

# HANDBOOK OF INFORMATION FOR FPM STUDENTS

2015 – 2016



Dear Students,

Please read the academic, residency and administrative rules carefully. These rules are valid for the academic year 2015-16 for all FPM students. Each student is responsible for adherence to the rules and has to submit an undertaking to the effect that they will comply with the rules and norms stated in this handbook, including the provisions laid out to penalize and correct the behavior subsequent upon its violation. For interpretation of any provision, you may please approach the Dean (Research & FPM).

All the Academic and administrative decisions, hereafter, will be guided by the provisions included in it, unless specifically altered in compliance with RIGHT TO MODIFICATION mentioned towards the end in this manual.

While it is not the intention of the Institute to be intrusive, it is important that rules are followed both in letter and spirit to ensure a healthy and congenial environment for everybody. Let us work together towards this objective.

New Delhi  
March, 2015

Dean (Research & FPM)

## **About the Institute**

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

IMI's educational programs have been recognized by All India Council for Technical Education (AICTE). Most recently, IMI has been accorded the prestigious accreditation of the Association of MBAs (AMBA), UK. It becomes only the fifth management institute in the country to obtain this accreditation. Besides, IMI enjoys both Regional accreditation, viz. SAQS, which is the Asian version of EQUIS by AMDISA, and National accreditation by the NBA, India.

Leading business publications have been consistently rating IMI as a top performer on its intellectual capital, corporate connectedness, research, personality development and industry exposure. Today, IMI enjoys a place of esteem amongst leading management institutes in the country.

The vision of IMI is guided by all its stakeholders, spanning its student's community, alumni, corporate patrons and society at large.

### **Vision**

To be a premier global management school

### **Mission**

To develop socially sensitive, ethical, value adding leaders and organizations

- through relevant teaching, research, training and consulting
- that serve stakeholders' interests

## **FPM and Research Committee**

The FPM and Research Committee is a body comprising of Dean (Research & FPM) and members from various areas. The Dean (Research & FPM) is the Chairperson of the Committee. It is the responsibility of the FPM and Research Committee to endeavor to ensure that best practices are implemented and standards of the Institute. The specific responsibilities of the FPM and Research Committee include, but are not limited to, the following:

- Ensure there are clear admission requirements and procedures for admission to FPM programme;
- Withdraw the registration of any candidate on the recommendation of the Dean (research & FPM);
- Undertake detailed study of matters referred to it for its consideration;
- Maintain academic discipline;
- Provide opinion/take decisions on cases referred to it by the Director General;
- Implement Committee's suggestions in order to improve the academic standards; and
- Frame the academic guidelines for conduct and successful completion of the programme.

The following faculty members constitute the FPM and Research Committee:

- Prof. Deepak Chawla- Chair
- Prof. B.A. Metri
- Prof. Bhupen Srivastava
- Prof. Abhishek Nirjar
- Prof. Vijay Seth
- Prof. R.K. Arora
- Prof. Nalin Jain
- Prof. V. Chandra

## Course Work

### Appointment of Mentor

Every FPM student will be attached to a mentor from his or her chosen area of specialization. The courses for which student registers in a term needs the consent of the mentor before submitting it to the FPM office. The role of the mentor is to guide the candidate in the choice of the courses and any academic problem which a candidate may face during the tenure. To begin with, the mentors would be members of the FPM and Research Committee.

### Course Structure

IMI follows a trimester system. Each full time course is of 3 credits and one credit is equivalent to ten hours of classroom teaching.

All the students admitted to the Fellow Programme in Management (FPM) have to undergo a rigorous two years of course work unless exemption is granted to them for the first year of the courses or select courses in the first year. The courses for the first year of the curriculum are same as that offered to the Two-year Post-graduate Diploma in Management (PGDM) of IMI. The courses for the first year are listed in the Table 1 below:

**Table 1: List of Courses in 1<sup>st</sup> Year**

<ul style="list-style-type: none"><li>• Business Mathematics</li><li>• Business Statistics</li><li>• Business Strategic &amp; Competitive Advantage</li><li>• Cost &amp; Management Accounting</li><li>• Corporate Strategy</li><li>• Corporate Social Responsibility &amp; Sustainable Development</li><li>• Financial Accounting &amp; Analysis</li><li>• Financial Management I &amp; II</li><li>• Human Resource Management</li><li>• Information Technology for Decision Making</li></ul>	<ul style="list-style-type: none"><li>• Legal Aspects in Business</li><li>• Management Information Systems</li><li>• Managerial Economics</li><li>• Managing Oral Communication</li><li>• Macroeconomic Theory &amp; Policy</li><li>• Marketing Management I &amp; II</li><li>• Organizational Behavior I &amp; II</li><li>• Operation Management I &amp; II</li><li>• Principles &amp; Practices of Corporate Governance</li><li>• Research Methods for Management</li><li>• Written Analysis and Communication I &amp; II</li></ul>
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## Grading Scheme

The grading scheme followed by the Institute is given in Table 2 below:

**Table 2: Grading Scheme**

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

### For Promotion from First Year to Second Year

The students are required to get

- i) A minimum CGPA of 4.0 in the first year. Further, no F or D is allowed in any course.
- ii) A minimum average of B<sup>-</sup> (B minus) in the area of specialization.
- iii) In case a student does not satisfy above two points, the case will be discussed in the FPM and Research Committee and their decision will be final.

