

# **Ph.D. Programme in Management**

## **Policy and Guidelines**

**2021**



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



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## 1. Programme Objectives

The Doctoral Programme in Management (Ph.D.) at the Indian Institute of Management Bodh Gaya (IIMBG) is a full-time residential programme. The programme aims to foster high-quality researchers, innovative thinkers, and touchstone academics. The programme offers the chance to delve into multidisciplinary research in the domain of management education. Its purpose is to imbue learners with the necessary analytical and research skills required for a career in academics, management, and industry. In this spirit, the programme is run within an academically poignant environment that aids Ph.D. students hone their intellectual tendencies. The programme also aims at producing excellence in publishing high standard research output. In the academic year 2021, the Ph.D. programme is offered in the following discipline-

- 1) Operations Management and Quantitative Techniques
- 2) Information Technology and Systems
- 3) Marketing
- 4) Economics
- 5) Finance and Accounting
- 6) Human Resource Management and Organisational Behaviour<sup>1</sup>

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<sup>1</sup> Introduced through the amendment in the Faculty Council Meeting (FCM) dated January 18<sup>th</sup>, 2021

## 2. Admission<sup>2</sup>

### 2.1 Admission Criteria

IIM Bodh Gaya's Ph.D. program aims to admit individuals with exceptional academic background, strong motivation and discipline, and potential to become excellent researchers at international level. It is expected that research students will come from a variety of disciplines ranging from social sciences and humanities to physical sciences and engineering. Applicants are evaluated on their past academic achievements, motivation and preparation for the programme, letters of recommendation, scores on standard tests, and a personal interview with the faculty.

### 2.2 Qualification

**2.2.1** Candidates must possess one of the following qualifications to apply for IIM Bodh Gaya's doctoral programme:

Master's degree in any discipline, with at least 60 percent marks or equivalent grade point average,

or

Professional qualifications like CA, ICWA, CS with at least 60 percent marks or equivalent grade point average,

or

Five year/four-year Integrated Master's degree programme in any discipline, with at least 60 percent marks, obtained after completing higher secondary schooling (10+2) or equivalent,

or

Four Year/Eight Semester Bachelor's Degree in Engineering (B.E./B.Tech. / B. Arch.) with a minimum Cumulative Grade Point Average (CGPA) of 6.5 out of 10 or equivalent.

**2.2.2** Those who are appearing for their final year examination in the current academic year may also apply. However, their admission to the programme will be provisional subject to their successful completion of all requirements for obtaining the relevant degree before 30<sup>th</sup> June 2021.

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<sup>2</sup> Approved by the BOG in its 14<sup>th</sup> meeting dated December 2, 2020.

**2.2.3** The percentage of marks obtained by the candidate would be calculated based on the practice as followed by the respective University/Institution. In case of grades / CGPA, the conversion to percentage of marks would be based on the procedure as certified by the respective University/ institution. If any University/institution confirms that there is no scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.

## **2.3 Age Limit**

Candidate must not be more than 40 years as on 1st June 2021.

## **2.4 Reservation**

IIM Bodh Gaya will follow strictly the Government of India's Reservation Policy.

## **2.5 Admission Process**

**2.5.1** Candidates who fulfil the eligibility criteria as stated above are required to take Common Admission Test (CAT) held by the IIMs. Alternatively, those who have qualified GATE, GRE, GMAT or JRF(UGC/CSIR) examinations can also apply in the relevant area of specialization. The date of examination for GATE/GRE/GMAT/JRF must be 1<sup>st</sup> January 2019 or after and its score/result must be valid on or after 1<sup>st</sup> January 2021. Score of CAT 2019 and CAT 2020 will be considered. Admission to the programme is open to overseas candidates including NRIs and foreign nationals.

**2.5.2** Candidates who have already passed two-year full-time PGP completed in last 10 years from IIMs with minimum 60 percent marks or equivalent are exempted from the test score and can apply directly. It is necessary that candidates applying for exemption from test must attach copies of both side of the grade sheet to ascertain the equivalence between the grading systems of other IIMs, without which, the application for exemption from test will not be considered.

**2.5.3** The candidates short-listed on the basis of their academic record and performance in the competitive examinations mentioned above will be called to IIM Bodh Gaya for a personal interview for final selection and the successful candidates will receive offers by end May of that year.

**2.5.4 Offer Acceptance Amount:** A candidate receiving admission offer from IIM Bodh Gaya and accepting the offer within the stipulated date needs to send a commitment fee of Rs. 30,000

(the date of submission will be mentioned in admission offer letter) along with Offer Acceptance Form which will be adjusted against the amount of first instalment.

**2.5.5 Registration Fee:** Registration fee at the time of Admission: Rs. 2000

Annual Registration fee at the time of starting of new academic year: Rs. 1000

**2.5.6 Withdrawal:** If a candidate subsequently wishes to withdraw the offer within the withdrawal date specified in the Offer Letter, Offer Acceptance Amount will be refunded after deducting Rs. 1000/- as processing charges. In the event of withdrawal from the Programme after registration, and if seat consequently falling vacant gets filled by another candidate by the last date of admission, IIM Bodh Gaya will return the fees collected with proportionate deductions of fee and hostel rent, where applicable.

## 2.6 Selection Process

### 2.6.1 Test Score (CAT/GRE/GMAT/GATE/JRF(UGC/CSIR)) cut-off to shortlist for PI

**2.6.1.1** The CAT/GRE/ GMAT/GATE/JRF-UGC/CSIR percentile will be used for shortlisting candidates for PI. The tentative category-wise minimum percentile is as follows:

Minimum Percentile of CAT/GRE/GMAT/GATE/JRF-UGC/CSIR

Test		General	NC-OBC/EWS	SC/ST/DAP
CAT	Overall	80	75	65
	Sectional	70	65	55
GRE	Sectional*	70	65	55
GMAT	Overall	80	75	65
	Sectional*	70	65	55
GATE**		All GATE Qualified		
JRF(UGC/CSIR)**		All JRF Qualified		

\* Verbal and Quantitative sections only.

