EXECUTIVE MASTER OF BUSINESS ADMINISTRATION (EMBA) MANUAL (PROCEDURES, POLICIES & GUIDELINES)

ACADEMIC YEAR 2025-26

भारतीय प्रबंध संस्थान बोधगया
Indian Institute of Management
Bodh Gaya

Indian Institute of Management Bodh Gaya Uruvela, Prabandh Vihar, Bodh Gaya – 824234, Bihar

Preface

1. This EMBA Manual is a reference document for the academic year 2025-26.

2. The Manual provides the Institute's official statement of rules, regulations, policies, and procedures governing the design and administration of the EMBA Program. The manual also outlines the expected standards of academic performance, as well as other rules and policies (such as those concerning general conduct and discipline, hostel, anti-ragging, prevention of sexual harassment) related to the Program. Students are required to familiarize themselves with these rules and adhere to them in letter and spirit.

3. The Manual is subject to change from time to time at the Institute's sole discretion. The updated information may be distributed regarding policy and regulation changes. Official communication regarding change of rules and/or regulations and/or procedures from the Chairperson of the concerned Program shall overrule the provisions laid down in the manual.

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1. About the Program

An Executive Master's Business Administration (EMBA) Program from IIM is a powerful way for working professionals to gain advanced management skills and leadership expertise without interrupting their careers. Tailored for individuals already in managerial roles or with substantial work experience, the EMBA offers a unique blend of theoretical knowledge and practical application. It gives them a deeper understanding of business strategy, enhances their decision-making abilities, and builds a strong network of like-minded professionals.

1.1 Vision

To be a globally recognized management school for developing socially responsible and mindful business leaders.

1.2 Mission

Our mission is to develop mindful business leaders with social responsibility and global perspective through academic excellence in learning practices and research.

2. Program Structure

The Executive MBA (EMBA) is a two-year postgraduate program designed for working professionals with a minimum of three years of work experience. The Program provides an extensive curriculum and a blend of on-campus and off-campus modules.

The EMBA Program has been spread across six terms (three each Year). The courses include a mix of core **compulsory courses** in the First Year and **elective courses (**chosen by the participant**)** in the Second Year.

The Program has three campus immersion opportunities, each lasting 7 days.

2.1 First Year Compulsory Courses and Credit
2.1.1 Credit System

   i.   The curriculum requirements are assessed in terms of course credit points.

   ii.   The credit structure for courses offered in IIM Bodh Gaya is as follows:

Course Credit	Credit Points	No. of Sessions	Contact Hours
Full	3	20	30
Three-fourth	2.25	15	22.5
Half	1.5	10	15
One Third	1	7	10

2.1.2 Compulsory Courses – EMBA

The core (compulsory) courses will be delivered over the first three terms in the first Year, amounting to 45 credits.

List of Term-wise Compulsory Courses – EMBA 1st Year

Area	Term 1	Term 2	Term 3	Total Credits
Finance & Accounting	Managerial Accounting (3)	Corporate Finance (3)	-	**6**
OB/HR	Organisational Behaviour (3)	Mindfulness at Workplace (1.5)	Human Resource Management (1.5)	**6**
Marketing	Marketing Management (3)	Marketing Management II (3)	Digital Marketing (1.5)	**7.5**
Economics	Microeconomics (2.25)	Macroeconomics (2.25)	-	**4.5**
Operations Management & Quantitative Techniques	Statistics for Management (2.25)	Operations Research (2.25	Operations Management (3)	**7.5**
IT & Analytics	Advanced Information Technology (1.5)	-	Business Data Analytics (3)	**4.5**
Humanities & Liberal Arts	-	Business Ethics & Sustainability (1.5) Indian Legal System (1.5)	Business Communication (1.5)	**4.5**
Strategy & Entrepreneurship	Design Thinking (1.5)	-	Strategic Management (3)	**4.5**
Total	**16.5**	**15**	**13.5**	**45**

2.2 Second Year Course and Credit System

Any elective course offered at IIM Bodh Gaya to second-year EMBA students can be taken on a credit basis only**. (Refer to Annexure 2 for the course and credit points)**

i.   Total Number of Credit Points in Elective Courses in EMBA:

EMBA: An EMBA student shall take a minimum of **35 credit points** and a maximum of **44 credit points through elective courses** on a credit basis in the second year, spread over three terms (Terms IV, V, and VI), subject to restrictions specified below.

a) In Term IV, a student has to earn a minimum of **13 credit points** and a maximum of **16.5 credit points**.

b) In Term V, a student has to earn a minimum of **12 credit points** and a maximum of **15 credit points**.

c) In Term VI, a student has to earn a minimum of **10 credit points** and a maximum of **12.5 credit points**.

Note: The elective courses listed in the annexure are indicative. The actual offering of electives will be subject to the discretion of the faculty and the Institute, based on availability and academic considerations.

3. Campus Immersion Program

The Program has three campus immersion sessions.

i. First Immersion in the IIM Bodh Gaya campus for one week at the beginning of Term I (Compulsory).

ii. Second Immersion in the IIM Bodh Gaya campus for one week at the beginning of Term IV (Optional).

iii. Third Immersion will be held at the IIM Bodh Gaya campus for one week at the end of Term VI, along with Convocation (Compulsory).

Students must participate in the first and the third campus immersion programs, in which activities will be held in the IIM Bodh Gaya campus. These activities can include summits, classroom sessions, presentations, academic excursions, or any other activities planned by the Institute and deemed fit for the program. Accommodation is typically provided on Campus, subject to availability, on a first-come, first-served basis. If lodging and other facilities are unavailable at the Institute, EMBA candidates must make their own arrangements.