### First Year Courses where an Average of B<sup>-</sup> is required

The courses specified by various areas for which an average of B<sup>-</sup> is required is given in Table 3 below.

**Table 3: List of Area courses in which minimum average grade of B<sup>-</sup> (minus) is required**

<b>S.No.</b>	<b>Area</b>	<b>Courses in which an average of B<sup>-</sup> is required</b>
1	Marketing	Marketing Management I & II, Research Methods for Management
2	Finance & Accounting	Financial Accounting & Analysis, Cost & Management Accounting, Financial Management I & II
3	Economics	Business Mathematics, Managerial Economics, Macroeconomic Theory & Policy
4	OB&HR	Human Resource Management, Organizational Behaviour I & II,
5	Operations Management & Quantitative Methods	Business Mathematics, Business Statistics, Operations Management I & II
6	Strategy	Business Strategic & Competitive Advantage, Managerial Economics, Research Methods for Management

### **SUMMER INTERNSHIP/PROJECT**

At the end of first year students undertake summer internship with industry for a period of eight to nine weeks. The student is required to obtain a satisfactory report from the supervisor of the concerned company.

Alternatively a student can work on a research project under the supervision of a faculty member from the institute and submit a report, present it to the concerned area and clear a viva-examination.

### **SECOND YEAR COURSES**

In the second year, the students are required to take two courses in Advanced Research Methodology, four compulsory courses from the chosen area of specialization, one strategy course (PGDM level), two PGDM courses, two Elective FPM courses either from the chosen area of specialization or from any other area and one course on Pedagogy and Teaching in Management.

The courses for the second year are as given in Table 4\*:

**Table 4: List of Second Year Courses**

S.No.	Area	PGDM Courses	Compulsory FPM Courses	Elective FPM Courses
1.	Marketing	One Strategy Course, Two PGDM Courses	<ul style="list-style-type: none"> <li>• Seminar in Marketing,</li> <li>• Consumer Behavior,</li> <li>• Strategic Brand Management,</li> <li>• Digital Marketing,</li> <li>• Two courses in Advanced Research Methodology</li> <li>• Pedagogy and Teaching in Management</li> </ul>	<ul style="list-style-type: none"> <li>• Services Marketing,</li> <li>• Innovation &amp; New Product Development,</li> <li>• Management of Pricing,</li> <li>• Relationship Marketing,</li> <li>• Rural Marketing,</li> <li>• Customer Value,</li> <li>• Integrated Marketing Communication,</li> <li>• Advertising Management &amp; Advertising Research,</li> <li>• Sustainability &amp; Social Marketing,</li> </ul>
2.	Economics	One Strategy Course, Two PGDM Courses	<ul style="list-style-type: none"> <li>• Advanced Micro Economics,</li> <li>• Advanced Macro Economics,</li> <li>• Growth and Planning,</li> <li>• Advanced Industrial Economics,</li> <li>• Two Courses in Advanced Research Methodology</li> <li>• Pedagogy and Teaching in Management</li> </ul>	<ul style="list-style-type: none"> <li>• International Economics,</li> <li>• Advanced Econometrics,</li> <li>• National &amp; International Economic Environment,</li> <li>• Game Theory,</li> <li>• Public Finance,</li> </ul>
3.	Finance & Accounting	One Strategy Course, Two PGDM Courses	<ul style="list-style-type: none"> <li>• Advanced Corporate Finance,</li> <li>• Asset Pricing Theory,</li> <li>• Behavioral Finance,</li> <li>• Financial Econometrics,</li> <li>• Two courses in Advanced Research Methodology</li> <li>• Pedagogy and Teaching in Management</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Markets, Institutions and Instruments,</li> <li>• Financial Derivatives ,</li> <li>• International Finance,</li> <li>• Financial Risk Management</li> </ul>
4.	OB  &	One Strategy Course, Two PGDM Courses	<ul style="list-style-type: none"> <li>• Personality Theory &amp; Development</li> <li>• Leadership</li> <li>• Change Management</li> <li>• Strategic Human Resource Management</li> <li>• Two courses in Advanced Research Methodology</li> <li>• Pedagogy and Teaching in Management</li> </ul>	<ul style="list-style-type: none"> <li>• Psychometric Testing</li> <li>• Socio Cultural &amp; Organizational Dimensions of IR Issues</li> <li>• Cross Cultural Dimensions of OB &amp; HRD</li> <li>• Developing Human Sensitivity Through Literature, Fine Art &amp; Theatre</li> </ul>



