RP - Sanjiv Goenka
Group
Growing Legacies

IMI
International Management Institute
Kolkata

IMI
INTERNATIONAL MANAGEMENT INSTITUTE
KOLKATA

Code of Conduct for IMI - Kolkata Employees

Conduct

The Institute is committed to treating its employees fairly and the employees are expected to conduct themselves accordingly. Every employee, at all times shall:

(1) Maintain absolute integrity,
(2) Maintain devotion to duty, and
(3) Do nothing which is unbecoming of a good employee.

Misconduct

Given below is a list of acts or omissions, which constitute misconduct:
Theft, fraud or dishonesty, taking/giving bribe, furnishing false information on any matter in connection with employment, wilful insubordination or disobedience, unauthorized absence, habitual late or irregular attendance, negligence in duties, damage to IMI's property, drunkenness, riotous or indecent behaviour, gambling within the IMI's premises, sleeping while on duty, commission of any act which amounts to a criminal offence or involving moral turpitude, absence from appointed place of duty without sufficient cause, acting in a manner prejudicial to the interest of IMI, unauthorized communication of any official document, habitual indebtedness, insolvency, lending or borrowing money from *any* person/firm having official dealing with IMI, conviction by court of law, sexual harassment, etc.

The above list is only illustrative and not exhaustive.

Disciplinary Action

Disciplinary action can be initiated against any employee for misconduct, following the prescribed procedures of enquiry. However, punishment will be awarded after taking into account the gravity of misconduct and the previous record of the employee.

Punishments

Punishments can be in the form of *one or more of the following*:
Warning
Suspension
Discontinuation of Increments
Dismissal from service

Disciplinary Authority

Chair Person of "Staff appointment & Evaluation Committee" shall be the disciplinary authority for all employees other than faculty members and Director shall be the appellate Authority. For Faculty Members, Director shall be *the* disciplinary authority and Board of Governors *shall* be the Appellate Authority.

Accepted and signed

Mitali Chakraborty

2/1C, Judges Court Road, Alipore, Kolkata - 700 027, India. Telefax : +91 33 6652 9618
Website: www.imi-k.edu.in
Under aegis of Alipore Institute of Management & Technology, a Society registered under West Bengal Societies Registration Act, 1961

HANDBOOK OF INFORMATION
FOR PGDM STUDENTS
Academic Year 2022-2023

INTERNATIONAL MANAGEMENT INSTITUTE KOLKATA

HANDBOOK OF INFORMATION FOR PGDM STUDENTS
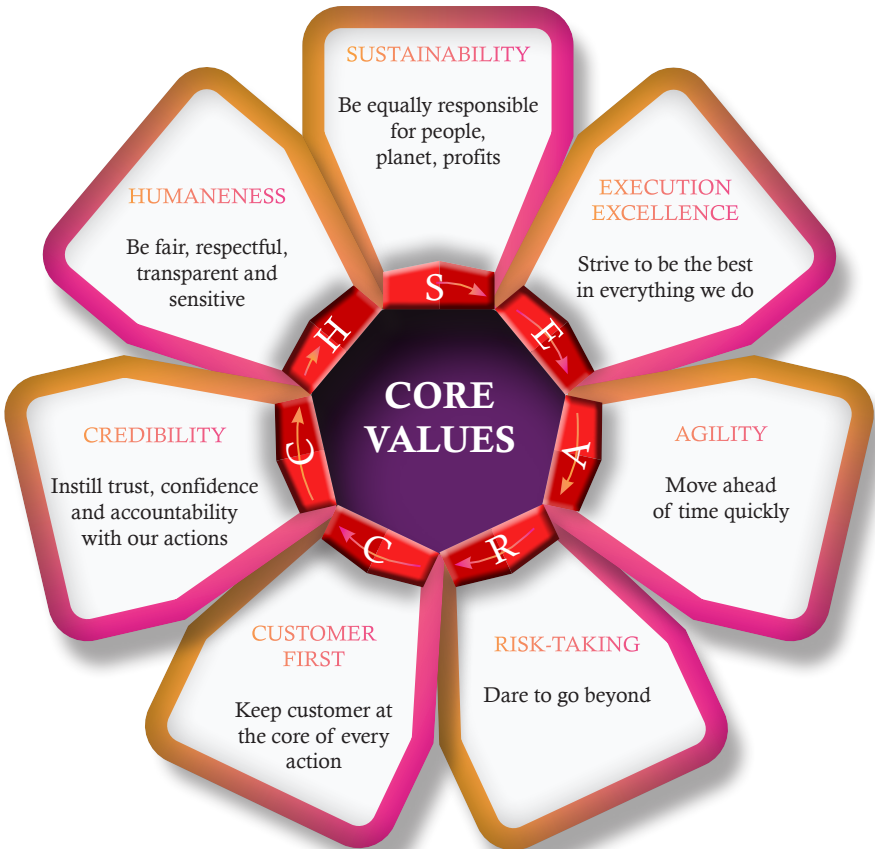## Academic Year 2022-2023

Vision

To be a globally recognized Centre of Excellence in management education.

Mission

To produce socially sensitive, globally aware and value-driven individuals capable of providing leadership. To conduct research for knowledge creation and dissemination.

SUSTAINABILITY
Be equally responsible for people, planet, profits

HUMANENESS
Be fair, respectful, transparent and sensitive

EXECUTION EXCELLENCE
Strive to be the best in everything we do

CREDIBILITY
Instill trust, confidence and accountability with our actions

CORE VALUES

AGILITY
Move ahead of time quickly

CUSTOMER FIRST
Keep customer at the core of every action

RISK-TAKING
Dare to go beyond

Dear Students,

The set of academic and administrative rules specified in this handbook is meant for your awareness about the academic process. Read these set of rules carefully. These rules are valid for the academic year 2022-23, for all students across all batches independent of their year of admission in IMI-K. Exceptions to this where the rules that apply are dependent on the year of admission are clearly specified. Each student is responsible for adherence to the rules. Any deviation will be seriously dealt with. For interpretation of any provision, you may please refer to the Dean (Academics) / Programme Office.

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

Kolkata
August 1, 2022

Professor Rachana Chattopadhyay
Dean (Academics)

TWO-YEAR FULL TIME POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)

PGDM Course Structure

Term	Sl Nos	List of Courses	Credit Points	Hour
Trimester I	1	Managerial Communication	3	30
	2	Quantitative Techniques I	3	30
	3	Financial Reporting & Analysis	3	30
	4	Information Technology for Decision Making	1.5	15
	5	Managerial Economics	3	30
	6	Operations Management Core I	2	20
	7	Organizational Behavior I	3	30
	8	Data Pre-processing and Visualization	3	30
Trimester II	1	Operations Management core II	2	20
	2	Quantitative Techniques II	3	30
	3	Financial Management Core	3	30
	4	Macro-Economic Theory & Policy	2.25	22.5
	5	Entrepreneurship and Innovation	3	30
	6	Strategic Management	3	30
	7	Marketing Management Core	3	30
	8	Organizational Behaviour II	3	30
	9	Cost & Management Accounting	1.5	15

Term	Sl Nos	List of Courses	Credit Points	Hour
Trimester III	1	Indian Economic Policy	0.75	7.5
	2	Human Resources Management	3	30
	3	Management Information Systems	3	30
	4	Research Methodology for Management	3	30
	5	Corporate Social Responsibility & Sustainability Development	1.5	15
	6	Legal Aspects of Business	1.5	15
	7	New Venture Development I	1.5	15
	8	Local Business Revival I	1.5	15
Trimester III (Any 2 to be choosen)	1	Marketing Core Elective	3	30
	2	Advance Financial Management Core Elective	3	30
	3	Corporate Strategy Core Elective	3	30
	4	Analytics Core Elective	3	30
	5	Supply Chain Management Core Elective	2	20
Summer Term	1	Summer Internship Program	6	60
Trimester IV	1	New Venture Development II	3	30
	2	Local Business Revival II	3	30
	3	Electives		
Trimester V	1	Electives		
Trimester VI	1	Electives		
	2	Comprehensive Assessment	1.5	15
		Total Core Course Credit	**80.5**	
		Total Elective Course Credit	**42 to 48**	
		Total Course Credit	**122.5 to 128.5**	**1225 to 1285**

ACADEMIC COUNCIL

The responsibility of the Academic Council is to ensure that best practices are implemented and standards of the Institute are maintained within areas and centres of the Institute. The specific responsibilities of the Academic Council include, but are not limited to, the following:

- Ensure there are clear admission requirements and procedures for the particular Diploma;

- Withdraw the registration of any candidate on the recommendation of the Dean (Academics);

- Undertake detailed study of matters referred to it for its consideration;

- Maintain academic discipline in the program;

- Ensure smooth functioning of the program;

- Provide opinion/take decisions on cases referred to it by the Director / Dean (Academics);

- Invite senior faculty members as special invitees to seek their opinion in some situations;

- Implement Academic Advisory Council's suggestions in order to improve the academic standards; and

- Frame the academic rules of the Institute.

CONTENT

A. ACADEMIC RULES

1. ACADEMIC TERMS

The academic year is divided into three academic terms of approximately three months each tentatively running from July to October. The first/fourth term will be from July to October, the second/ fifth term will run from October to January, and the third/sixth term will run from January to April. Students will do a Summer Internship during the summer term from April to June between their first and second year. The academic calendar provides all the relevant dates for terms, examinations and term breaks.

2 NUMBER OF CREDITS

2.1 The eligibility for earning the diploma is on the basis of completing the prescribed number of credits. One credit is equivalent to 10 contact hours. A full course will typically be of 3 credits and a half course will be of 1.5 credits. One hour of classroom time requires about 2 hours of preparation time. This includes study of text books, readings, cases, case discussions in groups, solution of exercises, hands-on-exercises etc. On an average one should expect around 24 hours of classroom interactions and 48 hours of 'preparatory work for classes' every week. In addition, there is time for projects, continuous evaluation and examinations to account for. There will be 20 sessions of 90 minutes in each 3 credit course. For a 1.5 credit course, 10 sessions of 90 minutes each will be offered.

2.2 Minimum Credits: PGDM course covers a minimum of 122.5 credits of which 116.5 credits correspond to course work and 6 credits correspond to Summer Internship. These credits are normally completed over a 2 year period with the maximum allowed duration for completion being 3 years.