\*\* Only Relevant Subjects of GATE/JRF will be considered.

**2.6.1.2** The respective area will decide the number of candidates to be called for PI on the basis of short-listed merit list prepared for each category and specialization. However, if the actual number of shortlisted candidates were found to be more than the required number of candidates to be called for PI category-wise, then the overall as well as section wise minimum score would be increased to get the desired number of candidates. Candidate's academic profile from class X onwards will also be considered at the time of shortlisting.

### 2.6.2 Personal Interview

Upon being shortlisted as per the score of entrance test the candidate has to appear for a personal interview at IIM Bodh Gaya in front of the selection panel. The PI process will be of

two stages. The first stage will be of qualifying nature. Those who will qualify in the first stage, will be asked to appear in the second stage of the process. In the second stage, the selection panel will assess the suitability of the candidates for research work based on the portfolio of the candidate. The committee will look into a consistently good academic record, professional accomplishments, research interest, research aptitude, etc.

### **2.6.3 Preparing the Merit List**

Merit List will be prepared based on Personal Interview & Research Aptitude (second stage of PI), Academic Qualification and Relevant Work Experience. The following criteria will be applied for preparing the merit list.

- Personal Interview & Research Aptitude: 60%
- Work Experience: 15% (Candidate should have relevant work experience and accordingly marks will be given by selection panel)
- Academic Profile: 25%
  - ❖ 10th Standard : 5%
  - ❖ 12th Standard : 5%
  - ❖ Graduation : 10% (15% for the B.E./B.Tech. applicant without PG)
  - ❖ Post-Graduation: 5%

IIM Bodh Gaya reserves the right to modify any part of this document including the various criteria and cut offs mentioned at any time till the actual admission process for the batch is completed.



## 3. Structure of the Ph.D. Programme

### 3.1 Stages of the Programme

The programme consists of three stages: Course Work, Comprehensive Exam and Thesis.

The course work is spread across six terms. All Ph.D. students, irrespective of their areas of specialization, take a set of compulsory courses, as decided by their respective areas. All students are also required to take program-wide compulsory courses and electives of their choice.

Upon completion of the course work, the students take the Area Comprehensive Qualifying Examination (ACQE). The ACQE tests whether the student has obtained a satisfactory level of knowledge in his/her field of specialization and ready to move to the thesis stage. The structure of ACQE would be decided by the respective Areas. For more details regarding ACQE refer to Section 3.3.

Once (and, if and only if) a student passes the ACQE, he/she enters the Thesis stage. The Thesis stage consists of developing a thesis proposal, for which the student identifies a thesis topic, forms a Thesis Advisory Committee (TAC), presents a seminar on the thesis proposal to the TAC, and gets the thesis proposal approved by the TAC. Then the student works closely with the TAC on his/her thesis. On completion of the thesis research, the student submits the thesis, gives a seminar, and defends the same.

#### 3.1.1 Direct entry to the second year<sup>3</sup>

Candidates who have already completed two-year full-time PGP completed in last 10 years from IIMs with minimum 60 percent marks or equivalent and other exceptional candidates with a two-year full-time Post Graduate Degree in Management (as decided by the Ph.D. committee) may be allowed direct entry to the second year of the programme. The above candidates are provided a waiver for the first year PGP courses. However, the candidates must undertake nine credit compulsory Ph.D. courses (Qualitative Research, Quantitative Research, and Econometrics) during term IV, V, and VI, respectively. As the above candidates are considered direct second-year candidates, the program's duration, the timelines for various academic requirements, and institutional support availability will be adjusted accordingly.

The direct second-year entry students should perform their summer term paper and two non-credit compulsory courses after scheduled completion of Term VI. Hence their ACQE will be

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<sup>3</sup> Modified through the amendment in the FCM dated January 18<sup>th</sup>, 2021

within 3 months of the scheduled completion of term VI. The Thesis Proposal Submission deadline will be within 9 months of their completion of ACQE.

All other academic timelines, including the availability of institutional support and frequency of progress evaluation, will be according to the following rule:

*If 'n' is the timeline (in years) for an event for the regular candidates, the timeline will be 'n-1' years for the candidates who enter the second year directly.*

## 3.2 Course Work<sup>4</sup>

### 3.2.1 Course Work: Requirements and Structure

The course work requirements must be completed in two years.

#### I Year (Terms I – III and IIIS)

Course type	Credits	Specifications
MBA Core Courses and PhD Compulsory Courses	42-45	33-36 credits from MBA Programme and/ or Ph.D. level courses and three 3-credit, compulsory Ph.D. courses <sup>5</sup> (Qualitative Research Methods, Quantitative Research Methods, and Econometrics). 33-36 credit courses to be decided by the Area and it must be communicated to the Ph.D. office before the start of term I.
Summer Term <sup>6</sup>	3	Summer Term Paper and two Ph.D. Non-credit Compulsory Courses (Philosophy of Management and Teaching pedagogy, 15 hrs each) For Summer Term Paper, Refer to Section 3.2.13

<sup>4</sup> Modified through the amendment in the FCM dated January 18th, 2021

<sup>5</sup> The Ph.D. students enrolled in the academic year 2020-21 will take the three 3-credit, compulsory Ph.D. courses (Qualitative Research Methods, Quantitative Research Methods, and Econometrics) in Terms IV, V, and VI, respectively.