An inability to participate in the compulsory immersion programs must be requested well in advance by the student. It may only be allowed for valid medical reasons or a grave calamity in the family. The student must provide legitimate certificates/documents to provide proof of the reason behind the inability to attend the compulsory immersion program, which will be assessed to approve non-participation. The Resident Doctor at the IIM Bodh Gaya will assess students' claims for any medical reason. The Institute will make the decision regarding the request for non-participation, and this decision will be considered final. The shortage in attendance due to non-participation in the immersion program will attract the same penalty as mentioned in the attendance policy (Refer section 11.1).

4. Academic Evaluation

The **scheme of evaluation** may vary from course to course, depending on the nature and objectives of each course. The **Course Instructor** will determine and communicate the

evaluation methodology at the beginning of the course, aligning it with the instructional approach and learning outcomes.

i. Any course (irrespective of credit structure) must have two or more of the following evaluation methods for assessment (other than compulsory components specified below):

- Mid-term examination (Compulsory for 2.25 and 3 credit courses)
- End-term examination (Compulsory for all courses irrespective of credits)
- Project work/assignments
- Quiz (announced or unannounced)
- Class participation/In-class exercises
- Oral Examination
- Take-home assignments/tutorials
- Case Study Submissions/Case Study-Based Examination

ii. For 2.25 and 3 credit courses, the minimum weightage of Mid-term and End-term examinations shall be 20% and 30% respectively.

iii. For 2.25 and 3 credit courses, any evaluation component should not exceed a weightage of 30%. However, for 1 and 1.5 credit courses, all the evaluation components must be capped at 40%.

iv. Mid-term examination is optional for courses with credits less than or equivalent to 1.5 credits. For such courses a final examination of 30% weightage along with three other evaluation components (mentioned in the aforesaid list) is mandatory.

5. Examination

5.1 General Guidelines for Online Examinations

i. Examinations will be conducted on a secure, automated online platform. Students are required to log in and submit their responses through this system.

ii. Examinations will be remotely proctored. However, they may also be held offline during campus immersion sessions. For online exams, students must ensure a stable and uninterrupted internet connection.

iii. During online examinations, students must ensure they are alone in the room. The proctor may request a 360-degree view of the surroundings to verify this.

iv. No student should be allowed to enter the exam room if he/she is delayed by more than 10 minutes.

v.   No student should be allowed to leave the examination room for at least 1 hour after the exam start time and 30 minutes prior to the exam end time (unless it is an emergency).

vi.   Students must log in at least 15 minutes before the scheduled start of the exams.

vii.   Invigilators are authorized to disqualify any student found violating any of the instructions or resorting to unfair means.

viii.   Students cannot carry any food or drinks other than water inside the examination rooms.

ix.   Students will not be allowed to carry or keep mobile phones/alarm clocks in their possession during examinations inside the examination room.

x.   Switching from the exam window to any other application (e.g., Word, PDF, web browser) is prohibited. Such actions will be automatically flagged and may result in termination of the exam. This will be treated as a case of unfair means.

xi.   Authorization for the examination will be granted by the IT and EMBA teams. Students must present a valid identity card to access the exam portal.

xii.   Students are expected to dress appropriately during examinations, classes, and all official interactions. Any additional guidelines issued by the IT department or technical partner of IIM Bodh Gaya must be followed.

xiii.   Once marks or grades are moderated by the designated committee and faculty, they will be considered final. Grades will be released after attendance is calculated.

xiv.   It is mandatory for students to complete feedback for all courses within the timeframe communicated by the Institute. Inability to complete the feedback will attract a penalty of Rs. 1000/-.

xv.   Any decision made by the Chairperson (EMBA) or other designated authority concerning academic misconduct or unfair practices will be final and binding.

5.2 Penalty for Malpractices during Examination

Any student found guilty of any malpractice including plagiarism (in Individual/Group Assignments, Project Report, Term Papers, etc.) cheating, copying from peers, using unauthorized sources, etc., or misconduct such as non-conformance to the rules and instructions given to invigilators will invite penalty as mentioned below:

A permanent 'F' grade penalty **in the course shall be awarded.**

5.3 Make-Up Examination/Re-Examination

i.   Students who secured an 'F' grade in a course will be allowed to take a re-examination on a date scheduled by the Institute.

ii.   If a student secures a grade higher than 'D' in the re-examination, the grade will be reduced to 'D' for the calculation of CGPA. The grade for the course on the grade sheet will also be 'D'.

iii.   If a student secures an 'F' grade in the re-examination, it will be converted to a permanent 'F' with no further opportunity for a make-up examination.

iv.   Make-up examination shall be conducted for students absent during the mid-term or end-term examination due sudden serious illness of self, or sudden demise of parents, spouse, or child. Students should inform the Institute well in advance of any such illness/event with supporting documents. At the end of each midterm or end-term examination, the Institute will prepare a course-wise list of students eligible for make-up examinations, upon scrutiny of necessary documents submitted by the concerned students and communicate the same to the concerned faculty.

v.   If a student has missed the mid-term/end-term examinations or both for reasons other than illness of self or sudden serious illness of parents, spouse, or child, or sudden demise of parents, spouse, or child, he/she will not be awarded any marks for the examination.

vi.   The make-up/re-exam for a term will be conducted in the make-up/re-examination week scheduled by the Institute. The make-up/re-examination for the mid-term examination can be conducted either in that week or at a time to be decided by the course coordinator/instructor(s). However, no make-up/re-examination will be scheduled after a term's make-up/re-examination week.

vii.   If a student seeks permission to appear in the make-up/re-examination for illness, other than a prolonged illness, he/she should produce a certificate from the Resident Doctor. In case a student seeks permission on the grounds of the demise of parents, spouse, or child, he/she will have to produce the death certificate to be eligible to appear in the make-up examination. The final discretion regarding eligibility for make-up/ re-examination will lie with the Program Council.

5.4 Procedure for Review of Answer Scripts and Revision of Grades

i.   The Institute will announce the grades in all courses offered during terms I, II, IV, and V as and when these are received. However, the grades in courses offered during terms III and VI will be announced by the Institute after grades for all the courses for Term III/Term VI are received by the Institute.

ii.   The Institute will announce a schedule for displaying corrected answer scripts for each of the six terms. If any student feels that a review of answer scripts is necessary either for re-evaluation or for correction of marks obtained, a request for the same should be

made in the prescribed form with a fee, Rs. 500/- (Rupees Five Hundred only) payable by cheque drawn in favour of **"IIM ‑ Bodh Gaya"** within 48 hours only. The fee is refundable if there is a change in marks/grades obtained. Under no circumstances can the answer scripts be taken away by the students from the custody of the Institute. The Institute retains all answer scripts after the re-evaluation is over and will keep them in the Institute's custody. Answer scripts will, under no circumstances, be handed over to students after re-evaluation.

iii.   If a student cannot peruse his answer scripts during the scheduled time, the Institute may arrange to show the answer scripts later with the approval of the Chairperson, EMBA. Illness or absence on approved (by the Program Chairperson) leave will be regarded as valid reasons for the student's inability to verify answer scripts on scheduled dates.

iv.   The Institute will exhibit answer scripts at the first convenient date immediately on receipt of the same.

v.   Students or student representatives should not directly approach an instructor requesting re-evaluation or higher grades.

All requests for re-evaluation of papers should be routed through the Institute. Suitable action against students or student representatives if found guilty of violating this procedure will be taken.

6. Grading Policy

i.   A 10-point grading system is being implemented for the IIM Bodh Gaya EMBA Program.

ii.   For every course, the following grades shall be awarded by the course instructor.

A+	A	A-	B+	B	B-	C	D	F
10	9	8	7	6	5	4	3	0

iii.   The 'Final CGPA' shall be a weighted average of the grades obtained in all credit courses. Weights shall be assigned based on the number of credits for the respective course.

$$CGPA = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

The CGPA to percentage conversion formula for the proposed 10-point grading system shall be as follows:

If, $9 \leq$ CGPA ≤ 10, Percent score $= 93 + ($CGPA $- 9) \times 7$

If, $8 \leq$ CGPA < 9, Percent score $= 85 + ($CGPA $- 8) \times 8$

If, $7 \leq$ CGPA < 8, Percent score $= 76 + ($CGPA $- 7) \times 9$

If, $6 \leq$ CGPA < 7, Percent score $= 66 + ($CGPA $- 6) \times 10$

If, $5 \leq$ CGPA < 6, Percent score $= 55 + ($CGPA $- 5) \times 11$

iv. The grade obtained by a student, who has missed either the mid-term or the end-term examination or both for a course on medical grounds (except on Major Ailment) and is eligible to take a make-up exam, will be adjusted downward as follows by the Institute after the Instructor/ Course-Coordinator has submitted the grades:

Actual grade in the make-up exam	A+	A	A-	B+	B	B-	C	D	F
Grade to be recorded As	A	A-	B+	B	B-	C	D	D	F

v. The grade awarded for a Pass/Fail course will be either 'P' (for Pass) or 'F' (for Fail) with no grade point assigned.

vi. A student's grade in a particular course would be treated as Incomplete ('I') if none of the letter grades A+, A, A−, B+, B, B−, C, D, F (as mentioned above) or 'P' (for Pass) or 'F' (for Fail) for a Pass/Fail course, for him/her is awarded by the Course Coordinator/Instructor in the grade-sheet submitted to the Institute.

vii. For the purpose of CGPA computation and announcement of CGPAs at the end of a Term, all such 'I' grades shall be converted into 'F' grades.

6.1 Promotion to Second Year

A candidate shall be eligible for promotion to the second year provided:

i. His/her CGPA at the end of Term-III is at least 4.5

ii. At no stage during the program, the candidate should have been awarded F grades in courses totalling more than six credits or 'D' grades in courses of twelve credits or a combination of F in courses of three credits and D in courses of six credits or any such similar combination*, he/she must not be eligible for the award of the Degree.
   *The policy assumes that an 'F' grade in a 3-credit course is equivalent to a 'D' grade in separate courses that total six credits. i.e., for a 3-credit course; 1F = 2D

iii. A candidate failing to fulfil any of the above promotion criteria shall have the option of repeating the program's first year or withdrawing from the program.

iv. A student repeating the program's first year will have to withdraw if he/she fails to meet the above promotion guidelines, without any chance of making an appeal.

7. Award of Degree

i. A student's CGPA after completion of the Program will be computed based on Credits earned and Grade points obtained in all Compulsory, Elective Courses and Term Papers taken on a Credit basis at IIM Bodh Gaya.

Along with the Degree, a student will receive a **grade sheet showing all the courses** taken at IIM Bodh Gaya, as applicable, credit points, grades, GPA, CGPA, etc.

ii. At the end of any Term, considering all Compulsory and Elective Courses at IIM Bodh Gaya, as applicable up to that Term in the first or second Year of the EMBA Program, the candidate must not exceed 'F' grades in courses totalling six credits or 'D' grades in courses of twelve credits or a combination of F in courses of three credits and D in courses of six credits or any such similar combination*. Otherwise, the candidate will not be eligible for the award of the Degree, and he/she must withdraw from the Program forthwith.

The policy assumes that an 'F' grade in a 3-credit course is equivalent to a 'D' grade in separate courses totalling six credits. i.e., for a 3-credit course; 1F = 2D

iii. The degree will be awarded to all those students who have fulfilled the conditions listed above and also obtained a CGPA of 5.00 or more at the end of Term-VI.

iv. If a student obtains a CGPA of less than 4.75 at the end of Term-VI, he/she will fail and must withdraw from the program without any chance of making an appeal.

v. If a student obtains a CGPA between 4.75 and 4.99 (end points included), his/her case will be reviewed, and subsequently, a decision will be made.
Depending upon the merit of the case, a student may be asked to:
   a) do suitable extra work as remedial courses, in consultation with the Chairperson EMBA, to make up for the deficiency in CGPA, or
   b) repeat the second year, or
   c) withdraw from the program.

vi. The following procedure shall be followed while undertaking remedial courses:
A student with a CGPA between 4.75 and 4.99 (endpoints included) might be allowed to undertake a remedial course with the concurrence of the Chairperson-EMBA. Chairperson-EMBA, if required, in consultation with the Course Instructors, would decide upon the number and nature of remedial courses to be taken.

a) Remedial coursework must be completed before the commencement of the next academic year.

b) After completion of the remedial coursework, if a student fails to make up the deficiency in CGPA (i.e., the CGPA falls short of 5.00), he/she would have to withdraw from the program and his/her registration would be compulsorily deemed to have been cancelled without any further notice.

c) On completion of the remedial coursework, if a student gets a CGPA greater than 5.00 his/her remedial grades will be suitably adjusted downwards so that the CGPA becomes 5.00 at the end of the remedial coursework.

d) On satisfactory completion, the concerned students would be issued a Provisional Certificate, and the Degree would be awarded to them at the Institute's next Annual Convocation.

e) A student failing to complete remedial courses would have to withdraw from the Program compulsorily, and his/her registration would be deemed to have been cancelled without any further notice.

8. Award of Rank

i. After completion of the Program, a student's relative rank in his/her Batch shall be determined using a special type of CGPA, referred to below as the "Rank CGPA".

ii. The "Rank CGPA" is defined as the CGPA calculated based on Credits earned and Grade points obtained in all Compulsory and Elective Courses up to the end of Term VI taken on a Credit basis at IIM Bodh Gaya.

iii. After completion of the Program, Prizes and Honours will be awarded based on the Rank List.

Award of Chairman's Gold Medal:

Shall be awarded to the student, securing Rank I till Term VI of the EMBA Program.

Award of Director's Gold Medal:

Shall be awarded to the student, securing Rank II till Term VI of the EMBA Program.

Best Student Award:

Shall be awarded to a student for securing Academic Excellence and Overall Performance, subject to:

a) The student obtains a minimum CGPA of 6.00 till Term V of the EMBA Program.

b) The student has no 'F' grade in any courses (Credit/Non-Credit).

c) The student has no reported case of Academic Malpractice/Disciplinary Action, or Grade drop during the 2-year Program.

    d) The Faculty Council, IIM Bodh Gaya, approves the award to the recommended student.

iv. Among other factors, every student must submit to the Institute a 'No Dues Certificate'.

Participants of the EMBA Program, would be awarded the Master of Business Administration degree upon successful completion of the prescribed requirements of the Two-Year Executive Master of Business Administration program.

9. Withdrawal from the Program

9.1 Temporary Withdrawal from the Program

i. EMBA students can apply for a temporary withdrawal from the Program before the beginning of the end-term examinations for a term. However, such withdrawal can only be for valid medical reasons or grave calamity in the family or some such contingency for one term, provided that they fulfil the following:

    a) The student applies to the Institute within at least 4 weeks of the commencement of the term, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his/her guardian.

    b) The Institute is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements for the EMBA Degree within the time limits (the maximum duration of the EMBA program is 3 years from the date of admission).

    c) There are no outstanding dues or demands in the Institute.

ii. An application for such temporary withdrawal from the Program must be approved by the Institute.

iii. However, a student withdrawing from the program temporarily must rejoin the program and complete all requirements within 36 months of his/her admission into the program.

iv. A student who has been granted temporary withdrawal from the Institute under the above provisions will be required:

    a) To pay fees/charges till such time as his/her name is on the Roll List. Fees once paid will not be refunded.

    b) To join the next upcoming batch/term. If a candidate does not join the next scheduled batch/term, then his/her admission will be considered cancelled.

v. A student will be permitted only one such temporary withdrawal during his/her tenure as a student of the EMBA program.

9.2 Compulsory Withdrawal from the Program

i.   Whenever a student accumulates F's in more than 6-credit point equivalent courses at the end of any Term, considering all compulsory and elective courses at IIM Bodh Gaya, including Term Papers and Summer Project, as applicable up to that Term in the first or second Year of the EMBA, he/she must withdraw from the program forthwith.

ii.   The student fails to secure a CGPA of 5.0 at the end of Term II. However, such a student may be allowed to continue in the following term on the recommendation of the respective program coordination committee, overall program coordinator, and with the approval of the chairman of EMBA, IIM Bodh Gaya. Subsequently, the student will be issued a warning. Students who secure a CGPA below 5.0 in three consecutive terms will not be allowed to continue in the EMBA program.

iii. A student cannot complete the program and must withdraw from the program forthwith if any part of the program, including the Summer Project, is not completed within 36 months of the student's entry into the program. [For example, a student who has repeated the first Year of the Program will have to withdraw from the program if he/she has a CGPA shortfall at the end of Term III in the repeated year.]

iv.   If a student is expelled on disciplinary grounds, that will amount to compulsory withdrawal from the program.

v.   The student is absent for more than 4 (four) weeks in a term without sanctioned leave.

vi.   On having been found to have produced false documents or made false declarations when seeking admission.

9.3 Permanent Withdrawal from the Program

Students who wish to/are required to withdraw from the Program permanently/compulsorily must inform the Institute, in writing before leaving the Program. The caution deposit for withdrawing students will be reimbursed only after all dues have been cleared. The guidelines for students requesting for a permanent withdrawal are as follows:

i.   Application Fee
      The application fee paid during the registration process is strictly non-refundable and non-transferable, regardless of the circumstances. This fee covers administrative and processing costs associated with application review and program enrolment.

ii.   Course Fee Refund Prior to Batch Commencement
      Participants who wish to withdraw from the program may be eligible for a refund of 75% of the total course fee paid, provided the formal withdrawal request is submitted at least 15 days before the scheduled batch commencement date.

iii. Refund After Batch Commencement

Once the program has commenced, no refund of the course fee will be applicable under any circumstances. This includes withdrawal, absence, discontinuation, or inability to attend classes due to personal, professional, medical, or technical reasons.

iv. General Conditions for any refund

a) All refund requests must be formally communicated in written via email to the designated address - Chairperson EMBA, Coordinator EMBA, and EMBA Office. The request should include pertinent details (such as student enrolment no., etc.) along with the reason for withdrawal.

b) Refunds will be processed only after completion of necessary verification and approval procedures. At their end, students are required to provide supporting documentation, for example, medical certificates or other valid reasons, along with their withdrawal request due to unforeseen circumstances.

c) The processing of refunds is to be allowed 60-90 working days from the date of receiving a formal request.

d) Application fee, registration fee, and any non-refundable charges will not be eligible for refund in any circumstances.

10. Program Fee

The total fee for the online Executive MBA (2025-27) at IIM Bodh Gaya is ₹ 10,00,000.

EMBA Fee	Year 1			Year 2		
	Term I	Term II	Term III	Term IV	Term V	Term VI
Tuition Fees	126667	126667	126667	126667	126667	126667
Other Academic and Non-Academic Charges	40000	40000	40000	40000	40000	40000
Term Wise Total	166667	166667	166667	166667	166667	166667
Year Wise Total	500000			500000		
Total Fee of EMBA	1000000					

- A one-time refundable caution money of Rs. 30,000/- is payable along with the first term fee within 7 days of receiving the Admission Offer/ Acceptance Letter. Thie caution money shall be payable upon the student's completion/termination of the Program.

- The tuition fee includes books, synchronous online lectures, on-campus lectures, access to academic facilities, and an online library, and it excludes the cost of the immersion program.
- The Campus Immersion fees are included in the program fees. The food/boarding and lodging for campus stay during the Immersion program is chargeable.
- The cost of the alumni fee (at Rs. 5000/-) will be charged directly from the participants.

11. Academic Rules and Policies

11.1 Attendance Policy

Participants should maintain a minimum attendance of 70%. Any shortage in attendance would lead to a grade drop. The following table provides the details of the grade drop.

S. No.	Attendance Range	No. of classes attended (out of 20 classes for a 3-credit course)	Grade Reduction	Example
1	70 - 100%	>=14	No Grade Reduction	A+ remains A+
2	60 - 69%	12 ~ 13	Less one Grade Point	A+ becomes A and so forth
3	55 - 59%	11	Less one additional Grade Point	A+ becomes A- and so forth
4	50 - 54%	10	Less one additional Grade Point	A+ becomes B+ and so forth
5	< 50%	<=9	F grade (permanent)	F grade, irrespective of any grade

11.2 Attendance Process

Attendance is compulsory for all courses.

It is mandatory for students enrolled in the EMBA at IIM Bodh Gaya to maintain the minimum attendance requirement in live classes.

To ensure accurate attendance tracking during the live sessions, kindly follow the guidelines below:

1. Login via LMS or Digivasity App

- Always access your live sessions only through the official LMS or Digivasity App by clicking on the provided session link.
- Note: If you join the session using a shared or forwarded link, you will be marked ABSENT for that session.

2. Use the Approved Naming Convention

a. Naming Format:

Your Zoom display name must strictly follow this format:

Admission Enrolment No_Full Name (as per your LMS)

Example: PRVENO-XXXXXX_Rahul Sharma

b. Maintain Assigned Username:

Do not modify, replace, or edit the username assigned in the system under any circumstances.

Please note:

- If you join using a shared link, you will be marked "Absent."
- If you modify your username, you will be marked "Absent."

3. Keep Your Camera On

- It is mandatory to keep your camera ON throughout the session.
- Continuous video monitoring will be conducted.
- Any discrepancy or repeated camera-off behavior will be flagged and reported to the EMBA Office.
- Serious disciplinary action may be taken in case of non-compliance.

4. Minimum Attendance Duration

- To be marked Present, a student must attend at least 70% of the session duration.
    - Example: For a 90-minute session, a student must attend at least 63 minutes.
- Attendance below this threshold will result in being marked Absent.

These guidelines are to be followed immediately for accurate maintenance of attendance records.

The Classes would be for 1.5 hours to 6.0 hours on Friday, Saturday & Sunday. Further details can be found in the Academic Calendar.

11.3 Class Representatives

Class Representatives serves as an integral part of the EMBA program and works in coordination with the Institute. They are expected to ensure the smooth running of the courses (core and electives). Class Representatives are also expected to help in the general administration of the activities concerning students, including discipline in the classrooms and the examination rooms.

11.4 Policy for Issuing Duplicate Identity Card

In case of lost identity cards, the duplicate cards may be issued on fulfilment of the following requirements:

- A copy of the FIR lodged in a police station
- A fine of ₹ 500/-.
- However, in case of damaged identity cards, students will be required to deposit the damaged card along with a fine of ₹ 500/-.

Please note: All laws of the land are applicable over and above the rules in this document.

11.5 Academic Discipline

i.   The Institute places the highest importance on integrity and honesty in all academic work. Students are expected to uphold strict discipline across all academic activities including classes, examinations, tests, quizzes, take-home assignments, and other forms of evaluation.

ii.   Any form of academic misconduct is strictly prohibited. This includes (but is not limited to):
   - Copying or assisting others in copying during exams, quizzes, or assignments.
   - Plagiarizing content without proper citation.
   - Sharing or receiving academic materials meant for individual evaluation.
   - Canvassing for grades or attempting to influence evaluation outcomes.

iii.   Video Presence in Class:

   Students are required to keep their video on during online classes. This ensures an engaging and effective learning environment. Non-compliance may result in the following consequences:
   - Loss of Participation Points: Attendance may be linked to video presence. Prolonged absence of video without a valid reason may lead to attendance being marked as absent. The technical partner will monitor video status.
   - Restricted Class Privileges: Repeated violations may lead to limited access to class resources or participation in activities requiring active engagement.

   These measures are intended to foster an interactive and disciplined academic environment.

iv.   Unless explicitly allowed by the faculty, students must work independently on all academic submissions. Collaborative work, sharing of answers, or discussion of take-home assignments is not permitted. Students are strongly advised not to share their written work or analyses with others.

v.   The use of mobile phones, tablets, iPads, or other electronic devices is strictly prohibited during classes and examinations. Any violation may result in debarment from ongoing sessions and disciplinary action, as determined by the Chairperson (EMBA) in consultation with the EMBA Committee.

Examples of Academic Misconduct (Not Exhaustive):
   - Marking or attempting to mark proxy attendance.
   - Requesting undeserved academic concessions or grade alterations.
   - Using mobile phones during academic sessions.

- Misbehaving with faculty or peers.
- Causing disruption or creating disorder in class.
- Damaging institute property or actions that harm the institute's reputation.

Disciplinary Action Process and Penalties:

i. Upon receiving a complaint or on its own accord, the EMBA Chairperson may initiate disciplinary proceedings against a student for any alleged misconduct.

ii. An inquiry may be conducted by the Chairperson or an appointed committee.

iii. Based on the severity of the violation, the following penalties may be imposed:
- Fine, public apology, or community service.
- Grade reduction or award of an 'F' in one or more courses.
- Expulsion or termination from the Program for repeat offenders.
- Any other penalty deemed appropriate by the Chairperson or Committee.

11.6 Changes/Modifications to Rules

- The Institute reserves the right to add/delete/modify any of the above rules as and when deemed necessary.
- In case any violation of the above rules is reported or discovered, appropriate disciplinary action will be taken.

12. Policy and Process for Live-Streamed Classes

12.1 Intellectual Property Rights (IPR)/Copyrights

Indian Institute of Management Bodh Gaya delivers instructional content—such as online classes, reading materials, case studies, and recorded sessions—through various platforms, including IIM Bodh Gaya Classrooms, Teamlease Classrooms, and Live-streaming sessions.

This policy outlines the rules governing the use of such instructional content, applicable **during the Program** and **after its completion**.

Definition:

Copyrighted Materials include course outlines, study guides, reading materials, case studies, course presentations, audio and/or video lecture recordings, lecture notes, web content, and archived sessions produced by the Institute and its faculty/staff.

12.2 Participant Obligations

a) **Restricted Usage:**

Participants must **not copy, reproduce, alter, sell, or distribute** any copyrighted materials from Live-streamed sessions. These resources often include **confidential information and case studies** and must be used **only for personal academic learning**.

b) **No Unauthorized Sharing:**

Dissemination or sale of instructional content, in whole or in part, without **explicit permission** from the copyright owner, will be considered **copyright infringement**.

c) **Misuse of IT Resources:**

Using IIM Bodh Gaya's IT systems or any external device to:

- o   Copy, distribute, or sell copyrighted materials,
- o   Upload such content on any public platform (e.g., websites, social media, digital repositories, or LMS), or
- o   Record sessions externally. Recording sessions externally is a serious violation and constitutes **piracy and IPR breach**.

12.3 Consequences of Violation

Any act by a participant that infringes upon **Intellectual Property Rights** will be subject to **formal investigation**. Upon confirmation of the violation, the Institute will initiate **appropriate disciplinary action**, which may include **suspension, expulsion, or legal recourse** as per the severity of the offense. By enrolling in the Program, participants are deemed to have agreed to this policy. All instructional materials and Live-streamed content are intended **solely for individual learning and educational purposes.**

13. Participant Resources and Privileges

13.1 Library

The Pragyata Learning Resource Center (LRC) is a state-of-the-art fully air-conditioned library spanning 20,646 square feet, centrally located within the academic building. Equipped with cutting-edge technology, the library offers a rich collection of physical and electronic resources to meet the diverse needs of all stakeholders at IIM Bodh Gaya. It has been providing up-to-date and nascent information resources and services both in hard and soft forms. The library has built a robust collection of books, subscriptions to print journals, magazines, newspapers, and many other resources. The LRC is fully automated using Koha – the open-source Integrated Library Management System. The library also has its own website, enabling the user to access the digital resource anytime, anywhere, 24 x 7.

Facility Overview:
- **Individuals PODs**
- **Group PODs**
- **Facility for informal study zone**
- Research Carrels
- **Finance Lab**
- Collaborative Spaces for group study
- Audio Visual **Hall**

Service Overview:
- Inter-Library Loan
- Document Delivery Service
- Insta Academic Support
- Library Lecturer Series
- Research support service
- Research Profile Creation
- Remote Access services for off-campus access
- OPAC
- News Alert
- Library Quiz (Know your Library)

Memberships

INFLIBNET: For Document delivery service

IIM Consortium: For Resource sharing

E-ShodhSindhu: Affordable access to high-quality electronic resources, including full-text, bibliographic, and factual databases.

Collection Details:
- **Print Books:** 9000+
- **eBooks:** 250,000+
- **e-Journals:** 25,000+

List of E-Resources

No	Category	Name of e-Resources
1	Company & Industry E-Databases	LSEG Workspace (Eikon-Thomson Reuters)
2		ProQuest ABI/ INFORM
3		Statista
4		Euromonitor Passport
5		CIEC
7		CMIE- Prowess IQ
8		CMIE Prowess DX
8		CMIE Consumer Pyramid Dx

9		CMIE-Economic Outlook
10		CMIE-States of India
11		CMIE-Industry Outlook
12		CRISIL Research
13		EMIS University (Professional)-Asia
14		Indiastat.com
15		Traxcn
16		Westlaw online legal
17		MARKETPHYCHE
18	**E-Journals & Scholarly Database**	One Nation One Subscriptions (Govt of India) ONOS (30 publishers)
19		1 AAAS- Science1 2 ACM Digital Library158 3 American Chemical Society Journals87 4 American Institute of Aeronautics and Astronautics (AIAA) Journals9 5 American Institute of Physics Journals28 6 American Mathematical Society Journals9 7 American Physical Society - ALL15 8 American Society for Microbiology Journals16 9 Annual Reviews Journals51 10 ASCE Journals Online36 11 ASME Journals Online35 12 Bentham Science Journals118 13 BMJ Journals36 14 Cambridge University Press Journals442 15 Cold Spring Harbor Laboratory Press Journals8 16 Elsevier ScienceDirect Journals2387 17 Emerald Publishing Journals311 18 ICE Publishing Journals34 19 IEEE Journals210 20 IndianJournals.com258 21 Institute of Physics Journals74 22 Lippincott Williams & Wilkins (Wolters Kluwer) Journals305 23 Oxford University Press Journals375 24 Project Muse731 25 Sage Publishing Journals988 26 SPIE Digital Library11 27 Springer Nature Journals2404 28 Taylor and Francis Journals2548 29 Thieme Journals51

		30	Wiley Journals1
20			JSTOR
21			EBSCO Business Source Ultimate
22			Inform Pubs Suite
23			ProQuest ABI / Info
24	**E-books**		ProQuest E-book Central Academic Complete
25	**Newspapers &**		Magzter Digital News Stand
26	**Magazines**		FT.com
27			The Wall Street Journal
28			Grammarly
29			QuillBolt
30	**Research Tools**		Scopus
31			Turnitin Feedback Studio
32			RemoteXs

The Digital Library is available around the clock. Students would be given e-access to the library resources. Students are required to follow the guidelines related to e-access to library resources. The Institute will provide students with online library access. The Library and Information Centre (LIC) offers state-of-the-art information resources and value-added information services on all areas of management and related disciplines, including information technology. It is a cornerstone that supports learning, teaching, and research activities. Most resources are available online to users via the library portal.

- **Discovery Service:** A cloud-based, one-search facility for accessing multiple scholarly databases and the IIM Bodh Gaya Library catalogue.

- **Remote Access:** Off-campus login to library resources is available through remote access (https://iimbg.remotexs.in/user/login). Participants are strictly advised not to share their remote access credentials with anyone.

Library Help Desk:

Website: https://library.iimbg.ac.in/

Library Contact Number: Ext: 2121

Email: library@iimbg.ac.in

13.2 Email IDs:

All participants would be provided a unique email ID, username, and password. Participants must interact with the Institute using this email ID. The Institute faculty/office may not respond to the emails sent through other email IDs.

Email Usage:

- Users are forbidden to create and transmit email containing offensive, obscene, indecent, aggressive, menacing, harassing, defamatory, intimidating, unlawful, racist, and other unethical messages.
- Users are forbidden to send an email that does not correctly identify the sender, attempt to hide or disguise the identity of the sender, or attempt to hide or disguise the identity of the computer from which it was sent.
- Users are forbidden to transmit or forward any email intended to encourage the propagation of copies of it (e.g., a chain letter).
- Users are forbidden to flood the mailboxes of other users with numerous or large messages with the intention of paralyzing their mail system.
- Users are forbidden to spread the virus or malicious programs through email.
- Users are prohibited from using the email facilities of the Institute for commercial activity.

14. General Rules

- The payment of the registration fee does not mean that you have earned the degree/certifications.
- The Institute reserves every right to withhold the degree/certification if the stipulated rules and regulations as per the Program manual (for students/participants) are not followed in letter and spirit.
- All disputes will be subject to the jurisdiction of the District Court Gaya ji.
- Any issue or concern posted on social media without being resolved internally will result in the cancellation of admission.
- The Institute reserves the right to modify the rules as stated in the manual.
- The usage of mobile phones during class is not permitted.
- Mobile phones are strictly prohibited during examinations.

- Tele-recording any event in the classrooms and putting the same in the public domain is strictly prohibited. In the event of a violation of this rule, strict disciplinary action will be taken.

- The student will be provided with a Bonafide certificate with only the course-wise letter grades and TGPA for the completed Term on his request for a valid reason, which can include a bank loan, reimbursement of fees, or change of organization. Additionally, please ensure that you attach all the necessary supporting documents from the competent authority along with your request. We will not process the Bonafide certificate without supporting documents.

- Smoking/drinking is strictly prohibited in the IIM Bodh Gaya Campus.

- Students must take all care to ensure the correctness of information while making declarations at any point in time to the Institute. A wrong declaration may lead to the student's termination from the Program.

- Students should not send emails about any of their concerns/grievances to other program students, faculty, or directors without contacting the Institute. The students should refrain from posting any issues on social media. This is considered a violation of the rule, and Chairperson EMBA will take necessary action.

- Students need to fulfil all the requirements as per the deadlines set and communicated by the Institute from time to time, failing which the Institute will decide as deemed fit. For administrative matters, students may reach out to the Institute (IIM Bodh Gaya). For technology-related issues, attendance, and session videos, the student may contact EMBA support (Teamlease). Students must adhere to proper communication channels (Students should refrain from communicating directly to the IIM Bodh Gaya Board or Chairperson).

- The course structure or the timetables communicated by the Institute cannot be changed as per the requirement of any student(s). Therefore, students should refrain from requesting the same from either the Institute or the Chairperson-EMBA.

- Each student will be provided with an official Email ID to communicate the Program requirements. All are advised to check their Emails regularly.

- Students must keep themselves aware of the laws regarding sexual harassment. Any case of sexual harassment in any form by any member will be dealt with severely by the administration.

- Ragging in any form is prohibited inside or outside the Campus. Punishment for ragging can be up to one year imprisonment. The Supreme Court has also defined ragging as a criminal offense.

- Students should maintain utmost discipline in their conduct and behavior while in the Program. Any student indulging in indisciplinary activities would be seriously viewed, and disciplinary action would be taken against him/her.

- The decision of the Institute on matters of interpretation of the rules will be final and binding on all concerned.

- The rules are liable to change at the discretion of the Institute at any time without any notice to students.

- The Institute does not entertain discussions on policy matters, fees, methodologies, course material, course-related issues, or other Program matters.

- Students will be provided with reading materials as decided by the Institute.

- The Institute reserves the right to decide the modalities of the campus immersion.

15. Student Portal/ Learning Management System (LMS)

- Students are required to access all course content, live session calendars and links, recordings of live sessions, and internal assessments through the LMS. The LMS is your central hub for all academic activities and resources.

- You will receive your login credentials for the LMS after the orientation session. In case of any doubts or confusion, you can refer to the recording of the LMS overview, which will be shared with you after the orientation session.

- Ensure you regularly check the LMS for updates and important announcements to stay on track with your coursework.

Student Portal Link: https://portal.iimbgonline.in/

16. Student Support

- To ensure that all student inquiries and issues are addressed efficiently, we advise students to raise a support ticket through their student portal. This method allows for better tracking and faster resolution of your concerns.

- Alternatively, if no response is received within the given timelines, you can also contact our support team via email at support@iimbgonline. Provide detailed information about your issue so that you receive the best assistance in issue resolution.

- For immediate assistance, you can call our support team. Our support number is available daily from 9.30 AM to 6:00 PM.

17. Escalation Matrix

As part of our commitment to providing a seamless learning experience, we have outlined the escalation matrix for all programs below for your reference. This section details the appropriate channels and procedures to follow should you need to escalate any issues or seek assistance.

EMBA Escalation Matrix				
	Level 1	**Level 2**	**Level 3**	**Level 4**
TAT		After 2 working days	After 3 working days	After 5 working days
Email	Raise a ticket through the Help Tab in Digivarsity App or Support Tab in Student Portal portal.iimbgonline.in	Write to: support@iimbgonline.in	Write to: sarika.kotnis@teamlease.com	Write to: anup.s@iimbg.ac.in
Contact		1140787598		

भारतीय प्रबंध संस्थान बोधगया
Indian Institute of Management
Bodh Gaya

Annexure 1

STUDENT DECLARATION FORM FOR TERM PAPER

(Due along with the application for a Term Paper)

1. Name of the student (s): i) ························Regn. No··············.

                          ii)····················· Regn. No··············.

2. Term: ············

3. Title of the Term Paper:

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……………………………………………………………………………………

……………………………………………………………………………

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4. Name of the Faculty Guide: ····································

I/We, hereby, declare that, the entries made by me/us in the Application Form above are complete and true to the best of my/our knowledge. I/We am/are aware of the punitive action which might be taken if I/we am/are found involved in plagiarism. I/We also acknowledge that the Program Council has the authority to take appropriate action against me/us for violation of the EMBA Rules pertaining to the Term Paper. I/We also understand that the decision of the Program Council on any such matter will be final and binding on me/us.

Date : ·······················.   Signature of the Student(s)

                                             i) ·······························..

                                             ii) ······························..

Signature of Faculty Guide ·························

Annexure 2

Elective Courses with Credit Points

No.	Course Name	Credit
Term 4*		
1	Consumer Behaviour	3
2	Sales & Distribution Management	**3**
3	Digital Marketing & Social Media Marketing	**3**
4	Integrated Marketing Communication	**2.25**
5	Brand Management	**1.5**
6	Product Management	**1.5**
7	Data Science for Managers Using Python	**3**
8	Digital Transformation	**3**
9	AI in Business Solutions	**1.5**
10	Storytelling with Data	**1.5**
11	Supply Chain Management	**3**
12	Security Analysis & Portfolio Management	**3**
13	Financial Statement Analysis	**3**
14	Management Consulting	**3**
15	Personal Branding for Career Development	**3**
16	Problem Solving for Managers	**1.5**

*Note - For Term 4, you need to select courses for a minimum of 13 credits.

Annexure 2 (continued)

Elective Courses with Credit Points

No.	Course Name	Credit
Term 5*		
1	Marketing Analytics	3
2	B2B Marketing	3
3	Services Marketing	**3**
4	Pricing Strategies in Marketing	**3**
5	Project Management	**3**
6	Logistics Management	**3**
7	Advanced Business Analytics	**3**
8	Agile DevOps and IT Project Management	**3**
9	Business Intelligence and Data Modelling	**3**
10	Data-Driven Decision-Making for Managers	**3**
11	M&A and Strategic Alliances	**3**
12	Strategic & Organizational Leadership	**1.5**
13	Commercial Banking & Credit Lending	**3**
14	Financial Risk Management	**3**
15	Fixed Income Securities	**3**
16	Negotiation and Conflict Management	**3**

*Note - For Term 5, you need to select courses for a minimum of 12 credits.

Annexure 2 (continued)

Elective Courses with Credit Points

Term 6*		
No.	**Course Name**	**Credit**
1	Marketing Strategy	3
2	Retail Marketing	2.25
3	Rural Marketing	**1.5**
4	Operations Strategy	**1.5**
5	Cloud Computing and IoT	3
6	Electronic Commerce	3
7	Investment Banking	**3**
8	International Business	**3**
9	Management Lessons from Gita	**1.5**
10	Digital Economics	**1.5**
11	Macro-economic Forecasting	**1.5**
12	Storytelling across Media	**1.5**

*Note - For Term 6, you need to select courses for a minimum of 10 credits.

Annexure 3

STUDENT LEAVE APPLICATION FORM

FOR INSTITUTE RECORDS

Date················

Name: ··

Reg. No.: ················

Date and expected time of departure: ···

Date and expected time of return: ···

Total Period of Leave: ···

Leave Address: ···

Contact mobile no. while on leave: ···

Reason(s) for leave application ···

··

Number and nature of enclosures, if any: ···

Leave sanctioned* from ···························· to ··································

(Rules for attendance and examinations missed during the leave period shall be applicable)

_____

Requested by

Approved by:

_____ _____

Chairperson EMBA