

प्रबंधन में पंचवर्षीय एकीकृत कार्यक्रम (आईपीएम)  
**Integrated Programme in Management [IPM]**

नियम पुस्तिका  
**Manual**

**Academic Year 2023-24**  
**Version 3.0**



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

Uruvela, Bodh Gaya, Bihar

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## INTRODUCTION

### 1. About the Manual

This Manual provides a brief description of the Integrated Programme in Management (IPM) at IIM Bodh Gaya and lays down the norms governing its design and administration. All participants are required to be conversant with these norms. The Institute reserves the right to change these norms from time to time based on requirements.

### 2. Mission

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

### 3. Programme Objectives

IIM Bodh Gaya's Five-Year Integrated Programme in Management (henceforth IPM) is an innovative, unique and creative programme. The IPM of IIM Bodh Gaya has been designed to meet the aspirations of young undergraduate students, (*who have passed out class XII / Higher Secondary or equivalent from various schools in India*), to become management professionals, change agents and societal leaders. The programme is designed to provide intellectual maturity, a holistic education, and lay foundations of leadership qualities in the students so that they can craft a career of their own choice and make a difference to themselves and society.

### 4. Programme Learning Goals

Given the nature of the programme learning goals of IPM are split into those for the first 3 years and the last two years. (first 3 year of UG and next 2 years of PG education)

**Learning goals for the first three years (under graduate level) of the programme:**

**Goal 1: Our students will communicate effectively in business settings.**

Sl. No.	Objectives
1.1	Our graduates will be able to deliver a quality presentation accompanied by appropriate technology.
1.2	Our graduates will be able to produce quality business documents.

**Goal 2: Our students will demonstrate problem solving skills, supported by appropriate analytical techniques.**

Sl. No.	Objectives
2.1	Our graduates will be able to identify the business problem and generate alternatives for effective problem solving.
2.2	Our graduates will be able to evaluate various alternatives and arrive at the best possible solution for a given problem.

**Goal 3: Our students will exhibit understanding of broad business concepts and principles.**

Sl. No.	Objectives
3.1	Our students will exhibit understanding of broad business concepts and principles

**Goal 4: Our students will demonstrate emotional intelligence in the business context.**

Sl. No.	Objectives
4.1	Our students will demonstrate emotional intelligence in the business context.

**Goal 5: Our students will make ethical and socially conscious judgment when analyzing a business situation.**

Sl. No.	Objectives
5.1	Our students will make ethical and socially conscious judgment when analyzing a business situation.

**Learning goals of the last two years (Post graduate level)**

4<sup>th</sup> and 5<sup>th</sup> year of the programme are at Post-graduate level and the IPM students are mixed with the MBA programme students and they go through the same set of courses as the MBA programme.

**5. Special Features of IPM at IIM Bodh Gaya**

The IPM of IIM Bodh Gaya has some special features like:

- DhiSNya retreat programme – Along with the first year.
- Rural Immersion Programme – At the end of second year
- Summer Internship - At the beginning of 5<sup>th</sup> year

**6. Academic Calendar**

The Academic calendar is uploaded on the Institute's Website

**7. Pedagogy**

IIM Bodh Gaya uses a combination of various teaching methods such as cases, simulations, projects, computer aided instructions, group discussions, lectures, role plays, seminars, presentations by students, and lectures by guest speakers from industry, government, and academic institutions.

**8. Course Structure (Year I, II & III)**

The programme follows the semester system, with 2 semesters per year. During the first three years of the programme, each student is required to complete at least 150 credits, consisting of compulsory courses as well as electives. (refer Appendix 3)

**9. Credits**

- 9.1 The concept of credit is used to compute the workload of a course. As a general rule, a four-credit course requires a commitment of about 100 hours from the participant of which 60 hours are to be spent in the classroom

(usually 60 sessions of 60 minutes each) and the balance to be utilized for preparation and assignments.

## **9.2 Workshop Course:**

Workshop courses are conducted through a two-credit course with 30 sessions. Participants will be awarded any of the nine grades: A<sup>+</sup> to F in these courses on the basis of their performance.

**9.3** A first-year participant has to satisfactorily complete 48 credits compulsory courses, Spread over semesters I and II. After semester II and before semester III, a first- year Student has to complete DhiSNya Retreat Programme (non-credit compulsory course).

**9.4** A second-year participant has to satisfactorily complete 46 credits compulsory Courses, spread over semester III and IV.

**9.5** After semester IV and before semester V, a second-year participant has to complete Rural Immersion Programme of 04 credit compulsorily. For details refer clause no. 14 of this manual.

**9.6** A third-year participant has to satisfactorily complete 48 credits compulsory and. elective courses, spread over semester V and VI.

**9.7** Total credit of the first three years of this programme is 158. A student must secure 150 credit to qualify for BBA degree.

**9.8** A student must pass all the core management courses (refer Appendix 1) to get promoted from BBA to MBA irrespective of CGPA awarded.

**9.9** Fourth and fifth year will be as per the MBA guidelines.

## **9.10 Credit Distribution**

### **First Year**

<b>Course Type</b>	<b>Semester-I</b>	<b>Semester-II</b>
Compulsory credit	25 Credits (Max)	27 Credits (Max)

### **Second Year**

<b>Course Type</b>	<b>Semester-III</b>	<b>Semester-IV</b>
Compulsory	25 Credits (Max)	25 Credits (Max)

### **Third Year**

<b>Course Type</b>	<b>Semester-V</b>	<b>Semester-VI</b>
Compulsory	27 Credits (Max)	13 Credits (Max)
Elective	NIL	12 Credit (Min) 15 credits (Max)

**Note:** At the end of first year, the students need to go for compulsory **DhiSNya Retreat** Programme (non-credit course) and at the end of the second year, the students

need to go for compulsory **Rural Immersion Programme** which holds **04 credit** . Please ensure that you fulfill this requirement.

## **10. Student Exchange Programme**

Participants of IPM batch will have the option of studying in a reputed institution abroad during the second year or third year, provided they satisfy the selection criteria of the institute.

