

**HANDBOOK OF INFORMATION
FOR FPM STUDENTS**

2016 – 2017



International Management Institute
Shaping global leaders for tomorrow

Dear Students,

We appreciate the fact that FPM students are mature adults and will be law abiding students of IMI, New Delhi. Therefore, we are providing you this handbook which will orient you to the rules and regulations that will be valid for the academic year 2016-17 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 behaviour subsequent upon its violation. For interpretation of any provision, you may please approach the Chairperson (FPM & Research).

The Institute has the right to modify the rules and provisions mentioned in the handbook in case it is required.

I am sure that FPM students and IMI, Delhi can jointly work together to come out with one of the best research environment.

Chairperson
FPM & Research

About IMI

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

IMI's two-year Post-Graduate Diploma in Management (PGDM) programme (launched in 1993) has Student Exchange programmes with leading International Schools. These include ESC Rennes, France, MIP School of Management France, IDRAC, France, Graz University Austria, IESEG School of Management and IDRAC Lyon, France. Besides its regular PGDM programme, IMI New Delhi runs a two-year PGDM programme in Human Resource Management (PGDMHRM) launched in 2006, a two-year PGDM programme in Banking and Financial Services (PGDM B&FS) launched in 2014, a 15-month Executive PGDM for mid-career executives (Executive PGDM) launched in 1984 and a Fellow Programme in Management (FPM) launched in 2011. In addition, IMI New Delhi also offers ITEC (Indian Technical and Economic Cooperation) Programmes, as it is one of the few empanelled Institutes of the Ministry of External Affairs, Government of India. Under the aegis of MEA organised special Commonwealth Assistance Programme, 15 international students are selected into the Executive PGDM Programme. These ITEC programmes are targeted at various developing countries from the Afro-Asian, South American and SAARC region. Another distinguishing feature of IMI Delhi is its strong Alumni network of over 5000+ professionals at senior management levels in leading corporate houses.

All IMI New Delhi's long term programmes are approved by AICTE, Ministry of HRD, Government of India. IMI New Delhi is internationally accredited by Association of MBAs (AMBA), UK and most of its PGDM programmes are nationally accredited by National Board of Accreditation (NBA).

IMI's diverse and experienced resource pool of faculty resources having a rich combination of academic rigour and corporate exposure is one of the institute's distinct strengths. This vast and enriched pool has a special focus on delivering management education, training, research and consultancy. IMI contributes significantly to the growth and development of management as a discipline in India.

IMI conducts a large numbers of Management Development Programmes (MDPs) every year, which include Open Programmes, specially designed In-company programmes and Online programmes in different functional areas. These programmes are aimed at capability building of senior-level and top-level managers and executives to help them in updating their concepts and enhancing leadership and managerial skills.

IMI New Delhi has emerged as a leading business school of India. According to the National Institutional Ranking for Business Schools as announced by the Ministry of HRD, Government of India in April, 2016 IMI New Delhi has been ranked at No.7 in India among all B-Schools and at No.1 as the top most Private Sector sponsored business school in the country.

IMI's strength across diverse management disciplines, backed by an excellent team of faculty and the strong network with eminent organisations, helps deliver its commitment towards its vision of being a primer global management school.

FPM and Research Committee

FPM and research committee consists of faculty members of various functional disciplines. Chairperson FPM and Research chairs the committee. The committee ensures that FPM programme runs smoothly.

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

- Facilitate in the admission process of Fellow Programme in Management.
- Undertake detailed study of matters related to the programme or student 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. Barnali Chaklader (Chair)

Prof. Arivind Chaturvedi (Dean Academics and Alumni Relations)

Prof. V.K. Seth

Prof. Alok Singh

Prof. Himanshu Joshi

Prof. D.K. Batra

Prof. Irfan Rizvi

Prof. Deepak Tandon

Prof. V. Chandra

Prof. Nalin Jain

COURSE WORK

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

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. 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 (PGDM) are listed in the Table I below:

