

# MBA Policy and Guidelines v1.1

*for AY 2020-21*



भारतीय प्रबंध संस्थान बोधगया  
**Indian Institute of Management  
Bodh Gaya**

## MBA Policy and Guidelines for AY 2020-21

<b>Document Release Details</b>					
<b>Version</b>	<b>Change Management Date</b>	<b>Section</b>	<b>Change Type</b>	<b>Starting Page #</b>	<b>Applicable For Batch</b>
Version 1.0	24 <sup>th</sup> May 2019	Section 1 A – Course Structure	Amendment	4	V, VI
Version 1.1	10 <sup>th</sup> April 2020	Section 1A(c)- Audit Course Policy	Inclusion	6	V, VI
Version 1.1	10 <sup>th</sup> April 2020	Section 1A(d)- Term Paper	Inclusion	7	V, VI
Version 1.1	10 <sup>th</sup> April 2020	Section 1B(c)- Grade Change due to Attendance Shortfall	Amendment	10	VI
Version 1.1	10 <sup>th</sup> April 2020	Section 1B(g)- Evaluation (Mid-Term)	Amendment	13	V, VI
Version 1.1	10 <sup>th</sup> April 2020	Section 1B(j)- MBA Grading Policy	Amendment	16	VI
Version 1.1	10 <sup>th</sup> April 2020	Section 1B(k) – Promotion to Second Year	Amendment	17	VI
Version 1.1	10 <sup>th</sup> April 2020	Section 1B(l) – Award of Degree	Amendment	18	VI
Version 1.1	10 <sup>th</sup> April 2020	Section II – Campus and Hostel Rules	Amendment	21	V, VI
Version 1.1	10 <sup>th</sup> April 2020	Annexure II – Leave Application Form	Amendment	29	V, VI

### **PREFACE**

1. This MBA Manual is a reference document for the academic year 2020-21
2. The Manual provides the Institute's official statement of rules, regulations, policies and procedures governing the design and administration of the MBA Programme. The Manual also outlines the expected standards of academic performance, other rules and policies (such as those concerning general conduct and discipline, hostel, anti-ragging, prevention of sexual harassment) related to the programme. 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 sole discretion of the Institute, and from time to time updated information may be distributed regarding policy and regulation changes. Official communication regarding change of rules and/or regulations and/or procedures from the Director of the concerned Programme shall overrule the provisions laid down in the Manual.

## **I. ACADEMIC PROGRAMME**

### **Master of Business Administration (MBA) Programme**

The MBA Programme has been divided into three segments – compulsory courses in the First Year; summer internship in organizations for a period of 8 weeks; and elective courses in the Second Year. An academic year consists of three terms, each term spanning across 11 to 13 weeks. Please refer to the notice board for details about term dates, and month-wise schedule of academic and other activities.

### **A. COURSE STRUCTURE**

#### **a) 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:

<b>Course Credit</b>	<b>Credit Points</b>	<b>No of Sessions</b>	<b>Contact Hours</b>
Full	3	20	30
Three-Fourth	2.25	15	22.5
Half	1.5	10	15
One-third	1	7 (6+1)	10 (1.5*6+1)

- iii. Summer project is considered equivalent to 3-credit points.
- iv. A term paper is considered equivalent to a 3-creditpoint course, although it is not a regular in-class course. Each student is expected to spend 100 hours in completing a term paper.

#### **b) Compulsory and Elective Courses**

- i. All first year courses are compulsory
- ii. Each student, who qualifies for promotion to the second year at the end of first three terms, shall undertake his/her summer project, as a compulsory pass/fail Credit course, during the summer vacation at the end of Term-III. While computing the CGPA, summer project credit points will be added to the total number of credit points earned by a student in case of an 'F' grade awarded to the student.

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### Course Structure for MBA First Year and List of Compulsory Courses

#### List of Term-wise Compulsory Courses -MBA

Group	Term I	Term II	Term III	Total credits
Finance	Management Accounting I (3)	Management Accounting II (1.5) Financial Management I (2.25)	Financial Management II (2.25)	9
HR/OB	Organizational Behavior I (3)	Organizational Behavior II (1.5)	Human Resource Management (1.5)	6
Marketing	Marketing Management I (3)	Marketing Management II (3)		6
Economics	Microeconomics (3)	Macroeconomics (3)	India and the World Economy (1.5)	7.5
Operations Management & Quantitative Techniques	Statistics for Management (3)	Operations Research (3) Decision Models/ Design Thinking (1.5)	Operations Management (3)	10.5
IT & Decision Sciences	Information Technology & Systems (2.25)	Business Research Methodology (3)	Business Data Analytics (2.25)	7.5
Strategic Management			Strategic Management (3)	3.0
Business Communication	Managerial Oral Communication (1)	Workshop on Interviews and Presentations (1)	Written Communication Analysis (1)	3
Public Policy and Management	Sustainable Development (1.5)		Indian Legal System (1.5)  Business Ethics & Corporate Social Responsibility (1.5)	4.5
<b>Total</b>	<b>19.75</b>	<b>19.75</b>	<b>17.5</b>	<b>57.0</b>

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### c) Second Year Course & Credit Structure, Elective & Audit Courses

Any elective course offered at IIM Bodhgaya to Second year MBA students can be taken on Credit basis only

#### i. Total Number of Credit points in Elective Courses in MBA-II:

**MBA:** A MBA student shall take a minimum of **42-credit point** [excluding term paper(s)] and a maximum of **54-credit point elective courses** on credit basis in the second year spread over three terms (Terms IV, V and VI), subject to restrictions specified below.

