

Ethics and Code of Conduct for RP-Sanjiv Goenka Group Employees

1.0 ETHICS

1.1 Background

A conflict of interest could be defined as a situation that arises when a decision making authority is seen to have a personal stake in the outcome of the decision itself. This policy covers various situations which a Group employee may face in the areas of financial control, personal integrity, conflicts, etc, and the role which they should play in such circumstances. This policy provides a common code of conduct, which should be adhered to, by all the Group employees.

1.2 Objective

Although, RP-Sanjiv Goenka Group recognizes and respects the right of employees to take part in activities outside their jobs, those activities must be lawful and free of conflicts with their responsibilities as Group employees. Employees must not misuse Group resources or influence, or discredit RP-Sanjiv Goenka Group's good name and reputation. All Group Employees must ensure fair dealings with Customers, Suppliers and Colleagues.

Following are the broad parameters of the policy and the framework for proper employee conduct.

1.3 EXAMPLES OF CONFLICTS OF INTEREST WHICH ARE TO BE AVOIDED

- a. Holding financial interest directly or indirectly, including through close relatives in:
 - i. A company to which business is given.
 - ii. In a company in which the employee is involved in making a buy-out decision.
- b. Directing business to a supplier managed by a relative or close friend.
- c. Soliciting subcontractors and vendors for donation/advertisements to a charity, in which the employee is involved.
- d. Using company facilities for personal purposes or for spouse's/relatives business.
- e. Treating personal expenses / trips as business expenses / trips

Ethics and Code of Conduct

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- f. Taking a part-time job requiring the employee to spend time, during normal working hours or using office equipment in meeting personal responsibilities.
- g. Making a promotion decision about a spouse or relative.

1.4 CONSULTANCY

This should be avoided by all full time employees of the Group

1.5 MEMBERSHIP OF SOCIAL SERVICE ORGANISATIONS

Potential conflicts arise when an employee takes up memberships of Organisations and Associations that undertake Social Service of various kinds. Conflicts arise in the form of fund-raising from RP-Sanjiv Goenka Group Companies for such Associations/Organizations, using company infrastructure and facilities to discharge responsibilities towards that organisation and providing use of such facilities directly to the Association/Organisations and its members. Prior approval from President/CEO should be obtained, for undertaking such activities.

1.6 GIFTS

- a. The Employee shall not seek or solicit any kind of favours, cash or kind, either directly or through, and/or for, spouse or any other relative, from suppliers, contractors and/or vendors.
- b. Buying equipment from suppliers for personal use at high discounts is absolutely prohibited.
- c. Accepting free trips/holidays within India and/ or abroad for employees/members of employee's family, from suppliers is also absolutely prohibited.
- d. Business associates such as JV partners, technology suppliers and other closely related companies may also make similar offers. These should be reported to Sector Heads, who shall provide guidance.
- e. Small value gifts and flowers on festive occasions from anyone are normally acceptable but, high value gifts – those in excess of Rs.500, should be reported to the CEO / Sector Heads, before acceptance.



1.7 DIRECTORSHIP OF FIRMS AND COMPANIES OUTSIDE THE GROUP

All Directorships should be cleared by the Chairman's office.

1.8 RELATIVES AS COMPETITORS

Close relatives in the employment of competitors should be disclosed with details of relationship and responsibilities held.

If employment is unavoidable or an ongoing one for a long time, employee should exercise great discretion in maintaining confidentiality of Group / company information

1.9 CONFIDENTIALITY AND DISCRETION

Employees should, at all times, realise that they are in possession of sensitive, classified and confidential information that should not be parted with, in any circumstances to Competitors, Investment analysts, Stock brokers, Newspaper reporters and Media persons. Some illustrations of such information are given here.

- A) Financial Information.
- B) Tax Planning measures.
- C) Potential Joint Venture deals being negotiated.
- D) New product introductions.
- E) Manufacturing process and recipe for products.

Employees should maintain total confidentiality with any such classified information.

In the event of any query, clarification or explanation sought by any statutory authority, government official and/ or police or judicial authority, the employee may, after taking prior approval of the CEO/ MD/ President, part with such sensitive, classified and confidential information.

1.10 COMMON CONTRACTORS FOR RESIDENTIAL HOMES OF DECISION-MAKERS AND OF THE PLANT.

Employees should not have the same contractors / architects, who are doing work for the company, for their personal jobs.

1.11 ACCEPTING HONORARIA FOR LECTURES OUTSIDE

This is permissible provided:

- a) Advance clearance is obtained from CEO / Sector Heads.
- b) Proprietary RP-Sanjiv Goenka Group information is not revealed in the talk.

1.12 FINANCIAL INTEREST

Among the most common types of financial interest are:

- a) Ownership of equity.
- b) Partnership interest.
- c) Direct or indirect interest through a trust or other relationship.

Financial interest is a problem as soon as it presents a potential for conflict of interest with responsibilities a Group employee.

For example, the employee's job might involve selecting suppliers, selling to customers, or extending credit to other companies. A potential problem might exist if the employee – or a relative – also had a personal financial interest in one of those companies.

The interest could be direct or indirect – what matters is the fact that actions as a Group employee might affect the value of the interest in the other company.

Discretion and great care are recommended for all such opportunities. The Sector Head must be kept informed.



1.13 SETTING UP PART – TIME BUSINESS OR TAKING PART TIME JOBS

This is not permissible. Every Group employee is expected to give the best in terms of time, creativity and energy. Moonlighting will impede employee performance and will result in a conflict of interest situation.

1.14 INSIDER TRADING AND STOCK TIPPING

SEBI prosecutes insider trading and imposes severe penalties on persons and organizations involved therein. Avoiding this kind of activity within the Group is of utmost importance. An insider trader is one who –

- a) either on his own behalf or any other person, deals in securities of a body corporate listed on the stock exchange, on the basis of any unpublished price sensitive information ; or
- b) communicates any unpublished price sensitive information to any person with or without his request, for such information, except as required in the ordinary course of business or under any law; or
- c) Counsels, or procures for any other person, to deal in any securities or any body corporate, on the basis of unpublished price sensitive information.

We are committed to the principles of fair and open markets for publicly traded securities – where everyone has an equal chance to succeed. At the same time, all Employees must exercise great care that none of the above is ever violated.

1.15 PERSONAL INTEGRITY

In day – to – day work most employees are called upon to support broad company objectives like providing equal employment opportunity and environmental protection. Some responsibilities are on a more personal level. For example, every employee also has a direct role in helping to keep the company's records accurate and in protecting company assets

Other issues can challenge individual integrity. Sometimes the chance for illegal or unethical personal gain will arise. That is when employees must remember that integrity depends on individual integrity. Every employee should develop the ability to distinguish the right from the wrong and relentlessly follow the right – even when it may be very tempting to do otherwise.

1.16 FINANCIAL CONTROLS & RECORDS

Every employee should follow financial accounting, reporting and control procedures, as well as rules for the release of financial information outside the company.

Whether a time card is being filled-out, purchase orders are being prepared or financial status of the company is being reported, the accounting, reporting and control procedures are to be strictly followed. Records are to be kept accurately, timely, completely and the security of assets must be protected.