TABLE I

Term-I	Term-II	Term-III
<ul style="list-style-type: none"> • Managerial Communication - I (3) • Business Mathematics (3) • Financial Accounting & Analysis (3) • Information Technology for Decision Making (1.5) • Managerial Economics (3) • Marketing Management-I (3) • Organizational Behaviour-I (3) 	<ul style="list-style-type: none"> • Managerial Communication - II (3) • Business Statistics (3) • Cost and Management Accounting (3) • Financial Management-I (3) • Management Information Systems (3) • Macro-Economic Theory & Policy (3) • Marketing Management-II (3) • Operation Management –I (3) • Organizational Behaviour-II (3) 	<ul style="list-style-type: none"> • Legal Aspects in Business (3) • Financial Management-II (3) • Human Resource Management (3) • Operation Management-II (3) • Research Methods for Management (3) • Business Strategy & Competitive Advantage (3) • Principle & Practices of Corporate Governance (1.5) • Corporate Social Responsibility & Sustainable Development (1.5) • Indian Economic Policy (1.5)

Grading Scheme

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

TABLE II : GRADE 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 4.5 in the first year. Number of Ds are not to exceed 3 and no F is allowed.
- ii) A minimum average of B– (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.

FPM student, who is not exempted from pursuing year I of PGDM , is required to get a minimum of B– (B minus) in five area specific courses in year I of PGDM .

Area Specific Course Package for FPM Year I are mentioned in **Table III**

TABLE III: Area Specific Course Package for FPM Year I

Area	Term I	Term II	Term III
Economics	1. Managerial Economics 2. Business Mathematics	1. Macro Economic Theory and Policies	1. Indian Economic Policy 2. Research Methods for Management
Marketing	1. Marketing Management I 2. Managerial Economics	1. Marketing Management II 2. Financial Management I	1. Research Methods for Management
Finance & Accounting	1. Financial Accounting and Analysis 2. Managerial Economics	1. Cost and Management Accounting 2. Financial Management I	1. Financial Management II
Organization Behaviour and Human Resource Management	1. Organizational Behavior-I 2. Human Resource Systems and Processes	1. Term II- HR Planning Recruitment and Selection 2. Employee Relations and Legal Framework	1. Organization Design and Development
Strategy & General Management	1. Managerial Economics 2. Business Statistics	1. Legal Aspects of Business 2. Research Methods for Management	1. Business Strategy & Competitive Advantage
Operations Management & Quantitative Methods	1. Business Mathematics	1. Operations Management I 2. Business Statistics	1. Research Methods in Management 2. Operations Management II

The courses of Second year of FPM are given in Table IV

TABLE IV: List of Courses in FPM Year II

Compulsory Courses	
Term I	Advanced Research Methodology I
Term II	Advanced Research Methodology II
Term III	1. Strategy II 2. Teaching Methods in Pedagogy

Area Specific Courses			
	Term I	Term II	Term III
Economics	1. Advanced Micro Economics 2. Econometrics	1. Advanced Macro Economics 2. Development Economics	1. International Trade & Finance 2. Industrial Economics
Marketing	1. Advanced consumer behavior & Insights 2. Digital Marketing	1. Innovation in Product Marketing: B2B and B2C 2. Contemporary Marketing Channel and Communication Strategies	1. Contextual Approaches to Services and Relationship Marketing 2. Creating and Delivering Customer Value
Finance & Accounting	1. Advanced Corporate Finance 2. Asset Pricing Theory	1. Financial Econometrics 2. Financial Derivatives	1. Financial Markets, Institutions and Instruments 2. International Finance
Organization Behaviour and Human Resource Management	1. Organization Development and Management of Change 2. Strategic Human Resource Management	1. Leadership Concept and Practice 2. Competency and Talent Management	1. Performance Management 2. Employee Relations
Strategy & General Management	1. Theoretical Perspectives on Strategy 2. Corporate Governance	1. Innovation & Entrepreneurship 2. CSR & Sustainable Development	1. Business in Emerging markets 2. Competitive Strategy
Operations Management & Quantitative Methods	1. Optimization and Logistics Modeling 2. Applied Econometrics	1. Simulation Classical and Advanced Techniques for Optimization 2. Stochastic Processes: Theory and Applications	1. Contemporary Topics in Operations Management 2. Supply Chain Modeling Techniques

Instead of opting for a specialised course in the area, a student can also work on a course of independent study (CIS) under a faculty member.