### **Eligibility**

- i. Second/Third year IPM participants who are interested in Student Exchange Programme (SEP) must register when the IRC Office announces the date for registration.
- ii. To be eligible for student exchange programme, participants must have a minimum CGPA of 6.50 for the first year or 2nd year (CGPA till Sem II or Sem IV). This will be communicated to the participants before the selection process. Participants also must maintain minimum passing criteria.  
Students who accumulated 4 DCPs prior to the bidding process or prior to the exchange programme may proceed only with the approval of the IPM Chairperson in consultation with IPM Committee.
- iii. Participants with any of the disciplinary issues, viz, any misconduct, malpractice in examination / assignment, academic indiscipline, Punch-in- Punch-Out (PIPO- in case of biometric attendance), violation of rules, ragging, consumption/possession of banned substances, etc., where IPM Committee / Disciplinary Committee / Hostel & Student Affair committee imposed any one or more of the following penalties during their course of study at the Institute are not allowed to participate in exchange programme:-
  1. Fine of Rs.10,000/- and above,
  2. Suspension from the classes or the hostel for a specific period,
  3. Awarding “F” grade in the course concerned,
  4. Repeating a course/semester/year,
  5. Suspension, made ineligible for scholarships or participation in management festivals,
  6. Any other disciplinary action as decided by the IPM/H&SA committee.
  7. Fine towards late payment of fees or late registration or late arrival in the hostel will not be considered as disciplinary action.
- iv. Participants opting for student exchange programme must possess a passport valid for at least a year from the time of commencement of exchange semester. A copy of the same must be submitted during the bidding process. Failure to do so will lead to cancellation of the application.
- v. Voluntary disclosure will be obtained from the participants along with the student exchange programme application. Before confirming the nomination, IRC Office will obtain clearance from IPM Office. In case false / suppressed disclosure are found later will be ineligible subsequently and the participant would not be permitted for exchange programme. In that case, appropriate penalty will be imposed.

### *Allocation*

- i. Allocation of student exchange programme will be done through a process of bidding.
- ii. Bidding process will be handled by the International Relation (IR) Committee and submit the result to IPM Office for its approval.
- iii. Once a participant has been allotted a seat, he/she will not be allowed to change his/her allotment.
- iv. If the candidate does not get a school/university after deferring the allocated university, he/she is not eligible to the previous university.
- v. In the event of a new school/university seats being added to our partner network, subsequent rounds of bids will be held. There would be no revision of allocations for those who have taken up seats in the first round of bidding. Fresh applications will be opened for the rest of the batch as well, for the subsequent rounds of bidding. Those who have not been allotted seats in the first round may also apply for subsequent rounds.
- vi. In case seats allotted during the first bid are vacated, those seats will be opened again for re-allotment. Participants who do not allocated seats during the initial bid are eligible to apply for these bids. Reallocation of already allotted seats will not be entertained; no upgrade will be possible.
- vii. The participants to whom seats are allocated during reallocation have to make their own arrangements for the deals/ offers that were previously arranged for by the International Relation (IR) Committee Office.
- viii. In case a participant opt out of exchange programme for any reason, fine will be imposed as stipulated by the IPM office.
- ix. The Institute will not be responsible for loss incurred in connection with the cancellation of ticket / visa or any other expenses in case of withdrawal from student exchange programme.
- x. Before leaving for student exchange programme (SEP), the participants must check their credit requirements for IPM / student exchange programme. They should subscribe required number of undergraduate level credit at Exchange University.
- xi. Credits at exchange university will be counted as per the in-class hours as IPM conversion rule. Off-class hours will not be considered for credit requirements unless and until it is approved by the IPM office.
- xii. The participants cannot take similar / same course (s) in exchange university that they have already attended at the Institute. In case of doubt on the course title / content, clarification from the Chairperson, International Relation or Chairperson, IPM or from the faculty may be obtained in written form before finalization of the programme.
- xiii. If the exchange university is not offering the required credits as per the IPM requirements and/or the participant could not subscribe to required credits, the participants have to subscribe the required course credits in the next semester at



Exchange University. Participant will not be permitted to take courses in both places in one semester.

- xiv. Participants will not be permitted to compensate for or replace any courses that they failed (got “Fail”) in student exchange during exchange programme in the same academic year at IPM.
- xv. If a student secures an ‘F’ grade in any of the course/s at the Host University, and credit/s is/are calculated to ensure minimum credit requirements, DCP will be calculated as per the IPM Programme manual. The DCP will also be considered for deciding promotion to fourth year. No further interpretation of “F”, “D”, etc., will be done by IPM / SEP Office (i.e., 1F in 4 credit course = 2D). No further inference (implied) as per Exchange University.
- xvi. The CGPA earned in IIM Bodh Gaya only will be counted to decide gold medals/scholarships or any other academic award. However, a participant obtaining a ‘Fail’ grade in any course during exchange programme will not be eligible for gold medals / scholarships / awards.
- xvii. IIM Bodh Gaya is not responsible for any consequences due to cancellation of application at Exchange University for any reason.
- xviii. Any communication from the partner institution with regard to non- compliance with their regulations and indiscipline will be viewed with utmost seriousness and strict disciplinary action will be initiated against the participant.
- xix. Any remote exam conducted at IIM Bodh Gaya on behalf of partner universities will be arranged for at the discretion of the IPM office. The participants appearing for these exam(s) will have to bear any expenses arising out of the examination.
- xx. It is compulsory for participants to bear for conducting the miscellaneous fee requirements of the partner exchange university, if any, and other charges such as insurance, transit payments, etc.. The Institute will not be responsible for any expenses in connection with IR. In case of incurring any expenses by the Institute, the same will be recovered from the participants.
- xxi. Attendance requirements of the host university (if any) would have to be followed compulsorily.
- xxii. The Institute will not be responsible for any delay in submission of grade by the Exchange University. Participants should keep in mind that there are delays from the host university's side in processing transcripts.
- xxiii. Participants will be required to vacate their hostel rooms by a stipulated date as desired by IIM Bodh Gaya authorities. Any participant staying beyond this date would be required to pay applicable hostel charges.
- xxiv. Grades earned at other B-Schools during exchange programme will not be incorporated in the second/third year grade sheet or calculation of third year and three years combined CGPA. In the grade sheet it will be mentioned that students have gone for SEP in Semester-III/IV/V/VI. Grade sheet as received from the host university will be given to the students.

- xxv. The above rules are subject to revisions by the IPM Committee. Notwithstanding the regulations mentioned above, the Chairperson, IR is empowered to refer to the IPM Committee any deserving case for review. The IPM Committee will review such cases and take appropriate decision/actions.
- xxvi. It is imperative that participants going on the exchange programme act as ambassadors of the Institute (IIM BG). They must conduct themselves in a responsible and dignified manner while studying at the university abroad.

## **11 Exit Option.**

Students entering the programme will have the option to exit from the programme with a BBA (Bachelor of Business Administration) degree if they have completed the requirements of the first 3 years.

The provisional BBA (Bachelor of Business Administration) Degree will be awarded on exit after successful completion of 3 years. Names of such students will be recorded on the Degree Register on a separate page and signature of the Chairperson BoG will be taken on both the Certificate and the Register. The Degree will be awarded to such students in the IPM batch Convocation.

## **12 Criteria for Promotion and award of Degree**

CGPA and Deficit Credit Points (DCP) will be the two criteria that will be used (i) to promote a participant to the next year.