From time to time auditors may want to look at files and discuss matters with employees. Every employee should welcome these reviews because they are designed to prevent problems from occurring. Under company policy, every employee is obligated to give auditors full access to records and any other co-operation required.

Also, all financial information should be kept confidential and should be released to others, only after considering the interests of the company as a whole and after appropriate authorization.

1.17 SEXUAL HARASSMENT AT WORKPLACE

The Supreme Court has laid down stringent rules in this regard. Equality in employment can be seriously impaired when women are subjected to gender specific harassment such as sexual harassment at workplace. Such conduct is discriminatory when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment, including recruitment or promotion, or when it creates a hostile working environment.

RP-Sanjiv Goenka Group strongly believes in Equality in employment. The Group understands that Equality in employment can be seriously impaired when women are subjected to gender specific harassment such as sexual harassment at workplace. It is expected of all the Group employees to always maintain equality of employment and to prevent the commission of acts of sexual harassment.

Sexual harassment is defined as unwelcome sexually determined behavior as –

1. Physical contact and advances;
2. A demand or request for sexual favours;
3. Sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.



In this regard, the Employee can refer to the procedure for resolution, settlement or prosecution for acts of sexual harassment. For this purpose, a full set of guidelines is available with each company.

Any such incident must be reported to the Head of the Company and or the Person (s) in-charge of work place so that appropriate steps are taken to prevent sexual harassment.

1.18 CORRECTIVE ACTION

- a) Corrective action may be required even if an employee reports a Potential conflict of Interest. There need only be realistic possibility of injury to RP-Sanjiv Goenka Group for a manager to consider taking corrective action. If situation could impair an employee's judgment or performance of company duties, damage RP-Sanjiv Goenka Group reputation, or result in a direct financial loss to RP-Sanjiv Goenka Group, steps should then be taken to correct the situation.
- b) While the code has attempted to cover a number of areas, it cannot be comprehensive. Whenever any conflicts are perceived, it is best to consult the President / CEO / superior before taking any decision, in such cases.
- c) A Group Ethics Committee comprising of the President Corporate HR and two Sector Heads nominated by Group Chairman, has been formed. Any queries related to the ethical policies may be referred to this committee, for resolution. Query in this regard can be sent to President Corporate HR of the Group.
- d) Similarly, any breach of ethics or any anonymous letters should be referred to this committee, for further action. This committee has been empowered to initiate any inquiry proceedings / investigations and decide upon penal actions. The decision taken by the committee will be final and binding.

2.0 CODE OF CONDUCT

- 2.1 An employee shall devote his / her whole time and attention to and use his / her best skills and care in the business and affairs of the Company and at all times faithfully and diligently perform such duties assigned to him / her by the Company.
- 2.2 An employee shall not at any time during the continuance of the employment hereunder solicit, seek, engage or be interested or concerned either directly or



indirectly or alone or jointly in any other office, trade, business or occupation save the previous permission in writing of the Company.

- 2.3 Notwithstanding anything to the contrary in this document if, in the opinion of the Company, an employee commits any breach in the observance of performance of his / her obligations hereunder or if the employee is, in the opinion of the Company, guilty of any misconduct, including disobedience, breach of duty or gross carelessness or if the employee absents himself / herself without leave then and in any and every such case it shall be lawful for the Company, (notwithstanding any waiver by the Company of antecedent breach or circumstances justifying the termination of the services of the said employee under this clause) to terminate his employment forthwith without notice whatsoever and/or to dismiss the employee from the services of the Company without prejudice to the Company's remedial rights in respect of such breach or circumstances. In the event of such termination or dismissal the employee will be entitled to his / her salary if any, only upto the date of termination.
- 2.4 As a corollary to his / her obligation, under 2.1, the employee shall devote his / her whole-time attention to the Company and will use his / her best skills and care for the benefit of the Company. Any discovery or invention or secret process or improvement in procedure made or discovered by the employee or any work capable of copy right whilst in the service of the Company in connection with or in any manner affecting or relating to the business of the Company or capable of being adopted for use therein or in connection therewith shall forthwith be disclosed to the Company and if and whenever required to do so by the Company, the employee shall, at the cost of the Company, apply or join the Company in applying for letters patents or other equivalent protection in India and in any other part of the world for any such discovery, invention, process or improvement as aforesaid and shall at the cost of the Company execute and do all instruments and things necessary for vesting the said letters patents or other equivalent protection when obtained and all right, title and interest to and in the same shall vest in the Company absolutely and as sole beneficial owner or in such person as Company may specify.
- 2.5 During employee's association with the Company, he / she will have access to and be furnished with such information, trade secrets, processes, inventions, customer/supplier lists, etc. which would be sensitive for the Company and therefore would be treated as absolutely confidential (Confidential Information) and he / she may himself / herself develop or be a contributory to such Confidential Information. Hence, as a corollary to employee's bounden duty to act always in the interest of the Company, he / she shall be obliged not to divulge or communicate to any person other than necessary to those who need to know such information for the Company's business and use such Confidential Information solely for the benefit and in the best interests of the Company.



2.6 (a) As such Confidential Information belongs to the Company and is always to be used for the Company's benefit, needless to mention, such obligation on the part of employee will have to be honoured, even after he / she ceases to be associated with the Company. Considering the sensitivity of the confidential information which will come to the knowledge of the employee, he / she shall not engage in any activity even after ceasing to be in employment with the Company, which will adversely affect the interest of the Company including advising and utilizing the information for the benefit of any party to the disadvantage of the Company.

(b) Hence the employee shall not, either directly or indirectly, at any time within twelve months after cessation of his/her employment with the Company, take up any employment or assignment or partnership or proprietorship or become a director, shareholder, agent or associate or be associated in any manner, whatsoever, with / in any business or organization, which is in competition with the Company.

(c) An employee can also during the tenure with the Company and during the notice period prior to his/her separation with the Company, be restrained from coming to work, associating or communicating with the Company officials for such time as is considered necessary.

2.7 An employee shall not at any time within twenty-four months after the cessation of his/her employment with the Company, either directly or indirectly, or through any proprietary firm or a partnership firm in which he / she is a partner or through any Company in which he / she is a shareholder or director, or associated in any manner whatsoever, solicit or employ or appoint as agent, or associate with, any employee or officer of the Company unless a period of twelve months has elapsed since the date of separation of the concerned employee, agent or associate, unless specifically approved by the Chief Executive of the Company.

2.8 It is hereby agreed by the employee that in the event of a breach of clause 2.6 and 2.7 above, the Company shall be entitled to initiate appropriate legal proceedings for the redressal of the damage including proceedings to restrain him / her from continuing the said breach.

2.9 An employee shall also not request, encourage or cause any of the past, present or prospective customer, supplier, employee, independent contractor to withdraw, curtail or cancel a business relationship with the Company or otherwise interfere in any manner with the relationship between the Company and such past, present or prospective customer, supplier, employee, independent contractor.

2.10 An employee shall fully comply with all rules and regulations as applicable in the Company as well as RP-Sanjiv Goenka Group Corporate Governance Policies.