<sup>6</sup> Summer Term will be called Term IIIS

## **II Year (Terms IV – VI)**

<b>Course type</b>	<b>Credits</b>	<b>Revised</b>
Electives and Research Courses	Minimum 30	Minimum 30 credits: Ph.D. courses/MBA (term IV and V)
	Break down	Term IV minimum 12 credits. Term V minimum 12 credits. 18 credits must be Area electives (Ph.D. and MBA). At least 12 credits should be of Ph.D. level Area courses. Overall, at least 18 credits should be of Ph.D. level courses.
Mini Dissertation	6	Term VI Mini Dissertation - under a faculty member Refer to Section 3.2.13A

**Note: Partial course completion certificate will not be provided.**

### **Credit system**

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)

### **3.2.2 Academic Advisor**

For each Ph.D. student, a faculty member from their area acts as an academic advisor *till TAC formation*<sup>7</sup>. The academic advisor mentors the student till TAC formation. It is recommended that the student meets his/her academic advisor at regular intervals.

The student may seek guidance from the academic advisor for any matter connected with the academic programme. The student must also route all matters requiring administrative action through the academic advisor, in the spirit of keeping the academic advisor informed.

The academic advisory process operates as follows:

<sup>7</sup> Modified through the amendment in the FCM dated January 18th, 2021

Stage	Advisor	Nominated / Selected by
Ph.D. First Year till TAC Formation	Faculty member from the area	Area
After the formation of TAC	TAC Chairperson	Student

### 3.2.3 Term Registration

All students must register for courses on the registration day of each term. Only under special circumstances, Ph.D. Chairperson may permit late registration. Registration by students beyond their first year will be subject to their satisfactory completion of the previous year's requirements unless any waivers are explicitly granted by the Ph.D. Committee (PC).

If a student is unable to complete the programme in the stipulated time and is permitted to continue in the programme, he/she must register for each term on the registration day and deposit the registration fees (if any) and all other charges (if any) towards the facilities proposed to be used during the term.

### 3.2.4 Course Selection and Course Registration

Course Registration should be done in a timely manner. Instructors will provide a detailed outline of their courses. Outlines describe the schedule of sessions and the readings prescribed for each session. Students are required to fill and submit a course registration form in consultation with their respective Academic Advisor. This form has to be submitted to the Ph.D. Office well in time before the beginning of each term duly signed by both the student and the Academic Advisor.

In the case of Ph.D. electives, students are expected to make an informed decision of picking up a course by looking at the course coverage, material, and talking to the faculty offering the course. In case the student feels after the first two sessions of 90 minutes each (for 3 credit course) that the course does not match expectations, the student may drop the course, duly informing the Ph.D. office in writing through his / her academic advisor. However, he/she will not be allowed to take any course in lieu of the dropped course. A course, if not registered for by any student until the term starts, will not be offered.

### Audit Course Policy for Elective Courses:

- As agreed in the 5th Faculty Council Meeting, a candidate can enrol for a running elective course as Audit by submitting a fee of INR 7000/- during the term registration.
- 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.
- Rules & Regulations for the Audit paper shall be in-line with the policy applicable for the respective Elective (s).
- On successful completion of the Audit paper, a grade 'P' shall be indicated in the consolidated grade sheet.
- **Alternatively, a student may be allowed to sit through a course with the approval of the course instructor. These courses won't be graded.**

#### 3.2.5 Class Attendance

- i. Attendance is compulsory for all courses.
- ii. Students involved in proxy will be penalized of two class attendances.
- iii. 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.
- iv. 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. In such cases, the fulfilment of attendance criterion would be decided by the course coordinator.
- v. 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.

- vi. Major Ailment - Loss of attendance and/or missing mid/end term examinations:
- 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 Ph.D. 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.
  - Period of ailment, as certified by appropriate medical authority, will not be counted towards attendance calculation.
  - However, if the period of major ailment exceeds 50% of sessions in a term, the student must withdraw from the course (**only after approval from the course instructor and advisor**) on medical ground.
  - 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.
  - If a student miss 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.
  - For any other case(s) not included above, the same would be decided upon by the PGP Committee/PC for PGP/Ph.D. Courses
- vii. The above rules will override any individual course specific rules for attendance set by a course instructor.

- viii. 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.
- ix. Submission of the Instructor and Course Feedback is compulsory as and when notified by the PGP/Ph.D. office during the term.

### **3.2.6 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.
- 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).

#### **3.2.7 Penalty of Malpractices during examination**

Any student found guilty of any kind of malpractice or misconduct such as nonconformance 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:

- i. For the **first time offender**: 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. The final decision on grading would be taken by the course faculty/PC depending on the severity/seriousness of the malpractice.
- ii. For the **repeat offenders**, **expulsion from the Institute** is a possibility. However, the Chairperson, Ph.D. may decide to refer to the PC the case for review, which may review such cases and make an appropriate decision.

### 3.2.8 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
- ii. Midterm & End Term are compulsory for a full credit course with a minimum weightage of 20% and 30% respectively.
- iii. For courses which are less than full credit, midterm examination is optional. However, for such courses a final examination of 30% weightage along with two other evaluation components (mentioned aforesaid) is mandatory.

### 3.2.9 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 PGP/Ph.D. 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 case to the PGP/ Ph.D. office.
- 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 PGP/Ph.D. 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 Ph.D. 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 eligible to appear in the make-up examination. The final discretion regarding eligibility for make-up/ re-examination will lie with the PC.