### **12.1 Criteria for Promotion**

To continue in the programme, a student will have to satisfy the following criteria on *Deficit Credit Points* (DCPs) and CGPA at the end of each year of the programme:

- a) Must have a CGPA of at least 5.0 and
- b) Must have less than or equal to 4 DCPs.
- c) Must have passed all the core management courses (refer Appendix 1).

Otherwise, he/ she will be asked to either repeat the year or withdraw from IPM programme. However, a participant, who is repeating any year of the programme, will have to compulsorily withdraw from the programme if he/she fails to satisfy the promotion criteria.

- d) If a student exceeds the permissible limit of a promotion criteria (on DCPs) in any year, he / she will be asked to either repeat the year or withdraw from the programme as the case may be.
- e) A student will get only two chances for repeating i.e., once during the first three years, and next in the last two years of the programme. Maximum allowed duration for completion of the course is 7 years.
- f) Promotion will be discussed at the end of every year. A participant, who is

repeating any year of the programme, will have to compulsorily withdraw from the programme if he/she fails to satisfy the promotion criteria.

For fourth and fifth year of the programme, MBA norms would apply.

### 12.2 Criteria for award of Degree

A third-year participant, who has satisfactorily completed the **DhiSNya Retreat Programme** and **Rural Immersion Programme** will qualify for the award of the Bachelor's Degree if he/she satisfies the following two criteria:

- To get Bachelor's Degree, a student must successfully complete the following:
  - i) Minimum of 150 credits during the first three years of the programme.
  - ii) In third year, must have a CGPA of at least 5.5 and must have less than or equal to 8 DCPs.
- To get MBA Degree, a student must successfully complete the MBA courses and other requirements during the fourth and fifth year as per norms of MBA.

## 13 Retreat Programme and Internship Requirements

Each student must complete the following requirements:

### 13.1 DhiSNya Retreat Programme

He/she must complete the DhiSNya Retreat Programme of two weeks. The retreat programme must be completed before registration of third year of the programme. Upon completion of the retreat programme, students must submit a certificate of completion (if applicable) of the retreat programme duly signed by the competent authority (in this case from a recognized meditation/retreat Centre).

### 13.2 Rural Immersion Programme

He/she must complete an internship/ **Rural Immersion** of eight weeks in **Unnat Bharat Abhiyan** or any social sector organization working for Rural India (Non-Government Organizations [NGOs] /Corporate Social Responsibility [CSR]) of his/ her choice, subject to approval by the Chairperson, IPM. The internship must be completed before Industry Immersion programme.

- i. Students shall submit copies of their Rural Immersion Programme report to IPM Office on or before the date announced for such submissions for the relevant year, which will be forwarded to the Institute Archive for record.
- ii. Submission of final Rural Immersion Programme report after the last date for submission can be done only with a prior approval and authorization from the Chairperson- IPM. However, suitable penalty will be imposed in case of delayed submission.
- iii. If a student fails to complete his/her Rural Immersion Programme report for valid medical reasons, the IPM committee's decision shall be considered as final.

#### Rural Immersion Programme Evaluation Parameters

- a) The 3 credit Rural Immersion course shall be evaluated for 100 marks against the following components:

SL. No	Component	Submission	Weightage
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1	Initial Information Report cum Proposal	End of 2 <sup>nd</sup> week	10
2	Interim Progress Report	End of 5 <sup>th</sup> Week	20
3	Final Report	Week 7 to 8	20
4	Final Evaluation (faculty Mentor)	Week 9	30
5	Final Evaluation (NGO Mentor)	Week 9	20
6	Total Marks		100

Based on the final marks, students shall be graded on a scale of 10 as per existing IPM grading policy. However, rules of normalization shall apply for rural immersion course and the obtained grade shall be considered in the overall CGPA calculation.

- b) All the students must submit their Rural immersion reports in the standard format as prescribed by the IPM Office within the deadlines given in the table above.
- c) All students should submit their Rural immersion completion certificate with marks from the mentor along with final report for faculty evaluation.
- d) Any student who is unable to complete his/her Rural immersion irrespective whether the Rural immersion was arranged by Self/IIMBG, he/she is allowed to complete and submit the final report for evaluation.
- e) However in such cases, rules for re-examination shall be applicable.

### 13.3 Summer Internship

As per MBA policy & guidelines

## **B. PROGRAMME ADMINISTRATION**

### **14 Faculty Council**

Faculty Council is the policy making body of the Integrated Programme in Management. It comprises of all the faculty members, headed by the Director.

### **15 IPM Committee**

IPM committee is responsible for all operational matters of IPM, under the overall policy framework provided by the Faculty Council. It consists of ex-officio members and faculty members nominated by the Director and is headed by Chairperson- IPM.

### **16 Registration**

All participants are required to register on the notified registration day or the first day of each semester unless permitted by the Chairperson, IPM to register later.

A participant who fails to register on the specified dates will be deemed to have left

the programme and would be allowed to register only after he/she has obtained permission with the approval of Chairperson IPM 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 4th 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 IPM 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 IPM Committee, which would include, at the minimum, a payment of additional fine (over and above the late fine up to the 10th 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	3 <sup>rd</sup> working days	4 <sup>th</sup> working day	5 <sup>th</sup> working day	6 <sup>th</sup> to 10 <sup>th</sup> working days	11 <sup>th</sup> to 15 <sup>th</sup> working days	16 <sup>th</sup> to 20 <sup>th</sup> working days
Total amount of fine for a non-NRI student (in Rs.)	100	300/-	400/-	1000/-	3000/- (min)	5000/- (min)

## 17 Fees & Payment Schedules

The details of fees payable by each participant are given on the INTRANET. Payment of fees for each semester has to be made by the students on the notified dates before commencement of the semester and upload details in the link provided for.

Semester fees will have to be paid by the due dates communicated by IPM Office for each semester. IPM Office will intimate students about the fee-payment deadline on a semester- by-semester basis. Failure to pay the course fees in full by the end of the fee-payment deadline will attract 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 4th 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 IPM 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 IPM Committee, which would include, at the minimum, a payment of additional fine (over and above the late fine up to the 10th 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> to 10 <sup>th</sup> working days	11 <sup>th</sup> to 15 <sup>th</sup> working days	16 <sup>th</sup> to 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)

Those who fail to clear all their dues in a particular semester will not be permitted to register for the next semester.

Refunding the semester fees to the students may be allowed, where he/she leaves the Institute in the subsequent semesters, provided it is within the first 7 days from the beginning of the semester concerned. Hostel and other expenses may be deducted on actual/pro-rata basis. There would not be any refund of the fees for earlier semesters.