S.No.	Area	PGDM Courses	Compulsory FPM Courses	Elective FPM Courses
	HR		<ul style="list-style-type: none"> <li>• Strategic Human Resource Management</li> <li>• Employee Benefits &amp; Reward Systems in Contemporary Organizations</li> <li>• Re-Examining Legal Aspects of Employee Relations in Changing IR Scenario</li> <li>• Leadership</li> <li>• Two courses in Advanced Research Methodology</li> <li>• Pedagogy and Teaching in Management</li> </ul>	<ul style="list-style-type: none"> <li>• HR Analytics &amp; Metrics</li> <li>• Diversity &amp; Inclusion Issues &amp; Challenges</li> <li>• Talent Planning, Mobility &amp; Deployment in Modern Day Organizations</li> <li>• Ethical &amp; Moral Issues in Human Resource management</li> <li>• HR Issues in Mergers &amp; Acquisitions</li> </ul>
5.	Operations Management & Quantitative Methods	One Strategy Course, Two PGDM Courses	<ul style="list-style-type: none"> <li>• Classical and Advanced Techniques for Optimization</li> <li>• Stochastic Processes: Theory and Applications</li> <li>• Contemporary Topics in Operations Management</li> <li>• Supply Chain Optimization and Logistics Modeling</li> <li>• Two courses in Advanced Research Methodology</li> <li>• Pedagogy and Teaching in Management</li> </ul>	<ul style="list-style-type: none"> <li>• Applied Econometrics</li> <li>• Advanced Time Series Modeling</li> <li>• Advanced Optimization Techniques</li> <li>• Combinatorial Optimization Techniques</li> <li>• Multi-Criteria decision making</li> <li>• Simulation Modeling Techniques</li> <li>• Modeling of Operations Systems</li> <li>• Advanced Project Management</li> <li>• Quality Engineering and Management</li> </ul>
6.	Strategy	One Strategy Course, Two PGDM Courses	<ul style="list-style-type: none"> <li>• Theoretical Perspectives on Strategy</li> <li>• In-organic Growth and Strategic Collaborations</li> <li>• Entrepreneurship</li> <li>• Innovation</li> <li>• Two courses in Advanced Research Methodology</li> <li>• Pedagogy and Teaching in Management</li> </ul>	<ul style="list-style-type: none"> <li>• Business History</li> <li>• Corporate Governance</li> <li>• CSR and Sustainable Development</li> <li>• Business in Emerging Markets</li> <li>• Game Theory</li> </ul>

## **Advanced courses from IM area**

For the 2015-16 batch, although no specialization is being offered from the IM area, students could take advance level courses as electives from this area as given in the next slide.

**Table 5: Advanced Level Course in Information Management**

<b>Area</b>	<b>Advanced Level Course</b>
Information Management (IM)	Information Systems Frameworks, Data Mining and Machine Learning, Numerical Methods in Management

*\* The list is tentative and actual offering may vary*

## **Criteria for passing the Second year of the Programme**

- a) A minimum CGPA of 4.5 in the first two years of the Program
- b) No 'F' or 'D' grade at any stage of the program
- c) An average of B<sup>-</sup> (B minus) in the second year core courses from chosen area of specialization

## **Comprehensive Examination**

The comprehensive examination tests whether a participant has obtained a satisfactory level of knowledge in his/her field of specialization and whether he/she has satisfactorily integrated the various courses taken in the entire programme. The comprehensive exam will be conducted in two stages:

**Stage 1:** Stage 1 is written exam. The written exam is to be conducted by the area itself. The chairman of the area would appoint a committee to set the exam paper. The candidate would be evaluated in the area courses along with the research methodology course. The format of the exam, viz. open book, take home assignment etc. will be at the discretion of the area. In case a candidate fails to clear the written examination, he/she is given another chance with a gap of at least one and a half months. In case, the student is unable to clear the exam after second attempt, he/she will be asked to withdraw. Having cleared the written examination, the student will appear in the comprehensive oral examination.

**Stage 2:** Oral Examination. One of the members of FPM and Research Committee will be the chairman of oral examination committee. The committee would comprise of two members from area of specialization and three members from other related areas. The purpose of the oral examination is to

examine whether the candidate is able and integrate the learning from the entire course. Just like the written examination, a candidate will get a maximum of two chances to clear the oral examination.

## **Thesis Advisory Committee (TAC)**

Student would need to identify a faculty member (from any area) under whom he/she wants to work with based on alignment of interest. The faculty member so identified takes the role of the chairperson of the TAC. Joint supervision by two members as chair is also permissible. Subsequently, in consultation with the TAC chair, minimum of two and a maximum of three more members would need to be identified by the candidate. TAC, can comprise a maximum of four and a minimum of three members. All members so chosen should have completed their doctrate (PhD/Fellow). At least one member of the TAC should be from the primary area which admitted the candidate. No more than one external member (outside of IMI) is permissible. An external member may be a Faculty or a Practitioner from Industry (at least 10 year experience if not a PhD/Fellow) who could add value to the work being conducted. Once the members agree, the candidate would inform the FPM office of the same. The Dean (FPM and Research) would approve the TAC formation as suggested by the candidate.

Candidate would need to form the TAC within one month of successful completion of the comprehensive examination, failing which the fellowship for the coming month would be withheld. The fellowship would remain suspended till the TAC formation takes place and this is duly communicated to the FPM office.

A faculty member of IMI could be a chairperson of no more than 4 FPM students at any given time. However, other members could be a part of any number of committees.

**Reconstitution of TAC:** If circumstances so demand, IMI would give the freedom to the Student to request for reconstitution of TAC. But, such requests should be processed by FPM and Research Committee within the framework of some norms, which FPM and Research Committee could decide.