### **3.2.10 Procedure for Review of Answer Scripts and Revision of Grades**

- i. The PGP 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 PGP Office, after grades for all the courses for Term III /Term-VI are received by the PGP Office. The Ph.D. Office will announce the grades in all courses as and when these are received.
- ii. The PGP/Ph.D. 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 PGP/Ph.D. office. All answer scripts are retained by PGP/Ph.D. office after re-evaluation is over and will be kept in the custody of PGP/Ph.D. 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, PGP/Ph.D. office may arrange to show the answer scripts on a later date with the approval of the Chairperson, PGP/Ph.D. Illness or absence from Campus on approved (by Chairperson Ph.D.) leave will be regarded as valid reasons for the student’s inability to verify answer scripts on scheduled dates.
- iv. PGP/Ph.D. Office will exhibit answer-scripts at the first convenient date immediately on receipt of the same.
- v. Students should not directly approach an Instructor with requests for re-evaluation or for higher grades. All requests for re-evaluation of papers should be routed through PGP/Ph.D. Office.

**The students may contact PGP(Ph.D.) office for any examination related queries for PGP (Ph.D.) courses.**

### 3.2.11 Grading System

- 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 Academic Year (2020-21) onwards.

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

Grade	A+	A	A-	B+	B	B-	C	D	F
Grade Point	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.

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

Where  $C_i$  is the credit for subject  $i$  and  $G_i$  is the grade obtained in subject  $i$ .

CGPA to percentage conversion formula for the 10-pointer grading system

If, $9 \leq \text{CGPA} \leq 10$ ,	Percent score =	$93 + (\text{CGPA} - 9) \times 7$
If, $8 \leq \text{CGPA} < 9$ ,	Percent score =	$85 + (\text{CGPA} - 8) \times 8$
If, $7 \leq \text{CGPA} < 8$ ,	Percent score =	$76 + (\text{CGPA} - 7) \times 9$
If, $6 \leq \text{CGPA} < 7$ ,	Percent score =	$66 + (\text{CGPA} - 6) \times 10$
If, $5 \leq \text{CGPA} < 6$ ,	Percent score =	$55 + (\text{CGPA} - 5) \times 11$

- 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 PGP/ Ph.D. 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 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 Ph.D. Office.
- v. For CGPA computation and announcement of CGPAs at the end of a Term, all such ‘I’ grades shall be converted into ‘F’ grades.<sup>8</sup>

The Ph.D. office will normally communicate the final letter grades in various courses with the cumulative total grade points to the students. The grades submitted by an instructor to the Ph.D. Office on any segment of evaluation will be final. The instructor will not be called upon to justify his/her grades. A student who may need clarification of his/her grades may discuss with the instructor concerned within a week after receiving the grades.

### 3.2.12 Academic Standards for First Year<sup>9</sup>

Students must obtain the following minimum academic standards during the first year (Terms I, II, III, and IIIS) to qualify for promotion to the second year:

- i. A Minimum Average Grade Point of 5.50/10.00 for all courses taken in the first year, AND

<sup>8</sup> Modified through the amendment in the FCM dated January 18th, 2021

<sup>9</sup> Modified through the amendment in the FCM dated January 18th, 2021

- ii. A Minimum Average Grade Point 6.00/10.00 for all Area Level courses, AND
- iii. Not more than 1 'F' OR 2 'D's in all full credit equivalent courses.

The concerned areas would take up the performance review of students who have failed to meet the first year's minimum requirements. Accordingly, a recommendation regarding continual (or otherwise) must be made by the respective Area to the PC that would take the final call.

### **3.2.13 Summer Term Paper in First Year<sup>10</sup>**

At the end of the first year, Ph.D. students may take up Summer Term Paper (STP) or summer project/internship (research/industry) for a minimum of 8 weeks in consultation with their academic advisor. In such a case, the students are expected to begin their STP/project/internship after the end term examination of the third term. At the end of the STP/project/internship, the student is required to submit a certificate of satisfactory performance and completion certificate from the concerned STP/project/internship supervisor.

The summer project/internship (research/ industry) should be guided by a person with Ph.D. The students are advised to do STP in research organisations such as IITs /IIMs/IISc/NITIE/IISER, etc. The expected output is a research project work resulting in a draft publishable paper or working paper. The students are required to submit the outcome of the STP/project/internship within the stipulated time to the Ph.D. Office with the advisor's approval along with the completion certificate from the organisation where the work was conducted.

STP will be considered as equivalent to 3-credit Area level course for the CGPA calculation and any other such requirements. The STP will be evaluated by the STP advisor himself/herself and one other faculty member to be nominated by the Chairperson (Ph.D. Programme) in consultation with the Ph.D. student's STP Advisor. In the case of unsatisfactory performance in the STP, the Ph.D. student would be given one more chance to submit his/her STP within one month for re-evaluation from the first evaluation date. After two unsuccessful attempts, the Ph.D. student's registration to the program will be cancelled.

### **3.2.13A Mini Dissertation<sup>11</sup>**

The purpose of having a Mini Dissertation is to prepare the Ph.D. student for his/her final research. It is expected that through the Mini Dissertation, a Ph.D. student gains a sufficient grasp of the research work he/she wishes to perform in his/her Area. The Ph.D. student should narrow down his/her Area of interest and help him/her create a base for finalizing the topic of

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<sup>10</sup> Modified through the amendment in the FCM dated January 18th, 2021

<sup>11</sup> Introduced through the amendment in the FCM dated January 18th, 2021

his/her thesis proposal. It is pertinent to note that the mini dissertation represents a visible concrete output and would have demonstrable potential enabling individuals to pursue further work on the theme. The Ph.D. student should organize and report the learnings gained in an in-depth systematic literature review undertaken in their field of research. The mini dissertation should be a substantive contribution to the Ph.D. student's knowledge as well as to his research topic through the integration of various literature sources in the domain.