## 18 Process of Course registration and Semester

### Course Registration

For elective courses registration will be done in advance. Final list of elective and compulsory courses is to be signed by every student on the day of registration of each semester

Details of courses would be provided to participants through Google Form during course registration. Registering for a course is mandatory for a student to attend sessions of that course. Students must fill in the online Course registration form before the end of the registration period. The student will be registered for courses taking into account his / her preferences.

The minimum number of registrations for an elective to be floated is 20 participants. In exceptional cases, this condition may be waived by the IPM Committee. The IPM Office will drop courses receiving less than 20 registrations. The list of dropped courses will be informed to the instructors and participants after the registration. The registrants of such dropped courses will register for other courses to make up for the deficit in the credits they originally registered for. Thereafter, the registrations will become final, and participants will not be allowed to change their preferences.

Participants cannot drop a course once the registration is finalized / closed.

The timetable would be framed based on the mutual convenience of the faculty and

the IPM Office. A few courses in five/six semester may have to be scheduled simultaneously. Should this need arise, courses with the least number of common registrations will be dropped and participants in such courses would be required to register for a substitute course

### **Semester Registration**

Semester registration consists of joining for class on the first working day of the semester or as prescribed by the competent authority. Each student is required to be physically present on the first working day of the semester without fail. Without payment of the entire fees for the semester and submission of proof of the same, no student will be allowed to attend classes.

The late Semester Registration period is the period beginning from the second working day of the semester up to the fifth working day of the semester. Failure to pay the course fees in full by the end of the late registration period, and/ or failure to submit proof of fee-payment to the IPM office and to the Accounts office by the end of the late registration period, and/ or failure to register for the semester in person by the end of the late registration period will result in the student being deregistered from the programme. In this case, the student will have to vacate the Hostel and leave the Institute premise. A student may re-register for the programme by applying in writing for permission to re-register from the Chairperson, IPM, as well as paying a re-registration fee of Rs.5000/- over and above any other applicable fees.

## **19 Class Attendance Norms**

**19.1** Students are expected to attend all sessions of a given course. However, students may take leave up to 15% of the sessions in any course on account of emergencies, participation in management festivals or co-curricular activities and medical reasons, subject to prior approval of the Chairperson, IPM.

**19.2** For a student whose attendance falls short of 85%, 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.

If  $\alpha < 50.00$ , the student will be awarded 'F' in the course.

If  $50.00 \leq \alpha \leq 69.99$  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

If  $70.00 \leq \alpha \leq 79.99$ , 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

**19.3** In case of workshop courses with nine grades (A+, A, A-, B+, B, B-, C, D & F), the same rule will be followed as mention in 20.2. In case of Non-credit course, "Pass" or "Fail"



grade is to be awarded to the student.

**19.4** Students will not be allowed to carry Mobile phones/tablets or any food and drinks other than drinking water inside the classrooms/lecture halls.

**19.5** Students involved in proxy will be penalized of two class attendances.

## **20 Bio-metric/ Facial Recognition Attendance**

IPM Office will keep a record of attendance in all courses. Students are required to register their attendance twice (for each session) in biometric machines as under:

- **At start of the session**
- **At the end of the session**

As and when required, the course instructor may take attendance on the attendance sheet. Marking proxy attendance will invite disciplinary action. If a student has punched before the class, but he/she is not able to attend such class, it should be informed to IPM Office within one hour of start of the session either through email or in person. **Any student found punched for the class, but not attending such class will be awarded “Fail” grade in that course.**

Students should take their seats 5 minutes prior to the start of the class. They will not be allowed to enter the classroom after the commencement of the class.

## **21 Procedure to Apply Leave**

**21.1** If a participant is leaving the campus, he/she will have to take prior permission from the IPM Office. Leaving campus without permission will attract disciplinary action.

**21.2** Leave has to be applied off-line / online in the prescribed format available in the IPM Office (refer Appendix 2). One copy should be retained in the IPM Office, the second with the Hostel Office and the third copy will be sent to the Security in- charge.

**21.3** In case of hospitalization or Major Ailment, IPM Office should be informed by e-mail followed by formal application along with medical records and certificates within 2 days of returning from leave.

- Major Ailment - Loss of attendance and/or missing mid/end semester 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 IPM 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 semester, the student has to temporarily withdraw from the programme on medical ground;
  - However, a student withdrawing from the programme temporarily must rejoin the programme and complete all requirements within 3+1 year of his/her admission into the programme.
- D. If a student misses scheduled mid/end semester examination during the period of major ailment, make up examination will be arranged without any implication on the final grade, subject to clause (C) 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 semester 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 IPM Committee.

**21.4** Failure to apply leave in due time would result in being marked as unauthorized absence.

**21.5** It is the student's responsibility when applying for any type of leave to ensure that not more than 15% of total number of sessions is missed (including leaves taken for exigency, medical reason, participation in fest/extra co-curricular activities/events etc). Also, participating in any fest/extra co-curricular activities/events outside IIM Bodh Gaya campus would require prior approval from the IPM Office/ Chairperson, IPM.

**21.6** The above rules will override any individual course specific rules for attendance set by a course instructor.

**21.7** Students shall return to campus after their rural immersion by the day before Semester commences. Students coming late will not be given weightage for attendance for classes missed under any circumstances.

**21.8** Submission of the Instructor and Course Feedback is compulsory as and when notified by the IPM office during the semester. A student who fails to submit the feedback will not be allowed to appear in the end-semester 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.

## **22 Missed quizzes/examinations and provisions for make-up Examination**

- a) If a participant, whose approved absence is within the attendance norms of IPM, misses any quiz, mid-semester or end-semester examination, except group component of evaluation, a make-up examination may be permitted on following conditions: -
  - Medical hospitalization of self – supported by medical records authorized by IIM

Bodh Gaya Medical Officer.

- Serious medical emergency of immediate family members, i.e, father, mother, siblings and grandparents of the participants – supported by appropriate documents. Grandparents means, parents of participant's father and mother only.

Hospitalization means,

- Hospital stay at least for 8 hours.
  - Any procedure/ surgery/ overnight confinement in a medical centre.
  - Any accident which leads to injury/ fracture, etc.
  - Contagious communicable diseases.
  - Any other medical condition as recommended by the Medical Officer of the Institute.
- b) Participants who wish to take make-up exam has to inform IPM Office within 3 days from the date of examination.
- c) No request will be entertained after the deadline.
- d) Students should submit medical documents/ appropriate documents to IPM Office. In the case of hospitalization, information through a messenger will be considered.
- e) IPM Office will verify the supporting documents and forward to the faculty concerned in case of meeting the requirements. In the case of not meeting requirements, the participant will be communicated accordingly. Participants sending email request to the faculty for make-up exam will not be entertained.
- f) The concerned course instructor has the discretion either to award "F" for themissed component or to conduct a make-up examination or give a make-up assignment so obtained or extrapolate the marks as the case may be. However, any single component of 40% weightage and above cannot be gradedby extrapolating the marks from other components. The decision of theinstructor in this regard with the approval of IPM Chairperson will be final.
- g) Hospitalization cases will be considered for those participants who haveapplied for leave within 2 days of discharge from the hospital.