A student can also opt for maximum two advanced level courses from other areas, including Information Management (IM) Area.

Specialisation courses from IM area are as follows

1. IT and its Impact on Business Models and Organizations
2. Knowledge Management for Competitive Advantage
3. IS Development Approaches and Frameworks
4. Green IT and impact of Social Computing
5. Big Data Analytics and Machine Learning
6. Enterprise Security and Privacy

Fellow Programme Comprehensive Examination

Purpose

A comprehensive examination (CE) based on research scholar's chosen area of interest will be taken after completion of the course works.

The CE serves as a gateway to the dissertation as the means to ensure that research scholars have the background knowledge to do a dissertation. It is proposed here that the examination should seek to assess whether research scholars have general knowledge about the field of information studies, about research methodologies, and about their specific research area (or chosen area). The Examination thus serves as a preparation for the dissertation by facilitating the development of a solid conceptual base for research in the research scholar's area of study and ensuring that the research scholar's knowledge is sufficiently broad and conceptually structured to provide a solid basis for research in the field.

Nature

The CE consists of a take-home literature, and written examination. This approach allows research scholars to concentrate on expressing their ideas: demonstrating full integration of materials and displaying scholarly depth, creativity and initiative in their preparations for the examination.

Objectives

- To assess the research scholar's general knowledge of the field;
- To assess the research scholar's specific knowledge of their research area;
- To assess the research scholar's ability to evaluate current and past research, particularly in terms of research design;
- To assess the research scholar's ability to communicate effectively, orally and in writing, about research.

Timing

The CE normally is scheduled immediately after completing the course works which includes compulsory courses as the area specific courses in year II of FPM.

Grading

The performance of a research scholar will be graded on P (Pass)/ F (Fail). In the case of an F grade, a research scholar may be allowed to retake the examination within three months. This may be applicable to courses such as mandatory courses, chosen area electives and CE.

Procedures

Written Examination

Length of time: Research Scholars will write their examination any day as decided by the Chairperson (FPM & Research). The duration may be 3 to 5 hours.

Evaluation: Research Scholars will be notified of the result. Evaluation criteria include: clarity of the writing, relevance of the answers, appropriateness of the references, and general quality of the answers.

Viva

After successfully passing written examination, student will have to appear for viva which will be conducted by a panel of faculty members who will judge the student's knowledge in the area of specialisation as well as research methodology.

Research Proposal

After satisfactorily completing the coursework requirements and **comprehensive examination the research scholar has to choose his or her supervisor and two members of the committee to guide and assist the research scholar in working toward a FPM (doctoral level programme). Supervisor has to be from the area of specialization of the scholar. One of the members should be from the area of specialization and the other member has to be from any other allied area.** This committee oversees the research

scholar's academic work throughout the programme. All members of the supervisory committee are responsible to the research scholar and to their research council members to ensure the quality of fellow programme from the International Management Institute, New Delhi. Fellow Research Scholar will develop his/her thesis proposal with the help of his/her supervisor and committee members. S/he will submit and defend the proposal before the Research Council and invitees. If accepted, the Research Scholar will then get confirmed admission. The Research scholar can then begin his /her research.

This Proposal is a written document, and it is presented before the concerned area and research council members upon invitation by the Chairperson (FPM & Research). The concerned Research Scholar should not take more than six months immediately after the declaration of the coursework results to submit and present the proposal. **The Research Council should meet on the same day to take a decision and the minutes should be communicated to both research council members and dissertation committee members.**

In FPM programme, the Dissertation Committee monitors the progress of each Research Scholar after the approval of the FPM Proposal. At the end of every six months, the chairperson/Supervisor of the Dissertation Committee informs in writing the Chairperson (FPM & Research) whether the Research Scholar has made appropriate progress. In the negative case, the Chairperson (FPM & Research) and Dissertation Committee decide, in consultation with the Research Council, whether the Research Council is allowed to continue his or her education at IMI and if so, under which additional conditions.

The individual Dissertation Committee, may require that their Research scholars write a progress report every six months, or give a progress presentation, before deciding whether the progress was appropriate.