## **Thesis Proposal Seminar**

After the TAC has been formed, the candidate in consultation with TAC should formulate a preliminary thesis proposal. The student would be required to give the seminar within six (6) months of the formation of the TAC. The seminar would normally comprise, introduction to the topic, literature review, identification of research gaps, aims and objectives of the work and proposed methodology for the work. The student would be required to give a seminar to IMI academic community (faculty and doctoral students) for seeking further inputs on the proposed work. The candidate needs to give at least one week notice to the FPM office for arranging the thesis proposal seminar. After the seminar the candidate would need to submit the revised proposal to the FPM office after necessary modifications within 15 days. The submitted report should be duly signed by the TAC members. Failure to submit the proposal report, would be viewed as unsatisfactory performance and the fellowship would be withheld.

## **Open Seminar**

Once the work on thesis is complete, the candidate would inform the FPM office through the chairman TAC so that a seminar on the research work could be organized. The seminar would be open to the faculty of IMI, doctoral students, faculty from other institutes and industry experts. The student in consultation with the committee members would incorporate the necessary suggestions in the work. Five copies of the thesis would be submitted to the FPM office so that the defense for the thesis could be arranged.

## **Thesis Defense**

The thesis evaluation committee (TEC) would in general comprise of all members of the TAC, a member from the FPM and Research Committee and one external member. In case the TAC is 3 member strong, the TEC would consist of 5 members and in case TAC is 4 member strong TEC would have to be of 6 members. If the FPM and Research Committee member is a part of the TAC, then some other member of FPM and Research Committee would be a member of the TEC. TEC would recommend to the FPM office the outcome of the evaluation process. Three copies of the final thesis, if accepted should be submitted to the FPM office within two weeks of the defense. There is no requirement of publications for conferring of the title of "Fellow of the International Management Institute, New Delhi" but it is advisable for the candidate to publish for his/her own betterment.

## **Rules & Regulations**

### **Attendance**

- a) IMI places high emphasis on regularity and punctuality. Hence, attendance is compulsory in all courses. This requirement formalizes the reciprocal responsibilities between students and faculty to be fully prepared for class and to contribute to joint learning. More broadly, it reinforces our belief in education as a shared exercise. The success of our learning model depends on broad, regular class participation by all students. This, in turn, depends crucially upon regular attendance by all students in all classes.
- b) If scheduled classes have to be cancelled due to unscheduled holidays, such as Bandhs, government's declaration of public holidays, etc., such classes will be rescheduled on the remaining working days of the term or on weekends.

### **Excused Absences**

- a) Leave of absence due to the following specified reasons may potentially be considered for excused absence:  
Serious Personal illness: To prove it, a registered doctor's certificate supported by medical test results or a hospitalization certificate is necessary. Attendance waivers will not be granted for minor or chronic personal illnesses.
  - Death or serious illness in the close and immediate family

- Student's own wedding day, or that of a close and immediate family member
  - Court summons or jury duty that cannot be postponed
  - The observance of high religious days
- b) Leave of absence for the above reasons does not automatically constitute an excused absence. The decision to excuse absences is taken after the timely submission of an application by the student as explained below.

### **Notification of Absences**

- a) Students must submit a written application to the Dean (Research & FPM) office, of any absence in advance in the case of emergency, as soon as possible afterward. Notifying the Dean (Research & FPM) does not automatically constitute an excused absence. Even if the absence is excused, students are responsible for satisfying any "make-up" requirements for a missed class.
- b) For leave of absence that can potentially be considered to fall under the category of excused absences, an application for the leave of absence to be excused supported by all supporting documents (medical certificate, medical test results, hospitalization certificate, etc.) must be submitted to the office of the Dean (Research & FPM) on the day the student returns to classes. Late applications will not be considered for excused leave of absence. The final decision to excuse the leave of absence for applications submitted on time will be taken on a case by case basis. Students should take prior approval for leave from Dean (Research & FPM) office, otherwise any disciplinary action may be taken.
- c) The penalty for shortage of attendance in various programs is listed as under:

### **For FPM Programme**

- a) Those who have attendance below 50% in a course will get an automatic F as the overall grade for that course.
- a) Those who have attendance of 60% and above but less than 70% would be penalized two sub-grades in the overall grade for that course.
- b) Those who have attendance of 70% and above but less than 80% would be penalized one sub-grade in the overall grade for that course.
- c) Registration on the specified date for each term is mandatory. Students who register late will lose attendance in 2 sessions in each course in the term over and above the sessions missed due to late joining of classes.
- d) Attendance waivers may be granted for taking part in research conferences, workshops and seminars, if prior approval is taken from the Dean (Research & FPM). A student will be granted

such attendance waiver for not more than 7 days of missed classes during the entire academic program.

## **Make-up Examinations**

This will be allowed only for missed mid-term/end-term examination for genuine reasons like hospitalization or unfortunate incident in the family. Dean (Research & FPM) will discuss the matter in the FPM and Research Committee for such cases. Please note that no make-up examination for improvement of grades will be allowed for FPM candidates.