The above process is applicable to all the participants including students through The Student Exchange Programme.

## **23 Examination Procedure:**

### **General Guidelines for Quiz, Mid Semester and End Semester 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.
- Students shall be present in the examination hall at least 10 minutes before the commencement of the quiz/examination.

- As soon as you receive the question paper please count the number of pages, check whether the same is legible / readable etc.
- Please read the instructions given on the question papers carefully. The students shall turn the question paper and commence writing on the answer sheets only after the announcement to start has been made by the invigilator.
- Students shall not be allowed to enter the examination hall 5 minutes after the commencement of the quiz and 10 minutes for any examination (Mid/End Semester).
- Invigilators have been authorized to disqualify any student found violating any of the instructions or resorting to unfair means.
- 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 shall not refer to any book, paper or other notes, unless it is an open book examination.
- In an open book examination, a student shall refer only to books and notes that he/she has brought into the examination hall.
- Consultation with another student orally or with his/her book/notes is prohibited. Passing, receiving, or seeing papers of others during the examinations is **STRICTLY PROHIBITED**.
- Anyone who willfully gives assistance to another shall be considered as guilty as the one who receives it.
- It is the responsibility of the students to ensure that there should not be any piece of paper in and around their sitting place (including table).
- Anything written on hand/palm, or any part of the body will be considered as a serious case of Malpractice and “Course ‘F’” / appropriate punishment as deemed fit by the IPM/disciplinary committee will be awarded.
- In case of any doubt regarding the quiz/examination that has not been clarified by the Instructor or the Invigilator, students must proceed by making suitable assumptions.
- At the close of the examination, the invigilator on duty shall collect the answer books at the seats of the students. Therefore, the students should stay back until their answer books are collected. However, those who finish the examinations at least fifteen minutes prior to the close of the examination could leave the hall earlier (with permission of invigilator only) after handing in the answer books to the invigilator.
- Handing the answer books to the Invigilator shall be the sole responsibility of students. The student shall not take the answer book out of the examination hall. Students shall write their name and roll number on the supplementary/additional answer sheets. Invigilators should report to the IPM Office any violation of these rules by the students. Any violation of these rules would attract disciplinary action as deemed fit by the IPM/disciplinary committee.

- Checked answer sheets will be shown to the students during the scheduled timings only. Requests for showing the answer sheets at different timings will not be entertained.
- Guidelines for conducting written examination for Persons with Benchmark Disabilities and for use of Scribe in the examinations.
- In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe /reader/lab assistant shall be given, if so desired by the person.
- The participant should have the discretion of opting for his own scribe / reader / lab assistant or request the Examination Body for the same. In such instances the candidates should be allowed to meet the scribe two days before the examination so that the participant get a chance to check and verify whether the scribe is suitable or not.
- In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.
- In case the participant is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination.
- All the participant with benchmark disability may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.
- The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.
- Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.
- Programme office will arrange a separate room, preferably on the ground floor, for the students with benchmark disability.
- One designated person will invigilate examinations.
- The participant who is using scribe facility is required to speak the answer in a clear and audible manner so that the scribe can write the answer exactly as it was spoken.

## **24 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 Semester Papers, Project Report, Summer Project, Course Assignments etc. during any examination (namely, quiz, mid-

semester, end-semester 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 and second Year: a penalty of **Permanent 'F' grade** in the next year including Community services like a) Create a business plan for small businesses affected by pandemic. b) Volunteer and provide online services -managing their database and even fundraising strategy. c) Use the knowledge gained through your studies to raise money for small businesses that are struggling because of the pandemic or better help them sell their products online. d) Offer sessions aimed at improving students' soft skills such as communication and body language. e) Teach English to government school students, dropouts and adults online/offline. f) Share material about the basics of business management for aspiring IPM students. etc.

And his/her name would be displayed on the notice board.

- ii) For Third Year: a penalty of **permanent 'F' grade** in the next year. Student also not promote for the MBA/MBA or eligible for BBA degree. Because this is residential program, student can stay in hostel by paying the hostel and other related fees. If he/she want to attained the specific course he/she can attained this course by giving the fees with the permission of IPM office.
- iii) In either case, the final decision on grading will be taken by the course faculty/IPM Committee depending on the severity/seriousness of the malpractice.
- iv) For fourth and Fifth year as per MBA rule

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

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

## 25 Evaluation

- i. Any faculty of a course (irrespective of credit structure) must use the compulsory components along with minimum two or more of the below mentioned optional components for assessment:

**Compulsory**

- Mid-semester examination (Descriptive/Descriptive + MCQ Combined)
- End-semester examination (Descriptive)

**Optional**

- Quiz (announced or unannounced)
- Project work/assignments

- Class participation
  - Oral examination
  - Take home assignments/tutorials
- ii. Mid semester & End Semester are compulsory for a full credit course with a minimum weightage of 20% and 30% respectively.
  - iii. Mid semester examination might be optional for courses with credits less than 2. For such courses a final examination Maximum of 40% weightage along with two other evaluation components (mentioned aforesaid) is mandatory.

### **25.1 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 IPM Office.
- ii. If a student secures an 'F' grade in two times in a re-examination, it would be converted to a permanent 'F' with no further opportunity for make-up examination/ Re-Examination.
- iii. Make-up examination shall be conducted for students who were absent during the mid-semester or end-semester examination due to illness of self or sudden serious illness of parents, siblings, or sudden demise of parents, siblings. Students should inform the IPM Office well in time of any such illness/event with supporting documents. At the end of each mid semester or end semester examination, the AO- IPM Office 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.
- iv. If a student has missed the mid-semester/end semester examinations or both for reasons other than illness of self or sudden serious illness of parents, siblings or sudden demise of parents, siblings, he/she will not be awarded any marks for the examination.
- v. The make-up/re-exam for a semester will be conducted in the make-up/re-examination week scheduled by IPM Office. The make-up/re-examination for the mid-semester 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 Semester.
- vi. 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 IPM Office due to illness, or sudden serious illness of parents, siblings, 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, siblings, 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 IPM Committee.