3. CLASS TIMINGS

Classes are usually scheduled from 9:00 a.m. onwards. At times, additional classes will be conducted on Sundays.

4. COURSE OUTLINE

The students will be given a detailed course outline of each course they take, including session wise plan. This will be made available at the start of each trimester. The course outline is in line with AACSB format and normally would have the following details:

(a) Title of the course, course code, course credits, academic and instructor's details

(b) Chamber consultation hours

(c) Programme Learning Outcome

(d) Objectives of the course

(e) Course Learning Outcome

(f) Pedagogy

(g) Session-wise titles, readings, cases, exercises, etc.

(h) Prescribed text, recommended readings, if any

(i) Evaluation scheme & timeline

5. AUDIT COURSES

Students are permitted to take an audit course offered by the Institute outside of the courses they register. A student is permitted to take **maximum two such courses per term**. The grade obtained in an audit course will appear in the transcript as (S) - Satisfactory or (NS) - Not Satisfactory. The S or NS grade in an audit course will not be a part of the Grade Point Average computation. The student has to ensure that the choice of an audit course does not conflict with his/her regular commitments during that academic term. In general, it is advisable not to take more than one audit course per academic term. **Fee for an audit course is Rs. 8,000/- and must be paid in advance prior to the commencement of the term.**

6. COURSE OF INDEPENDENT STUDY (CIS)

6.1 The objective of introducing a Course of Independent Study (CIS) in the IMI Kolkata curriculum is to provide a platform for knowledge creation rather than just knowledge dissemination as is the case in normal course work.

6.2 Student Participation in CIS:

 i) The CIS is an individual assignment and is to be undertaken by a single student.

 ii) Student will submit CIS proposal in the prescribed form (Appendix II) to the Program Office in a prescribed time frame from the date of announcement.

 iii) Program Office will then send the CIS proposals to Area Chair(s).

 iv) Area Chair(s) along with area faculty(s) will then review the proposals. If proposal is not good or relevant, then Area may reject the same.

 v) If Area accepts the proposal, then based on the subject interest, Supervisor is suggested by the Area Chair to the Program Office. The Program Office will then communicate the Area decision to the student.

 vi) IMI Kolkata students, pursuing the PGDM program may opt for a **maximum of two CIS, during their pursuit of the program**. One CIS is equivalent to 3 credits of course work.

6.3 CIS Supervisor:

 i) Initial consultation with a faculty member does not obligate the student to select him/her as a supervisor – nor is a faculty member obligated to serve, if the topic is not of interest to him/her.

 ii) The supervisor–student relationship is determined by mutual interest on the part of students and faculty members involved. The initiative however, lies with the student, when he/she has a topic in mind. He/she should discuss it with a faculty member in whose field of interest the topic lies.

6.4 CIS Evaluation: Just like any structured course at IMI Kolkata, the Area would identify at least four evaluative components for testing the subject knowledge and follow the same guidelines for component selection and percentage weights as in the case of a normal course. Broad components of CIS are as follows:

Proposal   10%

Interim progress report 20%

Assignment   20%

Final report   25%

Defense presentation   25%

6.5 CIS Viva: Program Office in consultation with Area Chair arranges the final viva of CIS. The panel for viva consists of Supervisor, one member from same area , Area Chair and a fourth member approved by Dean (Academics) from other area.

Note: <u>In no circumstances, extension will be granted for CIS. The student needs to complete the CIS in the above mentioned terms only.</u>

7. FOREIGN LANGUAGE COURSE

IMI Kolkata offers its students opportunities to take Foreign Language Course(s) in addition to the total number of core and elective courses required for satisfactory completion of the program. Such a language course is a part of an Audit Course.

8. COMPREHENSIVE ASSESSMENT

Comprehensive Assessment will be done for each student and is divided into two parts. Part A will include a grand viva based on the courses taught in the first year and Part B will include the student's overall skill development. The viva will be conducted during the fourth trimester. The detailed evaluation criteria for overall skill development will be intimated by the Program Office. This will have a credit of 1.5.

9. SUMMER INTERNSHIP & LIVE PROJECTS

9.1 At the end of first year, students undertake summer internship with Institute's partners for a period of eight to nine weeks. Summer Internship is a 6 credit course which will be evaluated on the basis of Report, Presentation and Viva. It is compulsory for every student to successfully complete the summer internship.

9.2 Live Projects

i) In addition to the commitment to academic excellence, the Institute encourages the students to take up live projects available with the companies. These projects can be obtained by personal contact of the students, individual faculty, or through Institutional contacts.

ii) When the Placement and Corporate Relations Committee (PCRC) receives a request from companies for live projects, it in turn, forwards such requests to the entire batch of the students and they are free to take-up the live projects. It is compulsory on the part of a student to submit the details of a live project undertaken as per the Proforma (Appendix III), failing which the student will not be allowed to mention the same in his/her CV during the placement process.

10. STUDENT EXCHANGE PROGRAM

IMI Kolkata as a part of its continuous endeavour to prepare global managers provides ample opportunities to students for international exposure through Student Exchange Programs. The Outbound Exchange Program offers exciting opportunities for students to learn more about the dynamics of management in different parts of the world. Students get an opportunity to study for one term at other leading business schools. Students are required to apply by filling in the application form (Appendix-IV). However the eligibility criteria of the respective Institutions needs to be fulfilled. Irrespective of those eligibility criteria, they are required to fulfill the following criteria:

i) Minimum CGPA of 5 on date of applying for Student Exchange.

ii)   No 'D' or 'F' grade till date.

The selection of students for exchange program will depend on the number of seats available at the partner Institutes and the student's performance in the interview. Panel members will select students for an exchange program. They will be required to deposit an amount of Rs. 25,000/-, which will be refunded on completion of their study in the partner Institute abroad. If the student withdraws from the exchange program after selection or fails to complete the exchange programme, the fee deposited by him/her will be forfeited.

11. EVALUATION

11.1 IMI Kolkata follows a system of continuous assessment. The instructor can design appropriate method of evaluation as per the requirements of the course and method of instruction. Students' evaluation comprise of preparation made for the class and participation, quizzes, mid-term examination, term papers/ project, assignments, end-term examination and any other criterion that the instructor concerned may decide. Every course usually takes into account about 4 components for evaluation – of which quiz, project and end-term are compulsory for core & elective courses.

11.2 In case of half course, a minimum of 3 components of evaluation are taken. Apart from project and end-term examination other components may include Quizes / Presentation/ Case Analysis/ any other component deemed appropriate by the Faculty concerned.

The schedule for end-term examinations will be announced by the PGDM office. Results for each trimester will be published approximately within one month from the completion of End – Term Examination.

11.3 Project and Other Assignments in Courses:

All project reports and all submissions of course related assignment, etc. should be submitted to the Program Office/ faculty concerned as per the dates announced. Late submissions will invite penalty in the grade awarded, as decided by the

Faculty concerned. After moderation and finalization of results, any such late assignment(s) will not be considered.

12. EXAMINATION HALL RULES

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

12.2 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 an hour of the examination. In case the exam duration is only two hours or less no student is allowed to leave the examination hall during the exam for wash room. **Students will not be allowed to enter the classroom after 15 minutes from the commencement of the examination.**

12.3 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.

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

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

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

12.7 Non-programmable calculators are allowed. Digital diaries and cell phones are not permitted in the examination hall. Further, sharing of calculators, erasers, pencils etc. in the examination hall is strictly prohibited. <u>**Under no circumstances mobile phone should be in possession of any student during the examination even in the switched off mode. If found the answer scripts**</u>

will be cancelled for the student and the student will get an F grade in that course. Student may keep the mobile phone on the front desk of the examination room and collect it after the examination.

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

12.9   **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.

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

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

12.12   **Exchange of any remarks, notes or gestures, glances at any other student's answer sheet or copying from notes and chits will be treated as an attempt to cheat.**

12.13   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.**

12.14   The invigilator has the right to report to the concerned authority and/or undertake necessary steps, including cancellation of answer scripts if s/he finds a student violating exam rules and / or resorting to unfair means and/or creating inconvenience to the students or failing to maintain the sanctity of the environment in the examination hall.

Please note that non compliance of the above instructions by the student will attract necessary penalty as per the rules of the Institute. 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 up to expulsion from the Institute.

13 EVALUATION OF MID AND END TERM PAPERS & RE-EVALUATION

13.1 Evaluated answers scripts of both Mid-Term and End-Term examinations will be shown to the students. However, students will not be allowed to take examination scripts with themselves.

13.2 In case of any totaling error or cases where questions have not been evaluated in full or part, an application will have to be made to the Program Office **within 1 day on receipt of Answer Sheet.** No fee shall be charged for this. The copy shall be forwarded to the concerned faculty for review. In case, there is any change in marks, the faculty shall change the same on the Learning Management Software. This process shall be completed before moderation.

13.3 In case any student is not satisfied with the marks awarded by the faculty, he/she may make an application on the prescribed form, along with the prescribed fee for review **within 2 days of announcement for faculty review/answer script shown.** The current fee for re-evaluation is 1,000/- per course.

13.4 Students are required to fill the re-evaluation form (Appendix I) and submit the same in the Program Office within the time limit specified above.

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

13.6 In case a student loses his/her marksheet, the student can apply to the Program Office for a duplicate marksheet by paying a fee of Rs.1,000/- per trimester.

14 MAKE-UP EXAMINATION

14.1 **Make-up Examination:** Make-up Examination will be allowed only for missed mid-term/end-term examination for genuine reasons. Genuineness of reasons will be determined by the

Academic Council. The fees for make-up examination will be Rs.3,000/- per course. In such cases student's grade will be lowered by one grade.

14.2 **Improvement Examination:** A student getting 'F' grade in any compulsory or elective course is required to improve their grade for being qualified for the Institute's Diploma. Such a student will be required to take the examination for the same course again within 15days from the publication of the results. The final improved grade obtained in this repeated course will be entered in the transcript replacing the existing 'F' grade. The student will be required to pay fee for Improvement Examination as per the Institute's rules for taking up an audit course which is Rs. 8000/-. The final grade that will be assigned to the student will be subject to the decision of the Academic Council.

15. LEARNING MANAGEMENT SOFTWARE

15.1 IMI Kolkata has implemented a Learning Management Software to manage student grades, select electives, submit feedback, view attendance, timetable etc. This can be accessed either through IMI Kolkata network or web. Each student will be allotted a username and a password for accessing the system.