## **EXAMINATION HALL RULES**

- a) Students are expected to maintain the sanctity of the academic environment in general and the examination system in particular.
- b) Students are allowed to leave the examination hall for wash room only after 90 minutes once the exam has started. No student will be allowed to leave the examination hall without submission of the answer script in the last half hour of the examination. In case the exam duration is only two hours no student is allowed to leave the examination hall during the exam for wash room.
- c) Do not use scrap paper for writing anything. Do all rough work in the answer book and cross it through, including any questions which you have answered over and above the number required by the examiners, as well as any other work you do not wish to be marked.
- d) Write on both sides of the page except the cover page. Do not leave blank pages.
- e) Supplementary answer book should be used only when the main answer book is full (and not just for rough work) and should be tied securely behind the main answer book with the string/staples provided. Get the supplementary answer book signed by the invigilator.
- f) All answers to examination questions must be in English unless instructions are given to the contrary. Write in ink (BLACK OR BLUE ONLY) and write as clearly as possible. Examiners may refuse to mark scripts which are illegible.
- g) Non-programmable calculators are allowed. Digital diaries and cell phones are not permitted in the examination hall. Further, sharing of calculators, erasers, pencils etc. in the examination hall is strictly prohibited. Under no circumstances mobile phone should be found with the student during the examination even in the switched off mode. Student may keep the mobile phone on the front desk of the examination room and collect it after the examination.

- h) Students should not have their bags or other belongings including books with them during the exam. Only in case of open book exams they may have their books/ notes with them as instructed by the concerned faculty.
- i) Do not write your name or class roll number on the answer script. Please write only the required information on the front page. Get your entries verified by the invigilator on duty.
- j) Once time has been called, you must not write anymore and your script must be ready for collection. You must obey this and any other instructions given to you by the invigilating staff.
- k) You are reminded that examination conditions still apply when you are instructed by the Invigilator to vacate the examination hall in the event of an emergency. You must not communicate with any other candidate on any topic. In the event of fire or any other emergency which necessitates the evacuation of an examination hall, you will be instructed to leave all materials on your desk and leave as quickly as possible in an orderly manner.
- l) Exchange of any remarks, notes or gestures, glances at any other student's answer sheet may be treated as an attempt to cheat.
- m) A student found resorting to any unethical academic practices in mid-term/end-term examinations, quizzes, assignments, projects, etc., will be awarded an overall F grade in that course.

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

## **PLAGIARISM, SYNDICATION & CHEATING**

- a) All assessments are intended to determine the skills, abilities, understanding and knowledge of each of the individual students undertaking the assessment. Cheating is defined as obtaining an unfair academic advantage and any student found using any form of cheating, attempting to cheat or assisting someone else to cheat may be subject to disciplinary action in accordance with the IMI, New Delhi's Disciplinary Procedure. The Institute takes this issue very seriously and students have been expelled or had their degrees withheld for cheating in assessments. If you are having difficulty with your work it is important to seek help from your Course faculty rather than be tempted to use unfair means to gain marks.
- b) The Institute regulations define a number of different forms of cheating, although any form of cheating is strictly forbidden. These are:

- submitting other people's work as your own - either with or without their knowledge. This includes copying in examinations;
- using notes or unauthorized materials in examinations;
- impersonation - taking an assessment on behalf of or pretending to be another student, or allowing another person to take an assessment on your behalf or pretend to be you;
- plagiarism –: taking or using another person's thoughts, writings or inventions as your own. To avoid plagiarism you must make sure those quotations from whatever source must be clearly identified and attributed at the point where they occur in the text of your work by using one of the standard conventions for referencing. Library has a leaflet about how to reference your work correctly and your tutor can also help you. It is not enough just to list sources in a bibliography at the end of your essay or dissertation if you do not acknowledge the actual quotations in the text. Neither is it acceptable to change some of the words or the order of sentences if, by failing to acknowledge the source properly, you give the impression that it is your own work;
- collusion - except where written instructions specify that work for assessment may be produced jointly and submitted as the work of more than one student, you must not collude with others to produce a piece of work jointly, copy or share another student's work or lend your work to another student in the reasonable knowledge that some or all of it will be copied;
- duplication - submitting work for assessment that is the same as, or broadly similar to, work submitted earlier for academic credit, without acknowledgement of the previous submission;
- falsification - the invention of data, its alteration, its copying from any other source, or otherwise obtaining it by unfair means, or inventing quotations and/or references.



# Hostel Rules

## Introduction

The social life in student hostels constitutes an important part of the learning experience on campus. Hostel life provides students with opportunities to interact with each other in a group setting, through which respect, cooperation and sense of responsibility can be developed. The hostel environment can also help students to discover their talents, increase their emotional maturity, and acquire social skills.

All residents of student hostels are members of the hostel community; as such, they should actively participate in hostel functions and help to promote an ideal Hostel environment.

The major objective of these student hostel regulations is to safeguard the collective interest of all residents, so that a comfortable environment conducive to both physical and mental well-being can be maintained. All residents are expected to comply with these regulations.

## General Information

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

## End of residence and early withdrawal

- a) No refund of hostel fee will be made. This is even 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 belongings (including clothing, books, etc.), and return all the original keys to the Hostel representative. They are also advised to take their bi-cycles/motor bike from the Hostel premises. A failure to do so will lead to forfeiture of security deposits.

