to the campus and thus facilitate the career progression of students. Nonetheless, it is to be made clear that the institute is not extending placement guarantee.

28.1. Rules for Placement

A Separate Document stating the placement guidelines for PGDM (18 Months) students will be provided to the Self Sponsored Students within one month of their joining the program.

29. WILLIAMSON MAGOR LIBRARY

29.1. 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

29.2. 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 the 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 who have 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.

29.3. 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

The 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.

29.4. 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.

29.5. Online Databases

The library has subscribed to 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.

30. 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

31. HOSTEL RULES

The major objective of hostel rules is to safeguard the collective interest of all residents, so that a comfortable environment conducive to both physical and mental well-being can be maintained. Hostel accommodation available on campus is mandatory for all the students of the PGDM (18 Months) programme.

31.1. Hostel Regulations

All residents are expected to comply with the following regulations:

- a. While every effort is made to satisfy accommodation preferences of students, it may not always be possible to do so. In all such matters the decision of administration will be final and binding on all concerned.
- b. Rooms will be allotted by the Hostel Administration/online, through web portal.
- c. Rooms once allotted cannot be changed by the students. Residents in violation of this policy will be required to move back to their original rooms and are subject to disciplinary action and/or monetary penalty. However, students may apply for a room- change which may be approved based on space availability and justification for change.

31.2 End of Residence and Early Withdrawal

- a. Hostel fees is non-refundable. This is applicable for students who withdraw from the Program and also applicable in case of a resident who withdraws after joining the Program.
- b. At the end of the residence period, residents are required to move out of the hostel on or before the designated move- out date. When moving out, residents are required to clear all personal belongings (including clothing, books, etc.), and return all the original keys to the hostel representative. A 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 and programs immediately.
- d. Hostel residence will be terminated for residents deemed unable to adapt to hostel life by the Discipline and Grievance Redressal Committee and such cases will be treated as cases of indiscipline. Hostel residence will be terminated for residents whose studies are terminated or suspended or whose Institute affiliations are changed.

31.3 Rules for Entering and Leaving the Hostel

- a. The main gate of the campus is open till 11 p.m. Students will not be permitted entry into the campus beyond 11:00 p.m. Students are expected to take necessary safeguards and precautions while moving around in the city. The responsibility of personal safety rests with the students.
- b. Entry/exit of all students will be controlled through an electronic access control system installed at the Main gate and Gate No-2. Back Gate will remain permanently closed and will be used only during emergency situations. Movement of day scholars and Adchini Hostel residents 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. Day scholars and Off campus residents will be expected to vacate the campus latest

by 7 PM unless permitted otherwise by Dean/Chief Hostel Warden for a specific official purpose.

- c. Hostel gate at Campus and at Adhchini officially close at 10 p.m. daily. Late night entry for a maximum of 60 minutes (till 11.00 p.m.) on any given night is allowed, provided a formal request has been made 24 hours in advance. In such a case, a resident student must fill in the Out Pass (**Appendix-IV**) and get it signed by the Warden. This must be done in advance, if the late-night pass is for Saturday/ Sunday/ holiday. The Out Pass will be valid for single use and only for the specified night only.
- d. A student who returns after the permitted time (10 pm for off campus hostel and 11 pm for campus hostel) will be allowed entry only on the deposit of his/her ID Card to the security on duty who in turn will deposit it with the Resident Deputy Hostel Warden. The ID card will then have to be collected personally by the student from the Resident Deputy Hostel Warden the next working day. A warning shall be issued automatically to the concerned resident student. Repeated warnings may result in expulsion from the hostel and the program.
- e. 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. Weekend passes will be granted only twice a month. 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.

31.4. Hostel Rooms

- a. Notices for the guidance of the students shall be displayed on the noticeboards. Students are advised to read the notices regularly. Ignorance of regulations and instructions displayed on the notice board cannot be an excuse for non-compliance.