The mini dissertation will be considered as equivalent to 6-credit area level course for the CGPA calculation and any other such requirements. The mini dissertation will be evaluated by the Mini Dissertation advisor himself/herself and another two faculty members to be nominated by the Chairperson (Doctoral Programmes) in consultation with the Ph.D. student's Mini Dissertation Advisor. In case of unsatisfactory performance in the Mini Dissertation work, the Ph.D. student would be given one more chance to submit his/her Mini Dissertation work within one month for re-evaluation from the date of first evaluation. After two unsuccessful attempts, the Ph.D. student's registration to the program will be cancelled.

For the second-year direct entry students, submission and evaluation for Mini Dissertation may be relaxed by two months, from the original deadline of the term completion of Term VI.

### **3.2.14 Academic Standards for Second Year**

Students must obtain the following minimum academic standards during the second year to qualify for promotion to qualify for ACQE:

- i. A Minimum Average Grade Point of **6.50/10.00** for all courses in the second year.
- ii. A minimum CGPA of **6.00/10.00** in all courses credited overall in the programme.
- iii. Not more than 1 '**F**' OR 2 '**D**'s in all full credit equivalent courses credited overall in the programme.

Students who are direct entry to the second year are required to obtain a minimum CGPA of **6.50/10.00** for all the courses credited to meet the academic standards.

### **3.2.15 Completion of Course Requirements**

All Ph.D. course instructors should complete their classes within the term in which the course is offered and submit the course grades (component of evaluation wise) within 15 days of the completion of the term to the Ph.D. office. Any dispensation is to be approved by the Ph.D. Chairperson. Students must finish all requirements of the courses within the term in which the courses are offered. Failure on the part of the student to finish all requirements within the planned

date for completion of the course is likely to result in an 'I' grade in the course. If the 'I' grade does not get removed by the student within one month it would automatically get converted to 'F' by the Ph.D. office.

### **3.2.16 Review of Performance**

Cases of students who do not meet the minimum academic requirements in terms of letter grade/grade points at the end of each academic year are reviewed by the respective Areas, and a recommendation is made to PC that would take the final call.

### **3.3 Area Comprehensive Qualifying Examination<sup>12</sup>**

The Area Comprehensive Qualifying Examination (ACQE) is conducted after completing course work to test whether the student has obtained a satisfactory level of knowledge in his/her field of specialization and ready to move to the thesis stage.

Each Area separately administers the ACQE for their students at the end of course work, i.e., completing term VI.<sup>13</sup> The results of the exam are required to be announced within 1 month of ACQE. Ideally, in case of any exceptional circumstances leading to delay beyond the specified deadlines, the Area needs to seek approval of the Ph.D. Chairperson. The respective Areas would decide the examination requirements.

If a student cannot pass the ACQE, he/she would be asked to withdraw from the programme. Another chance may be given to the student to pass if Area recommends it. The Area should recommend to the PC for providing a second chance to the student within 15 days of the announcement of the result of ACQE. The second ACQE will be conducted within a month of the date of recommendation.

### **3.4 Academic Assistance**

All Ph.D. students, after the successful completion of their comprehensive exam, must independently assist in two courses each in 3<sup>rd</sup> year and 4<sup>th</sup> year (postgraduate courses offered in the Institute/Ph.D. courses, a course is defined as a subject for one section in one term). Each area will recommend for approval to the PC the courses for Teaching Assistance-ship (TA-ship) by their Ph.D. students. The choice of course is then left to the student and the respective Area. All students are required to meet this requirement before they graduate, and they should inform the

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<sup>12</sup> Modified through the amendment in the FCM dated January 18th, 2021.

<sup>13</sup> For the Ph.D. students enrolled in the academic year 2020-21, ACQE will be conducted within one month from the completion of Term VI.

Ph.D. Office upon taking up TA-ship. For TA-ship, the student will be expected to conduct tutorial sessions, assist in preparing teaching materials such as presentations, simulations, class exercises, role-play games, etc., assist in evaluations (except subjective written examination) and actively provide suggestions in the development of the course.

### **3.5 Thesis**

#### **3.5.1 Objectives**

The thesis should be an original scholarly contribution to the body of knowledge in the student's chosen field of specialization.

#### **3.5.2 Thesis Advisory Committee**

After passing the comprehensive examination, the student identifies a topic for research and a thesis advisor who will guide him/her as Chairperson of his/her TAC. Normally, the committee consists of three or four members of which, at least two members are from the area of specialization internally from the Institute. The members are chosen to contribute to the thesis research in a complementary manner. The TAC Chairperson must be from the area and a full-time faculty member at the Institute. External expert or an academic from outside of IIMBG (both with Ph.D.) may also be a member of the committee as third/fourth member of TAC, but not the Chairperson of the TAC. Approval of PC and Director is required for taking an external expert as third/fourth member of a TAC. If TAC chairperson leaves, TAC as a whole would decide the next Chairperson one among themselves and a new member will be added to the TAC

#### **3.5.3 Thesis Proposal Seminar**

When the TAC agrees on the adequacy of the research question and design of the study, the student drafts a formal research proposal in the specified format. Following the submission of the proposal, the student gives a seminar to the research community of the institute. Following the seminar, the student has one month to submit the suitably modified final proposal approved by the TAC. The thesis proposal must be adhered to closely once it is submitted to the Ph.D. office. While minor departures are acceptable, a significant change in research design will need to be proposed again and the reason for this change explained to a committee constituted by the PC.