- c) Residents who have violated hostel regulations can be expelled from their respective hostels immediately by the Discipline and Grievance Redressal Committee.
- d) Hostel residence will be terminated for residents certified by the Institute's doctor as not suitable for living in student hostels.
- e) Hostel residence will be terminated for residents deemed unable to adapt to hostel life by the Discipline and Grievance Redressal Committee.
- f) Hostel residence will be terminated for residents whose studies are terminated or suspended or whose Institute affiliations are changed.

### **Rules for Entering and Leaving the Hostel**

- a) Main gate (Campus) is open until 10 p.m. However for security reasons, resident students are advised to use Hostel gate at the rear for access.
- b) Gates (Hostel gate at Campus and Main Gate at Ber Sarai/Adchini) officially closes at 11 p.m. daily. Late night entry for a maximum of 90 minutes on any given night is allowed, provided a formal request has been made. In that case, the resident student must fill in the Out Pass (Appendix-XI) and get it signed by the Warden. This must be done in advance, if the late night pass is for Saturday/ Sunday/ holiday. The out pass will be valid for single use and for that night only as specified.
- c) A student who returns after 11 p.m or after the permitted 90 minutes, in case of late night pass, will be allowed entry only on the deposit of his/her ID Card to the security on duty who in turn will deposit it with the Hostel Warden. The ID card will then have to be collected personally by the student from the Hostel Warden the next working day. A warning shall be issued automatically to the concerned resident student. Repeated warnings can result in expulsion from the hostel.
- d) For visits to places outside Delhi NCR and other than home, resident students are required to submit the application form (download from "O" drive) duly recommended by their parents/local guardian and Dean (Academic Programs) and then get it sanctioned from the Hostel Warden. This must be done before leaving the hostel. A failure to do so will be treated as indiscipline and dealt with accordingly and parents will be informed.

### **Hostel Rooms**

- a) Students should not change their officially allotted hostel rooms without prior approval of the Hostel Warden.
- b) Students are required to take adequate care of their personal belongings and should not keep their living rooms unlocked at any point of time. They may do so at their own risk

and the hostel administration will have no responsibility for any losses, if so caused. No complaints in this regard will be entertained.

- c) If any student does not require any item provided to his/her room, he/she should request the Hostel authorities to take back the same.
- d) Shifting of existing furniture from one room to another can only be done with the prior permission of the hostel authorities.
- e) Students should not share their rooms with any person without approval of the competent authority.
- f) As and when students are away from their rooms, they must put off the lights and fans for the purpose of conserving electrical energy.
- g) Residents should apply to the Hostel Warden, obtain written approval and pay the required fee before using electrical appliances (except computer, fan, answering machine, hair dryer, radio, mobile and charger) in rooms. Residents who violate the rule for the first time will be required to pay a penalty of Rs. 2000/- . For repeat violation, a penalty of Rs. 3000/- will be imposed and a written warning will be given.
- h) It is students' responsibility to take proper care of any equipment/furniture allotted to him/her by the Institute. The damage or destruction of Institute's property will be treated as a serious breach of discipline and full charges for repair or replacement with penalty, if imposed, will be recovered from individual students or the students committee as the case may be.
- i) Normally the hostel rooms are to be vacated by the students during summer vacation for maintenance.
- j) Students should obtain hostel clearance certificate from the hostel in-charge on completion of the programme and hand over possession of the room to the authorities.
- k) Complaints of any nature regarding the maintenance of the hostels should be submitted to the RAC. Complaints of a serious nature may be brought also to the notice of the Faculty RAC.

## **Guests and Visitors**

- a) Men friends are not permitted to visit the women's residence at all times; Women friends are not permitted to visit men's residence at all times.
- b) Guests/Visiting students in the hostel rooms will sign the Check-in and Check-out registers specially provided for this purpose. The registers will be with the Security Guard-on-Duty.
- c) Guests and visitors are welcome only during the day. There is no provision for guests and visitors to stay in the student residence.
- d) Close family members, that is, parents, brothers and sisters only, can be provided accommodation on request.

## **Mess Rules**

- 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 informed at least four hour 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 in the mess will be decided by the Institute's 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 if mess bill is outstanding.

## **Facilities**

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

- b) Doctor: A registered medical practitioner will be available on Tuesday, Thursday and Friday from 2.00 pm to 3.00 pm at the Institute Campus. For major illnesses, students are advised to visit Rockland Hospital and Sita Ram Bhartia Hospital.
- c) Gym/Recreation Room/Music: Facilities for recreation and gym have been provided in hostel. They shall be managed by the Sports Committee of IMI Delhi
- d) Washing Machine: Washing Machine has been provided in the hostels for the students