The Supervisor of a committee must:

- a. hold an Endorsement to Chair a doctoral supervisory committee;
- b. be able and willing to assume principal responsibility for advising the research scholar;
- c. have adequate time available for this work and be accessible to the research scholar;
- d. attend both the General and Final Examinations and additional committee meetings, as necessary;
- e. sign the dissertation signature page acknowledging approval of the dissertation and completion of the programme.
- f. A faculty cannot be the main supervisor (TAC Chair) for more than three scholars and a member of more than three thesis advisory committees in addition to the committees where he or she is the supervisor/TAC Chair. Thus, at any given point of time, one faculty member can be associated with a maximum of six thesis advisory committees.
- g. An FPM supervisor and both members of the Dissertation Committee should have reasonably eight and three number of publications respectively in peer-reviewed journals and their positions should be associate professor and above.

A research Scholar should not take more than five years (four plus one year extension) to complete the programme from the date of provisional registration.

A Research Scholar should publish (or accepted form) two papers **related to his/her area of specialization** prior to submission of the thesis. A case study should also be published (or accepted form) before submission of the thesis. However, the case study should not necessarily be part of the thesis. **Only those papers and case will be considered which have the research scholar as the first author which shows that major portion of the paper has been contributed by the scholar.**

PRE- THESIS SUBMISSION PRESENTATION

- (a) Prior to thesis submission, presentation by the candidate before the Research Council is an essential requirement. On completion of the research work, the candidate shall submit to the Research Council through his/her supervisor(s), **five** copies of the Summary of his/her research work including bibliography and make a presentation at which faculty members and other research students may be present.
- (b) The candidate shall be required to submit his/her thesis **within three months** from the date of pre-thesis submission presentation by the candidate. However, in case candidate fails to submit his/her thesis within the stipulated time and has adequate suitable justification for the same, the Chair person FPM & Research may, on recommendations of the supervisor grant an extension of not more than three months. In such cases, the candidate may be allowed to submit his /her thesis within a period not exceeding six months from the date of pre-thesis submission presentation.
- (c) The candidate will be required to submit a certificate from his / her supervisor and committee members in the prescribed format (**Refer to Annexure 1**) that the work embodied in the thesis entitled “.....” is original.
- (d) The candidate will be required to submit a declaration (**Refer to Annexure 2**).

APPOINTMENT OF EXAMINERS

- a. A panel of at least six experts in the subject area of research work which would be suggested by the supervisor(s) and placed before the Research Council for its recommendations. The Research Council may delete any of the name(s) proposed by the supervisor(s) and/or add any names.
- b. A person from the same institution/University where the candidate is employed cannot be appointed as an external examiner. Further a person from a institution/University to which the Supervisor and/or joint Supervisor of the candidate belongs, cannot be appointed as an external examiner.
- c. On receipt of the title and synopsis of the thesis, the Chairperson FPM & research shall send the panel of examiners as approved by the Research Council to the Director General who will appoint the Board of Examiners for the thesis. The Board shall consist of one internal examiner from amongst the supervisor(s), and two external

examiners. The examiners shall normally be chosen from the panel of examiners recommended by the Research Council.

- d. In case one or more examiners so appointed decline to examine the thesis. Another examiner shall be appointed out of the panel. In case the panel gets exhausted, Research Council shall recommend additional names.

THESIS SUBMISSION

- (a) The thesis shall be a piece of research work characterized by (i) discovery of new facts (ii) enunciation of a new theory or theories or (iii) fresh interpretation of known facts. It should bear evidence of the candidate's capacity for analysis and judgment as well as his ability to carry out independent investigation, design or development. Part of the Thesis may have been published prior to the submission for examination.
- (b) The thesis shall be written in English.
- (c) A candidate may submit his/her thesis provided that he/she has:
- (i) Completed the minimum period of registration which is 54 months if the student does two years of course work and 42 months in case the student is exempted from first year of course work. However, outstanding cases may be allowed to submit before the minimum period if it is approved by the Director General.
 - (ii) Has published (or has received letters of final acceptance for) two research papers and a case study; the papers shall be in a quality international journal that is refereed¹
- (d) Five copies of the thesis in soft binding along with one soft copy (CD) for record must be submitted to the Chair person FPM & Research Council for evaluation. In case of a FPM research scholar being supervised by more than one supervisors, appropriate number of additional copies must be submitted.