### **Important Notes**

The students who appear for Re-Exam/Make-up Exam for “F” grade student can only secure maximum “D” grade

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

- i. The IPM Office will announce the grades in all courses offered during Sem I, III, and V as and when these are received. However, the grades in courses offered during sem II, IV and VI will be announced by the IPM Office, after grades for all the courses are received by the IPM Office.
- ii. The IPM office will announce a schedule for display of corrected answer scripts for each semester. 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 answer script will not be handed over to the students after re-evaluation under any circumstances. All the answer script will be retained and kept in the custody of IPM office.
- iii. If a student is unable to peruse his answer scripts during the scheduled time, IPM office may arrange to show the answer scripts on a later date with the approval of the Chairperson, IPM. Illness or absence from Campus on approved (by AO-IPM) leave will be regarded as valid reasons for the student’s inability to verify answer scripts on scheduled dates.
- iv. IPM Office will exhibit answer-scripts at the first convenient date immediately on receipt of the same.
- v. **IPM 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. **Students or IPM students’ representatives should not directly approach an Instructor with requests for reevaluation or for higher grades.**  
*All requests for re-evaluation of papers should be routed through IPM Office.* IPM Committee will take suitable action against students or IPM



students' representatives if found guilty of violation of this procedure.

### 25.3 IPM Grading Policy

- i. As agreed in the Faculty Council Meeting dated 27th July 2021, a 10 pointer grading system is being implemented for IIM Bodh Gaya IPM Programme from IPM Batch 01 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.*

$$CGPA = \sum i C_i G_i / \sum C_i$$

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

If,	9	≤ CGPA ≤	10,	Percent score =	93 + (CGPA – 9) × 7
If,	8	≤ CGPA <	9,	Percent score =	85 + (CGPA – 8) × 8
If,	7	≤ CGPA <	8,	Percent score =	76 + (CGPA – 7) × 9
If,	6	≤ CGPA <	7,	Percent score =	66 + (CGPA – 6) × 10
If,	5	≤ CGPA <	6,	Percent score =	55 + (CGPA – 5) × 11

- i. The grade obtained by a student, who has missed either the mid-semester or the end-semester 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 IPM 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

- ii. For a Non-credit course the grade awarded will be either 'P' (for Pass) or 'F' (for Fail) with no grade point assigned to it.
- iii. 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 IPM Office.

For the purpose of CGPA computation and announcement of CGPAs at the end of a Semester, all such 'I' grades, except for the **Rural Immersion Programme** shall be converted into 'F' grades. If a feedback certificate from the faculty advisor/mentor/NGO indicating completion of the Rural Immersion Programme by the student is not received by the IPM 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 **Rural Immersion Programme**, in the following summer, subject to the rule of having to complete all requirements of the IPM programme or to withdraw from the programme.

## **26 Measures which would be followed in case of loss of answer sheets**

After the examinations answer scripts are being sent to Visiting Faculty through speed post / courier for evaluation. In case of rare possibility of loss of answer sheets during transit, following options may be exercised.

- (a) Concerned faculty may be asked to conduct a re-exam or give an assignment.
- (b) Grades of the students may be prorated, based on other evaluation components

## **27 Scholarships and Awards**

To promote excellence in management education and instill competitive spirit among the participants, the institute offers a number of merit-based scholarships and awards.

### **27.1 Gold Medal**

Best All-round Performance awards will be given to every batch as below:

- Gold Medal for Best All-round Performer

Initial eligibility criteria for the Best All-round Performer(s) would be as follows:

- The participant must be in the top 25% of the batch in all the 3 years (every year).
- The participant should not have an 'F' grade in any academic course during the entire programme, including exchange semester.
- No disciplinary action should have been taken against the participant.
- Demonstrated work in the community to promote the institute.
- Secondly, information in a specific format, along with supporting documents will be sought from the students fulfilling above criteria for shortlisting.
- Thirdly, a committee will be constituted to select the "Best all-round Performer" Award. In case there are no suitable applicants, the Committee has the right to not recommend any student for award of Best All-round Performance.

## **28 Need-based Financial Assistance Scheme**

The Institute has "Need-based Financial Assistance (NBFA)" scheme to provide financial support to needy IPM participants. The objective of the Need Based Financial Assistance (NBFA) at IIM Bodh Gaya is to ensure that no participant is deprived of education at the institute for financial reasons. The NBFA Committee undertakes a two-step process for deciding the number of awardees and the quantum of aid. The financial assistance offered will be capped at an amount equal to or close to the Tuition Fee during that Academic Year. The actual NBFA awarded would be a percentage of the above maximum amount depending on the family income. The

total amount granted under NBFA will be limited to the NBFA budget available during that Academic Year. Disciplinary records of the participants will also be taken into consideration while awarding of NBFA. In the first stage, the participant's financial need will be assessed by evaluating the application submitted by the participants. In the second stage, based on the assessment at stage I, some of the participants may be called for a personal interaction with the NBFA Committee. Based on the evaluation at stages I and II, applicants will be provided financial aid. Participants who wish to avail of this assistance should apply for the same in a prescribed form along with the required documents. NBFA scheme provides financial assistance based on the family income of student (as indicated by the institute). These forms could be obtained from the IPM Office.

## **29 Convocation and Award of Degree**

At the end of the five-year Integrated Programme, the participants would be awarded with BBA (Bachelor of Business Administration) and Master of Business Administration (under the Dual Degree Programme) by IIM Bodh Gaya. The awarding of degrees to students will be done, provided, the student fulfils all academic requirements as per the programme manual, at Institute's Annual Convocation held at the end of each academic year.

## **30 Academic Discipline and General Conduct**

**30.1** The Institute expects its students to conform to strict norms of integrity, honesty and good conduct in all their dealings. They are required to abide by the rules, regulations, norms and procedures of the Institute both in letter and spirit.

**30.2** Ragging of fresh students by the senior students, in whatever form, is strictly prohibited. As per Government norms and judicial directions, any incident of ragging will be viewed extremely seriously. The relevant Government Regulations on curbing the menace of ragging in higher educational institutions is uploaded on the intranet.

**30.3** Smoking, drinking, eating and usage of intoxicating substances in the classroom is strictly prohibited.

**30.4** Smoking, consumption of alcoholic beverages and usage of intoxicating substances on the campus is strictly prohibited. Disciplinary action will be taken in case any participant is found under the influence of alcohol or with the possession of any alcoholic drinks.

**30.5** Strict disciplinary action, including severe punishment leading to expulsion will be taken if any student is found consuming or possessing or under the influence of any narcotic substance.

**30.6** Marking proxy attendance for others or having attendance marked by

others will attract severe punishment leading to expulsion from the programme.

- 30.7** Mobile phones, communication devices, cameras and any other audio-video devices (either switched on or off) should not be brought into classrooms or into any venue for academic activities such as lectures, meetings, guest lectures, workshop etc. All such cases reported by the course instructor, the student shall be marked absent for the said class. Carrying mobile phone during examination is strictly prohibited. Any student found carrying mobile phone during examination will be awarded 'F'
- 30.8** Unless specified otherwise by the instructor, participants must not collaborate in any manner in completion of home assignments and projects. All sources of information and ideas used for completion of the assignments and projects must be explicitly acknowledged. In other words, the non-referenced part of the answer as presented to the instructor should be the independent work of the participant(s). Violation of any of the above rules will attract disciplinary action. Rules regulating the conduct of quizzes and examinations are given in point 24.
- 30.9** Any offence as provisioned under the Information Technology Act, 2000 and amended thereafter will attract penalty as per the relevant provisions of the Act.
- 30.10** Any act which shows or proves to be an act of mutiny, damage to the property of Institute, goodwill of institute, misbehavior with any member of the institute, any involvement in false allegations etc. will attract punitive action as deemed fit by the IPM Committee.
- 30.11** In addition to the above, all participants are expected to conform to all norms, rules, regulations and procedures of the Institute, of the IPM Programme, of the Hostel, of the IT Department and other Departments of the Institute. The norms, rules, regulations and procedures may be amended from time to time, without prior notice.
- 30.12** Discipline, behaviour and conduct of participants during visits / seminars / participation outside the campus etc. shall be governed by all the norms and rules of the Institute.
- 30.13** Each participant's behaviour and conduct at all times shall be becoming of a good citizen of India and each participant shall abide by all laws of the land.
- 30.14** Any breach of conduct, rules, norms or procedure at any time will attract appropriate action as deemed fit against the defaulters.
- 30.15** Cases of indiscipline or misconduct in classes, irresponsible behaviour inside or outside the classes, use of unethical practices during the

**DhiSNya Retreat Programme and Rural Immersion Programme** or violation of the rules of the IPM programme will be severely dealt with.

**30.16** Canvassing for grades is strictly prohibited.

**30.17** Instructors will be free to adopt any measure to penalize participants for breach of academic discipline. Any such violations and measures taken by the instructors will be reported to the Chairperson, IPM. Instructors may also choose to report the incident to the Chairperson, IPM recommending disciplinary action against the involved participant.

**30.18** If a student is found using a mobile phone in the classroom, talking and disturbing the class, sleeping in the class, leaving the class and coming back after a long time, did not come prepared for class etc., it will be faculty's prerogative to decide on not to give attendance to the student for that particular session or not to give/reduce CP etc.

### **31 Preservation and destruction of records**

All the answer scripts pertaining to IPM may be preserved for a period of 4 years. The answer scripts which are older than 4 years may be appropriately destroyed.

### **32 Procedure for re-issue of Transcript and Degree Certificate**

In case of loss of Transcripts or Degree Certificate following procedure to be followed

a) A written application from the student

b) Affidavit on stamp paper of Rs. 100/-

Receipt towards deposit of fees Rs. 1000/- per transcript and Rs. 10000/- for Degree Certificate

### **33 Disciplinary Committee**

In the event of any IPM participant not adhering to the academic discipline and general conduct expected of him/ her, a complaint could be registered against the participant(s) concerned. Inquiries into such complaint(s) is/are conducted by the IPM Committee or a disciplinary committee constituted by the IPM Committee or Director. The Director of the Institute is the appellate authority.

### **34 Disciplinary Procedures**

On receiving any complaint against a participant concerned or *suo moto*, the Chairperson, IPM and/ or the IPM Committee shall initiate disciplinary action for any alleged misconduct. The procedure based on natural justice as explained below shall be adopted: -

**34.1** The Chairperson IPM will seek an explanation for the breach of discipline from the participant.

**34.2** On obtaining the response from the involved participant, the matter will

be discussed in the IPM Committee/Disciplinary Committee. The participant may be given an opportunity to explain his/her case before the Committee if required. The committee may invite the dignitaries from within and without for facilitating the inquiry. At the conclusion of the inquiry, the IPM Committee may exonerate the participant or impose any one or more of the following penalties:

- Fine
- Public apology
- Confiscation of mobile phones, communication devices, cameras, and audio-video gadgets found in classrooms and other prohibited places
- Suspension from classes or the hostel for a specified period
- Additional academic assignment(s) or project work
- Scaling down grades obtained in one or more courses
- Awarding a permanent 'F' grade in the course concerned
- Repeating the course
- Suspension, withdrawal or made ineligible for scholarships or participation in management festivals, International Student Exchange Programme
- Withdrawal from Placement services
- Community service
- Expulsion from the Programme
- Any other

**34.3** Notwithstanding the academic regulations mentioned above, the Chairperson, IPM is empowered to refer to the IPM Committee any deserving case for review. The IPM Committee will review such cases and take appropriate decisions/actions.

**34.4** A participant, who is aggrieved by the penalty imposed by the IPM Committee under clause (31.2) above, has the right to appeal, within 7 days of the date of intimation of the penalty imposed, in writing to the Director, through the Chairperson, IPM. The decision of the Director on such an appeal shall be considered as final.

## **35 Grievance Redressal**

- ☐ If you have any grievance regarding academic matters, you may kindly approach the Chairperson of your respective academic programme for redressal.
- ☐ For any non-academic matter if you have any grievance, you may please approach the Chairperson, Hostel & Student Affairs or Chairperson, Hostel & Student Affairs (Women) for redressal.
- ☐ In case you are not satisfied with the redressal of your grievance after following the process described above, you may refer it to Dean (Academic) or Director.
- ☐ For any grievance regarding support for students with disabilities, please refer your grievance to the Internal Complaints Committee (ICC).

- In case of any complaint of sexual harassment and others, please refer the complaint to Internal Complaints Committee (ICC).

## **36 FACULTY/COURSE FEEDBACK**

The Faculty/Course feedback survey shall be conducted after the completion of every semester. Students are mandatory required to provide the faculty/course feedback within the stipulated time/ window as announced by the office. Students who fail to participate in the feedback survey shall not be allowed to appear for the Final/End Term examinations and a penalty of Rs.1000/- shall be compulsorily imposed.

## **C: FACILITIES**

### **37 Hostel and Mess Facilities**

**The hostel and mess facilities would be as per the Hostel and Mess Policy of the institute.**

### **38 Library and Computing Facilities**

Details about the Library and the computing facilities available in the Institute are given on the website of the Institute.

### **39 Academic Administration**

The Director is the chief academic and administrative head of the Institute. He/She appoints various Committees to advise and assist him/her in the management of different activities of the Institute. Each Committee has a Chairperson and several members. In addition, there are also Chairpersons/Coordinators for different Academic Areas of the Institute.

### **40 Gender Sensitivity Committee**

The Institute has an 'Internal Complaints Committee' to look into all complaints against sexual harassment received from participants, staff, faculty or other personnel connected with the Institute.