### **Discipline**

- a) Ragging, gambling in any form and consumption of any narcotic drugs is strictly prohibited in the campus. Smoking and consumption of alcohol are strictly prohibited inside the class rooms, office areas and the hostel rooms.
- b) The institute does not permit anyone to organize parties and/or arrange for drinking alcohol in their rooms. If this rule were to be violated,(a) the organizer, (that is the person in whose room the said event is found to take place will be considered as the organizer for this purpose) as well as the students involved in the event will be expelled from the student residence; (b) the degree of seriousness of the problem will be evaluated and further action will be decided by the Hostel Warden (c).the parents or the guardians of the students concerned will be intimated immediately.
- c) Dealing with and/or use of drugs/narcotics, their possession, their intake and gambling are strictly prohibited. No drugs anywhere at anytime to be found with anybody. If found, the person will be dismissed from the Institute forthwith; parents will be informed and report will be sent to Police on suspicion of such activity and/or any dealing or possession by anyone in substances of such nature.
- d) If a student is found to be disturbing peace and tranquility in hostel/campus, under the influence of alcohol or otherwise, appropriate action will be taken against him/her.
- e) The students cannot carry firearms of any kind, poisonous things or intoxicants of any kind in the campus and hostel.
- f) Students cannot stay out from the hostel in the night without the prior permission of the Warden concerned. Any student doing so will be liable for strict action including issue of show cause, issue of letter to the Parents complaining against the violation of campus and residence rules and for requesting them to counsel their ward, and even in extreme cases expulsion from the institute.
- g) Common room chairs, furniture, newspapers and magazines are not to be removed /displaced under any circumstances.

- h) Playing cricket/hockey/football in the corridors must be avoided to safeguard the glass panes around.
- 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 Institute's Facilities Manager.
- l) The residents of the hostel cannot organize any function in the hostel without the prior and written permission of the hostel warden. All celebrations, including of birthdays, must be organized in the mess and that too with the prior and the written permission of the hostel warden.
- m) The hostel residents are required to vacate their rooms within 48 hours of the end of the final examinations of their 2nd year programme or their convocation, if it is scheduled in March-April. A fine of Rs. 300 per day will be imposed upto 10 days. After which the students will be liable for disciplinary action. Also students are required to hand over the Room Key to hostel attendant at the time of vacating the room.

### **Prohibited behaviours**

- a) The following behaviours are strictly prohibited in student hostels. Residents who violate these rules can be expelled from their hostel within seven days by the concerned Hostel Warden (who will send a copy of any relevant document to the Discipline and Grievance Redressal Committee. Future applications from any such student for hostel residence might not be considered. The expelled resident will not be allowed to stay overnight in any of the student hostels (Ber Sarai/Adchini/Campus).
  - i. Allowing a person of the opposite sex to stay in the hostel
  - ii. Visiting and staying in the hostel of the opposite sex
  - iii. Allowing a person of the opposite sex into their room or public area at the floor of the opposite sex.

- iv. Keeping any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel.
- v. Taking law into their own hands.
- vi. Shouting, fighting, gambling, stealing, violently knocking, maltreating or abusing.
- vii. Engaging a private servant or pet animals
- viii. Absenting from the hostel during night without the prior permission of the Hostel Warden.
- ix. Leaving the hostel without applying in the prescribed form in advance stating the reason for leaving and the address of destination.
- x. Going on excursion or picnic without the prior permission of the Hostel warden. However for any eventuality that may occur during picnic/excursion, the responsibility does not lie with the Institute authorities.
- xi. Forming association of students on the basis of regions, caste or creed during the stay in the hostels.
- xii. Allowing Guests to stay overnight in the room of the students without the permission of the hostel warden.
- xiii. Giving shelter to any other student/outsider in the rooms.
- xiv. Inviting any outside person to address any meeting in the hostel without written permission of the Deans / Director General.
- xv. Consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the campus or hostel or entering the hostel in an intoxicated state.
- xvi. Screening/ keeping obscene literature/ video films in the possession.
- xvii. Bringing Crockery and other such items brought from the canteen to Hostel rooms.

### **Rules on Ragging**

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

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

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

### **Complaints Committee Against Sexual Harassment**

1. Sexual harassment is a form of discrimination. It is behaviour that is not welcome, is personally offensive, destroys morale and interferes with institutional effectiveness. Sexual harassment is an unlawful employment practice as per the directive of the Supreme Court in the Vishaka case. As per the Guidelines and norms laid down by the Hon'ble Supreme Court in Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384), "sexual harassment" has been defined as follows. Sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as :
  - a) Physical contact and advances;
  - b) a demand or request for sexual favours;
  - c) sexually coloured remarks;
  - d) showing pornography;
  - e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
2. It is the policy of IMI Delhi to provide and maintain a working environment free from sexual harassment for its participants, faculty, employees, vendors, contractors, citizens and all others in contact with the Institute through faculty, students, any other programme participants and employees. In compliance with the Supreme Court directive, the Institute has constituted a Complaints Committee Against Sexual Harassment (CCASH) consisting of senior faculty members. The Complaints Committee against Sexual Harassment (CCASH) shall address discriminatory behaviour, including sexual harassment that they observe or of which they become aware. The Committee will also advise the remedial actions in case of any complaint including punishment to the offender. Every effort will be made to maintain confidentiality to protect both the complainant and the accused to the extent possible.



## **Residents Affairs Committee**

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

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

## **Hostel Warden**

- a) Key policy and decision maker. Promote an ideal hostel atmosphere;
- b) Help individual residents to adapt to hostel life;
- c) Manage the hostel and maintain order in the hostel;
- d) Formulate and implement temporary measures for the protection of the collective interest of residents.