THESIS EVALUATION

- (a) Each examiner will be requested to submit to the Chair Research, a detailed assessment report and his/her recommendations on a prescribed proforma within three months of the date of receiving the thesis.

¹ Class A: Either Impact factor greater or equal to 1 OR Thomson–Reuters listed.

Class B: Impact factor between 0.1 and 0.99. In addition, specific reputed Indian Journals, namely Indian Economic Review, Journal of Quantitative Economics, Global Business Review, Indian Journal of Agricultural Economics, Indian Journal of Industrial Relations, EPW (if the paper is refereed and certified by the Editor), South Asian Journal of Management, as well as journals published by IIMA, IIMB, IIMC, FMS, XLRI, XIMB, TISS, IIT Kharagpur, IIT Bombay, IIT Delhi, IIT Kanpur, IIT Madras, that have been published for a minimum period of 10 years.

- (b) In the event that the assessment report is not received from an examiner within four months, the Research Council may recommend to appoint another examiner from the panel of examiners for evaluating the thesis/dissertation duly approved by Director General.
- (c) The examiners shall be required to state categorically whether in their individual opinions, the thesis should be either:
 - (i) Accepted without changes for the award of “Fellow of the International Management Institute”
 - (ii) Referred back to the candidate for (a) minor corrections, or (b) major corrections; or,
 - (iii) Rejected.

The examiner shall state the reasons for recommending resubmission/rejection of the thesis. If re-submission is recommended, the examiner shall specifically indicate the modifications that need to be made in the thesis by the candidate.

- (d) On receipt of reports from all the examiners, these will be placed before the Research Council. The Research Council shall peruse the reports and advise one of the following:
 - i. If the examiners are unanimous that the thesis be accepted without changes for award of Fellow of the International Management Institute, candidate should be required to appear for oral defence.
 - ii. If the examiners are unanimous that the thesis be rejected, then that decision will be communicated to the candidate and the candidate will discontinue his/her association with the Fellow Programme in Management at IMI.
 - iii. If the examiners recommend the thesis be revised, then that decision will be communicated to the candidate with details regarding the revisions to be made.
 - iv. In the event of the candidate being required to submit a revised thesis (minor revisions), he/she shall submit the same within a period of three months from date of communication. The revised version will be submitted to Research Council which will provide the same to one of the two external examiners to verify that the changes have been made satisfactorily. If so, the candidate will be required to appear for oral defence.
 - v. In the event of the candidate being required to submit a revised thesis (major revisions), the candidate will be given not more than one year from the date of communication. The revised thesis shall be sent for assessment to the original

panel of examiners. In the event of one or more of the original external examiners not being available, an additional external examiner may be appointed.

ORAL DEFENCE

- (a) A candidate, whose thesis is recommended for acceptance on the basis of thesis evaluation, shall be required to defend the thesis orally before a duly constituted committee, hereinafter referred to as Oral Defence Committee (ODC), at the IMI premises. Any deviation from this should have prior permission of Director General.
- (b) ODC shall consist of the Director General, Chairman-Research Council, the supervisor(s), and one external examiner to be appointed out of the external examiners by the Director General. If none of the external examiners is available for the conduct of the oral defence, an alternative external examiner shall be appointed by the Director General for this purpose only. The external examiner invited for oral examination shall submit his/her report in the prescribed proforma to the Director General.

AWARD OF “FELLOW OF THE INTERNATIONAL MANAGEMENT INSTITUTE, NEW DELHI”

- (a) Fellowship shall be awarded by the Institute provided that:
 - i) Research Council approves.
 - ii) The candidate produces a "No Dues Certificate" in the prescribed form.
- (b) The candidate has submitted two hard-bound copies of the thesis; one for the Institute's Library and the other for AICTE Library. These should incorporate all necessary corrections/modifications.
- (c) Hard bound copies and CD ROM of the thesis, submitted after the oral defence examination, must contain the following copyright certificate in the beginning of the thesis, on a separate page on the left side:

**International Management Institute
B10, Qutab Institutional Area
New Delhi 110016**

All rights reserved

- (d) On the completion of all the stages of examination stated above, Research Council shall recommend to IMI Society for the award of **“Fellow of International**

Management Institute, New Delhi". This will be awarded at the Institute's annual convocation.