15.2 Students are encouraged to use the Learning Management Software extensively for the above-mentioned activities. It is important for each student to maintain the secrecy of the login details. The student will be solely responsible for any misuse of his/her Learning Management Software login.

15.3 Some Salient Features of the Learning Management Software are:

    i)   Students can view their grades for each course and also their GPA and CGPA.

    ii)   Students can view their attendance for each course during the term.

    iii)   Students can select their elective courses using the Learning Management Software.

    iv)   Faculty will update marks and grades in the LMS which

will then be used for final grading by the Grade Moderation Committee.

v)   All reading and study materials are available in the LMS.

vi) It is mandatory for all the students to give the course feedback through the Learning Management Software interface, as and when scheduled. If any student does not give feedback, he/she will not be allowed to take his/her examination. **Feedback is completely anonymous and secure.**

16. GRADING

16.1 For each component of evaluation, the faculty member will update the marks in OLT only. The student can see marks/ grades on the Learning Management Software. However, if the students find any error in totaling of the marks or discrepancy in the marks on answer sheets, they may immediately bring it to the notice of the Program Office for necessary corrections.

16.2 At the end of the Term, the faculty member will aggregate the marks obtained in all components of evaluation, using the weightages that were prescribed in the course outline and will compute   the weighted cumulative marks on the Learning Management Software. The Moderation Committee, will finalize the appropriate grades for all the courses.

16.3 In each course a student is thus awarded a Letter Grade only. The weighted average for all courses taken by a student in the program is called the Cumulative Grade Point Average (CGPA). Please note that the weights used to compute CGPA are the credits for a course.

16.4 IMI Kolkata's grading system follows a 10 point scale The letter grades and the equivalent grade points are as follows:

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	Unsatisfac-tory
C-	2	Poor
D	1	Very Poor
F	0	Fail

17. ATTENDANCE

17.1 IMI Kolkata places high emphasis on regularity and punctuality. Hence, 100% 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.

17.2 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.

17.3 For online classes (special circumstance) a student will be allowed a 10 minutes buffer time to incorporate any technical anomalies. Eg: for a 90 minutes session a student has to be present for a

minimum of 80 minutes to be eligible for getting complete attendance for that session.

17.4 **60% physical attendance in each course (over and above excused absence) is MANDETORY for a student to be eligible to sit for an end term examination. Failing which a student will not be allowed to appear for end term examination which will automatically fetch an F grade in that particular course.**

17.5 **Excused Absences**

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

i)   Death or serious illness in the immediate family

ii) Student's own wedding day, or that of an immediate family member

iii) Court summons or passport/visa appointments for official purpose that cannot be postponed

iv) Serious Personal Illness: To prove it, a registered doctor's certificate supported by medical test results or a hospitalization certificate is necessary. **A maximum of two days of attendance waiver will be permitted per trimester for minor illnesses.**

v)   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. **However timely submission does not imply automatic approval of the same.**

17.6 **Notification of Absences**

i)   Students must submit an application in the prescribed format (Appendix-V) to the PGDM office, of any absence in advance. In the case of an emergency, the student must submit the application as soon as possible afterwards. Notifying the PGDM office 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.

ii) 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 **PGDM office within two days after 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 the PGDM Office, otherwise any disciplinary action may be taken.

17.7 **Penalty for Shortage of Attendance**

i) Those who have attendance below 60% in a course will get an automatic 'F' as the overall grade for that course.

ii) Those who have attendance of 60% and above but less than 80% would be penalized with two sub grade drops in the overall grade for that course.

iii) Those who have attendance of 80% and above but less than 90% would be penalized with one sub-grade drop in the overall grade for that course.

iv) 60% physical attendance is compulsory for the students to appear in the examination.

v) Attendance waivers may be granted for taking part in inter-institutional competitions, cultural events, festivals, etc. if prior approval is taken from the Programme Office. A student will be granted such attendance waiver for not more than 7 days of missed classes during the entire academic program. In special circumstances the Dean (Academics) may grant attendance waiver for a longer period if the participation of the student is important for representing IMI Kolkata and enhancing its image, such as in the cases of placements & corporate interaction, academic competitions etc.

vi) Independent of attendance waivers granted, a student must physically attend a minimum of 60% of classes held in a

given course. Failure to physically attend the minimum of 60% of classes will result in an automatic F in the overall grade for that course.

18   DISCIPLINE

i)   Cases of indiscipline and unethical practices in any academic endeavour will be brought to the notice of the Programme Office. The Programme Office in consultation with Dean (Academics) and the Academic Council will determine the appropriate course of action.

ii)   Cases of indiscipline, violation of IMI Kolkata's code of conduct and unsavory behaviour outside of academic endeavours of any kind that brings disrepute to the Institute will be brought to the notice of the Programme Office. The Programme Office in consultation with the Dean (Academics) will form a committee to determine appropriate course of action.

18.1   **Grievance Redressal:**

IMI Kolkata has a Grievance Redressal Cell and the link for the same is available in the college website. **Any grievances pertaining to any issues must be brought to the notice of the programme office first.**

18.2   **Anti Ragging Committee:**

IMI Kolkata is a ragging-free campus. No instances of ragging will be tolerated whatsoever. Students are encouraged to report incidents of ragging to the Programme Office. The Programme office will then forward the same to the Anti Ragging Committee of IMI Kolkata to determine an appropriate course of action that will send a very strong message about our seriousness of being a ragging-free campus. Action taken against a student charged with ragging could range from reporting the matter to the police to permanent expulsion from the academic program that the student is enrolled in.

18.3   **General Norms:**

i)   Students are supposed to keep their mobile phones on silent

mode and are not supposed to use the same in the classroom. Students are not supposed to use laptops in the classroom without prior permission of the instructor.

ii) If any student is found using a mobile phone or a laptop (without permission of the instructor) in the class room, a fine of Rs. 1,000/- will be imposed for the first offence. Second offence would lead to a fine of Rs. 2,000/- plus one sub grading in the overall grade for that course. Any further recurrence would mean an overall 'F' grade in that course. In addition if any misuse of a laptop is detected in class, the faculty may confiscate the laptop to be released later as per the decision of the Academic Council.

iii) All deadlines given for a particular task have to be followed. Anyone violating these deadlines as specified from time to time will be subjected to disciplinary action to be decided by the Institute.

19. PLAGIARISM, SYNDICATION & CHEATING

19.1 19.1 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 indulging in any form of cheating, attempting to cheat or assisting someone else to cheat may be subject to disciplinary action in accordance with the IMI Kolkata's Disciplinary Procedure. The Institute takes this issue very seriously. 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.

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

i) *submitting other people's work as your own* - either with or without their knowledge, which includes copying in examinations;

ii) *using notes or unauthorized materials in examinations;*

iii) *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;

iv) *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. 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 nor the order of the sentences and failing to acknowledge the source properly, you give the impression that it is your own work

v) *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;

vi) *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;

vii) *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.

20. CRITERIA FOR PROMOTION

A student must satisfy the following conditions at the end of third term of the first year to be eligible for promotion to second year:

i) A minimum CGPA of 4 in the first year.

ii)   Not more than 4 'D's.

Note: A student who gets an 'F' grade has to ensure his 'F' grade is upgraded by successfully passing the course otherwise he/she will not be eligible for the award of diploma as stipulated by the criteria for award of diploma (clause 21 below).

20.1   Other promotion norms:

In case the program office identifies any student whose performance is not satisfactory and carries a risk of not being eligible for promotion to the next year, it will recommend to the appropriate authority for taking an appropriate action. At the end of each term a formal meeting of the Academic Council is held to review students' progress. The Programme Office identifies students making unsatisfactory progress and then may decide to issue a warning letter or initiate other appropriate action against them.

21.   CRITERIA FOR AWARD OF DIPLOMA

21.1   To qualify for any of the diplomas of the programs as the case may be, a student must satisfy the following conditions:

i)   A minimum CGPA of 4.5 in the Program.

ii)   Not more than 4 'D's.

iii) No 'F' grade at all.

iv)   Successful completion of Summer Project/Company Project/Dissertation.

v)   In case of a **tie in CGPA** for any of the medals, the Academic Council shall decide on the award and provide reasons for the choice.

Note: A student who gets an 'F' grade in the second year has to ensure his 'F' grade is upgraded by successfully passing the course, otherwise he/she will not be eligible for the award of diploma as stipulated by the criteria for award of diploma.

21.2   **Honour List and Medals**

IMI Kolkata awards the following Medals and Honours to its

students at the end of the two year program:

i)   Dr. Rama Prasad Goenka Gold Medal (First Rank holder)

ii) Dr. Rama Prasad Goenka Silver Medal (Second Rank Holder)

iii) Certificate of Merit for outstanding scholastic performance in Post Graduate Diploma in Management (Full Time) (Top Three Rank Holders)

iv) Best Participant with outstanding performance among graduating participants of Post Graduate Diploma in Management Program

v)   Best Lady Participant with outstanding performance among graduating participants of Post Graduate Diploma in Management Program

Apart from the above medals certificates are also given to the top three SIP Projects.

21.3. **Merit Scholarships**

The merit scholarships are awarded to the students on the basis of outstanding cumulative academic performance at the end of first year. The amount of scholarship is ₹75,000/- for the first rank holder, ₹60,000/- for the second rank holder and `40,000/- for the third rank holder.

22. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

22.1 Students representing IMI Kolkata in co-curricular and extra-curricular activities is an important part of student development as well as IMI Kolkata's brand building. The following guidelines may be followed for these activities:

i)   The Institute encourages its students to participate in various events /competitions organized by other national/ international universities and B-schools. As a matter of policy, however, the students are expected to assign due priorityto their academic work as also the activities organized at the Institute while opting for participating in events at

other institutions. In case of international university and B-school abroad, the Institute may permit to participate in the events depending upon the academic commitments. However, IMI Kolkata does not fund for such events.

ii)   A prior approval from Programme Office, Dean (Academics) and Chairperson (Student Relations) is mandatory for students to participate in any event outside the Institute. For obtaining approval, copies of the letter of invitation/mail/ documentary evidence should be attached along with the application (Appendix-VI) at least ten days before the event.

iii) In case, the participating students do not get re-imbursement of travel expenses from the visiting institute, a certificate from the visiting institution/university must be obtained to that effect to be eligible for getting the reimbursement from the Institute as per the existing rules. However the final decision will be taken by Chairperson (Student Relations).

iv)   With the phenomenal growth of professional institutions all over the country, thousands of events are being organized round the year. It is neither desirable nor possible for the students to participate in all these events. The students are expected to be selective in making such choices as it might affect their academic pursuits, the primary purpose for which they are here. The students are thus advised to exercise self restraint and voluntarily restrict the number of institutions they would like to visit in an academic year. The B-schools where the students may be allowed to participate are:

Management Institutes: Indian Institute of Management Bangalore, Indian Institute of Management, Ahmedabad, Indian Institute of Management, Calcutta, Indian Institute of Management, Lucknow, Indian Institute of Management, Udaipur, Indian Institute of Management, Kozhikode, International Management Institute-New Delhi, Indian Institute of Management, Indore, Management Development Institute, Gurgaon, Xavier Labour Relations Institute, Jamshedpur, S. P. Jain Institute of Management & Research, Rajiv Gandhi Indian Institute of Management,

Indian Institute of Management, Kashipur, Fore School of Management-New Delhi, IMT, Ghaziabad, XIM Bhubaneswar, FMS Delhi, IFMR Chennai, ISB Hyderabad.

Engineering Institutes: Indian Institute of Technology, Madras, Indian Institute of Technology, Bombay, Indian Institute of Technology, Kharagpur, Indian Institute of Technology, Delhi, Indian Institute of Technology, Kanpur, Indian Institute of Technology, Roorkee, Birla Institute of Technology, Ranchi,

Other Universities/Institutes: Jadavpur University, Kolkata, Presidency University, Kolkata, St.Xaviers College Kolkata, Delhi School of Economics at masters level.

The above list is suggestive in nature and departure may be made in exceptional cases by the authorities concerned.

v) The students are expected to use their discretion carefully to participate in Summer Project competitions organized by various institutes as it has implications for our exclusive database of summer projects and company confidentiality issues. In the larger interest of the Institute the students are advised to seek prior approval from the Dean (Placement) in addition to the Dean (Academics) and Chairperson (Student Relation).

22.2 **Attendance in Institute's Programs and Events**

Each student has to attend all the lectures, events, programs, seminars, conference, workshops, meetings conducted by the Institute as and when intimated by the Program Office, failing which **attendances for the immediate two sessions scheduled will not be given. Waiver in such cases will not be applicable.**

B. LIBRARY RULES

1. LIBRARY MEMBERSHIP

1.1   IMI Kolkata library is meant for bonafide students, faculty & members of International Management Institute Kolkata.

1.2   Each student member will be issued one library borrower ticket.

2. MEMBERSHIP PROCEDURE

2.1   A prescribed form should be used to apply for library membership.

2.2   Fill up the requisite form and submit it to the library.

3. CIRCULATION RULES

3.1   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.

3.2   The holder of borrower ticket is responsible for any book issued against that ticket, as per the library records.

3.3   All the students will produce their Library Card on the counter at the time of issue and return of books.

3.4   Students are allowed to borrow not more than four books on library borrower ticket at a time and are required to return them within FIFTEEN days for General Books.

3.5   Periodicals, newspapers and books on reference section may not be taken away from the library.

3.6   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.

3.7   During the examinations, books issued for a week will not be reissued even if there is no demand for the book.

3.8 The Librarian can recall books and other library documents any time if need arises.

3.9 If the book is not returned by due date, the member will be charged a penalty of Rs. 5 per day per volume.

3.10 The library can refuse to issue books to members having unpaid dues.

3.11 3.11 If a member loses a book against his/her ticket, the penalty will be as follows:

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

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

3.12 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.

4. GENERAL RULES

4.1 4.1 Users should maintain silence and should not disturb other readers in the library. Smoking/eating/drinking/chatting is strictly prohibited in the library premises.

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

4.3 The staff member(s) at the check point may refuse entry to those who do not produce valid identity card.

4.4 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.

4.5 IMI Kolkata 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.

4.6 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.

4.7 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.

4.8 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.

4.9 Any infringement of the library rules will render the privilege of admission to the library and borrowing books from the library as withdrawn.

Reading Room Timings

Monday to Friday	8:30 am to 9:00 pm
Saturday	9:00 am to 4:00 pm
Sunday	10:00 am to 4:00 pm

(Extension of timing during Term Examination as per students' requirement)

Circulation Timings (Issue/Return)

Monday to Friday	9:30 am to 5:30 pm
Saturday/Sunday/National Holidays/ Institute Holidays Closed	

C. IT AND COMPUTER LAB RULES

The Computer Lab of the Institute is designated for use by current students, instructors and staff of IMI Kolkata.

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

ii) Students are not permitted to install, modify or delete any software on lab computers. Students found violating this rule shall be penalized by the administration and may be expelled from the Institute.

iii) Remember to log out your email account or any social media account and shutdown whenever you are done using any lab computer. IMI- Kolkata cannot be held responsible for the protection of your data or account when you leave a computer logged in with your account.

iv) Food or drinks are not allowed in the computer lab at any time. Students found violating the rule shall be charged a spot fine of Rs. 1000/- (Rupees One Thousand only) by a designated personnel from the administration.

v)   Scheduled computer based classes in the labs have priority over all other uses.

vii) Students are allowed to access & download academic materials & related intellectual contents from internet.

viii) Users are provided with User ID & E-mail ID for accessing IMI Kolkata network & emails. The space allotted to each email box is unlimited and attachment limit is 10MB.

ix) Users are not suppose to save any personal data in IT Lab computers.

x)   The IMI- Kolkata is not responsible for data losses caused due to computer viruses, improper use of the computer or any other malfunctions at the computer lab.

xi) Computers and Peripherals installed in IT Lab are not to be moved, modified, relocated or disassembled without permission of the IT Team.

xii) Misuse of Computer Lab, IT resources and network for any illegal, unethical, political, disruptive or any such inappropriate/unconstitutional activities shall be punishable and may result in expulsion from the Institute.

xiii) Usage of pirated software is prohibited.

xiv) Unauthorized reproduction of any copyrighted material (e.g. software, music, video, books, photographs, etc.) is prohibited.

xv) Students are not. allowed to access, upload or download obscene, pornographic, threatening, or discriminatory material. Students found to be violating this rule will be penalized by the administration and may further lead to expulsion from the Institute.

xvi) Students are expected to behave responsibly even on Social Media Sites.

xvii) Students are not allowed to use chat rooms, online games in the computer lab.

xviii) Any problem with computers should be reported to the IT Team immediately.

xix) Online resources can be accessed through IMI Kolkata intranet (http://172.16.2.14).

xx) B/W & Color Print /Copy is available on a per page charge basis as follows :

- Maximum Limit :- 1500 prints/copy only.

- B/W Printing / Copy @ ₹ 2 per page.

- Color Printing / Copy @ ₹ 8 per page.

- If you exceed Maximum limit (for both B/W print & Colour Print), your Printer ID will get blocked. To re-activate the Printer ID, all print dues need to be cleared asap.

xxi) xxi) Usage of personal and social networks like Snap Chat, WhatsApp should be restricted to personal data connections.

xxii) The students are not supposed to carry their bags inside the IT lab.

xxiii) Students staying in hostel should not install any personal network devices like switch, router or Wi-Fi in their respective room. Students found violating this rule shall be penalized by the administration and may be expelled from the Hostel.

Timings:

• Working Days (Monday-Friday)	:	9:00 am to 6:30 pm
• Saturday	:	9:30 am to 5:00 pm
• Sunday & Holidays	:	Closed

D. RULES ON RAGGING

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 students, 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).

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 degree, debarring from representation in event and withholding of results.

E.   HOSTEL RULES

1.   All the students must maintain discipline and cordial relations with each other.

2.   Students are compulsorily required to attend classes every day.

3.   Ragging of any kind and magnitude inside or outside the hostel premises will not be tolerated and disciplinary action will be taken accordingly.

4.   Students must switch off the lights, AC and fans whenever they go out and take precautions to be mindful of electricity consumption.

5.   They are not allowed to change their room's key or furniture, and should not damage the hostel walls (not drive nails, screws etc. into the wall or doors). No repair shall be done by the students themselves. They should approach the Hostel warden who will arrange for repairs.

6.   Residents should strictly follow the timings

   • **Mess timings –**
   i.   Breakfast- 8:00 am – 10:00 am
   ii.   Lunch – 12:30pm -2:30 pm
   iii.   Snacks – 5:30 pm- 6:30 pm
   iv.   Dinner – 8:30 pm – 10:00 pm

   • *Hostlers are supposed to be inside the hostel by 10:00 pm.*

7.   All the hostellers have to inform (Write the in and out time into the register maintained by Warden) the hostel warden before going outside.

8.   The visit of male students to the female hostel and vice-versa is restricted. No overnight student/guests are permitted in a student's/guest room. (No person of the opposite sex either student/guest or otherwise shall be permitted to enter/stay at any point of time under any circumstances). Any student found an offender will be also liable to disciplinary action as per policy.

9.   Registration of using the washing machine needs to be done at

the security table while mentioning in and out timing along with the room number of the student using it

10. Refrigerators are available for the students, however, students using them need to dispose of any food item if spoiled.

11. Food cannot be taken to the rooms.

12. The common room (Boys Wing Ground Floor & 5th Floor Lounge, Mess and Cafeteria Area) is a common area where all the students (Male & Female) can work on their projects. The lights of the common room must be switched on at all times while working. This area is 24*7 available for students (Hostellers) for their common work including group studies and project work. Only for female students, two more areas (Girls Wing Ground floor common room & 6th Floor lounge area of Boys Wing) will also be available for group work.

13. A decent dress code needs to be maintained in the hostel premises as well as in the academic/administrative area of the compound premises. Students must wear college ID cards during college hours.

14. Residents are responsible for their personal belongings like precious jewels, purses or any costly items. The Hostel Authorities do not hold any responsibility for the safe custody of the property of the students staying in the hostel. Students should use their locks and should take proper care of their belongings. They should not leave the key to the room anywhere around. IMI-Kolkata will not be responsible for the loss of the personal belongings of the students.

15. Visitors are allowed from 9:00 am till 7:00 pm and only permitted in the ground floor lounge after prior permission from the Hostel Superintendent(s) or Warden. Their names have to be registered in the ground floor reception.

16. Day scholars are allowed to enter the hostel (common area) only after prior entry at the hostel reception. They should leave the hostel by 8:00 pm. If day scholars are ordering any meal from the canteen then they must pay for it right away. They are not allowed to share any meal with the hostellers. Any hosteller(s) if found indulging in any such case, is liable to disciplinary action.

17. Students are not allowed to use the Hostel terrace.

18. No food parcels will be accepted from the vendors after 10:00 pm. The food parcel will be accepted at the boy's hostel reception. Students have to individually collect their parcels.

19. In the event of club or committee work, the students are expected to obtain permission from Hostel Superintendent(s) and Warden to use the hostel premises. Students should not destroy or damage any property.

20. Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted. Members of the hostel staff should not be asked to enter the hostel room on any account except for the designated routine work while maintaining proper protocols.

21. Hostel warden/Hostel superintendent(s) may randomly check the student's room at any time to ensure safety and hostel protocols.

22. Parents/Guardians should give the undertaking to cooperate with the hostel authorities and should be available on call as and when required. Students must provide their guardian/parents' contact details (email and phone no.). Any kind of wrong information by the student may lead to serious disciplinary action.

23. Parents/Visitors are advised not to insist on entry beyond the designated area or visiting rooms as it may disturb other students.

24. Playing Holi inside the hostel premises is strictly prohibited. Disciplinary action will be taken against any student found guilty of violating this rule.

25. **In case the students go for tours/picnics organized by private groups or unofficially on their own, IMI Kolkata will not bear responsibility for any kind of mishap.**

26. Resident students are not allowed to keep their vehicles on the hostel premises. If anyone is bringing their vehicle, then prior permission must be taken from Hostel Superintendent to keep it in the academic block basement. They should hand over a copy of the vehicle's registration and individual license.

27. Students shall not indulge in any activity which is detrimental to the law and order of the Country.

28. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the maintenance team requires the rooms for this purpose. On such occasions, the management will provide alternate accommodation. If any maintenance work is to be carried out when the room is occupied, it is the occupant's responsibility to make the room available for the same.

29. On the hostel premises following are strictly prohibited and violation of these rules and regulations will lead to strict punishment:

    Smoking, consumption of alcohol/drugs. Students shall not enter the hostel premises in an intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, which may result in expulsion from hostels and rustication from the Institute. IMI Kolkata is a smoke-free Campus. Students should not smoke anywhere inside the Campus/Hostel. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

    Acts of vandalism, Hacking attempts in any form, Cooking, partying, shouting inside the room etc. are strictly prohibited.

30. The hostel management reserves the right to move or remove the residents from the hostel if found guilty of violating any such rules.

31. No outside students will be entertained inside the hostel premises.

32. Students will not enter rooms of other students without their permission.

33. No poster etc. should be put up anywhere, either in rooms or lobbies.

34. Students suffering from any contagious disease will not be allowed to stay in the hostel. The decision of the Superintendent(s)/ Warden and Head Administration in this regard will be final and binding.

35. Every student shall keep the room allotted to them neat and clean. They shall take proper care of the furniture and fixtures handed over to them. The hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of students.

36. Every case of illness and accident must be reported immediately to the hostel warden.

37. All matters relating to differences among students and complaints about the hostel staff shall be brought to the notice of the Warden or Hostel Superintendent(s) and Head Administration, who will then take action as required. All issues first need to be brought to the notice of the Head Administration/Director before reporting the same to any legal authorities.

38. Leave to be taken, must be mentioned beforehand. Both for a weekend or long leave, students must collect a leave application from the hostel reception, and get a signature from the PGDM office, Hostel Warden and hostel Superintendent(s). If anyone is taking leave from the Hostel, then they must inform the hostel warden.

39. Students should obtain a hostel clearance certificate from the hostel Warden and Head Administration on completion of the programme or withdrawal from the PGDM program on handing over possession of the room to the designated authority.

40. If any damage to the property occurs then a fine amount will be charged from the caution deposit.

41. Every belonging must be taken away while checking out from the premises. After check out, hostel management will not entertain any complaints.

42. A proper security system with CCTV coverage in common places and the surrounding areas is ensured throughout the day and night.

43. All the outdoor games like badminton, volleyball, etc. can be played up to 10:00 pm.

44. Indoor games like chess, TT, billiards, etc. can be played up to 10:45 pm.

45. Availing of mess facility is mandatory for all residents admitted to the Hostel.

46. Students are required to vacate the hostel square area by 10:45 pm.

47. Birthdays can be celebrated in the mess and ground floor common room with prior permission from RAC who will further take approval from Warden/Hostel Superintendent for the same. No property should be damaged. The mess needs to be vacated latest by 12:15 am. Students should make sure that no other students/staff members are disturbed during the celebration and cleanliness of the area is maintained

48. Refund is not possible in cases where a resident skips the meals.

49. No resident is permitted to take the utensils and food outside the hostel dining hall.

50. Mess menu is as decided by RAC based on the opinion of students and is thus done duly considering the culinary priorities of various regions.

51. All the students are required to follow the mess timings and dining hall manners.

52. Wastage of food is strictly prohibited. In case an individual/ group of students is/are going outside for breakfast/lunch/ dinner, they should inform RAC before preparation of food to reduce wastage of food.

53. Any student who is found to be indulging in any/all of the undesirable activities such as physical assault, damage to property, etc., is liable to the following disciplinary action:

    a. He/she will be expelled from the hostel.

    b. A record of his/her misconduct will be made in the personal file.

    c. The cost of damage will be fully recovered from him/her together with a penalty.

    d. He/she will also be fined according to the offence committed.

    e. The privilege of appearing for campus interviews will be

denied, when he/she reaches the final year.

    f.   No recommendations will be given to him/her for studies abroad.

54.   Any student found hosting/harbouring an offender will be also liable to disciplinary action.

55.   Students violating the above-said rules may be attracting disciplinary actions, which may include expulsion from the hostel.

56.   **In case a student decide to withdraw from the Hostel, all relevant refunds (if any) will be processed at the end of the two year programme along with the caution money.**

Note: Above guidelines are subject to change as per requirement. Students will be intimated in case of any change.

IMI AUTHORITIES WILL DO THEIR UTMOST TO PROTECT YOU AS LONG AS YOU ARE ON THE RIGHT SIDE OF THE LAW. DO NOT OVERSTEP YOUR LIMITS. HELP US TO HELP YOU.

F.   STUDENT ACTIVITIES

To manage various student activities at IMI Kolkata there are several Clubs and Committees which conduct different events/ programs for the students.

1.   STUDENT ACTIVITY COUNCIL (SAC)

SAC is the apex student body at IMI Kolkata, representing the students in various activities of the institute.

Rules and Regulations:

i)   The SAC is a 5-member body, which is elected by the entire student fraternity.

ii)   All the Club and committees comes under the purview of SAC.

iii) The SAC supervises and / or co-ordinates with the clubs/ committees to ensure proper functioning of the clubs/ committees.

iv)   Different clubs / committees shall function independently according to the rules mentioned in the clubs, committees and council rule book.

v)   If there arises any problem in the functioning of any club/ committee, the issue is to be reported to the SAC and the SAC shall sort out those issues. If required, Chairperson Student Relations may intervene. The decision of the Chairperson-Student Relations would be final and binding.

vi)   Initially nominations will be opened for Placement committee, Alumni committee, Admission committee and S.M.A.R.T. Students selected for these four committees will be associated exclusively with their respective committees. They will not be eligible to nominated themselves for any other club/council or committee.

vii) After the selection of above four committees, nominations will be opened for all the other clubs/committees where a student can nominate for multiple platforms according to his/her interest but can be a part of at most two clubs/

committees. All the clubs/committees would constitute of 7 members, selection for which would be done at the same time for all the clubs/committees at a go.

viii) Minimum of 5.5 GPA and CGPA is required for any student to be a part of any club/committee/council.

The respective clubs/committees would submit a trimester-wise and an annual report of their activities to the SAC

ix) The SAC would compile the trimester-wise and annual reports and submit the same to the Chairperson-Student Relations.

x) Each club and committee would have one student coordinator among the selected members. The faculty mentor would appoint the coordinator.

xi) Any communication to/from any external party has to go through the SAC.

xii) If any club remains non-functional for a period of time, necessary action would be taken.

xiii) Each club should have a faculty mentor mandatorily.

xiv) If the above stated guidelines/rules are not adhered to by any club/committee, it would lead to a warning. Two such warnings would lead to suspension of the club/committee.

xv) Residential Affairs Committee (RAC) is responsible for the hostels and mess affairs at IMI Kolkata.

Please note that all students would get equal opportunity to be part of the various activities of the students.

1 OBJECTIVES

1.1 To assist PGDM Students in finding suitable Summer Internships as part of the academic curriculum and facilitating Final Placements.

1.2 To liaison between the students and prospective employers and to facilitate the process of campus interviews. During this whole process, the Placement Office seeks to maintain a healthy relationship with the prospective employers. In order to perform these tasks effectively, the students are required to abide by the placement rules and regulations as prescribed in this document.

In the full-time PGDM program at IMI Kolkata, all students undergo a Summer Internship Project (SIP) at the end of the third trimester. The Final Placement process starts by the fourth trimester. **IMI KOLKATA FACILITATES SIP FOR ALL ITS STUDENTS AND PROVIDES ASSISTANCE TOWARDS FINAL PLACEMENTS. THERE IS NO OBLIGATION ON THE PART OF THE INSTITUTE TO ENSURE PLACEMENT FOR ANY STUDENT.**

The process for Summer Internships and Final Placements is organized by the Placement Committee (PC) which keeps in constant touch with industry and alumni. A Placement Brochure with profiles of graduating students of the PGDM program is prepared and circulated amongst prospective employers across the industry.

In an advisory role, the Chairperson - Placements & Corporate Relations facilitates and provides guidance to the PC. The Head - Placements & Corporate Relations and Manager - Placements & Corporate Relations interface with the employers externally and among all stakeholders internally. The Executive - Placements & Corporate Relations assists the Placement Office on day-to-day operations.

2. RULES AND REGULATIONS FOR SUMMER INTERNSHIPS

2.1 Students seeking Summer Internships through the Placement Office shall submit their Curriculum Vitae (CV) in the format prescribed by the Placement Office. Based on the specific profiles required by the firms, the applications of the candidates shall be forwarded, subject to the fulfilment of firm-stipulated criteria.

2.2 No student shall be allowed to withdraw his/her application at any stage of the selection process. A student desirous of withdrawing his/her candidature after having applied to a firm will have to obtain prior permission from the Chairperson - Placements & Corporate Relations, clearly stating valid reason(s) for such a withdrawal. Such cases should be brought to the notice of the Chairperson at least 2 days before the scheduled date of the interviews. If a student abstains from a firm's selection process without prior permission, strict disciplinary action will be taken by the PC.

2.3 STUDENTS SEEKING SUMMER INTERNSHIP THROUGH THE PLACEMENT OFFICE MUST ACCEPT THE FIRST OFFER THEY RECEIVE REGARDLESS OF LOCATION, STIPEND OFFERED OR FUNCTIONAL AREA OF THE PROJECT. The offer that reaches the Placement Office first will be treated as the first valid offer. IF A STUDENT DECLINES TO ACCEPT THE FIRST OFFER, HE/SHE WILL NOT BE ALLOWED TO PARTICIPATE IN THE FINAL PLACEMENT PROCESS.

2.4 After Summer Internships are offered from campus, students opting out of these offers and pursuing Internships on their own reference, will not be considered eligible for the Final Placement process next year.

2.5 While undergoing their Summer Internships, the students cannot execute an independent study in the name of the Institute. Prior permission of the Chairperson is mandatory.

2.6 Each student must submit a copy of his/her summer project to the firm in which the internship was done and a communication to this effect should be submitted to the Placement Office.

2.7 Each student must also submit two (2) copies of his/her summer project report to the Institute on completion of the project. If the firm requires the confidentiality of the report to be maintained, then the student will submit non-sensitive aspects only of his/her project in the report.

2.8 An offer made officially to a candidate on the basis of his/her summer internship project with a particular organization is termed as a Pre-Placement Offer (PPO) and an intent to interview the candidate for considering an offer is termed as Pre-Placement Interview (PPI). All communication regarding acceptance of PPO shall be routed through the Placement Office and not directly to the firm. Any direct communication, written or verbal, with firms which are recruiting partners of the Placement Office, will be considered as serious violation of the code of conduct by the students and they are liable to be penalized by the Institute.

2.9 Students are obliged to follow all company rules and regulations and perform the duties assigned to them to the best of their capabilities. If the Placement Office receives any complaints, regarding the behaviour or attitude of the student during the internship, then an investigation shall be carried out and based on the veracity of the complaint, stringent action may be taken against the concerned student.

2.10 While interning with a firm, the student is bound by the firm's confidentiality regulations. Any confidentiality breach reported by the firm will result in severe action by the Institute. Students are expected to abide by the rules and guidelines of the firm with which they are interning. The Placement Office shall investigate any violation or misbehaviour reported to it and shall take appropriate action.

2.11. If there are issues regarding Summer Internships, they should be communicated to the Placement Office, and subsequently to the Chairperson.

2.12. Faculty mentors as communicated by the Chairperson, will be in contact with the Organization Guide (OG) for monitoring progress of the students during the course of the internship.

Important

- Every student is expected to maintain the sanctity of the Summer Internship Rules. If a student is found guilty of violation of the rules, then he/she will face suitable disciplinary action.

- Students are expected to follow all guidelines issued by the Placement Office from time to time.

- At the beginning of the academic year, each student will be required to give a signed declaration that he/she is fully cognizant of all rules, regulations and administrative procedures laid down by the Placement Office and that he/she agrees to abide by them.

- These rules may be changed, modified or relaxed at the discretion of the Chairperson. Students will be informed of any change or modification as and when they are made.

3. RULES AND REGULATIONS FOR FINAL PLACEMENTS

Role of PC is to provide placement assistance to the graduating students. It brings together the students and the potential employers and facilitates their interactions. For this purpose, the PC corresponds with organizations, arranges interviews for students and carries out coordination activities.

Eligibility

1. Area of specialization – Dual/Major/Minor for the PGDM program must be mentioned by a student in his/her CV.

2. All graduating PGDM students are eligible to receive placement assistance unless otherwise debarred from receiving such assistance.

3. Placement assistance can be suspended because of poor academic performance, non-payment of fees, mess bills and other dues to the Institute.

4. Students against whom action has been taken for breach of discipline and general misconduct may not be eligible for placement assistance.

4. PLACEMENT ACTIVITY PROCEDURE & TIME TABLE

	Activity
1	Preparation of Final & SIP brochure – May
2	Brochure to be ready for mailing or starting of placement visits – June
3	Summer Internship & Final Placement process begins - September onwards
4	Companies start visiting IMI Kolkata Campus for Pre-Placement Talk (PPT). At times visiting companies conduct PPT for final placement while conducting summer internship process.
5	As and when the PC receives the requirements from the company, it shares the requirements with the students via mail. Students need to respond within a stipulated time and accordingly CVs of the interested students are forwarded to the respective organizations.
6	Based on the sent resume, companies shortlist students for further process and the same is shared among the students. Alternatively, companies may bring the list of shortlisted candidates while they visit IMI Kolkata Campus.
7	Companies visit IMI Kolkata Campus for the summer/ final placement process at a mutually agreed date and time. The same is conveyed to the students by PC.
8	Students selected for final placement will have to join their respective companies on the given date.
9	Students selected for summer internship will have to join their respective organizations on the given date.

10	After receiving the offer letter, it is mandatory on the part of the students to join the organizations as per the date mentioned in the offer letters. Failure to do so causes embarrassment and disrepute to the Institute while simultaneously derailing the HR planning of the companies. In case the student declines to join the company at the stipulated date, the Institute is obliged to and has a right to inform the organization of his/her unprofessional attitude.

5. APPLICATION PROCEDURE FOR FINAL PLACEMENT AND SUMMER INTERNSHIP

5.1 THERE ARE NO RESTRICTIONS ON THE NUMBER OF ORGANIZATIONS TO WHICH A STUDENT CAN APPLY.

5.2 The PC requires each student to prepare his/her CV in a given format and to submit the same on a stipulated date.

5.3 Sometimes organizations at the time of campus interviews, inform the PC that they will be interested in screening more candidates other than the CVs sent to the company. The PC will then ask other interested students to apply within a prescribed time. **SHORTLISTING IS ENTIRELY AT THE DISCRETION OF THE COMPANIES VISITING IMI KOLKATA. PLACEMENT DEPARTMENT DOES NOT INTERFERE IN ANY STEP OF THE SELECTION PROCESS.**

6. INTERVIEW PROCEDURE

6.1 A STUDENT WILL GET A MAXIMUM OF SEVEN (07) INTERVIEW CHANCES FOR GETTING A JOB OFFER. AFTER APPEARING IN 07 INTERVIEWS AND NOT CONVERTING ANY, THE STUDENT IS AUTOMATICALLY DEEMED TO BE OUT OF PLACEMENT PROCESS. For the sake of providing all students with fair and equitable number of chances, this cap on the number of companies for which a student can appear for final round of interviews has been specified. However, in all cases, the discretion of Chairperson will apply.

6.2   At the time of interviews, students should not negotiate salary and other terms with the employer, unless the announcement specifies that the salary is negotiable.

6.3   After the preliminary interview, some organizations may want students to appear for a final interview at their headquarters. The PC will pass on the information received from the organization by communicating to the students through mails. The students are expected to make their own travel and other arrangements. IMI Kolkata may also facilitate the process.

6.4   **IF A STUDENT DOES NOT APPEAR FOR AN INTERVIEW AFTER SUBMITTING RESUME, IT WILL BE TREATED AS WITHDRAWAL FROM THE FINAL PLACEMENT PROCESS AND THE CANDIDATE WILL BE DEBARRED FROM APPEARING IN FURTHER PLACEMENT PROCESSES.**

6.5   **DURING THE INTERVIEW, IF A STUDENT MENTIONS:**

a)   **PREFERENCE FOR ANY OTHER PROFILE THAN THE ONE BEING OFFERED BY THE COMPANY**

b)   **LACK OF MOBILITY**

c)   **LOCATIONAL PREFERENCE**

TO THE INTERVIEW PANEL, THE STUDENT IS DEEMED TO BE OUT OF PLACEMENT PROCESS. Based on the verbal/written feedback of the interview panel, the Placement Office will only inform the student and PC regarding the decision and no further explanation/query from the candidate will be entertained in this context. Companies are free to place the recruits anywhere in India and abroad.

7.   WITHDRAWAL PROCEDURE

7.1   Students having once applied to an organization will not be permitted to withdraw from the selection procedure at any stage, unless they have accepted an offer from another organization under the confines of the due process. It is presumed that students have applied for a position after careful consideration of all the relevant aspects.

8. JOB OFFERS

8.1 **IMI KOLKATA FOLLOWS 'ONE STUDENT - ONE OFFER POLICY'. STUDENTS ARE PERMITTED TO RECEIVE A MAXIMUM OF ONE JOB OFFER.**

8.2 All offers of a particular company will be announced at the end of the selection process of that company and will be routed through the PC.

8.3 Students will not be permitted to request any organization to keep the offer pending. Any such request will be considered as a serious breach of the placement norms, and the concerned student may be denied further placement assistance.

8.4 Students will not be permitted to request the employers to allow extension of deadline for communication of their decision regarding offers made by an organization.

9. SHORTLISTING

9.1 Shortlisting of students will be done by companies on the basis of information supplied by the students in their CV.

9.2 In case a company insists on shortlisting to be done by the Institute without explicitly citing any criteria, it will be done based on the guidelines as prescribed by the Organization.

10. DISCIPLINARY REGULATIONS – MANDATORY FOR SUMMER INTERNSHIPS AND FINAL PLACEMENTS

10.1 A student attending Guest Lectures, PPTs, Assessment Tests, and GD & PI or any event involving direct interaction with the corporates, is required to be well on time in the designated platform/hall in the prescribed attire. ATTENDANCE IS COMPULSORY AND STUDENTS WHO DO NOT ATTEND THE GUEST LECTURE, WILL BE DEBARRED FROM THE PLACEMENT PROCESS OF THREE COMPANIES WITH RELEVANT PROFILES. INDISCIPLINE (CROSS-TALKING, USING CELL PHONES, WALKING OUT,

COMING IN LATE, etc.) AND INAPPROPRIATE ATTIRE WILL ALSO INVITE SIMILAR PENALTY.

10.2 The Mandatory Dress Code for all corporate interaction is Business Suits unless otherwise specified by the PC.

10.3 In order to secure exemption from Guest Lectures and PPTs, a student can request the PC through email at least **24 hours** before the beginning of the proposed lecture/talk citing the reason thereof. An absence of a student due to medical reason would additionally require a submission of proof from designated authority. The PC will examine the reasons on case-to-case basis and communicate its response in writing at least 6 hours before the beginning of the proposed lecture/talk. A non-receipt of written response is no reason to believe that the request has been approved.

10.4 In the event of extraordinary circumstances such as getting unwell during the above sessions, unfortunate or sudden events such as accidents, etc., PC will exercise its discretion based upon relevant information.

10.5 Wilful undermining of relationship with the organization during summer internship or continued, repetitive and unrepentant misdemeanour e.g. failure to attend Guest Lectures, PPTs, contacting company for placements and internships, leaking of confidential information which may have the effect of undermining the reputation of IMI Kolkata and its student community, **NOT APPLYING TO COMPANIES DESPITE REPEATED REQUESTS,** deliberate absence from institute events and violation of campus and hostel rules are considered as indiscipline. This may lead to withdrawal of all assistance for placement or internship to the offending student.

10.6 All disciplinary proceedings on placement-related rules will be administered by the Chairperson on the basis of recommendation made by the PC.

11. **MISCELLANEOUS**

11.1 The placement norms have been framed to ensure equality and fairness of opportunity to all the students. All students are

required to abide by these rules. If there is a breach of these rules by any student, the PC will take a serious view of the matter and take action against the student, as it may deem fit.

11.2 An unauthorized student cannot have access to communications regarding placements from the Institute's administrative systems.

11.3 Students are forbidden from approaching the visiting executives, either formally or informally, or in any way communicating with organizations regarding job opportunities announced by the PC.

11.4 Students are expressly forbidden from behaving in any manner that can be construed as unbecoming of a graduate of IMI Kolkata. Strong disciplinary action to the extent of withdrawing further placement assistance to the concerned student may be taken.

11.5 The PC reserves the right of modifying any or all of the above rules and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students immediately or in the future.

The flouting of rules will involve subjection to Disciplinary Regulations which involve apart from existing penalties, debarring and removal of the concerned student from placement process, debarring him/her from receiving the Institute's Diplomas, debarring from membership of the Alumni Association, and all/any other action that the PC deems necessary in keeping with the gravity of the violation.

Best wishes,

Dr. Rohit Singh

Chairperson - Placements & Corporate Relations

SUMMER PLACEMENT

UNDERTAKING

I am accepting the offer made by ……...................………………………
and I will be joining the same organization. I hereby opt out of the
Summer Internship Process.

Name:

Registration No:

Date:

Place:

Signature:

FINAL PLACEMENT

UNDERTAKING

I am accepting the offer made by …..............…………………………
and I will be joining the same organization. I hereby opt out of the
Final Placement Process.

Name:

Registration No:

Place:

Signature:

PLACEMENT PROCESS & POLICIES

UNDERTAKING

I hereby declare that I have read and understood the placement process and policies and pledge to abide by them.

Name:

Registration No:

Date:

Place:

Signature:

ACADEMIC CALENDAR (2022-23)
2 YEAR FULL-TIME POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)

Second Year (PGDM 2021-23)

Student Registration	June 27, 2022 (Monday)
Fourth Term	
Classes Commence	June 27, 2022 (Monday)
Comprehensive Assessment	July 16, 2022 (Saturday)
SIP Presentation	September 17, 2022
•Eid al-Adha (Holiday)	July 09, 2022 (Saturday)
•Muharram (Holiday)	August 09, 2022 (Tuesday)
•Rakhi (Holiday)	August 11, 2022 (Thursday)
•Independence Day (Holiday)	August 15, 2022 (Monday)
•Janmasthami (Holiday)	August 19, 2022 (Friday)
Classes End	September 14, 2022 (Wednesday)
End-Term Exam	September 15-23, 2022 (Thursday - Friday)
Fifth Term	
Classes Commence	September 26, 2022 (Monday)
• Mahatma Gandhi's Birthday (Holiday)	October 2, 2022 (Sunday)
• Durga Puja (Holidays)	October 1 - 9, 2022 (Saturday - Sunday)
• Laxmi Puja (Holiday)	October 9, 2022 (Sunday)
Classes Resume after Puja Holidays	October 10, 2022 (Thursday)
• Kali Puja and Diwali (Holiday)	October 24 – 25 , 2022 (Monday and Tuesday)
• Bhaidooj (Holiday)	October 26, 2022 (Wednesday)
• Converse	To be decided
Classes End	December 14, 2022 (Wednesday)

End-Term Exam	December 16 - 23, 2022 (Friday - Friday)
• Christmas Day (Holiday	December 25, 2022 (Sunday)
National Alumni Meet	Dates to be decided
Sixth Term	
Classes Commence	December 26, 2022 (Monday)
• New Year Day (Holiday)	January 1, 2023 (Sunday)
• Birthday of Swami Vivekananda	January 12, 2023 (Thursday)
• Netaji's Birthday (Holiday)	January 23, 2023 (Monday)
• Netaji's Birthday (Holiday)	January 26, 2023 (Thursday)
• Republic Day & Saraswati Puja (Holiday)	February 3 - 4, 2023 (Friday - Saturday)
• Confero	February 18, 2023 (Saturday)
• Mahashivratri (Holiday)	March 7 – 8, 2023 (Tuesday - Wednesday)
• Doljatra & Holi (Holiday)	March 18, 2023 (Saturday)
Classes End	March 20 - 28, 2023 (Monday - Tuesday)
End-Term Exam	To be decided
Farewell	March 20, 2022 (Sunday)

* Note: Dates may change due to contingencies if any. Any such changes will be communicated with prior notice.

ACADEMIC CALENDAR (2022-23)
2 YEAR FULL-TIME POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)

Firstd Year (PGDM 2022-24)

Preparatory Classes & Orientation	July 6 – August 7, 2022
First Term	
•Eid al-Adha (Holiday)	July 09, 2022 (Saturday)
Classes Commence	August 8, 2022 (Monday)
•Muharram (Holiday)	August 9, 2022 (Tuesday)
•Rakhi (Holiday)	August 11, 2022 (Thursday)
•Independence Day (Holiday)	August 15, 2022 (Monday)
•Janmasthami (Holiday)	August 19, 2022 (Friday)
•Ganesh Chaturthi (Holiday)	August 31, 2022 (Wednesday)
•Mahatma Gandhi's Birthday (Holiday)	October 2, 2022 (Sunday)
•Durga Puja (Holiday)	October 1 - 9, 2022 (Saturday - Sunday)
•Laxmi Puja (Holiday)	October 9, 2022 (Sunday)
Classes Resume after Puja Holidays	October 10, 2022 (Thursday)
•Kali Puja and Diwali (Holiday)	October 24 – 25 , 2022 (Monday and Tuesday)
•Bhaidooj (Holiday)	October 26, 2022 (Wednesday)
Classes End	November 2, 2022 (Wednesday)
End-Term Exam	November 3 -7, 2022 (Thursday - Monday)
Second Term	
Classes Commence	November 9, 2022 (Wednesday)
Converse	To be decided
•Christmas Day (Holiday)	December 25, 2022 (Sunday)
National Alumni Meet	Dates to be decided

• New Year Day (Holiday)	January 1, 2023 (Sunday)
• Birthday of Swami Vivekananda (Holiday)	January 12, 2023 (Thursday)
Classes End	January 19, 2023 (Thursday)
End-Term Exam	January 21 - 28, 2023 (Saturday - Saturday)
• Netaji's Birthday (Holiday)	January 23, 2023 (Monday)
• Republic Day & Saraswati Puja (Holiday)	January 26, 2023 (Thursday)
Third Term	
Classes Commence	January 30, 2023 (Monday)
• Confero	February 3 - 4, 2023 (Friday - Saturday)
• Mahashivratri (Holiday)	February 18, 2023 (Saturday)
• Dol Jatra & Holi (Holiday)	March 7 – 8, 2023 (Tuesday - Wednesday)
• Mahavir Jayanti (Holiday)	April 4, 2023 (Tuesday)
• Good Friday (Holiday)	April 7, 2023 (Friday)
Classes End	April 14, 2023 (Friday)
• Bengali New Year (Holiday)	April 15, 2023 (Saturday)
End-Term Exam	April 17 – 24, 2023 (Monday - Monday)
• Eid al-Fitr (Holiday)	April 22, 2023 (Saturday)
Farewell	To be decided
• Area to send elective list to Program Office	December 26, 2022
• Area Briefing	January 10, 2023
• Elective selection by Students	January 16, 2023
• Final Elective Selection by Students	February 10, 2023

* Note: Dates may change due to contingencies if any. Any such changes will be communicated with prior notice.

ACADEMIC STRUCTURE

FACULTY MEMBERS

Name	Designation	Extn. Number (665-29 Extn.)	Email Address
Dr. Mohua Banerjee	Professor and Director	612	m.banerjee@imi-k.edu.in
Dr.Anees Ahmad	Assistant Professor	667	a.ahmad@imi-k.edu.in
Dr.Arghya Ray	Assistant Professor	608	a.ray@imi-k.edu.in
Dr. Avinash K Shrivastava	Assistant Professor & Chairperson (Student's Relation & Admissions), Hostel Superintendent (Male).	671	a.shrivastava@imi-k.edu.in
Dr. Rahul Kapoor	Assistant Professor (Adjunct)	626	r.kapoor@imi-k.edu.in
Dr. Boudhayan Ganguly	Associate Professor	670	b.ganguly@imi-k.edu.in
Dr. Chanchal Chatterjee	Professor	668	c.chatterjee@imi-k.edu.in
Dr. Gobinda Roy	Assistant Professor & Chairperson (Social Media, Branding & Website)	605	g.roy@imi-k.edu.in
Dr.Kalyan Sankar Sengupta	Professor (Adjunct)	660	ks.sengupta@imi-k.edu.in

Name	Designation	Extn. Number (665-29 Extn.)	Email Address
Dr. M. Jeevananthan	Assistant Professor	652	m.jeevananthan@imi-k.edu.in
Dr. Rachana Chattopadhyay	Professor & Dean (Academics)	662	r.chattopadhyay@imi-k.edu.in
Dr. Rajashri Chatterjee	Assistant Professor	636	ra.chatterjee@imi-k.edu.in
Dr. Rituparna Basu	Associate Professor	659	r.basu@imi-k.edu.in
Dr. Rohit Singh	Associate Professor & Chairperson (Placement, Corporate Relations & FPM Programme)	609	r.singh@imi-k.edu.in
Dr. Roma Puri	Associate Professor & Chairperson (Accredidation)	653	r.puri@imi-k.edu.in
Dr.Ruchi Sharma	Assistant Professor & Hostel Superintendent (Female).	655	r.sharma@imi-k.edu.in
Dr. Sachin Modgil	Assistant Professor & Chairperson (Alumni Relations)	666	s.modgil@imi-k.edu.in
Dr. Sahana Roy Chowdhury	Associate Professor	669	s.roychowdhury@imi-k.edu.in
Dr. Soni Agrawal	Associate Professor & Dean (EDP and MDP)	610	so.agrawal@imi-k.edu.in

Name	Designation	Extn. Number (665-29 Extn.)	Email Address
Mr. Surendra Poddar	Assistant Professor	607	s.poddar@imi-k.edu.in
Dr. Tinu Jain	Assistant Professor	656	t.jain@imi-k.edu.in
Dr. Tirthankar Nag	Professor & Dean (Research and International Relations)	622	t.nag@imi-k.edu.in

ADMINISTRATIVE STRUCTURE

Name	Designation	Extn. Number (665-29 Extn.)	Email Address
Programme (PGDM , FPM & Student Exchange Programme)			
Ms. Abhisikta Chakraborty	Sr. Manager -Programme (PGDM & FPM)	648	a.chakraborty@imi-k.edu.in
Mr. Manas Nayak	Sr. Executive-Programme	645	m.nayak@imi-k.edu.in
Mr. Zeeshant Saha	Sr. Executive-Programme	617	z.saha@imi-k.edu.in
Placement , Corporate and Alumni Relations			
Mr. Baishampayan Chaudhuri	Head - Placement & Corporate Relations	654	b.chaudhuri@imi-k.edu.in
Ms. Debasree Dutta	Sr. Manager - Placement, Corporate & Alumni Relations	642	d.dutta@imi-k.edu.in
Mr. Soumitra Ghosh	Executive- Placement, Corporate & Alumni Relations	633	s.ghosh@imi-k.edu.in
Library			
Ms. Solanki Sengupta	Librarian and Nodal Officer, Accreditation	638	s.sengupta@imi-k.edu.in
Mr. Debasis Pal	Sr. Executive - Library	639	d.pal@imi-k.edu.in

Name	Designation	Extn. Number (665-29 Extn.)	Email Address
IT			
Mr. Dinesh Upadhyay	Sr. Manager -IT	743	d.upadhyay@imi-k.edu.in
Mr. Santu Kar	Deputy Manager- IT	646	s.kar@imi-k.edu.in
Mr. Sougata Manna	Executive - IT	634	s.manna@imi-k.edu.in
Mr. Bhaskar Bhuniya	Jr. Officer		
Administration			
Mr. Subrata Debnath	Head - Administration	621	s.debnath@imi-k.edu.in
Mr. Jogesh Kumar Yadav	Deputy Manager - Safety & Maintenance	661	jk.yadav@imi-k.edu.in
Mr. Subhanjan Biswas	Deputy Manager - Administration	649	s.biswas@imi-k.edu.in
Mr. Mithun Das	Sr. Executive - Administration	637	m.das@imi-k.edu.in
HR			
Dr. Mitali Chakrabortty	Manager - HR	658	m.chakrabortty@imi-k.edu.in

Name	Designation	Extn. Number (665-29 Extn.)	Email Address
Admission & Branding			
Ms. Karabi Bhattacharya Rao	Head - Admission & Branding	616	k.rao@imi-k.edu.in
Ms. Sneha Chakraborty	Executive - Admissions	615	s.chakraborty@imi-k.edu.in
Mr. Indranil Dutta	Sr. Executive - Admissions	635	i.dutta@imi-k.edu.in
Accounts			
Ms. Sumona Ghatak	Chief Financial Officer	606	s.ghatak@imi-k.edu.in
Mr. Sanjib Kumar Paul	Manager – Finance	601	sk.paul@imi-k.edu.in
Mr. Samrat Dey	Executive – Finance	644	s.dey@imi-k.edu.in
Mr. Prashant Singh	Jr. Officer		
Research and Publications			
Ms. Amrita Datta	Executive - Research & Publications	664	a.datta@imi-k.edu.in
ESSENTIAL SERVICES			
Canteen (hostel)	676	Hostel	681
Main gate	603	Security In-charge	602

INTERNATIONAL MANAGEMENT INSTITUTE
KOLKATA

Re-Evaluation Form

The Dean (Academics)
International Management Institute Kolkata Dear Sir/Madam,
I wish to to apply for re-evaluation

Term _____

Sub. _____

Faculty _____

As per Handbook of Information 2019-20, I am required to pay the re- evaluation fee of ₹1,000/- (per subject) to the accounts department.

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

Signature _____

Name _____

Program Name & Roll No. _____

Date _____

INTERNATIONAL MANAGEMENT INSTITUTE
KOLKATA

Course of Independent Study (CIS) Form

The Dean (Academics)
International Management Institute Kolkata

Dear Sir/Madam,
I wish to do the Course of Independent Study (CIS) in

Term _____

on topic _____

_____

_____

_____

A preliminary proposal of the CIS is enclosed. The proposal includes all the details as prescribed in the Students Handbook. I, therefore, may be permitted to do the CIS.

Yours sincerely

Signature _____

Name _____

Roll No. _____

Date _____

INTERNATIONAL MANAGEMENT INSTITUTE
KOLKATA

Project Proposal Form for Live Projects (PGDM)

1. Student Name & Roll Number

2. Interning Organization

3. Organization Supervisors' Name

4. Project Title

5. Brief Synopsis of the project (Maximum 1500 words): This may cover

   - Project Background
   - Aims and objectives of the Project
   - Scope of the project
   - A hands-on learning assignment or a survey
   - The extent- both geographic and study domain
   - Intended Methodology
   - Data collection methods: Secondary/Primary or both
   - Population to be studied

This is indicative in the light of common internship requirements. In case the assignment requires a different reporting style for the scope and methodology, the student may choose to report differently. However, the justification for doing somay be attached on a separate signed note by the student, countersigned by the company supervisor.

Student's Signature _____

Date _____

Placement Officer's Signature _____

INTERNATIONAL MANAGEMENT INSTITUTE
KOLKATA

Proforma for Exchange Programme

Basic Information

Name of the Student _____

Date of Birth _____

Roll No _____

E-mail ID _____

Educational Background

1. Class X

Name of the School _____

Board _____

Total marks obtained _____

Rank if any _____

2.Class XII

Name of the School _____

Board _____

Total marks obtained _____

Rank if any _____

3. Graduation

Name of the College _____

Name of the University _____

Branch of Study/Course _____

Total marks obtained _____

Rank, if any _____

Work experience, if applicable (only if in excess of 12 months):

1. Name of the company

Duration _____

Designation _____

Nature of job _____

2. Name of the company

Duration _____

Designation _____

Nature of job _____

Personal Information

Name of parent _____

Address _____

E-mail ID _____

Occupation _____

Extra-Curricular Activities, if any _____

Motivation to Study Aboard _____

IMI Kolkata Fees Whether paid by Parents/ Bank Loan Source of funding for exchange visit:

(May require to submit an undertaking from parents, to this effect

(Signature of student) _____

Date _____

INTERNATIONAL MANAGEMENT INSTITUTE
KOLKATA

Leave Application Form for Resident Students

(TO BE SUBMITTED AT LEAST 24 HRS BEFORE DEPARTURE ON
WEEKDAYS DURING WORKING HOURS ONLY)
(EXCEPT IN EXTREME EMERGENCY)

Date_____

Name:		Room No:	
PGDM Batch:	Destination:		
Roll No:	Name & Mobile No of the Parents/Guardian:		
Mobile No:			
Leave Required from Class:	From:	To:	No. of Days:
Proposed Date & Time of Departure & Arrival:	Dep:	Arr:	
Reason for Leave:			

I declare that my parents/guardians are aware of my plans to leave campus as above.

Encl: – Medical Certificate & Fitness Certificate

(for sick leave)

(Signature of the student)

Date & Time _____

The student has class from   and is expected to be back before the class starts.

PGDM Office   ....
                          (Signature)   (Date)

Warden (Hostel)   ....
                                    (Signature)   (Date)

Hostel Superintendent ....
                                    (Signature)   (Date)

Hostel Security   ....
(While Leaving)   Departure   Name & Signature   Date
                         Date & Time   of Security

Main Gate   ....
(While Leaving)   Departure   Name & Signature   Date
                         Date & Time   of Security

Main Gate   ....
(While Returning)   Arrival   Name & Signature   Date
                         Date & Time   of Security

Hostel Security   ....
(While Returning)   Arrival   Name & Signature   Date
                         Date & Time   of Security

Security   ....
Supervisor   Arrival   Name & Signature   Date
                         Date & Time   of Supervisor

INTERNATIONAL MANAGEMENT INSTITUTE
KOLKATA

Participation in Conference/B School Events

The Chairperson-Student Relations

International Management Institute Kolkata

Through Students' Activity Council

Dear Madam/Sir,

I would like to:

- present a paper in the national conference organised by _____ _____ from _____ to _____

- participate in Management/Cultural fest/Games organised by _____ _____ from _____ to _____

- represent IMI Kolkata in _____ _____

This is also to inform you that this is a national/international conference/convention/Fest/Game. I may please be granted leave for attending the same, from _____ to _____

Relevant documents in support of my application are enclosed for kind reference.

Thanking you Yours sincerely

Signature _____

Name _____   Forwarded to Dean(Academics)

Roll No. _____   Chairperson-Student Relation

IMI
INTERNATIONAL MANAGEMENT INSTITUTE
KOLKATA

2/4C, Judges Court Road,
Alipore, Kolkata - 700027
Website: www.imi-k.edu.in