#### **3.5.4 Timelines for Submission of Thesis Proposal**

Thesis proposal has to be completed within nine months of the successful completion of ACQE. In case the student is unable to complete a grace period of three months is allowed during which the stipend will be withheld. In case the student does not present his/her thesis proposal at the end

of one year following the completion of ACQE, then he/she forfeits stipend from the period starting from nine months of completing the comprehensive exam, and the student may be asked to withdraw from the programme.

### **3.5.5 Duration of the Programme and Progress Evaluation Exercise**

In general, the Ph.D. programme requires four years of full-time study. The student is expected to complete the programme in four years and is extendable to five years in two slots of six months each after a recommendation from TAC. However, in some exceptional circumstances, the PC may permit a participant to continue beyond five years, but not beyond seven years.

The student must present a research progress seminar and submit a progress report to the TAC at frequent intervals. The intervals for this assessment are as follows:

- From the date of acceptance of thesis proposal till completion of 4<sup>th</sup> year: Every 6 months
- From year 4 to year 5: every 3 months
- From year 5 to year 6: every 2 months
- From year 6 to year 7: every month

The TAC may decide on any extension based on the progress of the student from the progress evaluation exercise.

### **3.5.6 Pre-defence Seminar**

The pre-defence seminar can be organized only after TAC approval. The student presents a pre-defence seminar to the TAC and incorporate the comments gathered in the thesis. The student should submit the final draft of the thesis within 6 months of the pre-defence seminar. Otherwise, the student will have to repeat the process.

Prior to the application for Pre-defence Seminar, a Ph.D. student is required to have publication(s) (either published or accepted for publication) in an acceptable refereed journal. The TAC Chairperson must certify that the above research paper(s) form a substantive part of the Ph.D. Thesis. The student is expected to publish one paper in 'B' or above category journal or two papers in 'C' category journals, as per the latest ABDC list of journals.

### **3.5.7 Thesis Examination Committee**

If the student's pre-defence seminar is up to the satisfaction of TAC, his/her TAC Chairperson requests the Ph.D. Chairperson to appoint the Thesis Examination Committee (TEC). The Ph.D. Chairperson appoints the TEC consisting of TAC chairperson and three external members (one



from the Institute and two from outside Institute). The TAC Chairperson will suggest six names to be invited to be on the TEC – two from the Institute and four externals (with Ph.D.) from outside the Institute. For the formation of TEC, the student must submit their abstract which is sent to TEC members for helping them to make their decision. The Ph.D. Chairperson will decide the constitution of the membership of the TEC and is not bound by the TAC Chairperson's recommendations.

The role of TEC includes the following:

- i. Giving written feedback on the draft thesis submitted by the student,
- ii. Attending the defence seminar to be presented by the student and providing feedback,
- iii. Conducting a thesis viva-voce examination.

### **3.5.8 Preparing the Final Draft for sending to TEC**

The student submits three copies of the approved draft thesis duly signed by the TAC members and a soft copy (text readable pdf version) of the thesis to the Ph.D. Office. For the formation of TEC, the student must submit their abstract which is sent to TEC members for helping them to make their decision. Also, the student should submit a copy (duly signed by TAC members) to every TAC member. The student should be ready to submit the final draft of the thesis immediately after the TEC formation. All TEC members will be requested to provide written feedback to the Ph.D. Office on the thesis draft within a month which will be shared with the student and the TAC Chairperson by the Ph.D. Office.

### **3.5.9 Thesis Defence Seminar**

The thesis defence seminar is scheduled only after receiving written feedback from the TEC, submission of defensible draft and action taken report by the student, and indication from the TAC Chairperson that the comments received have been addressed by the student. Cut-off dates for thesis seminar and defence would be clearly identified each year by the Ph.D. office.

The student has to present the thesis defence seminar to the research community of the institute. In case the TEC feels that the candidate is not ready for the defence, they can suggest a later date. It is possible to have TEC members linking up on any internet-based video calling platform or through video conferencing. At least the presence of one external TEC member (from outside Institute) is required for the thesis defence seminar.

The TEC evaluates the acceptability of the thesis. Successful defence requires that the thesis is acceptable to at least all-but-one-member of the TEC. In case the student is unsuccessful in

defending the thesis, then s/he is given one more chance to defend the thesis. The second chance is the final chance for the student to defend her/his thesis.

### **3.5.10 Final Thesis Submission**

The TEC may suggest modifications to the thesis. After incorporating the suggestions, the student submits a soft copy (text readable PDF format) and two hard copies of the thesis (signed by the TEC Members) to the Ph.D. Office within 30 days of the successful defence of thesis.

### **3.6 Title**

After completion of all requirements of the programme, the student is awarded the title of the "Doctor of Philosophy" during the convocation at the end of the academic session following the completion.

### **3.7 Award of Title**

The student shall complete the following requirements before qualifying for the award of the title:

- i. Submit a hard copy of the Title Page alone duly signed by TAC Chairperson and an e-copy of the PDF version of the thesis and editable version of the abstract,
- ii. Obtain clearance from various functionaries of the Institute.

On qualifying for the award of the title, students receive the title of "Doctor of Philosophy" at the forthcoming annual convocation (if all requirements and formalities towards the convocation are completed before the deadline announced by the Ph.D. office for that year's convocation). Meanwhile, a provisional certificate will be given.

The students are to receive the title in person. However, the student can also receive the title in absentia for a fee. A student who decides to receive the title in absentia must provide the Ph.D. Office with an address at which the certificate is to be mailed.

### **3.8 Withdrawal from the Programme**

#### **3.8.1 Temporary Withdrawal from the Programme**

There is no provision for temporary withdrawal during the course work stage. However, under exceptional circumstances and valid medical reasons, temporary withdrawal may be allowed by PC on a case-to-case basis. Additionally, the fellowship will not be provided during the withdrawal period.