CANCELLATION OF REGISTRATION

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

- (i) If he/she absents himself for a continuous period of six weeks without prior intimation/sanction of leave.
- (ii) If he/she resigns from the Fellow programme and the resignation is duly recommended by Research Council.
- (iii) If he/she fails to renew his/her registration in any year
- (iv) If his /her academic progress is found unsatisfactory
- (v) If he/she is found to be involved in an act of misconduct and/or indiscipline and termination is recommended by the Research Council.

OTHERS

- (a) Notwithstanding anything contained on the above, FPM research scholars shall be governed by the rules and procedures framed by the Research Council.
- (b) Notwithstanding anything stated on the above, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Director General may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of Chairman, Research Council and any or all the Deans of the Institute. The decision of the Director General shall be final.

FINANCIAL SUPPORT

1. After successfully registering in the programme, research scholar will be exempted from tuition fee and will get free text books and reading material. Besides, they will also get a stipend of Rs. 25000 per month for the first two years which will be increased to Rs. 30000 in the third and fourth year subject to successful completion of course work and passing comprehensive examination. In the third and fourth year, an annual contingency grant of Rs. 30000 will be provided on providing the receipts. **In case a student is exempted from first year of course work, s/he will get Rs. 25000 per month for the first year and Rs. 30000 per month for the next two years Stipend will be disbursed at the end of each term of 3 month's duration**
2. A non-refundable lifetime Alumni fee of Rs. 12000 and a refundable Security Deposit of Rs. 75000 are payable by every candidate at the time of admission. The Security Deposit of Rs.75000 will be refunded only after completion of the programme. The security amount will be forfeited if a candidate fails to complete the programme

RESPONSIBILITIES OF RESEARCH SCHOLARS

IMI Research Scholars (for IMI scholarship holders) will be required to devote up to 40 per cent of their time as teaching assistants after completion of course works. They will assist faculty in respective areas in grading, developing new courses and offering not more than one course in the last term of second year and in the third year of the programme. They may also assist Faculty in writing research papers etc. They will also be given responsibility to conduct/coordinate one or two training programmes or conferences during the third year of the programme.

LIBRARY RULES

WILLIAMSON MAGOR LIBRARY

1 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.

2 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.

3. 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).
4. 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)	8:00 a.m. to 12:00 (midnight)
Holidays Saturdays Sundays & Other Holidays	9:00 a.m. to 9:00 p.m. 10:00 a.m. to 6:00 p.m.
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 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 20 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) Do not access, upload, or download obscene, pornographic, threatening, or discriminatory material.
- n) Do not use chat rooms, online games in the computer lab.
- o) Any problems with the computer should be reported to the lab coordinator immediately.
- p) Scanning facility is available free of cost.
- q) Online database can be accessed through IMI intranet (<http://intranet>)
- r) Laser & Color Printers are available and charges per page as follow:
 - Black & White Printing (Rs.1/-)
 - Text & Graphics Color Printing (Rs.5/-)
 - Full Graphics Color Printing (Rs.10/-)
- s) User must log off the computer before leaving the computer lab.
- t) For Security reason you must change your passwords every 30 days. If you suspect your password has been stolen or compromised, change it immediately and don't disclose to others.

Timings

Working Days (Monday-Friday)	8:00 am to 10:00 pm
Saturday, Sunday & Other Holidays	8:00 am to 6:00 pm
National Holidays	Closed

HOSTEL RULES

Introduction

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) PGDM programmes at IMI Delhi are 100% Residential and students have to stay in the hostel accommodation provided by IMI, Delhi. Currently, accommodation is being offered in Adhchini, Ber Sarai, and IMI Campus.
- b) Rooms will be allotted by 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.
- d) Residents are given an opportunity to choose their hostel rooms as well as roommates when they shift to campus hostel in second year. Every effort is made to accommodate the preferences of each individual student; however, we cannot guarantee that your preference will be accommodated. In all such matters, the decisions of IMI administration will be final and binding on are concerned.
- e) Summer residents will be allotted rooms on the basis of availability by paying monthly charges as per extant policy.