Ethics and Code of Conduct

Accepted and Signed

Name _____



**RP-Sanjiv Goenka
Group**

Growing Legacies



**INTERNATIONAL MANAGEMENT INSTITUTE
KOLKATA**



**HANDBOOK OF INFORMATION
FOR PGDM STUDENTS
Academic Year 2023-2024**



RP-Sanjiv Goenka
Group

Growino Leverages



INTERNATIONAL MANAGEMENT INSTITUTE
KOLKATA

INTERNATIONAL MANAGEMENT INSTITUTE KOLKATA

HANDBOOK OF INFORMATION FOR PGDM STUDENTS Academic Year 2023-2024

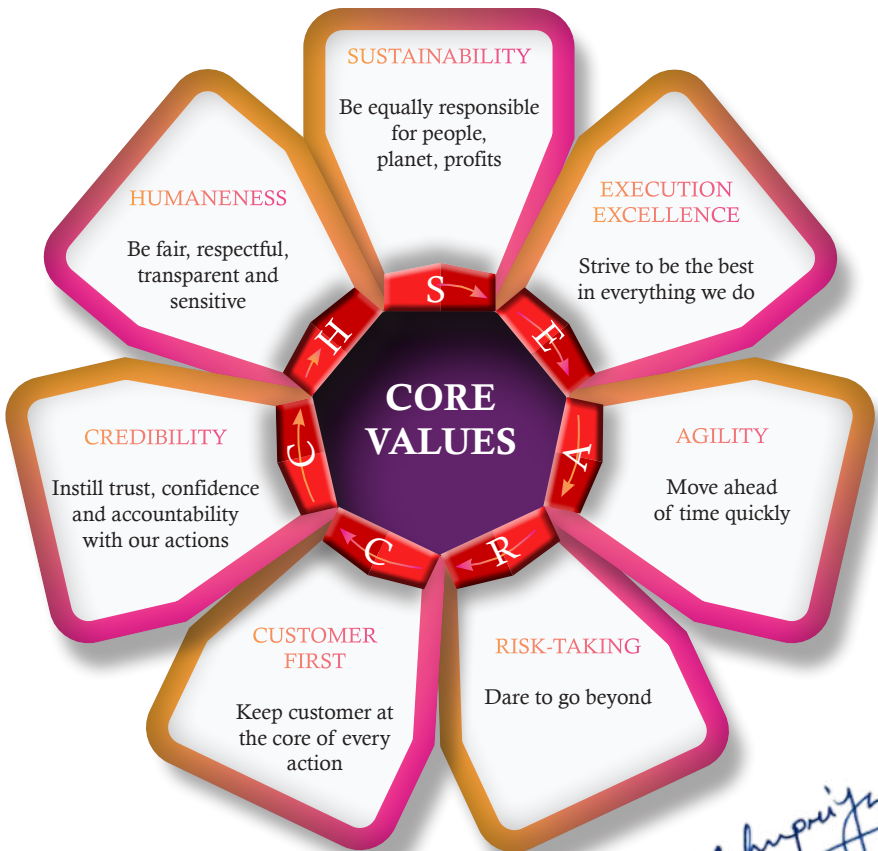


Vision

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

Mission

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



| PEO (Programme Educational Objectives) of the Institute: | |
|---|--|
| PEO 1 | Demonstrate solution-driven critical thinking skills with an innovative mindset. |
| PEO 2 | Develop responsible leadership capabilities in business. |
| PEO 3 | Be a socially sensitive and value driven individual. |
| PEO 4 | Develop a global perspective in management. |

| Programme Outcome | | At the end of the programme, the graduates will be able to: |
|--------------------------|-------------------------------------|--|
| PO 1 | Communication | Communicate effectively in a business context through written reports, presentations, and interpersonal interactions. |
| PO 2 | Critical Thinking & Problem Solving | Demonstrate critical thinking skills by appropriate problem identification, evaluating alternatives based on multiple perspectives, and presenting innovative solutions for problem-solving. |
| PO 3 | Integrated Thinking | Develop the ability to conceptualise complex business problems, apply appropriate theories, tools and techniques from various functional areas of management to support business decisions. |
| PO 4 | Leadership Skills | Illustrate the role of responsible leadership in management. |
| PO 5 | Ethical Awareness | Identify ethical issues and be aware of socio-cultural norms in management practices. |
| PO 6 | Global Awareness | Identify the challenges faced by the organisation in the global platform for taking business decisions. |

Dear Students,

Welcome to IMI Kolkata.

The set of Academic, Placement and Administrative rules specified in this handbook is meant for your awareness about the various processes at IMI Kolkata. Read these set of rules carefully. These rules are valid for the Academic Year 2023- 24, for all students across all batches independent of their year of admission in IMI K. Exceptions to these rules wherever applicable 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 reach our to the 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
July 3, 2023



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 |
|---------------------|--------|--|-------------------------|
| Trimester I | 1 | Managerial Communication | 2 |
| | 2 | Marketing Management Core | 3 |
| | 3 | Financial Reporting & Analysis | 1.5 |
| | 4 | Cost Management | 1.5 |
| | 5 | Managerial Economics | 3 |
| | 6 | Entrepreneurship | Compulsory Audit Course |
| | 7 | Information Technology for Decision Making | 1.5 |
| | 8 | Organizational Behavior | 3 |
| | 9 | Operations Management Core I | 1.5 |
| | 10 | Data Pre-Processing and Visualization | 2 |
| | 11 | Universal Human Values | Compulsory Audit Course |
| Trimester II | 12 | Management Information Systems | 1.5 |
| | 13 | Strategic Management | 3 |
| | 14 | NVD & LBA | 1.5 |
| | 15 | Financial Management Core | 3 |
| | 16 | Strategic Sales and Business Intelligence | 3 |
| | 17 | Business Ethics and CSR | Compulsory Audit Course |
| | 18 | Quantitative Techniques | 3 |
| | 19 | Operations Management Core II | 1.5 |
| | 20 | Legal Aspects of Business | Compulsory Audit Course |

| Term | Sl Nos | List of Courses | Credit Points |
|---|---------------|--|----------------------|
| Trimester III | 21 | NVD & LBA | 1.5 |
| | 22 | Human Resources Management | 3 |
| | 23 | Macro-Economic Theory & Policy & IE | 3 |
| | 24 | Research Methodology for Management | 2 |
| | 25 | Leveraging ESG for Value Creation | 1.5 |
| Trimester III (Any 2 courses to be chosen) | 26 | Marketing Core Elective | 4.5 |
| | 27 | Advance Financial Management Core Elective | |
| | 28 | Corporate Strategy Core Elective | |
| | 29 | Analytics Core Elective | |
| | 30 | Supply Chain Management Core Elective | |
| Summer Term | 1 | Summer Internship Programme (SIP) | 6 |
| Trimester IV | 1 | Electives | 18 |
| Trimester V | 1 | Electives | 12 |
| Trimester VI | 1 | Electives | 12 |
| | 2 | Comprehensive Assessment | 1 |
| | 3 | Business Project (Capstone) | 3 |
| | | Total Core Course Credit | 55 |
| | | Total Elective Credit | 42 |
| | | SIP | 6 |
| | | Total Course Credit | 103 |

ACADEMIC COUNCIL

The Academic Council is a body comprising of the Director, Dean (Academics), Dean (Research and International Relations) and Academic Area Chairs. Dean (Academics) is the chair of the 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;
- Undertake detailed study of matters referred to it for its consideration;
- Maintain academic discipline across programmes;
- Ensure smooth functioning of the program;
- Provide opinion/take decisions on cases referred to it by the Director;
- Invite senior faculty members as special invitees to seek their opinion in some situations;
- May implement Academic Advisory Council's ((comprising external experts, Senior Corporate Members and Policy Makers) suggestions in order to improve the academic standards; and
- Frame the academic rules of the Institute.
- The Academic Council may withdraw the registration of any candidate on the recommendation of the Director due to academic indiscipline.

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A. ACADEMIC RULES

1. ACADEMIC TERMS

The Academic Year is divided into three academic terms of approximately three months each. The first/fourth term will be from July to October, the second/ fifth term will run from October to December 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. Class duration will be of 60 to 90 minutes.
- 2.2 Minimum Credits: PGDM course covers a minimum of 103 credits of which 55 credits correspond to core courses, 42 credit corresponds to elective courses 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.
- 2.3 As part of the PGDM programme each student is supposed to do of field-based Capstone (comprehensive) project of 3 credits (part of core course). The statutory period of this project is six months. It provides the opportunity for the students to demonstrate their independence and originality, to plan and organize a large project

and to put into practice some of the techniques they have been taught throughout the programme.

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, credit, term & year.
- (b) Name of the instructor, contact information and consultation hours.
- (c) Course introduction.
- (d) Programme Outcome (PO)
- (e) Course Outcomes (CO)
- (f) Mapping of POs and COs.
- (g) Continuous Course Evaluation Criteria (CCEC)
- (h) Mapping of CCEC with COs
- (i) Plagiarism Instructions
- (j) Session plan (With detailed information regarding session number, session topic and cases/readings.)

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) Programme 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: In no circumstances, extension will be granted for CIS. The student needs to complete the CIS in the above mentioned terms only.

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 conducted for each student and is divided into two parts. Part A will include a grand viva based on the specialisation that he/she has taken. This is to

evaluate the student's fundamental knowledge pertaining the specialisation that he/she has taken. 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 is a credit course.

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 end-term is compulsory for core & elective courses.
- 11.2 In case of half course, a minimum of 3 components of evaluation are taken. Apart from 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 be allowed to enter the classroom upto 15 minutes from the commencement of the examination. However, no extra time will be provided.**
- 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 Digital diaries, cell phones and smart watches are not permitted in the examination hall. Further, sharing of calculators, erasers, pencils etc. in the examination hall is strictly prohibited. **Under no circumstances mobile phone and smart watch should be in possession of any student during the examination even in the switched off mode. If found the answer scripts will be cancelled for the student and the student will get an F grade in that course.**
- 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 registration 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/possession of any notes, remarks or gestures, glances at any other student's answer sheet or copying from notes and chits will be treated as an attempt to cheat and answer scripts will be cancelled and the student will get an F grade in that course.
- 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 one 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 Rs.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 Examinations will be applicable only for Mid- Term and End-Term component. It will be allowed only in case of a serious illness or medical urgency of self and that of any immediate family member. The student needs to pay make-up exam fee for missed mid-term/end-term examination as per the following rule:-

≤ 3 Papers - Rs 3000/paper

4-5 Papers - Rs 2500/paper

≥ 6 Papers - Rs 2000/paper

Eligibility for appearing for makeup examination is subject to the approval of the Academic Council based on the application and supporting documents given by the student.

- 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 | Unsatisfactory |
| 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 MANDATORY 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) For non-attendance of events/lectures which are made compulsory by the programme office, an attendance penalty of two attendance for the next immediate two sessions scheduled will be levied.
- vi) Attendance waivers may be granted for taking part in inter- institutional competitions, 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.
- vii) 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 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 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. The students will be intimated about the marks and grades obtained through OLT (Online Learning and Teaching). The student will be solely responsible for conveying the result to their parents. The institute, under no circumstance, will be held responsible for communicating about the Term results to the parents.

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.

22. MENTORING

In order to help students, grow academically, socially and professionally, IMI Kolkata has instituted a mentoring programme. Each student is allocated a Faculty Mentor, who guides the student through his/her personal and professional life. It is a learning partnership where a more experienced Mentor draws upon his or her knowledge, skill set, and perspective to provide guidance and feedback while facilitating the personal growth and development of a less experienced Mentee. The Student Mentee and the Faculty Mentor can meet as per their mutual convenience and discuss any issue related to career exploration, networking, professional skill building and even the students' personal issues.

22.1 Mentoring of Academically Weak Students

IMI Kolkata is committed to ensuring quality education for each and every student. The Institute follows a system of continuous evaluation, and the students get to know about their performance in various evaluation criteria on regular basis. Based on their performance, the weak students are identified by the faculty and suitable measures are taken to improve their performance. If necessary, the Faculty arranges additional tutorial sessions for these students. The students can also approach the programme office and request additional tutorial from any Faculty member. The students also have their Mentors who help the weak students in coping with requirements of the curriculum. Besides this, every Faculty member mentions their consultation hours in the course

outline. Students are encouraged to meet the Faculty members any time and clarify their doubts. The slow learners are teamed up with a few bright students to ensure that peer learning helps them in their academic performances.

After the results are declared for a trimester, students who have scored below 4 CGPA are identified and counselled by the Dean Academics and Programme Office. These students are monitored on regular basis and all measures are taken to ensure that they successfully fulfil the requirement of the programme.

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 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 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.

Library Reading Room Access: 24 hours

Library reading room is accessible to students for 24 hours for all seven days. Students' need to carry their library card to access the Library Reading Area.

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 reactivate 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 GUIDELINES

1. All the students must maintain discipline and cordial relations with each other.
2. Ragging of any kind and magnitude inside or outside the hostel premises will not be tolerated and disciplinary action will be taken accordingly.
3. Students must switch off the lights, AC and fans whenever they go out and take precautions to be mindful of electricity consumption.
4. 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. Student must register their complaints on the above in the computerised system with the security guard at the ground floor.
5. Employing IMI Kolkata employees 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.
6. Personal grooming/professional services e.g. Urban Company are not allowed within the IMI Kolkata premises.
7. Residents should strictly adhere to the following 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
- *Any change in the above timings should be informed well in advance by RAC to the Canteen Manager for preparation of food.
8. Hostellers are supposed to be inside the campus premises by

11:00 pm. To ensure the safety and security of the students, they have to compulsorily provide their attendance to the biometric system available at each floor by 11:30pm

9. All the hostellers have to write the out and in timings in the register maintained at the main gate before going outside and after returning to the campus.
10. The visit of male students to the female hostel rooms and vice-versa is restricted.
11. Male guests are not permitted to visit the Girl's Hostel; female guests are not permitted to visit Boy's Hostel.
12. Students need to maintain the log for using the washing machine.
13. Refrigerators are available for the students, however students are to ensure the freshness and be mindful about the perishability of the items kept in the refrigerator.
14. Mess food/utensils/cutlery cannot be taken to the rooms.
15. Lounges, Mess and Cafeteria/Library are the common area where all the students can work on their late night projects/group study.
16. Students need to be decently attired in the academic/administrative/corporate cafeteria area of the compound premises.
17. 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.
18. Visitors are allowed from 9:00 am till 7:00 pm and are only permitted in the ground floor lounge after prior permission from the security supervisor/Warden. Their names have to be registered in the ground floor reception.
19. Second year day scholars are allowed to enter the hostel (only common area) only after prior entry at the hostel reception. They should leave the hostel by 10:00 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 canteen meal with the hostellers. Any hosteller(s) found indulging in any such case, is liable to disciplinary action.

20. Food parcels will be accepted inside the IMI Kolkata premises from the vendors till 11:00 pm. The food parcel will be accepted at the boy's/Girls Hostel reception. Post 11pm students have to individually collect their parcels from the main entrance gate.
21. Students should refrain from doing any such activity like creating loud noise which may disturb the neighbourhood of IMI Kolkata.
22. Students are not allowed to use the Hostel terrace.
23. Hostel warden may randomly check the student's room at any time to ensure safety and hostel protocols.
24. Parents/Visitors are advised not to insist on entry beyond the designated area or visiting rooms as it may disturb other students.
25. Playing Holi and burning crackers during Diwali inside the hostel building is strictly prohibited.
26. 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.
27. 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.
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 the following activities 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. IMI Kolkata is a smoke-free Campus. Students should not smoke anywhere inside the Campus.

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

30. No poster etc. should be put up anywhere, either in rooms or lobbies.
31. Every case of illness and accident must be reported immediately to the hostel warden.
32. All matters relating to differences among groups of students and complaints about the hostel staff shall be brought to the notice of the Warden/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.
33. Leave to be taken, must be mentioned beforehand. Students must fill the leave application form in case of weekend or planned long leave.
34. Students should obtain a hostel clearance certificate from the hostel Warden and Head Administration on completion of the programme or withdrawal from the PGDM programme on handing over possession of the room to the designated authority.
35. If any damage to the property occurs then a fine amount will be charged from the security deposit.
36. Every belonging must be taken away while checking out from the premises. After check out, hostel management will not entertain any complaints.
37. A proper security system with CCTV coverage in common places and the surrounding areas is ensured throughout the day and night.
38. All the outdoor games like badminton, volleyball, etc. can be played up to 11:00 pm.

39. Indoor games like chess, TT, billiards, etc. can be played 24*7.
40. Birthdays can be celebrated in the mess or ground floor lounge depending on its availability. For availability of Mess/Ground floor lounge area, students need to discuss it with RAC before celebration. No property should be damaged during any celebration. 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.
41. Refund is not possible in cases where a resident skips the meals.
42. Mess menu is decided by RAC based on the opinion of students and is thus done duly considering the culinary preferences of various regions.
43. Wastage of food is strictly prohibited. In case an individual/group of students is/are going outside for breakfast/lunch/dinner, they should inform the food committee before preparation of food to reduce wastage of food.
44. 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 disciplinary action will be taken as per the severity of the offence.

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

F. PLACEMENT PROCESS & POLICIES

1. Business Thought Leadership – Guest Lecture Sessions, Symposiums, Conclaves and others

- 1.1 It is mandatory for students to attend Business Thought Leadership sessions as instructed by the Placement Office. Students who are asked by the Placement Office to attend the session, are mandatorily required to attend the same.
- 1.2 No exemptions for the sessions would be entertained. Students who do not attend the sessions are liable for disciplinary action as deemed fit by the Placement Office.
- 1.3 In case of extreme circumstances, students must write to the Placement Office with valid proof. No exemption would be entertained from 4 hours prior to the start of the event.
- 1.4 The Placement Office has the authority to impose infractions as deemed fit by them for misconduct, misbehavior or misrepresentation during the course of Business Thought Leadership.

2. Learning and Development Sessions

- 2.1 L&D sessions organized by the Placement Office are mandatory to attend.
- 2.2 Alumni guest lecture sessions, mentorship sessions are mandatory to attend.
- 2.3 In case students do not attend the sessions they are liable to disciplinary action in terms of infractions or even withdrawal from the Final Placements under the guidance of Head - Placement Office, IMI Kolkata.

3. Miscellaneous

- 3.1 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 Placement Office will bring it to the notice

of the Head - Placement Office, IMI Kolkata and serious action would be taken against the student, as deemed fit.

- 3.2 The flouting of rules will involve, apart from existing penalties, the blacklisting and debarring of the student concerned from placement process; debarring from membership of the Alumni Association and any other action that the Placement Office at IMI Kolkata, deems necessary and in keeping with the gravity of the violation.
- 3.3 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 Placement Office. If a student does so without prior permission of the Head - Placement Office, IMI Kolkata, he/she may be denied further placement assistance.
- 3.4 If a student has behaved in a manner unbecoming of a graduate of IMIK during the placement process with a company, the Head - Placement Office, IMI Kolkata, will be free to impose a suitable penalty to the extent of withdrawing further placement assistance to the student concerned and taking other action as may be deemed necessary including withdrawing him/her out of the offer previously held.
- 3.5 Companies share job description, compensation package, career path, and location among the students during Pre-placement Talks. However, students can be debarred from attending the further placement processes, if they are found negotiating with company during interview on account of any of the above-mentioned details or negative attitude during the interview. This will be based on companies' feedback.
- 3.6 The Head - Placement Office, IMI Kolkata, reserves the right of modifying any or all of the above rules and/or stipulating additional norms for placement, in consultation with the Deans and Director, which in their judgment and discretion, are likely to benefit the students, in the immediate or the future context.
- 3.7 The students shall not be eligible for any reimbursements from IMIK for expenses for interviews they wish to appear outside campus.

- 3.8 Students cannot pursue a Live Project along with an internship.
- 3.9 Students are not permitted to pursue more than one live project at any point in time. Any student found doing so shall be debarred of the placement cycle as deemed fit by the Placement Office.
- 3.10 No internships can be pursued alongside the Academic Curriculum unless approved by the Placement Office under the supervision of Head - Placement Office, IMI Kolkata.
- 3.11 Once a student is placed through Campus Placements, the student shall not approach the Placement Office for a change in location, role or any other parameter provided by the company themselves. Such cases will be liable for action as deemed fit by the Head - Placement Office, IMI Kolkata.

4. SIP Policy

In the full-time PGDM Programme at IMI Kolkata, all students undertake a Summer Internship Project (SIP) at the end of the third term. The placement process for the SIP begins in the first term. IMIK assures SIP to all its students and provides assistance for the same.

As a matter of policy, the academic work of the students will take precedence over placement activity, and in no case will this be subordinated to placement. Normally, we have observed a pattern that the companies visiting campus for summers prefer shortlisting of CVs with a minimum CGPA of 5 on a scale of 10. It is therefore advisable to maintain your CGPA accordingly.

4.1 Summer Internship Program (SIP)

It is mandatory for students to undertake 8-10 weeks summer internship with an established organization, between the third and the fourth term. Summer Project is evaluated and has an equivalence of 6 Credits.

4.2 Rules for Summer Placement:

- a. All placements for SIP are to be routed through the Placement Office.
- b. Each student must submit a resume in the prescribed format,

provided by the Placement Office, by a specific date.

- c. There is no limit on the number of applications a student can make for SIP as long as the student has not received an offer for SIP.
- d. Shortlisting of students is invariably done by the companies themselves on the basis of information supplied by the student in their resume/ CV.
- e. In case a company insists on shortlisting to be done by the Institute, it will be done on the basis of available grades at that time. If the term grades are not available, the past performance of the students will be taken into consideration.
- f. Once a student makes an application to a company and the company requires them to undergo the selection process (online/offline test, group discussion, interview, etc.), it is mandatory for the student to participate in the process unless they have already been given an offer by another company. This will result in withdrawing the application from the company's selection process.
- g. The moment the first offer is made to a student, it will automatically exclude them from the next process. Subsequently they will not be allowed to sit for or change their SIP to any other company, unless approved by the Head - Placement Office,

IMI Kolkata, under exceptional cases. Attempts to do so otherwise will render the student ineligible for Final Placement.
- h. Student can opt out of the Summer Placement Process and can arrange for their SIP in a company of repute on their own initiative too only after it is permitted by the Placement Office. In such cases, the student will have to submit the copy of the offer letter to the Placement Office. Thereafter, the Institute will get in touch with the company to monitor the SIP progress.
- i. The students will be required to complete their SIP and submit a copy of:

- i. Complete Project Report: a) Spiral bound hard copy; b) Soft copy of the report.
- ii. The Completion Certificate duly signed by the Organizational Guide should be included in the project report.
- iii. Industry Mentor's evaluation of the project in the prescribed format sent by the Placement Office.
- iv. In case a company does not allow a student to share data confidential to the company in the summer project report, the student shall obtain a letter/email from the project guide stating the above limitation. In such cases the SIP report of the student shall include methodology and other information related to the work done as part of the summer project, while keeping out the confidential data from the report.
- j. The detailed guidelines of the Summer Internship are shared with the students by the Placement Office before the commencement of the SIP.

5. Final Placements Policy

Final Placement process begins in the fourth term, with students joining the companies after the sixth term or as per the timeline specified by the company.

As a matter of policy, the academic work of the students will take precedence over placement activity, and in no case will this be subordinated to placement. Normally, we have observed a pattern that the companies visiting campus for Final Placements prefer shortlisting of CVs with a minimum CGPA of 5 on a scale of 10. It is therefore advisable to maintain your CGPA accordingly.

Student having a CGPA of less than 4.5 (which is also a mandatory requirement for receiving the Institute's Diploma) as on the date of campus visit/interview by a particular company, will not be eligible to sit for that company and for subsequent interviews till he/she secures the required CGPA of 4.5.

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

5.1 Rules for Final Placement

- a. Role of the Placement Office 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 Placement Office corresponds with organizations, arranges interview for students, and carries out coordination activities.
- b. The Placement Office will invite relevant companies on campus for the Final Placement process depending on the profile being offered, compensation and other factors. The process may include Pre-placement talks, group discussions, psychometric tests, interviews (and other subsequent rounds as the company may deem fit). A student nominated by the Placement Office to be a part of the Pre-placement talk (PPT) must compulsorily attend the same.
- c. The student has the option of applying to any company of his/her choice, which has been invited for the campus hiring process. However, once the student is shortlisted for the subsequent rounds, he/she will not be allowed to withdraw from the process under any circumstances.

5.2 Eligibility

- a. Area of specialization for PGDM has to be mentioned by a student in the CV.
- b. All graduating PGDM students are eligible to receive placement assistance unless otherwise debarred by the Placement Office from receiving such assistance.
- c. Placement assistance can be suspended because of non-payment of fees, mess bills and or other dues to the Institute.
- d. The Placement Office reserves the right to debar students on acts of indiscipline or/and deemed fit by them.

- e. Activity of any individual student that comes in conflict with the general well-being of students, placement process, and branding of the institute, etc. shall be considered as violation of disciplinary norms and will lead to exclusion from further participation in the placement process.
- f. Students are free to opt out of the placement process before the first company visits the campus for placements. Any student who receives a placement offer from external sources/ companies not officially approached by IMI Kolkata, must inform the Placement Office immediately. In such a case, once a student has opted out of the placement process, request to opt in again will not be permitted. Students who have received job offer through their personal sources must provide a copy of the offer letter to the Placement as required for internal documentation. Students who are opting out for joining their family business must provide a letter from the owner of the family business stating the same. Students opting out of placement to pursue higher studies must provide a copy of the admission offer letter for higher studies.
- g. Once a student has received an offer through Campus, the student will have to join as per the terms and conditions of the company. If the student gets an alternate offer from another company off campus, they need to inform the placement cell within 1 day of receiving the offer letter. Failing to do so will result in penalty for indiscipline. Not joining the company that made an offer through a campus process results in loss of credibility and jeopardizes IMIK's relationship for future engagement with that company. A student will, therefore, be allowed to join the company that offered them a job off campus instead of the company that made a campus offer only with the written explicit permission of Head - Placement Office, IMI Kolkata.

5.3 Interview Procedure

- a. Students should keep a record of organizations and positions for which they apply. They should keep notes on the job details announced. These are useful at the time of

interview. It should not be expected from the Placement Office to furnish such details on the interview day.

- b. At the time of interview, students should not negotiate with the employer about salary and terms, different from what is announced, unless the announcement specifies that the salary is negotiable.
- c. After the preliminary interview, some organizations want students to go for a final interview at their headquarters. The Placement Office will pass on the information received from the organization by communicating to the students. The students are expected to make their own travel and other arrangements.
- d. If a student does not appear for an interview or any other selection process component after submitting the resume, it will be treated as withdrawal from IMIK's Final Placement process.
- e. Once a student is placed through campus placements, the student cannot directly meet the HR of the company for any reason, be it change of location or CTC. Such cases will be liable for action by the Placement Office and are subject to disciplinary actions as deemed fit by the Head - Placement Office, IMI Kolkata.

5.4 **Withdrawal Procedure**

- a. Students having once applied to an organization will not be permitted to withdraw from the selection procedure at any stage unless they have accepted an offer from another organization under the norms of the placement process as laid down by the Placement Office. It is presumed that students would apply for a position after careful consideration of all the relevant aspects.
- b. In only exceptional circumstances, a student may be permitted to withdraw from attending preliminary interview on getting shortlisted by the organization, subject to following conditions:
 - i. They explain in writing to the Head - Placement Office,

IMI Kolkata, full reasons for unusual circumstances which necessitated the withdrawal. The withdrawal will be permitted by the Head - Placement Office, IMI Kolkata. only if grounds for the withdrawal are truly exceptional and legitimate and that the interviewing organization would not feel offended.

- ii. If a student has deliberately under-performed in a placement process in order to get himself/herself out of that particular process, the student will be liable for strict disciplinary actions including withdrawal from the entire placement process. Such acts can ruin the reputation of the Institute with the concerned recruiter and can also affect the relationship between the Institute and the organization.

5.5 Job Offers

- a. Students are permitted to receive a maximum of one job offer.
- b. All offers of a particular company will be announced at the end of the selection process of that company. All offers will be routed through the Placement Office.
- c. Students will not be permitted to request any organization to keep the offer pending. Any such request will be considered as a serious breach of the placement norms and the student concerned will be denied further placement support.
- d. Students will not be permitted to request the employers to allow extension of deadline for communication of their decision regarding offers made by an organization.

5.6 Shortlisting

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

6. PPO/PPI Policy

6.1 Students receiving PPO or PPI from internship company **BEFORE** receiving placement through the final placement process:

- a) If a PPI opportunity is received the student must compulsorily appear for the interview.
- b) If the compensation (CTC) offered in the PPO or converted PPI is more than the average CTC quoted in the placement report for that academic program for the previous year, the student must compulsorily accept the PPO or converted PPI and will be taken out of the final placement process.
- c) If the compensation (CTC) offered in the PPO or converted PPI is between 70% and 100% of the average CTC quoted in the placement report for that academic program for the previous year, the student will be given a chance to be part of the final placement process with a maximum of 3 applications. If a student avails of this opportunity and receives an offer through final placement process at campus, the student will have to compulsorily accept the offer and forfeit the PPO or converted PPI.
- d) If the compensation (CTC) offered in the PPO or converted PPI is less than 70% of the average CTC quoted in the placement report for that academic program for the previous year, the student will be allowed to decline the PPO or converted PPI and be part of the regular campus placement process.

6.2 Students receiving PPO or PPI from internship company **AFTER** receiving placement through the final placement process:

- a) If the student receives a PPO from a company after receiving placement through the final placement process, the student will be allowed to choose either the PPO or the campus final placement. Once the student has chosen an offer, it will be binding.
- b) If the student appears for a PPI process before receiving placement through the final placement process and obtains

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

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

6.3 Students receiving PPO or PPI through Corporate Competition:

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

7. Student Discipline Policy

7.1 Aim

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

7.2 Rules for award of 'Infractions' and 'Taking Out' from the Campus Placement Process: specifies that the salary is negotiable.

- i. Infractions will be awarded on committing the following act(s) of indiscipline in an event/process/activity conducted by the Placement Office:
 - a) Not adhering to the communicated dress code during

guest lectures, placement process and others.

- b) Use of any electronic gadget during an event/activity/process
 - c) Absence in an event/process/activity organized by Placement Office without prior communication, unless exempted for genuine reasons
 - d) Is late for any event/process/activity organized by Placement Office
 - e) An act of misconduct with college staff and/or with a member of Placement Office and/or representative of an organization during the event/process/activity
 - f) An act of deliberate underperformance in a Live Project/SIP/Corporate Competition/Placement Process, which can be established on the basis of tangible proof
 - g) An act of canvassing or making unwarranted contacts with the recruiters without informing the Placement Office
 - h) Failing to submit the personal data or any other information required for placement process to the Placement Office within a reasonable time frame as intimated by it
 - i) An act of misconduct which hampers the image of IMI Kolkata in the eyes of the external organization, as decided by the Head - Placement Office, IMI Kolkata
- ii. On accumulation of a specific number of Infractions, the student will be taken out from a certain number of companies visiting the campus for placements as described below –
- a) On accumulation of 3 Infractions against a student, he/she will not be allowed to apply for the next 5 eligible companies.
 - b) From the 4th infraction onwards, for each infraction, the student will not be allowed to apply for the next 2 eligible companies per infraction.

- c) The number of infractions levied are carried forward from the first year to the second year. After an accumulation of 12 infractions, the student will be completely taken out from the placement process (summers/finals/live projects, as applicable).
 - d) Depending on the severity of indiscipline, student will be liable for multiple infractions. (The decision of whether an act falls under severe indiscipline, lies at the sole discretion of Head - Placement Office, IMI Kolkata).
 - e) Taking out will be applicable with immediate effect for companies slotted/floated for the process as soon as the infraction is levied.
- iii. Under following circumstances, the student will be completely taken out from the final placements:
- a) Failure to appear in the final placement process after filling the Expression of Interest and without a genuine and justifiable reason.
 - b) An act of indiscretion leading to leakage of information related to campus placements to any external parties.
 - c) Failure to join the SIP after selection.
 - d) Any other act of indiscipline/misconduct reported by the SIP organization which can be corroborated with evidence.
 - e) Any act of negotiation/misconduct for role, compensation, or location, during the placement process, as per the communication received from the recruit

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 (2023-24)

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

Second Year (PGDM 2022-24)

| Fourth Term | |
|--|---|
| Classes Commence | July 3, 2023 (Monday) |
| • Muharram (Holiday) | July 22, 2023 (Saturday) |
| Comprehensive Assessment | July 28, 2023 (Friday) |
| SIP Presentation | August 11, 2023 (Friday) |
| Independence Day (Holiday) | August 15, 2023 (Tuesday) |
| • Rakhi (Holiday) | August 30, 2023 (Wednesday) |
| • Janmashthami (Holiday) | September 7, 2023 (Thursday) |
| • Classes End | September 18, 2023 (Monday) |
| End-Term Exam | September 25 – October 6, 2023 (Monday - Friday) |
| Mahatma Gandhi's Birthday (Holiday) | October 2, 2023 (Monday) |
| Fifth Term | |
| Classes Commence | October 9, 2023 (Monday) |
| • Durga Puja (Holiday) | October 23 - 27, 2023 (Monday - Friday) |
| • Laxmi Puja (Holiday) | October 28 , 2023 (Saturday) |
| • Converse | To be decided |
| Classes Resume after Puja Holidays | October 30, 2023 (Monday) |
| • Kali Puja and Diwali (Holiday) | November 12 – 13 , 2023 (Sunday and Monday) |
| • Bhaidooj (Holiday) | November 15, 2023 (Wednesday) |
| • Guru Nanak Jayanti (Holiday) | November 27, 2023 (Monday) |
| • Christmas Day (Holiday) | December 25, 2023 (Monday) |
| Classes End | December 26, 2023 (Tuesday) |

| | |
|-------------------------------|--|
| National Alumni Meet | Dates to be decided |
| • New Year Day (Holiday) | January 1, 2024 (Monday) |
| End-Term Exam | January 4 - 11, 2024 (Thursday - Thursday) |
| Sixth Term | |
| Classes Commence | January 15, 2024 (Monday) |
| • Netaji's Birthday (Holiday) | January 23, 2024 (Tuesday) |
| • Republic Day (Holiday) | January 26, 2024 (Friday) |
| • Saraswati Puja (Holiday) | February 14, 2024 (Wednesday) |
| Confero | Dates to be decided |
| • Dol Jatra & Holi (Holiday) | March 24 – 25, 2024 (Sunday - Monday) |
| • Classes End | March 27, 2024 (Wednesday) |
| • Good Friday (Holiday) | March 29, 2024 (Friday) |
| End-Term Exam | April 5 - 11, 2024 (Friday - Thursday) |
| Farewell | To be decided |

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

ACADEMIC CALENDAR (2023-24)

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

Firstd Year (PGDM 2023-25)

| | |
|---------------------------------------|---|
| Orientation & Preparatory Classes | July 4 – July 15, 2023 |
| First Term | |
| Classes Commence | July 17, 2023 (Monday) |
| • Muharram (Holiday) | July 22, 2023 (Saturday) |
| • Independence Day (Holiday) | August 15, 2023 (Tuesday) |
| • Rakhi (Holiday) | August 30, 2023 (Wednesday) |
| • Janmasthanmi (Holiday) | September 7, 2023 (Thursday) |
| • Mahatma Gandhi's Birthday (Holiday) | October 2, 2023 (Monday) |
| Classes End | October 5, 2023 (Friday) |
| End-Term Exam | October 9 - 13, 2023 (Monday to Friday) |
| Second Term | |
| Classes Commence | October 16, 2023 (Monday) |
| • Durga Puja (Holiday) | October 23 - 27, 2023 (Monday - Friday) |
| • Laxmi Puja (Holiday) | October 28 , 2023 (Saturday) |
| Converse | To be decided |
| Classes Resume after Puja Holidays | October 30, 2023 (Monday) |
| • Kali Puja and Diwali (Holiday) | November 12 – 13 , 2023 (Sunday and Monday) |
| • Bhaidooj (Holiday) | November 15, 2023 (Wednesday) |
| • Guru Nanak Jayanti (Holiday) | November 27, 2023 (Monday) |
| • Christmas Day (Holiday) | December 25, 2023 (Monday) |
| National Alumni Meet) | Dates to be decided |
| • New Year Day (Holiday) | January 1, 2024 (Monday) |

| | |
|--|--|
| Classes End | January 11, 2024 (Thursday) |
| End-Term Exam | January 8 - 16, 2024 (Monday to Tuesday) |
| Third Term | |
| Classes Commence | January 17, 2024 (Monday) |
| Converse | To be decided |
| • Netaji's Birthday (Holiday) | January 23, 2024 (Tuesday) |
| • Republic Day (Holiday) | January 26, 2024 (Friday) |
| • Saraswati Puja (Holiday) | February 14, 2024 (Wednesday) |
| Confero | Dates to be decided |
| • Dol Jatra & Holi (Holiday) | March 24 – 25, 2024 (Sunday - Monday) |
| • Good Friday (Holiday) | March 29, 2024 (Friday) |
| Classes End | April 5, 2024 (Friday) |
| End-Term Exam | April 8 – 12, 2024 (Monday - Friday) |
| Farewell | To be decided |
| • Area to send elective list to Program Office | December 20, 2023 |
| • Area Briefing | January 10, 2024 |
| • Elective selection by Students | January 19, 2024 |
| • Final Elective Selection by Students | January 29, 2024 |

*** 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. Arunava Bandyopadhyay | Assistant Professor | 604 | a.bandyopadhyay@imi-k.edu.in |
| Dr. Avinash K Shrivastava | Associate Professor & Chairperson (Student's Relation), Hostel Warden (Male). | 671 | a.shrivastava@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 | 605 | g.roy@imi-k.edu.in |
| Dr. Kalyan Sankar Sengupta | Professor (Adjunct) | 660 | ks.sengupta@imi-k.edu.in |
| Dr. Kishalay Adhikari | Assistant Professor | 698 | k.adhikari@imi-k.edu.in |
| Dr. M. Jeevananthan | Assistant Professor | 652 | m.jeevananthan@imi-k.edu.in |

| Name | Designation | Extn. Number (665-29 Extn.) | Email Address |
|---------------------------|--|-----------------------------|------------------------------|
| Dr. Rachana Chattopadhyay | Professor & Dean (Academics) | 662 | r.chattopadhyay@imi-k.edu.in |
| Dr. Rahul Kapoor | Assistant Professor (Adjunct) | 626 | r.kapoor@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 (FPM Programme) | 609 | r.singh@imi-k.edu.in |
| Dr. Roma Puri | Associate Professor & Chairperson (Accreditation) | 653 | r.puri@imi-k.edu.in |
| Dr. Ruchi Sharma | Assistant Professor & Hostel Warden (Female). | 655 | r.sharma@imi-k.edu.in |
| Dr. Sachin Modgil | Associate 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. Sahil Singh Jasrotia | Assistant Professor | | s.jasrotia@imi-k.edu.in |
| Dr. Sayantan Kundu | Assistant Professor | | s.kundu@imi-k.edu.in |

| Name | Designation | Extn. Number (665-29 Extn.) | Email Address |
|---------------------|---|-----------------------------|-------------------------|
| Dr. Sonakshi Gupta | Assistant Professor | 675 | s.gupta@imi-k.edu.in |
| Dr. Soni Agrawal | Associate Professor | 610 | so.agrawal@imi-k.edu.in |
| 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 & EDP) | | | |
| 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 |
| Mr. Sourav Boral | Executive - Programme | 630 | s.boral@imi-k.edu.in |
| | | | |
| Placement , Corporate and Alumni Relations | | | |
| Ms. Debasree Dutta | Head - Placement, Corporate Relations & 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 |
| Arindam Kar | Sr. Executive - Administration | 677 | a.kar@imi-k.edu.in |
| Shridhar Das | Executive - Repair & Maintenance | | |
| | | | |

| Name | Designation | Extn. Number (665-29 Extn.) | Email Address |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------|
| HR | | | |
| Dr. Mitali Chakrabortty | Manager - HR | 658 | m.chakrabortty@imi-k.edu.in |
| | | | |
| Admission & Branding | | | |
| Ms. Karabi Bhattacharya Rao | Head - Admission & Branding | 616 | k.rao@imi-k.edu.in |
| Mr. Indranil Dutta | Sr. Executive - Admissions | 615 | i.dutta@imi-k.edu.in |
| Ms. Ambia Khatoon | Executive - Admissions | 635 | a.khatoon@imi-k.edu.in |
| | | | |
| Accounts | | | |
| Ms. Sumona Ghatak | Chief Financial Officer | 606 | s.ghatak@imi-k.edu.in |
| Mr. Sanjib Kumar Paul | Sr. 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 | | |
| | | | |
| Media & Branding | | | |
| Mr. Tamojit Ghosh | Sr. Executive – Media & Branding | | t.ghosh@imi-k.edu.in |
| | | | |

| Name | Designation | Extn. Number (665-29 Extn.) | Email Address |
|-----------------------------------|---|-----------------------------|-----------------------------|
| MDP & EDP | | | |
| Ms. Debolina Bose | Sr. Manager – Marketing & Executive Studies | 625 | d.bose@imi-k.edu.in |
| Research & Publication | | | |
| Ms. Satabdi B. Chakraborty | Sr. Executive - Research & FDP | 664 | Sb.chakraborty@imi-k.edu.in |
| Essential Services | | | |
| Canteen (hostel) | 676 | Hostel | 681 |
| Main gate | 603 | Security In-charge | 602 |

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, 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 _____

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 _____

Project Proposal Form for Live Projects

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 so may be attached on a separate signed note by the student, countersigned by the company supervisor.

Student's Signature _____

Date _____

Placement Officer's Signature _____

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 _____

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)

(To Be Filled by Student Individually)

Date _____

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

I declare that the information given above and in the enclosed documents are true and my parents/guardians are aware of my plans to leave campus as above. I am aware about this declaration statement is subject to review and verification. If such information has been falsified, the authority may take the disciplinary action against me.

(Signature of the student)

Date & Time _____

For Security Use

(To Be Filled by the Security Dept.)

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

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

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

Remarks

Informed to parents: Yes /No (Ph. No. _____)

Relationship with Students: Father/ Mother/ Others

Informed By (_____)

Security/Sup. Name

Informed Date & Time:

Update in System: Yes /No

Name & Signature of Security/Sup

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



**INTERNATIONAL MANAGEMENT INSTITUTE
KOLKATA**

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Alipore, Kolkata - 700027
Website: www.imi-k.edu.in