#### ii. Term wise Total Number of Credit points to be earned in MBA-II:

- a) In Term-IV, a student has to earn a minimum of **15-credit points** (excluding term paper) and a maximum of **21-credit points**.
- b) In Term-V, a student has to earn a minimum of **15-credit points** (excluding term paper) and a maximum of **21-credit points**.
- c) In Term-VI, a student has to earn a minimum of **9-credit points** (excluding term paper) and a maximum of **18-credit points**.
- d) A student may take a maximum of two Term Papers of 3-credit points each, in the second year of the programme, with not more than one Term Paper in any Term.

#### iii. Audit Course Policy for Elective Courses:

- a) As agreed in the 5<sup>th</sup> Faculty Council Meeting, a candidate can enroll for a running elective course as Audit by submitting a fee of INR 7000/- during the term registration.
- b) On successful completion of the Audit course, amount of INR 5000/- shall be refunded back to the candidate. The remaining INR 2000/- shall be utilized towards the academic & course material expenses.
- c) Rules & Regulations for the Audit paper shall be in-line with the policy applicable for the respective Elective (s).
- d) On successful completion of the Audit paper, a grade 'P' shall be indicated in the consolidated grade sheet.

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### d) Term Paper

- i) In the second year of the programme, in addition to the announced elective courses, any student, who feels that he/she would benefit by going deep into any subject that is not included in the elective course list, may take up a three-credit term paper with the approval of the MBA Committee. A term paper should be an original piece of work.
- ii) Students are not allowed to take term papers in the first year.
- iii) A term paper is not considered to satisfy the minimum credit requirements in any term or the minimum total credit requirements in the second year. In other words, a student must satisfy the minimum credit requirements from the elective courses. However, term papers(s) are included in the maximum credit point calculations.
- iv) A student may take a term paper jointly with another student.
- v) The maximum number of credit points permissible under the option of term paper is six (equivalent to two full courses) which must be distributed over the terms of the second year. A student shall not take more than one term paper in a term.
- vi) A student desiring to opt for a term paper should identify the theme of interest and preferred faculty guide. The student should submit his/her application in the MBA designated format, duly signed by the proposed faculty guide, to the MBA office. The application should be supported by a detailed proposal. The proposal should include the title of the term paper, objective and scope of the study, methodology, work plan, deliverables and references, if any. The length of the proposal should be around 500 words, and the application, along with a **Declaration Form (See Annexure 1)**, must be submitted as per the due date mentioned in the Academic Diary.
- vii) Each student is expected to spend around 100 hrs in completing the term paper.
- viii) Student should spend a min. of 30 contact hrs. with the faculty guide.
- ix) Similarity Index should not be more than 15% and plagiarism report must be submitted with the final report for grading & evaluation.
- x) The proposal submitted by the student needs to be approved by the MBA Committee. The MBA Committee will discuss the proposal and decide on the application. In case, it rejects the application, it will inform the student accordingly.
- xi) The MBA Committee will consider only those proposals, which are complete in all respects. The decision of the MBA Committee in this regard will be final.
- xii) Each student should report to the faculty guide preferably once in every week.
- xiii) Each student must submit a **copy** of the term paper to the MBA office by the first day of the end-term examination of the relevant term. Otherwise, students shall be awarded an “F” automatically.

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### **e) Summer Project**

- i. Each student who is promoted to the second year is required to undertake a summer project (equivalent to **three credit** points) with a company during the summer. Term papers or research projects under the guidance of faculty **cannot** be undertaken in lieu of a summer project.
- ii. Students may receive a stipend from the host company.
- iii. Students shall submit copies of their Summer Project Report to MBA Office on or before the date announced for such submissions for the relevant year, which will be forwarded to the Institute Archive for record.
- iv. Submission of final Summer Project Report after the last date for submission can be done only with a prior approval and authorization from the Chairperson- MBA. However, suitable penalty will be imposed in case of delayed submission.
- v. If a student fails to complete his/her summer project for valid medical reasons he/she will have to complete the Summer Project along with the next batch.

### **f) Summer Internship Project (SIP) Evaluation Parameters**

SIP Evaluation will consist of:

1. Faculty Mentor Assessment – 25 %
2. Company Mentor Feedback – 15 %
3. Project Report – 30%
4. Project Presentation – 30 %
  - Each student will get 20 minutes for presentation and 10 minutes for Question and Answer session.)
  - Presentation should not include more than 15 slides.
  - Presentation should pre-dominantly include Research Methodology, Analysis, Findings, Recommendation and Implementation. Background Information and Company History should be kept to a minimum.
5. The students will be evaluated on the factors including Content, Methodology, Findings, Presentation & Queries handling. In the event of a student getting 'poor' evaluation report in respect of summer training project, it will be treated as unsatisfactory and also recorded as 'U' in his/her MBA Grade Sheet. The student with such a report will have a term/three months to have it converted into satisfactory ('S') after some additional work with the concerned company

### **g) Time Limit for Completion of the Programme**

A student should fulfill the requirements for MBA within thirty-six months of his/her admission into the programme.

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### B. PROGRAMME ADMINISTRATION

#### a. Term Registration

- i. Registration for each term should be done on dates announced by the MBA Office.
- ii. Students are required to pay the Term Fee as per the date and mode announced by the MBA Office. Only the exact amount of fees will be accepted. No excess amount or reduced amount will be accepted.
- iii. Late registration may be permitted with the approval of Chairperson MBA for a period not exceeding ten working days from the last date for registration on payment of a fine for late registration. A fine @ Rs.100/- per working day will be charged if the student does not pay the fees within 3 working days from and inclusive of the date of registration. If a student pays his/her fees on the 4<sup>th</sup> or 5<sup>th</sup> working day then the fine would be Rs.300/- and 400/- respectively. If a student pays his/her fees from the sixth to the tenth working day, both days inclusive, the fine would be Rs. 1000/-. If a student fails to submit the fees within ten working days from the date of registration, his/her registration would be suspended immediately. During the period when a student's registration is suspended, his/her class attendance will be cancelled by the MBA Office even if he/she attends classes and signs on the class attendance sheets. Registration may be restored and class attendance will be given weightage only after the student has paid his/her fee along with a fine to be decided by the MBA Committee, which would include, at the minimum, a payment of additional fine (over and above the late fine up to the 10<sup>th</sup> working day) for further delay beyond the tenth working day as mentioned below. The mentioned late fine rates would be three times in case of NRI students. [See the table below]

Late registration on or during	2 <sup>nd</sup> & 3 <sup>rd</sup> working days	4 <sup>th</sup> working day	5 <sup>th</sup> working day	6 <sup>th</sup> -10 <sup>th</sup> working days	11 <sup>th</sup> -15 <sup>th</sup> working days	16 <sup>th</sup> -20 <sup>th</sup> working days
Total amount of fine for a non-NRI student (in Rs.)	Zero	300/-	400/-	1000/-	3000/- (min)	5000/- (min)

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### b. Course Registration

- i. Registration for elective courses would be completed immediately after the mid-term of the previous term based on course-related information provided by MBA office.
- ii. A student can register for courses for a maximum of 21 credits in Term-IV and V and maximum 18 credits in Term-VI for MBA.

	In Credit points			
Summer Project, as a Compulsory Pass/Fail Credit Course*	3			
Total limit $x$ for credit points in Elective Credit courses	MBA: $42 \leq x \leq 54$			
Term-wise limit $z$ for credit points in Elective Courses**	MBA	Term-IV $15 \leq z \leq 21$	Term-V $15 \leq z \leq 21$	Term-VI $9 \leq z \leq 18$
*A "Credit Course" means a course taken on credit basis and only such a course contributes towards credit requirements of the programme.				
**A Term Paper in the second year may be taken only after a minimum of 18-creditpoint (2-credit point) regular in-class courses are taken, subject to Term Paper rules, in Terms-IV&V (VI).				

### c. Class Attendance

- i. Students will not be allowed to carry Mobile phones/tablets or any food and drinks other than water inside the classrooms/lecture halls.
- ii. Attendance is compulsory for all courses.
- iii. Students involved in proxy will be penalized of two class attendances.
- iv. Students are expected to attend all the classes of a given course. However, to accommodate short-term contingencies, a minimum of 80% attendance for classes held is stipulated for a course. Thus, the cushion of 20% is given to accommodate absence from class due to minor ailments, participation in co-curricular activities, exigencies in the family and any other short-term contingencies.
- v. In view of the varying nature of pedagogy in different courses, some courses may not have classes for a part of a Term, and students may be required to do project work during this period. However, in such cases students will be required to submit interim/final project reports, design documents, or demonstrate part of the project under development.
- vi. In such cases, attendance will be taken during the sessions in which students are required to present their initial/final project designs, intermediate reports, project presentations, etc. The number of lecture sessions replaced by such project work will not exceed 4 lectures in a full 3-creditpoint course (2 lectures in a 1.5-creditpoint course). Course coordinator/Instructor will inform the concerned students and MBA office at the beginning of the course about the days during which classes will be replaced with project work and the actual number of sessions for which attendance will be taken during the course.

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- vii. In computing the percentage of attendance, the number of actual sessions held will be considered in the denominator.
- viii. For a student whose attendance falls short of 80% , the penalty will be as follows:  
Let  $\alpha$  = the percentage of attendance of a student in a course, obtained after rounding off up to the second decimal place.
- a) If  $\alpha < 50.00$ , the student will be awarded a permanent 'F' in the course.
- b) If  $50.00 \leq \alpha \leq 59.99$  then the grade of the student will be adjusted as shown in the following table:

Actual grade	A+	A	A-	B+	B	B-	C	D	F
Adjusted grade	A-	B+	B	B-	C	D	D	D	F

- c) If  $60.00 \leq \alpha \leq 79.99$ , then the grade of the student will be adjusted as shown in the following table:

Actual grade	A+	A	A-	B+	B	B-	C	D	F
Adjusted grade	A	A-	B+	B	B-	C	D	D	F

**If a student's attendance falls short of 80 percent and he/she misses the mid-term/end-term exam**, the penalties applicable in both cases would be applied, unless the student's attendance fell short because (s)he suffered from a major ailment requiring prolonged bed rest or hospitalization.

- ix. Major Ailment - Loss of attendance and/or missing mid/end term examinations.
- a) A student will be considered to have suffered from 'major ailment' if (a) the ailment requires prolonged hospitalization or bed rest or isolation or it is a psychiatric illness (e.g. depression, schizophrenia), and (b) the MBA Office is informed in writing about the ailment within two days of hospitalization or diagnosis, and (c) the ailment is verifiable by the Institute's doctor or from the hospital certifying that the student is not fit to study or attending classes. Anyone who is found to have fudged documents in this regard will be summarily expelled from the Programme.
- b) Period of ailment, as certified by appropriate medical authority, will not be counted towards attendance calculation.
- c) However, if the period of major ailment exceeds 50% of sessions in a term, the student has to temporarily withdraw from the programme on medical ground;
- d) If a student misses scheduled mid/end term examination during the period of major ailment, make up examination will be arranged without any implication on the final grade, subject to clause (iii) above. There will be no re-examination for these make up examinations.
- e) If a student misses component(s) of evaluation, other than mid/end term examination, in a course during the period of major ailment it will be up to the respective Course Coordinator/ instructor to decide how those components can be compensated for, if at all.
- f) For any other case(s) not included above, the same would be decided upon by the MBA Committee.

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- x. The above rules will override any individual course specific rules for attendance set by a course instructor.
- xi. Students shall return to campus after their Summer Project by the day before Term-IV commences. Students coming late will not be given weightage for attendance for classes missed under any circumstances.
- xii. Submission of the Instructor and Course Feedback is compulsory as and when notified by the MBA office during the term. A student who fails to submit the feedback will not be allowed to appear in the end-term examination and a financial penalty to the tune of Rs.1,000/- per case will be imposed on the student for not giving the feedback within the stipulated deadline.

### d. Leave of Absence

- i. Students who leaves the campus, except for vacations, should obtain prior leave of absence from the MBA Office. The MBA Office will provide a form which should be filled up and signed by the AO-MBA\* signifying his absence. One copy should be retained in the MBA Office, the second with the Hostel Office and the third copy will be sent to the Security in-charge.
- ii. Students leaving the campus with prior approval of the MBA Office will have to produce the signed leave application form (*Annexure 2*) to the security personnel posted at the Main Gate before they may be allowed to leave. Upon return, students need to get the leave application form countersigned by the Hostel Office and return it to the MBA Office either on the day students return to the Institute or on the first working day that follows, in case students return to the Institute on a holiday. Non-compliance with this will be treated as indiscipline and appropriate action will be taken as per rules concerning indiscipline in the programme.

### e. Examinations:

#### **General Guidelines for Mid Term and End Term Examination:**

- All students must occupy their respective seats as per the seating plan. Any student found shuffling the seating arrangement, or not occupying his/her seat at the scheduled commencement time for the examination may be disallowed from the examination.
- Student must sign on attendance sheet, main and supplementary answer sheet.
- No student should be allowed to enter the exam hall if he/she is delayed by more than 10 minutes.
- No student should be allowed to leave the examination hall for at least 1 hour after the exam start time and 30 minutes prior exam end time (unless it's an emergency)
- Invigilators have been authorized to disqualify any student found violating any of the instructions or resorting to unfair means.

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\*For the purpose of this document, AOP could also refer to the staff member who is authorized by the Director/Chairperson MBA to head the MBA Office staff in his/her absence.

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- Students may leave the examination hall during the intervening period, one examinee at a time, after obtaining necessary permission from the invigilator(s)
- Students will not be allowed to carry any food and drinks other than water inside the examination rooms/halls.
- Students will not be allowed to carry or keep mobile phones/pagers/alarm clocks in their possession during examinations inside the examination room/hall.
- Students may leave the examination hall during the intervening period, one examinee at a time, after obtaining necessary permission from the invigilator(s).

### f. **Penalty for Malpractices during examination**

Any student found guilty of any kind of malpractice or misconduct such as non-conformance to the rules and instructions given to invigilators including plagiarism in Term Papers, Project Report, Summer Project, Course Assignments etc. during any examination (namely, quiz, mid-term, end-term etc.) or while abroad as part of the student exchange programme will face a penalty as mentioned below:

#### A) For the **first time offender**:

- i) For First Year: a penalty of **permanent 'F' grade with compulsory course repeat** in the next year including Community services like giving attendance sheets in classes, delivering water in classrooms etc. and his/her name would be displayed on the notice board.
- ii) For Second Year: remedial work during the Summer and after completion, provisional certificate to be issued in the month of June.
- iii) In either case, the final decision on grading will be taken by the course faculty/MBA Committee depending on the severity/seriousness of the malpractice.

#### B) For the **repeat offenders, expulsion from the Institute.**

Notwithstanding the academic regulations mentioned above, the Chairperson, MBA is empowered to refer to the MBA Committee any deserving case for review. The MBA Committee will review such cases and make appropriate recommendations for a decision by the appropriate authority.

### g. **Evaluation**

- i. Any faculty of a course (irrespective of credit structure) must use two or more of the following evaluation methods for assessment:
  - Mid-term examination
  - Quiz (announced or unannounced)
  - End-term examination
  - Project work/assignments
  - Class participation
  - Oral examination
  - Take home assignments/tutorials

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- ii. Midterm & End Term are compulsory for a full credit course with a minimum weightage of 20% and 30% respectively.
- iii. Midterm examination might be optional for courses with credits less than or equivalent to 1.5 credits. For such courses a final examination of 30% weightage along with two other evaluation components (mentioned aforesaid) is mandatory.

### **h. Make-Up Examination/Re-Examination**

- i. Students who secured 'F' grade in a course will be allowed to take a re-examination on a date scheduled by the MBA Office.
- ii. If a student secures a grade higher than 'D' in the re-examination the grade would be reduced to 'D' for calculation of CGPA. The grade for the course in the grade sheet will also be 'D'.
- iii. If a student secures an 'F' grade in the re-examination, it would be converted to a permanent 'F' with no further opportunity for make-up examination.
- iv. Make-up examination shall be conducted for students who were absent during the mid-term or end-term examination due to illness of self or sudden serious illness of parents, spouse or child, or sudden demise of parents, spouse or child. Students should inform the MBA Office well in time of any such illness/event with supporting documents. At the end of each midterm or end term examination, the AO- MBA will prepare a course-wise list of students who are 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 MBA Office. 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 the make-up/re-examination week for a Term.
- vii. In case, a student seeks permission to appear in the make-up/re-examination for illness, other than prolonged illness, he/she should produce a certificate from the Resident Doctor. In case, a student has left the hostel after obtaining approved *a priori* leave of absence from MBA Office due to illness, or sudden serious illness of parents, spouse or child, he/she will have to produce a certificate from a Registered Medical Practitioner to be eligible to appear in the make-up/re-examination. This certificate will have to be submitted on the day the student returns to the Institute, or the first working day that follows, in case the student returns to the Institute on a holiday. In case, a student seeks permission on the ground of demise of parents, spouse, or child, he/she will have to produce the death certificate to be

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eligible to appear in the make-up examination. The final discretion regarding eligibility for make-up/ re-examination will lie with the MBA Committee.

### **i. Procedure for Review of Answer Scripts and Revision of Grades**

- i. The MBA Office 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 MBA Office, after grades for all the courses for Term-III/Term-VI are received by the MBA Office.
- ii. The MBA office will announce a schedule for display of 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". The fee is refundable if there is a change in marks/grades obtained. Under no circumstances, however, can the answer scripts be taken away by the students from the custody of the MBA office. All answer scripts are retained by MBA office after re-evaluation is over and will be kept in the custody of MBA office. Answer scripts will under no circumstances be handed over to students after re-evaluation.
- iii. If a student is unable to peruse his answer scripts during the scheduled time, MBA office may arrange to show the answer scripts on a later date with the approval of the Chairperson, MBA. Illness or absence from Campus on approved (by AO-MBA) leave will be regarded as valid reasons for the student's inability to verify answer scripts on scheduled dates.
- iv. MBA Office will exhibit answer-scripts at the first convenient date immediately on receipt of the same.
- v. **MBA-I students are expected to remain on campus until the Institute closes for the Summer Vacation.** Their absence from campus when papers are displayed for re-evaluation cannot be cited as a reason for requesting re-evaluation after the Summer Vacation.
- vi. **MBA-II students are expected to remain on campus until the Convocation.** Their absence from campus when papers are displayed for re-evaluation cannot be cited as a reason for requesting re-evaluation after the papers for Term-VI have been displayed or after Convocation.
- vii. **Students or MBA students' representatives should not directly approach an Instructor with requests for reevaluation or for higher grades.**  
*All requests for reevaluation of papers should be routed through MBA Office.* MBA Committee will take suitable action against students or MBA students' representatives if found guilty of violation of this procedure.

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### j. MBA Grading Policy

- i. As agreed in the 5th Faculty Council Meeting dated 20th February 2020, a 10 pointer grading system is being implemented for IIM Bodh Gaya MBA Programme from MBA Batch 06 (2020-22) onwards.

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

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

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

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

If, $9 \leq CGPA \leq 10$ ,	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 =	$55 + (CGPA - 5) \times 11$

- ii. 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 ground (except on Major Ailment) and is eligible to take a make-up exam, will be adjusted downward as followed by the MBA office 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

- iii. For a Pass/Fail course the letter grade awarded will be either 'P' (for Pass) or 'F' (for Fail) with no grade point assigned to it.
- iv. 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 MBA Office.
- v. For the purpose of CGPA computation and announcement of CGPAs at the end of a Term, all such 'I' grades, except for the Summer Project, shall be converted into 'F' grades. If a feedback certificate from the host company indicating completion of the summer project by the student is not received by the MBA Office, the 'I' grade for the summer project will not be converted into an 'F' grade and the concerned student shall be asked to complete the Summer Project in the following summer subject to the rule of having to complete all requirements within 36 months of his/her admission into the programme or to withdraw from the programme.

## MBA Policy and Guidelines for AY 2020-21

### k. 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 first year, the candidate should have been awarded 'F' grades in courses totaling 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 'F' grade in a 3-Credit course is equivalent to 'D' grade in separate courses totaling six credits. i.e. for a 3 credit course; 1F = 2D*

- iii. The candidate will be permitted to undertake the summer project and be permitted to register for Term-IV provided he/she fulfills the aforesaid promotion criteria.
- iv. Each student who is promoted to the second year is required to undertake a summer project (equivalent to three credit points) with a company during the summer. Term papers or research projects under the guidance of faculty cannot be undertaken in lieu of a summer project.
- v. A candidate failing to fulfill any of the above promotion criteria shall have the option of repeating the first year of the programme or withdrawing from the programme.
- vi. A student who is repeating the first year of the programme will have to withdraw from the programme if he/she fails to meet the above promotion guidelines, without any chance of appeal to the MBA Committee.

## MBA Policy and Guidelines for AY 2020-21

### I. Award of Degree

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

**For MBA Students:** Along with the Degree, a student will receive a **grade-sheet showing all the courses** (including Term Papers, Summer Project) taken at IIM Bodhgaya, as applicable, credit points, grades, GPA, CGPA etc.

- ii. At the end of any Term, considering all Compulsory and Elective Courses at IIM Bodhgaya, including Term Papers and Summer Project, as applicable up to that Term in the first or second year of the MBA programme, the candidate must not have 'F' grades in courses totaling 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 programme forthwith

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

- iii. All those students, who must have fulfilled the conditions listed above and also obtained a CGPA of 5.00 or more at the end of Term-VI are awarded with the degree of "Master of Business Administration" (MBA)
- iv. In addition to the fulfillment of the aforesaid criteria, for the award of the "Master of Business Administration" (MBA) degree, the candidate must score a minimum CGPA of 5.0 at the end of Term VI.
- v. If a student obtains a CGPA of less than 4.75 at the end of Term-VI, he/she will be failed and must withdraw from the programme without any chance of appeal to the MBA Committee.
- vi. If a student obtains a CGPA between 4.75 and 4.99 (end points included), his/her case will be reviewed in the MBA Committee and subsequently a decision will be taken by the MBA Committee/ Faculty Council. Depending upon the merit of the case, a student may be asked to:
  - a. do suitable extra work as remedial courses, in consultation with Chairperson-MBA, to make up for the deficiency in CGPA, or
  - b. repeat the second year, or
  - c. withdraw from the programme
- vii. The following procedure shall be followed while undertaking remedial courses:

A student having a CGPA between 4.75 and 4.99 (end points included) might be allowed to undertake a remedial course with the concurrence of the Chairperson-MBA and MBA Committee. Chairperson-MBA, in consultation with the MBA Committee and the

## MBA Policy and Guidelines for AY 2020-21

Course Instructors, would decide upon the number and nature of remedial courses to be taken.

- a) Remedial course work must be completed before the commencement of the next academic year.
- b) After completion of the remedial course work, if a student fails to makeup the deficiency in CGPA (i.e., the CGPA falls short of 5.00) he/she would have to compulsorily withdraw from the programme and his/her registration would be deemed to have been cancelled without any further notice.
- c) On completion of the remedial course work, **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 course work.
- 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 compulsorily withdraw from the programme and his/her registration would be deemed to have been cancelled without any further notice.

### m. Award of Rank

- i. A student's relative rank in his/her Batch, after completion of the programme, 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 on the basis of Credits earned and Grade points obtained in all Compulsory and Elective Courses up to the end of Term VI taken on Credit basis at IIM Bodhgaya.
- iii. After completion of the programme, Prizes and Honours will be awarded, based on this Rank List, if not otherwise specified for particular Prizes/Honours.
- iv. Total number of credit points to be taken for CGPA computation for Rank, taking all Compulsory (except the Summer Project) and Elective Courses is as follows:

**For MBA Students: Min.57 credits in MBA I + min. 42 credits in MBA II + additional 3 credit points if 'F' grade is obtained in the Summer Project**

## **MBA Policy and Guidelines for AY 2020-21**

### **n. Temporary Withdrawal from the Programme**

- i. MBA students can apply for a temporary withdrawal from the programme before the beginning of end-term examinations for a term or during the Summer Internship. However, such withdrawal can only be for valid medical reasons.
- ii. An application for such temporary withdrawal from the programme must be approved by the MBA Committee.
- iii. However, a student withdrawing from the programme temporarily must rejoin the programme and complete all requirements within 36 months of his/her admission into the programme.

### **o. Compulsory Withdrawal from the Programme**

- i. Whenever a student accumulates 'F's in more than 6-creditpoint equivalent courses at the end of any Term considering all Compulsory and Elective Courses at IIM Bodhgaya, including Term Papers and Summer Project, as applicable up to that Term in the first or second year of the MBA, he/she must withdraw from the programme forthwith.
- ii. A student cannot complete the Programme and must withdraw from the programme forthwith if any part of the Programme including the Summer Project is not completed within 36 months of the student's entry into the Programme. [For example, a student who has repeated the first year of the programme will have to withdraw from the programme if he/she has CGPA shortfall at the end of Term III in the repeated year.]
- iii. If a student is expelled on disciplinary ground that will amount to compulsory withdrawal from the programme.

### **p. Permanent Withdrawal from the Programme**

Students who wish to/are required to withdraw from the programme permanently/compulsorily must inform the MBA-Chairperson in writing before leaving the campus. The caution deposit for withdrawing students will be reimbursed only after all dues have been cleared.

## **II. Campus and Hostel Rules & Regulations**

### **A. Accommodation and Membership**

- i. All students of the MBA will be required to live on campus in the hostel accommodation provided to them.

### **B. Residence Rules**

- i. Students should not change their officially allotted hostel rooms without prior approval of the Hostel Warden and under intimation to Hostel Supervisor. The request for room change will not be entertained unless there is a serious infrastructure issue or any administrative issue warranting such change.
- ii. At the time of taking possession of the allotted accommodation, students are required to make an entry in the Hostel Register and fill the Hostel Registration and Inventory forms in duplicate. One copy of the inventory form will be given to the student and one copy will be kept with the Hostel supervisor.
- iii. It is the students' responsibility to take proper care of any equipment/furniture allotted to him/her by the Institute. The damage or destruction of the Institute's property will be treated as a serious breach of discipline and full charges for repair or replacement with penalty, if imposed, will be recovered from individual students or the students committee, as the case may be.
- iv. Students are not allowed to remove any items provided in their hostel room.
- v. Students will not be allowed to use any kind of electrical gadgets in their hostel rooms except IT Equipment and table lamps.
- vi. As and when students are away from their rooms, they must switch off all electrical appliances in the room to conserve energy. Anyone violating will be liable to penalty as applicable.
- vii. Students will be billed for the use of telephone/telex/fax facilities provided to them by the Institute
- viii. Students are required to take adequate care of their personal belongings and should not keep their rooms unlocked at any point of time when they are away from their room. They may do so at their own risk and the administration will have no responsibility for any losses, if so caused. No complaints in this regard will be entertained.
- ix. In case of any theft due to room breakage or otherwise, and loss of items, students must inform the Hostel Supervisor immediately under intimation to Hostel Warden. To keep a record of such incident, the student is requested to submit an incident report to the hostel supervisor either by hard copy or through email who in turn will escalate the matter to the local police station through Administrative Branch, as may be required.

## **MBA Policy and Guidelines for AY 2020-21**

- x. Routine Service providers like Laundry person, Courier delivery person etc. will not be allowed to individual rooms. All transactions with such service providers need to be done at the entrance lobby of the Hostel. Violations, if any, would be dealt suitably.
- xi. Under no circumstances, students can share their rooms with any person without approval of the competent authority.
- xii. Guests/parents/guardians, visiting students in the hostels will sign the Check-in and Check-out registers specially provided with the security guard for this purpose. The visitation hours will be as decided by the competent authority will be strictly adhered to by all. Students will not take any guest to their rooms and will meet only at the designated place in the hostel.
- xiii. Students should obtain hostel clearance certificate from the hostel in-charge, counter signed by the Hostel Supervisor at the time of completion of the programme and hand over possession of the room to the authorities, post clearing all dues and obtaining clearance from all other concerned.
- xiv. Hostel Administration reserves the right to inspect hostel rooms as a routine maintenance check, and in case when there is reasonable doubt about rules being broken. Students must allow access to their allotted accommodation to the Hostel Administration on all such occasions.
- xv. Motor vehicle policy: The MBA students are not allowed to possess and keep any motorized vehicle inside the campus premises. If any student is found using motor vehicle, (s)he will be liable for disciplinary action including immediate confiscation of the vehicle. However, students can use bicycles, if desire so, in the campus.
- xvi. The students are required to be in their respective hostels premises as per Hostel in/out timings spelt out by the Hostel Management with prior approval of the competent authority. The specific requirements of change in Hostel timings, if any arising due to Academics curriculum would be taken care by the Hostel Management on projection by the students viz to cater for group activities like projects etc.

### C. Mess Rules

- i. IIM BG will have institutionalised messes running in all Hostels under overall control of the Hostel and Mess Committee. The mess services will be outsourced to Contractor/ catering service provider following the due process with active involvement of Mess committee and their nominated representative(s).
- ii. The tentative mess charges would be taken from the students as part of their fee. The surpluses/ deficit, if any in mess fee would be adjusted at the end of each term or time schedule as decided by the finance department of IIM BG.
- iii. All students will be members of their allotted mess. Mess Rules will apply to all students.
- iv. All students must have their meals in the Mess Dining Hall at the hours stipulated by the Mess Committee/management. These hours must strictly be adhered to.
- v. Food will not be served outside the Mess Dining Hall except in cases of sickness prescribed by a Doctor. For such cases the Mess in-charge should be informed at least three hours before the meal service time.
- vi. Hostel inmates shall not take out the chairs, other furniture, utensils, crockery and cutlery from the Dining Hall.
- vii. Owing to infrastructure constraints in the present scenario, night canteen facilities will not be provided to the students.
- viii. **App-based** list of vendors is allowed to deliver food to students in the campus. Vendors may deliver food till 10 PM to students. Vendors will deliver food at predesignated central location in the hostels as decided and approved by the CAO. Students are expected to collect their food orders from the central location, as vendors are not allowed to go to the room of any individual student.

**The above Hostel and Mess rules must strictly be adhered by all students. The defaulters, if any would be dealt in escalatory disciplinary manner as under: -**

- **First time Default:** The defaulter would be issued written warning by the Hostel Warden on reporting from Hostel Supervisor and after due diligence. The student may be required to do community service as decided by the hostel management.
- **Second Time Default:** Monetary penalty would be imposed as decided by the Hostel Management after due verification and establishing on record that the individual has defaulted second time.
- **Third Time Default:** Anyone remaining violating above rules third time irrespective of above two disciplinary action would be served notice by the Hostel management to vacate the Hostel room within stipulated time in the notice served on him.

### D. Rules on Ragging

- i. **Ragging in any form is prohibited in the IIM BG campus.**
- ii. Any complaints in relation to ragging should be informed to the Anti-Ragging Committee of the institute through the following email address: [arc@iimbg.ac.in](mailto:arc@iimbg.ac.in)
- iii. Students should note that they are prohibited from engaging in “any disorderly conduct, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do by act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or harassment 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).
- iv. Any student found to be indulging in one or more of the above-mentioned activities is liable to be punished. The punishment will be as per prevailing Government of India norms for prevention of Ragging. This could include expulsion from the Institute, suspension from the Institute for a limited period, a fine with a public apology, withholding of scholarships, debarring from representation in events, and withholding of results.

### E. RULES AGAINST SEXUAL HARASSMENT

- i. Following the guidelines and norms laid down by the Hon'ble Supreme Court (in Vishakha & Ors. Vs. State of Rajasthan & Ors. (Jt. 1997(7) SC 384) and the GOI DOPT's O.M. No. 11013/10/1997-Estt.A dated 13.2.1998, the Institute has constituted a "Complaints Committee" to address matters related to sexual harassment. Any incident of sexual harassment shall be reported to the Chairperson SAC, or to the Convener of the Complaints Committee. The Rules on sexual harassment shall apply to all members of the Institute including employees and students.
- ii. For the purpose of the Rules, 'sexual harassment' includes such unwelcomed sexually determined behaviour whether directly or otherwise, as
  - a) physical contact and advances;
  - b) demand or request for sexual favours;
  - c) sexually coloured remarks;
  - d) showing any pornography;
  - e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

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- iii. Any students found guilty of any of the above mentioned conduct shall be subject to such punishment as may be recommended by the Complaints Committee.