End of residence and early withdrawal

- a) Hostel fees are non-refundable. This is applicable for students who withdraw from the Programme and also applicable in case of a resident who withdraws after joining the programme.
- 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. 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 immediately by the Discipline and Grievance Redressal Committee.
- 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.
- e) 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) The Main gate (Campus) is open until 11 p.m.
- b) Gates (Hostel gate at Campus and Main Gate at Ber Sarai/Adhchini) officially closes at 10 p.m. daily. Late night entry for a maximum of 60 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-VII) 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.

- c) 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 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 may result in expulsion from the hostel and the program.
- d) For visits to places outside Delhi / NCR and locations other than their home town, students are required to submit the application form (download from “O” drive) duly recommended by their parents/local guardian and Dean (Academic Programmes) and then get it sanctioned from the Hostel Warden. Weekend passes will be granted only two times in a month. Permission must be taken 48 hours in advance before leaving the hostel. Failure to do so will be treated as indiscipline and dealt with accordingly and parents will be informed.

Hostel Rooms

- a) Notice for the guidance of the students shall be displayed on the notice boards. Students are advised to read the notices regularly. Ignorance of regulations and instructions displayed on the notice board should not be an excuse for non-compliance.
- b) Students should not change their officially allotted hostel rooms.
- c) 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.
- 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 cannot be done.
- g) Students should not share their rooms with any person without approval of the competent authority.
- h) As and when students are away from their rooms, they must put off the lights /fans / air conditioners for the purpose of conserving electrical energy.
- i) 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.

- j) 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.
- k) All hostel rooms are to be vacated by the students during summer vacation for maintenance.
- l) 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.
- m) Complaints of any nature regarding the maintenance of the hostels should be submitted to the hostel Warden.

Guests and Visitors

- a) Male guests are not permitted to visit the girl's hostel; female guests are not permitted to visit boy's hostel.
- 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 campus on request.

Mess

- 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 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 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) Transport: IMI provides bus facility for students commuting from off campus hostels to campus and back. Students using their own vehicles will be doing so at their own risk.
- b) 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.
- c) 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.
- d) 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.
- e) 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 within the campus. Anyone found guilty of the above would be immediately suspended and strict disciplinary action would be taken by the authorities, which may amount to expulsion from the Institute.
- 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) No Drugs. Dealing with and/or use of drugs/narcotics, their possession, their intake and gambling are strictly prohibited. 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. Birthdays, can be organized in the mess and that too with a prior and the written permission of the hostel warden at least 72 hours in advance.
- 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 up to 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 and academic activities of the institute.
 - 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.
 - viii. Keeping pets.
 - ix. Absenting from the hostel during night without the prior permission of the Hostel Warden.
 - x. Leaving the hostel without applying in the prescribed form in advance stating the reason for leaving and the address of destination.
 - xi. 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.
 - xii. Forming association of students on the basis of regions, caste or creed during the stay in the hostels.
 - 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 are 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 scholarships, 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.

Important

IMI reserves the Right to Modify the Rules at any time during the year. 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 from the hostel as well as the program. All approvals and permissions must be taken from the Warden.

(Annexure 1)

CERTIFICATE

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

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

Date

Name and Signature

(Supervisor)

Professor of -----

IMI, New Delhi

Name and Signature

(Committee Member)

Professor of -----

IMI, New Delhi

DECLARATION

I do hereby declare that the dissertation titled “-----“ submitted to the International Management Institute, New Delhi, in partial fulfillment of the award of Fellow in Management of International Management Institute, New Delhi, is an original work done by me under the supervision and guidance of Prof----- (Supervisor), Prof----- and Prof.----- (Committee members) of International Management Institute, New Delhi. This work has not been submitted to any other University/ Institution for any purpose.

Name and Signature
Research Scholar
IMI, New Delhi
--/FPM/13

Date: