प्रबंधन में पंचवर्षीय एकीकृत कार्यक्रम (आईपीएम)

Integrated Programme in Management [IPM]

नियम पुस्तिका

Policy Manual

Academic Year 2026-27
Version 3.2

IIM BODH GAYA
राव्वे भद्राणि परस्तु

भारतीय प्रबंध संस्थान बोधगया

Indian Institute of Management Bodh Gaya

Uruvela, Prabandh Vihar, Bodhgaya, Bihar

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 cncepts 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)

As per the MBA policy

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 2nd year
- Summer Internship – After successful completion of 1st Yr of the MBA Programme

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 40 hrs.

9.2 Workshop Course:

Workshop courses are conducted through a two-credit course with 20 sessions. Participants may be awarded any of the nine grades: A^+ 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 At the end of Semester IV a second-year participant has to complete the Rural Immersion Programme of compulsory 4 credits.

9.6 A third-year participant has to satisfactorily complete 48 compulsory credits 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 In the 4th and 5th year MBA guidelines shall be followed .

9.10 Credit Distribution

First Year

Course Type	**Semester-I**	**Semester-II**
Compulsory credit	25 Credits (Max)	27 Credits (Max)

Second Year

Course Type	**Semester-III**	**Semester-IV**
Compulsory	25 Credits (Max)	25 Credits (Max)

Third Year

Course Type	**Semester-V**	**Semester-VI**
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 student shall complete the compulsory **Rural Immersion Programme** which comprises of **04 Credits.**

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. CGPA and other qualifying criteria must be verified by the Program Office.

iii. Eligible candidates must pay the full semester fees and clear all their institutional dues before leaving the campus for the exchange program.

iv. Participants with any of the disciplinary issues, viz, any misconduct, malpractice in examination / assignment, academic indiscipline, violation of rules, ragging, consumption/possession of banned substances, etc., where penalties were imposed, are not allowed to participate in the exchange programme:-

v. 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 mustbe submitted during the bidding process. Failure to do so will lead to cancellation of the application.

vi. 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 Program 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.

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 theallocated 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 thefirst 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 are not allocated seatsduring 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) Office.

viii. In case a participant opt out of exchange programme for any reason, fine will be imposed as stipulated by the IR 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 asIPM conversion rule. Off-class hours will not be considered for credit requirements.

xii. The participants cannot take similar / same course (s) in exchange universitythat they have already attended at the Institute. In case of doubt on the course title / content, clarification from the Chairperson IR 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 policy. 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. 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 Program 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 administration .

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. CGPA of Semester V shall be carried forward in Semester VI.
Grade sheet as received from the host university will be given to the students.

xxv. The above rules are subject to revision by the Program Council. Notwithstanding the regulations mentioned above, the Chairperson, IR is empowered to refer any deserving case for review. Appropriate decisions/actions shall be taken by the Program Council.

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 enrolled in the programme will have the option to exit from the Program with a BBA (Bachelor of Business Administration) degree upon completion of all the requirements till the end of the 3rd yr of the programme.

After opting the exit option and fulfilling all the requirements of the programme at the end of 3 yrs, a provisional BBA (Bachelor of Business Administration) Degree will be given to the student exiting the programme . Names of such students will be recorded on the Degree Register, signed by Chairperson IPM. 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 for promoting 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 5.00 and

b) Must have less than or equal to 15 DCPs at the end of any semester.

- **Calculation of DCPs:**

Grades “D” and “F” will carry DCPs as follows:

i) A “D” will carry DCPs equal to the number of credits of the course.
For example, a “D” in a 4 credit course will carry 4 DCPs.

ii) An “F” will carry DCPs equal to twice the number of credits of the course.
For example, an “F” in a 4 credit course will carry 8 DCPs.