- b. Students are not allowed to change their officially allotted hostel rooms.
- c. Students are required to take adequate care of their personal belongings and are advised to keep their rooms always locked. Hostel administration bears no responsibility for any losses.
- d. The students shall keep their rooms clean and tidy.
- e. If a student does not require any item provided to his/ her room, he/she should request the hostel authorities to take back the same.
- f. Shifting of existing furniture from one room to another is not allowed.
- g. Students cannot share their rooms with any person without the approval of the competent authority.
- h. Students must switch off the all the electrical appliances like lights /fans / air conditioners when they leave the room.
- i. Residents should apply to the Chief Hostel Warden, obtain written approval and pay the required fee before using electrical appliances (except computer, fan, answering machine, hair dryer, radio, mobile and charger) in rooms. Residents who violate the rule for the first time will be required to pay a penalty of Rs. 2000/-. On repeat violation, a penalty of Rs. 3000/- will be imposed and a written warning will be issued.
- j. It is the students' responsibility to take proper care of any equipment/furniture allotted to him/her by the Institute. Damage or destruction of the Institute's property will be treated as a serious offense and cost of repair or replacement with penalty, will be recovered from individual students or the Students Council as the case may be.
- k. Students should obtain hostel clearance certificate from the hostel in-charge on completion of the Program and hand over possession of the room to the authorities.

1. Complaints of any nature regarding the maintenance of the hostels should be submitted to the hostel Warden.

31.5. Guests and Visitors

- Guests/visiting students in the hostel rooms will sign the Check-in and Check-out registers specially provided for this purpose with the Security Guard on duty.
- 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.
- 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 as per the policy of the Institute.

31.6 Dining Room

- a. All students must have their meals in the dining room at the hours stipulated by the Hostel Administration. These hours must be adhered to strictly.
- b. Food will not be served outside the dining room except in cases of sickness. For such cases the Mess In-Charge should be given advanced information at least four hours before the meal service time.
- c. Taking out chairs, other furniture, utensils, crockery and cutlery from the Dining Hall is not allowed.
- d. The menu will be decided by the Institute Administration in consultation with the Student Mess Committee and the Contractor.

- e. Students are expected to clear their mess dues every term. No student will be allowed to register for the succeeding term/ receive Diploma upon Convocation in case the mess bill is found outstanding.
- f. For availing mess rebate due to any reason student has to fill in the Mess Rebate Form (**Appendix-V**).

31.7 Facilities on Campus

- 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. Cafeteria: Cafeteria services for providing snacks and cold drinks in the evening are available. The students are required to pay directly for all the services they avail for themselves. These personal bills cannot be clubbed with the mess bill and/ or other bills of the Institute.
- c. Health Care: A registered medical practitioner is available on Tuesday, Thursday and Friday from 2.00 pm to 3.00 pm at the Institute campus. For major illnesses, students are advised to visit Rockland Hospital and Sita Ram Bhartia Hospital in the vicinity. A professional mental well being and counselling agency has been empaneled by the Institute to render assistance and counselling to the students to enhance their mental wellbeing through online/offline sessions. A yoga instructor is also on the roll of the Institute to impart quality yoga classes every morning.
- d. Gymnasium/Recreation Room/Music: Facilities for recreation and gymnasium have been provided in hostel. These shall be managed by the Sports Committee of IMI Delhi.
- e. Laundry: Washing Machines have been provided in the hostels for the use of students. The students must follow the manufacturer guidelines for the usage of the same.
- f. Counselling agency - A counselling agency is enlisted with

the Institute to provide free of cost counselling for a sound mental health and emotional wellbeing through online and offline means. Students are advised to utilize these services as and when required.

31.8. Discipline

The following are strictly prohibited in the Institute premises: gambling, consumption of alcohol/narcotics, smoking, ragging. Strict disciplinary action would be taken by the authorities, against any student found involved in above activities which may amount to expulsion from the Institute.