### **3.8.2 Compulsory Withdrawal from the Programme**

Whenever a student is not conforming to the academic standards of the programme, the student will have to compulsorily withdraw from the programme. If a student is expelled on disciplinary ground that will amount to compulsory withdrawal from the programme.

### **3.8.3 Permanent Withdrawal from the Programme**

Students who wish to/are required to withdraw from the programme permanently/compulsorily must inform the Ph.D. Chairperson in writing before leaving the campus.

## 4. Institute Support

### 4.1 Financial Aid <sup>14</sup>

IIM Bodh Gaya will provide scholarship to full time Research Students (Ph.D.). IIM Bodh Gaya will cover all academic expenses (consisting of Tuition Fee, Academic Expense, Computer Lab, Internet Charges, Library Fees) and Hostel Fees.

The academic expenses (textbooks, cases, reading materials, and any other course requirements) for the PGP/MBA courses in the first year of the programme will be borne by IIMBG. Students may use their contingency grant to reimburse for the textbooks/reference books of Ph.D. courses and PGP/MBA electives. Students may claim their printout/photocopy expenses for academic and research expenses from the contingency grant by submitting proper bills.

Ph.D. is a full-time residential programme till the time stipend is awarded/provided. Students failing to comply with all the requirements essential for the completion of the programme are asked to withdraw from the course.

#### 4.1.1 Stipend

The stipend will be provided up to four years and is extendable twice for a period of six months each based on the recommendation of TAC.

In any case, the stipend will stop when the student submits the final draft of the thesis (for sending to TEC) within the above-mentioned period.

Stipend till Comprehensive Exam: Rs. 32,800/- per month

Stipend post Comprehensive Exam: Rs. 35,400/- per month

Stipend post approval of Thesis Proposal: Rs. 39,300/- per month

#### 4.1.2 Additional Financial Support

Contingency Grant: Rs.25,000 per year for four years

To purchase Laptop: Rs.50,000 (one-time grant). In case the Ph.D. student permanently withdraws from the Ph.D. programme within two years, the laptop purchase grant should be

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<sup>14</sup> Modified through the amendment in the FCM dated January 18th, 2021

returned to the institute. Students can avail the laptop fund after successfully completing one academic year of the Ph.D. programme.<sup>15</sup>

To attend Conferences: Rs.1,75,000 for conferences after completion of the Comprehensive Exam (Max within 5 years). This grant can be used for attending one International Conference, up to two National Conferences and one Doctoral Consortium Seminar. In lieu of the International Conference, one may wish to visit a foreign university to do some research work as approved by the thesis advisor.

### **Important**

Selected candidates need to pay a caution deposit of Rs.30,000/- at the time of registration. Caution money is refundable after adjusting dues, if any, at the time of leaving the Institute.

Insurance premium will be deducted from the Contingency Grant every year.

Contingency Grant will be available for purchase of books, stationary, journal subscription, professional annual membership fee (student rates) of one national and one international society, and travel related to thesis work.

The institute reserves the right to charge any other fees from the students or increase the fees if considered necessary. Due notice would be given, while making such changes.

Teaching Assistance ship for two courses per year is mandatory and unpaid.

If any self-sponsored candidates want to join full time Ph.D., the applicant must pay full fee as IIM Bodh Gaya Rules. They will not be eligible for stipend.

## **4.2 Residency**

All the students of the Ph.D. programme will be required to live on campus in the hostel accommodation provided to them. Ph.D. Students must compulsorily dine in the hostel mess. Although Hostel accommodation is free for Ph.D. students, they are required to pay the mess fee. (See Campus and Hostel Rules for more information)

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<sup>15</sup> Introduced through the amendment in the FCM dated January 18th, 2021

## 5. Campus and Hostel Rules

### 5.1 Accommodation and membership

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

### 5.2 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.
  - 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 Ph.D. students (staying in hostels) 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 hostel 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.

### 5.3 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 mess charges would be collected in the scheduled time 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 will 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. 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 rules both Hostel and Mess 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.

#### 5.4 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**
- 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.

## 5.5 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
- 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.

## 5.6 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.

- **A note on plagiarism:** Students are expected to present their original work. Turnitin similarity index should not be more than 15% and plagiarism report must be submitted with any course assignment/project/research/progress/thesis report submission. The institute gives utmost importance to the originality of the content developed by the students. Any case of plagiarism offence will be treated with strict disciplinary actions and may result in expulsion from the institute.<sup>16</sup>
- 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 tranquillity in hostels and/or the campus, under the influence of alcohol/narcotic substance or tobacco otherwise. **Bihar is a dry-state and consumption of liquor is a non-bailable punishable offence.**
- 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 wants to take leave, (s)he should seek approval of Chairperson Ph.D., preferably well in advance. The Ph.D. Office will provide a form which should be filled up in triplicate and all copies should be signed by the Advisor followed by Hostel Warden followed by Chairperson Ph.D. signifying acceptance of the request. One copy will be retained in the Ph.D. Office, the second with the Hostel Office and the student should return the third copy to the Ph.D. Office on return to the campus. **Leave certificate form in possession of students will be shown to Hostel Supervisor on demand for maintaining proper record of students going / coming from leave.**

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<sup>16</sup> Modified through the amendment in the FCM dated January 18th, 2021

- viii. Chairs, furniture, newspapers and magazines in Hostel Common Rooms are not to be removed under any circumstances.
- ix. Proper decorum and conduct must be maintained in the hostel by valuing the privacy of other inmates. No loud music, undisciplined gathering, or any other similar activities are permitted.
- x. 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.
- xi. In order to keep a clean campus, dustbins provided around the campus must be used to dispose of refuse.
- xii. 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.
- xiii. **No student will involve himself/herself in any controversy verbal or otherwise with any hostel or mess staff or contractors. The student's grievances, if any would be addressed by Hostel management. Anyone indulging in such activities will be dealt with severely, irrespective of default or otherwise.**
- xiv. Hacking in any form and sending spam emails inside or outside the Institute is strictly prohibited.
- xv. 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.
- xvi. 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.