## **Important**

IMI reserves the Right to Modify the Rules. The Institute reserves the right to conduct surprise check of hostel rooms at any time. Any violation of the hostel rules and regulations by residents will result in prompt expulsion.

## **LIBRARY RULES**

### **Library Membership**

- a) IMI library is meant only for the Students, Faculty, Staff, External members, and Visiting Instructors of IMI.
- b) Each student member will be issued one library borrower ticket.

### **Membership Procedure**

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

### **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 on the counter at the time of issue and return of books.
- d) Students are allowed to borrow not more than two book on library borrower ticket at a time, and are required to return them within SEVEN days for General books and within one day for overnight books.
- e) Periodicals, Newspapers and books on reference section may not be taken away from the library.
- f) For reissuing it is necessary to present the book at the counter. Reissue is not automatic. If there is a pending demand for the book, the request for reissue may be turned down by the library. One book issued successively for two weeks will not be reissued even if there is no demand for the book.
- g) During the examinations, 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 need arises.

- i) If the book is not returned by due date, the member will be charged a penalty of Rs. 5 per day per volume for General books and Rs. 10/- per day per volume for Reference/overnight books.
- j) The library can refuse to issue books to members having unpaid dues.
- k) If a member loses a book against his/her ticket, the penalty will be as follows:
  - He/she will have to replace the document(s) lost or pay the current price of the document(s).
  - If the book is not easily available in the market, then the loser would pay 15% extra of the last known cost of the document(s).
- l) If a member loses his borrower's ticket, he/she shall make a written report to the Librarian. On request, duplicate ticket may be issued after a period of one week after the report of the loss is made. However, the member will have to pay Rs. 50/- for each duplicate ticket required.

#### **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 valid identity card.
- d) While entering the library, users should leave their personal belongings such as bags, personal books etc. at the entrance to the library on shelves provided. Users leaving the library should permit the library staff to examine their personal belongings, if asked.
- e) IMI library follows an open access system. Books and other reading material taken from the library stacks should not be restacked by the readers. These should be left on the reading table.
- f) Users of the library should not deface, mark, cut, mutilate, or damage the reading material in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage, and the cancellation of library membership.

- g) The member would satisfy himself/herself before leaving the issue counter as to whether the book is in sound condition or not, otherwise he/she may be held responsible.
- h) It is of utmost importance that members behave in decent manner with the library staff. It helps in providing you better services. If they have any problem, report it to the Librarian. In case he is not available contact any other senior person on duty.
- i) Any infringement of the library rules will render the privilege of admission and of borrowing book from the library as withdrawn.

**Library Working Hours**

**Working Days**

(Monday-Friday) 08.00 am to 12.00 (midnight)

**Holidays**

Saturdays 10.00 am to 10.00 pm

Sundays & Other Holidays 9.30 am to 5.30 pm

**National Holidays** **Closed**

## COMPUTER CENTRE RULES

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

- a) Users are advised to maintain discipline in computer lab. Use of cell phone is prohibited inside the lab.
- b) Students are not permitted to install, modify or delete any software on lab computers.
- c) Food or drinks are not allowed in the computer labs at any time.
- d) Scheduled computer based classes in the labs have priority over all other uses.
- e) Students are allowed to access & download intellectual material from internet as per IMI Internet Policy.
- f) Users are provided with User ID & E-mail ID for accessing IMI network & emails. The maximum space allotted to each email box is 5 GB and attachment limit is 10 MB.
- g) User should save their data files either on flash drives or on network drive (O: drive). Each user is assigned a maximum of 200 MB space on the Network Drive (O: Drive). Do not save files on lab computer.
- h) Computer Centre is not responsible for data loses caused due to computer viruses, improper use of the computer or any other malfunctions.
- i) Equipment in the computer labs may not to be removed, modified, relocated, or disassembled without permission of the lab coordinator.
- j) Computer Centre resources may not be used for illegal or disruptive purposes.
- k) Usage of pirated software is prohibited.
- l) Reproduction of any copyrighted material (e.g. software, music, video, books, photographs, etc.) is prohibited.
- m) Don't access, upload, or download obscene, pornographic, threatening, or discriminatory material.
- n) Don't use chat rooms, online games in the computer lab.
- o) Any problems with the computer should be reported to the lab coordinator immediately.
- p) Scanning facility is available free of cost.

- q) Online database can be accessed through IMI intranet (<http://intranet>)
- r) Laser & Color Printers are available on a per page charge basis as follow:
- Black & White Printing (Rs.1/-)
  - Text & Graphics Color Printing (Rs.5/-)
  - Full Graphics Color Printing (Rs.10/-)
- s) User must log off the computer before leaving the computer lab.
- t) For Security reason you must change your passwords every 30 days. If you suspect your password has been stolen or compromised, change it immediately and don't disclose to others.

**Timings**

**Working Days** (Monday-Friday)                      **08:00 am to 10:00 pm**

Saturday, Sunday & Other Holidays                      8:00 am to 6:00 pm

**National Holidays**    Closed