- a. Private parties are not permitted on campus.
- b. If a student is found to be disturbing peace and tranquility of hostel/campus, under the influence of alcohol or otherwise, appropriate action will be taken against him/her.
- c. Students are not allowed to carry firearms, poisonous things or intoxicants of any kind on the campus and hostel.
- d. Keeping pet animals in the Campus or Hostels (on & off campus) is strictly prohibited. Violation of this rule will entail cancellation of permission to stay in Hostels.
- e. Unvaccinated stray animals are hazardous to the health & hygiene of inhabitants of campus. Students are therefore not allowed to bring or feed any stray dog or animal on the campus.
- f. Students cannot stay out from the hostel at night without the prior permission of the Warden concerned. Any student doing so will be liable for strict action including issue of show cause notice and may result in expulsion from Institute. Parents will be informed in all such cases.
- g. Common room chairs, furniture, newspapers and magazines are not to be removed under any circumstances.

- h. Playing in the corridors is not allowed to safeguard Institute property.
- i. Glass panes and walls of the dining hall and other places at the hostel premises must not be used for displaying notices/ posters (for which separate notice boards are available in the hostels), without prior permission of the hostel superintendent/hostel representative. In case posters are put after such permission is obtained, care must be taken not to damage the walls and they must be removed promptly after the event.
- j. Hacking in any form and sending spam emails is prohibited.
- k. Residents must not spoil the walls of their room and the hostel. Any graffiti inside the rooms will invite strict penalty. Any graffiti in the corridor walls will result in fines for all the residents of the floor. The quantum of the fine will be fixed by the Hostel Warden in consultation with the Administration.
- l. The hostel residents are normally required to vacate their rooms, within five working days of the end of the Term IV final examination. This extended period of 5 days should be utilized to discuss the Field Project specification and the finalization of the topic with the help of Faculty Guide. The room will need to be vacated for maintenance and allocation to the next batch of students at the earliest. This is an important consideration due to the constrained residential space in the campus. If the period of stay has to be extended it will be with the approval of the Program Chairperson and Chief Hostel Warden.
- m. Once the extension of the stay has been formally approved to a maximum of another one week, the resident will pay the boarding and lodging expenses as per the institute policy applied for Institute guests (as of July 2023, the current rate is Rs. 1500/).
- n. Also, students are required to hand over the room key to the hostel attendant at the time of vacating the room.

31.9 Ragging

Ragging in any form is not permitted at IMI New Delhi campus.

- a. 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).
- b. 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, debaring from representation in events, withholding of results and suspension or expulsion from the hostel or mess. Institute may report the matter to the Police.

31.10. Undertaking

Students undertake to abide by all the rules as aforesaid and would need to give an undertaking as given in **Appendix-VIII**.

32. 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 colored 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 favors.
 - 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-X**). 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.

33. 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.

34. ACADEMIC CALENDAR (2024-25)

ACADEMIC CALENDAR: PGDM (18 Months) 2024-25	
Induction Program and Preparatory Classes	July 4-7, 2024 (Thursday – Sunday)
First Term	
Classes Commence	July 08, 2024 (Monday)
Mid-term Exam (classes suspended)	August 12 - 14, 2024 (Monday - Wednesday)
Independence Day (Holiday)	August 15, 2024 (Thursday)
Classes Resume after Mid-term	August 16, 2024 (Friday)
Classes End	September 21, 2024 (Saturday)
End-Term Exam	September 23 - 27, 2024 (Monday - Friday)
VIMARSH 2.0 - CHRO Conclave	September 21-22, 2024 (Saturday & Sunday)
Term Moderation	October 22, 2024 (Tuesday)
First Term Result	October 23, 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 – 30, 2025 (Tuesday - Sunday)
Term Moderation	April 22, 2025 (Tuesday)
Third Term Result	April 23, 2025 (Wednesday)
Fourth Term	
Classes Commence	April 1, 2025 (Tuesday) - 1 st Half Student Registration
Mid-term Exam (Classes suspended)	May 05-09, 2025 (Monday – Friday)
Classes Resume after Mid-term	May 12, 2025 (Monday)
Classes End	May 30, 2025 (Friday)
June 02-05, 2025 (Monday - Thursday)	June 02-05, 2025 (Monday - Thursday)
Term Moderation	June 26, 2025 (Thursday)
Fourth Term Result	June 27, 2025 (Friday)
June 15, 2025, to December 31, 2025 (6 Months) FIELD PROJECT WORK	