## **5.7 Student Leave Policy**

The Ph.D. programme is a full-time programme and the Ph.D. students are expected to devote their undivided attention to it. The Ph.D. students in their coursework period are not permitted to take either full-time or part-time employment anywhere and are required to retain their resident status.

During the coursework phase, the Ph.D. students may be granted leave up to 10 days (upon advance application and with the approval of the Ph.D. Chairperson) during the term-end vacation periods. After the satisfactory completion of the ACQE, Ph.D. students may apply for leave. Applications should be forwarded through the thesis advisor to the Ph.D. Chairperson. Students are permitted to take 8 casual leaves and with prior approval, 2 days restricted holidays and 15 days leave with prior approval for personal reasons (excluding Saturday, Sunday and Institute Approved Public Holidays) a year.

### **5.7.1 Maternity/Paternity Leave**

A female student is entitled to maternity leave and a male student will be entitled to paternity leave as per prevailing Government of India rules once in the duration of the programme. If a student is eligible for stipend during this period, s/he will continue to get the same as per rules.

### **5.7.2 Leave without Stipend**

A Ph.D. student, who has successfully completed the ACQE may be allowed to take a period of leave up to one year during his/her dissertation phase without stipend on medical ground on the recommendation of his/her Thesis Advisor and approval of Ph.D. Chair and PC. However, this period will not be accounted towards the tenure of his/her fellowship. In this period, he/she cannot claim reimbursement from their Contingency Grant. In all such cases the PC's ratification is required.

## **5.8 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 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.

### **5.9 Medical Facility for Students**

IIM Bodh Gaya extends group Medical Insurance facility to all the students of Ph.D.

**\*The institute reserves the right to add/delete/modify any of the above rules as and when deemed necessary.**



## **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.**



## List of Abbreviations

ACQE	Area Comprehensive Qualifying Examination
CGPA	Cumulative Grade Point Average
IIMBG	Indian Institute of Management Bodh Gaya
PC	Ph.D. Committee
PGP	Post Graduate Programme
TA-ship	Teaching Assistance-ship
TAC	Thesis Advisory Committee
TEC	Thesis Examination Committee





भारतीय प्रबंध संस्थान बोधगया  
Indian Institute of Management  
Bodh Gaya

# Annexures



**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**

**Ph.D. PROGRAMME IN MANAGEMENT**

**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: .....

Type of Leave: (Casual/ Restricted Holiday/ Other (Specify).....

.....

\_\_\_\_\_  
Recommendation of Advisor

\_\_\_\_\_  
Recommendation of Hostel  
Warden

\_\_\_\_\_  
Signature of the student

\*\*\*\*\*

**FOR Ph.D. OFFICE USE**

Leave sanctioned from ..... to ..... 20....

(Ph.D. Rules for attendance and examinations missed during the leave period will be applicable)

\_\_\_\_\_  
Chairperson Ph.D.

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**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



**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**

**Ph.D. PROGRAMME IN MANAGEMENT**

**COURSE REGISTRATION FORM**

NAME: \_\_\_\_\_ ROLL NO.: \_\_\_\_\_  
AREA: \_\_\_\_\_ YEAR: \_\_\_\_\_

**COURSES REGISTERED FOR**

S. No.	Name of Course	PGP/Ph.D.	Credits
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
	Total credits		

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
Approval from Advisor/Area Chair

\*\*\*\*\*

**FOR Ph.D. OFFICE USE**

Registered for PGP – Term I/II/III or Term IV/V/VI and Ph.D. Courses

\_\_\_\_\_  
Chairperson PGP

\_\_\_\_\_  
Chairperson Ph.D.

\*\*\*\*\*

Course material issued from PGP office

\_\_\_\_\_  
Signature of Administrative Officer (PGP Office) with Date



**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**

Ph.D. PROGRAMME IN MANAGEMENT

**ACADEMIC ADVISOR ALLOCATION FORM**

Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_ Area: \_\_\_\_\_

Advisor: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the scholar with Date)

\_\_\_\_\_  
(Signature with Date indicating Consent of Academic Advisor)

\_\_\_\_\_  
(Signature of Area Chair with Date)

\_\_\_\_\_  
(Approval from Ph.D. Chairperson with Date)



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**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**

**Ph.D. PROGRAMME IN MANAGEMENT**

**ACADEMIC ADVISOR RE-ALLOCATION FORM**

Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_ Area: \_\_\_\_\_

Previous Advisor: \_\_\_\_\_

Proposed Advisor: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the scholar with Date)

\_\_\_\_\_  
(Signature with Date indicating Consent of Previously allotted academic advisor)

(Signature with Date indicating Consent of new allotted academic advisor)

\_\_\_\_\_  
(Signature of Area Chair with Date)

\_\_\_\_\_  
(Approval from Ph.D. Chairperson with Date)



भारतीय प्रबंध संस्थान बोधगया  
Indian Institute of Management  
Bodh Gaya

**Ph.D. Office**

**Indian Institute of Management Bodh Gaya**

**Uruvela, Prabandh Vihar, Bodh Gaya-824234, India**

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**url: [www.iimbg.ac.in](http://www.iimbg.ac.in)**