### **41 Programme review and Course Review**

Once in every two year course review at area level and once in every three years Programme review need to be conducted

## **42 INTERPRETATION OF NORMS AND CHANGING NORMS**

The Institute reserves the right to bring any change/modify any or all of the above information, procedures, rules, regulations and norms of the IPM manual without prior notice and at its own discretion. The Institute's decision shall be final and binding in interpretation of these rules. The Chairperson (IPM), Integrated Programme in Management retains authority to issue any other order to regulate all the matters and other details pertaining to all other matters and details not covered by these rules.

**Note:**

1. Any contingencies not provided for herein shall be decided by the IPM Committee.
2. The clauses mentioned are subject to changes from time to time.
3. The final interpretation of the clauses contained herein, if necessary, will be made by the IPM Committee.

**Appendix 1**

## भारतीय प्रबंध संस्थान बोधगया

## Indian Institute of Management

## Bodh Gaya

	<b>List of Core Management Courses</b>	<b>Semester</b>	<b>Credit</b>
1	Introduction to Accounting	1	2
2	Principles of Management	1	3
3	Managerial Economics I	1	2
4	Principles of Marketing Management I	1	2
5	Introduction to Cost & Management Accounting	2	2
6	Business & Company Law	2	2
7	Managerial Economics II	2	2
8	Organizational Behaviour	3	3
9	Introduction to Corporate Finance	3	2
10	Principles of Marketing Management II	3	2
11	Introduction to strategic management	3	2
12	Introduction to Human Resources Management	4	3
13	Business Research Method	4	3
14	Business Ethics and Values	4	2
15	Operations Management	5	3
16	Social Entrepreneurship	6	2
	<b>Total credit</b>		<b>37</b>

## Appendix 2



# भारतीय प्रबंध संस्थान बोधगया Indian Institute of Management Bodh Gaya

### STUDENT LEAVE APPLICATION FORM FOR PROGRAM OFFICE RECORDS

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: .....  
  
Leave sanctioned\* from ..... to .....  
(Rules for attendance and examinations missed during the leave period shall be applicable)

Requested by \_\_\_\_\_

Approved by:

-----  
AO- Programs

-----  
Chairperson IPM

XX

**FOR HOSTEL RECORDS**

**Campus Leaving Report**

Date: .....

Time: .....

\_\_\_\_\_  
Signature of Hostel Supervisor

**Campus Joining Report**

Date: .....

Time: .....



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Signature of Hostel Supervisor

### Appendix 3

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#### *The Course Structure of UG Programme IPM 03 Batch*

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##### *Semester I*

Courses	Credit
INTRODUCTION TO ACCOUNTING	2
EMOTIONAL INTELLIGENCE AND MINDFULNESS	3
EFFECTIVE LANGUAGE AND COMMUNICATION SKILLS-I	2
PRINCIPLES OF MANAGEMENT	3
MANAGERIAL ECONOMICS I	2
BUSINESS MATHEMATICS	3
BUSINESS HISTORY	2
PRINCIPLES OF MARKETING MANAGEMENT I	2
INFORMATION TECHNOLOGY MANAGEMENT	2
PERFORMING ARTS-I (CHOREOGRAPHY/ DANCE)	1
YOGA & PHYSICAL TRAINING	3

##### *Semester II*

Courses	Credit
INTRODUCTION TO COST & MANAGEMENT ACCOUNTING	2
CRITICAL THINKING AND WRITING SKILLS -I	2
SPREAD SHEET MODELLING	2
BUSINESS & COMPANY LAW	2
INDIAN HERITAGE AND CULTURE	2
MANAGERIAL ECONOMICS II	2
WORLD BUSINESS HISTORY	2
BUSINESS STATISTICS I	3
THE SCIENCE OF WELLBEING	2
INTRODUCTION TO PSYCHOLOGY	3
PRESENTATION SKILLS WORKSHOP	1
PERFORMING ARTS-II (MUSIC)	1
YOGA & PHYSICAL TRAINING	3

##### *Semester III*

Courses	Credit
ORGANIZATIONAL BEHAVIOUR	3
ENVIRONMENTAL SCIENCE I	2

FUNDAMENTALS OF CORPORATE FINANCE	2
EFFECTIVE LANGUAGE AND COMMUNICATION SKILLS-II	2
SOCIOLOGY	2
BUSINESS STATISTICS II	2
INTRODUCTION TO INDIAN ECONOMY	2
INDIA & WORLD GEOGRAPHY	2
PRINCIPLES OF MARKETING MANAGEMENT II	2
INTRODUCTION TO STRATEGIC MANAGEMENT	2
FOREIGN LANGUAGE-I	2
DRAMATIC ARTS (THEATRE)	2

#### *Semester IV*

COURSES	CREDIT
DATABASE MANAGEMENT SYSTEM	3
OPERATIONS RESEARCH	3
INTRODUCTION TO HUMAN RESOURCES MANAGEMENT	3
CRITICAL THINKING AND WRITING SKILLS -II	2
BUSINESS RESEARCH METHOD	3
PUBLIC POLICY	2
CREATIVITY AND INNOVATION	1
BUSINESS ETHICS AND VALUES	2
GAME THEORY	1
PERFORMING ARTS-III (ADVANCED CHOREOGRAPHY/ DANCE)	1
FOREIGN LANGUAGE-II	2
ENVIRONMENTAL SCIENCE II	2
<b>RISE (Rural Immersion for social Engagement)</b>	<b>4</b>

#### *Semester V*

Courses	Credit
TALENT & LEADERSHIP DEVELOPMENT	3
OPERATIONS MANAGEMENT	3
INTRODUCTION TO MONEY BANKING & FINANCIAL MARKETS	2
FUNDAMENTALS OF BUSINESS INTELLIGENCE & DATA SCIENCE	3
INTERNATIONAL TRADE	1
OPEN ECONOMY MACROECONOMICS	2
INDUSTRIAL RELATIONS AND LABOUR LAWS	3
SUSTAINABILITY MARKETING	2
FOREIGN LANGUAGE -III	2
ADVANCED COMMUNICATION SKILLS	2
GOVERNANCE AND POLITY	2
VISUAL ANALYTICS	2

#### *Semester VI*

Courses	Credit
SOCIAL ENTREPRENEURSHIP	2
MEDIA AND SOCIETY	2

NEW VENTURE PLANNING AND ENTREPRENEURSHIP DEVELOPMENT	2
MANAGEMENT INSIGHTS FROM BHAGWAT GEETA	2
ECONOMIC GROWTH AND DEVELOPMENT	2
INTELLECTUAL PROPERTY RIGHTS	2
CASE ANALYSIS WORKSHOP	1
ELECTIVES	12
<b>Total credit</b>	<b>158</b>