### **F. ACADEMIC DISCIPLINE:**

**The Institute attaches utmost importance to strict integrity and honesty in academic work by the students.**

- i. Students must maintain strict discipline in classrooms, examinations, tests, quizzes, take-home assignments and all other segments of academic work.
- ii. Resorting to copying or helping to copy in any form in examinations or quizzes or home assignments or other elements of evaluation, and/or reproducing passages from written work of others without necessary acknowledgement, and/or passing on or receiving papers in connection with any academic work to be evaluated, and/or canvassing for grades is strictly prohibited.
- iii. Unless otherwise specified by the concerned faculty, the students must not collaborate in any way with anybody. In other words, the answers as presented to the concerned faculty should be independent work of each student. They are advised that they should not, in their own interest, communicate their written analysis or answers of home assignments to any other students.
- iv. Ragging, gambling in any form and consumption of any narcotic drugs is strictly prohibited in the campus. Action will be taken against any student found to be disturbing the peace and tranquility in hostels and/or the campus, under the influence of alcohol/narcotic substance or otherwise. Eatables viz., TEA, COFFEE, SNACKS AND ANY OTHER ITEMS ARE STRICTLY PROHIBITED IN THE CLASS ROOMS.
- v. Students are not allowed to keep or carry weapons of any kind (including firearms) in the campus.
- vi. Students are not allowed to keep pets.
- vii. When a student finds it necessary, due to special circumstances, to spend more than one night in succession outside the campus, within or outside the city, (s)he should inform the MBA Office of this (via email), preferably well in advance. The MBA Office will provide a form which should be filled up in triplicate and all the copies should be signed by the AO (MBA) signifying acceptance of the request. One copy shall be submitted with the MBA Office, the second with the Hostel Office and the student should return the third copy to the MBA Office on return to the campus.

## **MBA Policy and Guidelines for AY 2020-21**

- viii. Chairs, furniture, newspapers and magazines in Hostel Common Rooms are not to be removed under any circumstances.
- ix. Glass panes and walls of the dining hall and other places at the hostel premises must not be used for displaying notices/posters (separate notice boards are available in the hostels) without prior permission of the AO (Hostels)/Hostel-In-Charge. In case posters are put up after such permission is obtained, care must be taken not to damage the walls and they must be removed promptly after the event.
- x. In order to keep a clean campus, dustbins provided around the campus must be used to dispose of refuse.
- xi. The students will be responsible individually or collectively, as the case may be for any littering, breakages and damages of any property of the Institute, for which appropriate fine will be imposed. Therefore students must take proper care in using the hostel and campus premises and facilities and shall not do anything to disfigure, deface or cause damage to buildings or to any articles or fixtures therein.
- xii. Hacking in any form and sending spam emails inside or outside the Institute is strictly prohibited.
- xiii. Students are expected to maintain proper decorum in the matter of dress and conduct both inside the campus and outside the Institute. Only Smart Casuals will be accepted inside the classrooms.
- xiv. When visiting other educational institutions in India or abroad to participate in any event or otherwise, students are expected to follow rules on discipline and conduct set by the institutions visited. The Institute reserves the right to initiate disciplinary action against a student found to be in violation of any rules or guilty of misconduct while visiting other institutions.

## **MBA Policy and Guidelines for AY 2020-21**

### **G. Student Academic Committee:**

Student Academic Committee serves as an integral part of the MBA and works in coordination with the MBA Office. Each member of the group is tagged with individual area and is expected to ensure smooth running of the courses (core and electives).

Class Representatives work in collaboration with all the committees and clubs to help in general administration of the activities concerning students, including the discipline in the class rooms and examination hall.

### **H. Policy for issuing Duplicate Identity Card**

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

- A copy of the FIR lodged in a police station
- A fine of Rs.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 laid within this document.

### **I. MEDICAL FACILITY FOR STUDENTS**

IIM Bodhgaya extends group Medical Insurance facility to all the students of MBA.

## **III. 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.**



*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 :

.....  
.....  
.....  
.....

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 MBA Committee has the authority to take appropriate action against me/us for violation of the MBA Rules pertaining to the Term Paper. I/We also understand that the decision of the MBA Committee 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

**MBA STUDENT LEAVE APPLICATION FORM**

Date.....

Name: .....  
Reg. No.: ..... Hostel: ..... Room 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: .....

Recommendation of Hostel Warden

Signature of the student

\*\*\*\*\*

**FOR MBA OFFICE USE**

Leave sanctioned from ..... to ..... 20....  
(MBA Rules for attendance and examinations missed during the leave period will be applicable)

Chairperson MBA/ Administrative Officer Programs

\*\*\*\*\*

**Campus Leaving Permission**

Date: .....

Time: .....

Signature of the student: .....

Signature of Hostel Supervisor: .....

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\*\*\*\*\*

**Joining Report**

Date: .....

Time: .....

Signature of the student: .....

Signature of Hostel Supervisor: .....

Copy to:

1. Personal file
2. Hostel Supervisor