35. 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. Arnab 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. Prerna Lal	Ara Chair (IM/Analytics)	127	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. Priya Chaudhary	Chair- Sustainability & Social Impact	159	priya.chaudhary@imi.edu
Prof. Himanshu Joshi	Chairperson-Anti-Ragging Committee	119	himanshu@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 Affair	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	International Relations Office	427	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	229	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	227	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
Alumni Relations Office			
Ms. Shilpi Shrivastava	Alumni Relations Officer	160	shilpi@imi.edu
Student Affairs			
Ms. Seema Saxena	Manager-Procurement and Contracts	162	seema@imi.edu

Administration

Head Facilities		202	headfacilities@imi.edu
Ms. Rekha Rani	Resident Deputy Hostel Warden (Women)	254	<u>rekha.rani@imi.edu</u>

36. FEE AND PAYMENT SCHEDULE

The student fee is payable as per the following schedule

Batch 2024 -2025	
Installment	Due date
1 st Instalment	As per the Admission offer letter
2 nd Instalment	10-Sep-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
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-II

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-III

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 - IV

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-V

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-VI

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
Facilities	headfacilities@imi.edu
President Student Council - Nadar Yogesh Sellam Thangadurai	nadar.p23@imi.edu

APPENDIX VII

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-VIII

International Management Institute New Delhi

Certificate of Undertaking for Unauthorized Absence from Campus

I _____ S/o / D/o _____ a
resident student of International Management Institute, B-10 Qutab
Institutional Area, Tara Crescent, New Delhi 110 016 hereby undertake that I
will fully abide by the Hostel and Institute rules pertaining to out pass
facilities, absence from hostel premises etc. I further undertake that in the
event of me leaving the Institute premises/hostel premises during or after the
classes without permission from competent authority, I will own full
responsibility for my safety and wellbeing and will wholly absolve IMI and its
authorities and employees for any mishap or harm done to me during my such
absence. I also fully understand that all actions, expenditure etc. pertaining to
seeking assistance from Police / Law enforcing Agencies/Legal entities in the
event of any injury or loss of property will be fully taken and borne by me and
IMI- Delhi will have no responsibility or liability in this regard. Signed by

Name of the Student:

Date:

Countersigned by

Parent/Guardian of the Student

Date:

Received

Chief Hostel Warden

Date:

APPENDIX IX

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-X

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-XI

International Management Institute New Delhi

FIELD PROJECT FORMS

Faculty Guide Consent Form

Name of the Student	
PGDM (18months) Batch	2024-2025
Roll No.	
Name of the Faculty (Prof.)	
Area	
<p>At the request of the above student, I hereby agree to act his/her Faculty Guide for the Field Project Work he/she has to carry out in Term V as part of his/her PGDM (18months) program requirement.</p> <p>As Faculty Guide, I would be providing the relevant inputs as well as the necessary counsel to him/her so that he/she can successfully complete his/her project in time.</p>	
Signature of the Faculty with Date	

External Guide Consent Form

Name of the Student	
PGDM (18months) Batch	2024-2025
Roll No.	
Name of the External Guide (Mr./Ms./Dr.)	
Organization where he/she is currently working	
Designation	
Address	
Mobile Number	
Email ID	
<p>At the request of your above student, I hereby agree to act as External Guide vis-à-vis his/her field project. In that capacity I would be providing him/her the necessary inputs/counsel/support so that he/she can complete the project in time.</p>	
<p>Signature of the External Guide with Date</p>	

Project Title Approval Form

Project Title:	
Name of the Student	PGDM (18months) Batch & Roll No.

In my view, the above topic is worth pursuing as a field project by Mr./Ms. as part of his/her PGDM (18 months) program requirement. I therefore approve the topic for his/her project work.

Name of the Faculty Guide	
Faculty Guide's Signature	
Date	