Total number of DCPs will be calculated by adding the number of DCPs accumulated by obtaining “D”s and “F”s at the end of each semester.

c) A student will get only two chances to repeat i.e., once during the first three years, and next in the last two years of the programme, with the MBA Batch. The maximum allowed duration for completion of the course is 7 years.

d)A participant, repeating any year of the programme, will have to compulsorily withdraw if he/she fails to satisfy the promotion criteria while repeating the year.

e. Criteria for Promotion to the 4th year of the Programme

i. A candidate should secure a minimum CGPA of 5.5 at the end of the 3rd year of the Programme.
ii. Must have passed all the core management courses (refer Appendix 1).
iii. A candidate with a CGPA score between 5.00 -5.50 at the end of 3rd Year and with no F grades in any of the core management courses shall be given an option to repeat the 3rd year of the IPM programme to improve his/her CGPA score for promotion to the MBA Program, provided he/she has not repeated any year during the first 3 years of the IPM Programme.
iv. During the 4th and 5th year of the program, MBA policy shall be applicable.

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 (BBA), a student must successfully complete the following:

i) Minimum of 150 credits during the first three years of the programme.
ii) At the end of third year, must have a CGPA of at least 5.00 and fulfill all the criteria mentioned in section 12.1

- To acquire the MBA Degree, a student must successfully complete the MBA course and other requirements with a CGPA of 5.00 at the end of Term VI of the MBA program (Refer to the MBA Policy Manual)

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 Program 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 RISE 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 (RISE)

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

SL. No	Component	Submission	Weightage
1	Initial Information Report cum Proposal	End of 2nd week	10
2	Interim Progress Report	End of 5th 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 Program 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. However, in such cases, rules for re-examination shall be applicable.

13.3Summer Internship(after successfully completing the 4th yr and before the commencement of 5th yr)

As per the MBA policy & guidelines

B. PROGRAMME ADMINISTRATION

14 Faculty Council

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

15 Program Council

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

16 Registration

All participants are required to register on the notified registration day or the first day of each semester.

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 5th 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 Program 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 Programme Council, 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	3rd working days	4th working day	5th working day	6th□10th working days	11thto15th working days	16thto20th 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

Payment of fees for each semester has to be made by the students on the notified dates before commencement of the semester.

Semester fees will have to be paid by the due dates communicated by Program Office for each semester. Program 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 5th 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 Program Office even if he/she attends classes and signs on the class attendance sheets. Registration may be restored and only after the student has paid his/her fee along with the payment of an 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	2nd & 3rd working days	4th working day	5th working day	6th to 10th working days	11th to 15th working days	16th to 20th 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.

Refund of fees: Semester/Term fees are non-refundable.

a. Class Attendance

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

ii. Attendance is compulsory for all courses.

iii. Attending classes is just as important as achieving good grades. An attendance shortfall can significantly affect the overall CGPA and may lead to D grades in a semester, regardless of performance in other evaluation components.

iv. Moreover, if your attendance falls below 50%, any higher earned grade may be converted to an F grade as per the institutional policy.

v. Students involved in proxy will be penalized for two class attendances.
No student is permitted to mark attendance on behalf of another student under any circumstance.
Signatures in the attendance sheet must remain consistent throughout the Term.
Any mismatch in signatures will be treated as a violation and dealt with accordingly.

vi. Students are expected to attend all the classes of a given course. However, to accommodate short-term contingencies, a minimum of 85% attendance for classes held is stipulated for a course. Thus, the cushion of 15% is given to accommodate absence from class due to minor ailments, institutional activities, exigencies in the family, participation in co-curricular activities, and any other short-term contingencies.

17.2 For a student whose attendance falls short of 85%, the penalty will be as follows:

Let α = 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 $70.00 \leq \alpha \leq 84.99$, 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

18.3 In case of workshop course, the same rule will be followed.
In case of Non-credit course, "Pass" or "Fail" grade will to be awarded to the student with compulsory attendance (85%) fulfillment criteria.

18.4 Students will not be allowed to carry Mobile phones/tablets or any food and drinks other than drinking water inside the classrooms/lecture halls and shall be penalized for violating any of the classroom guidelines for attending classes.

19.Procedure to Apply Leave

a.Leave of Absence

For a full time program, students are expected to be present in the campus 24x7.

Leaves shall be granted under exceptional cases like hospitalization, demise of Father, mother or spouse.In case of hospitalization, proper documents must be submitted with the program office for scrutinization before a leave is sanctioned.

Students who leave the campus, should obtain a prior leave of absence from the Program Office and Chairperson IPM between Monday to Friday except for leaving the campus during summer vacation/announced holidays. Leave application form submitted on Friday should be collected on Monday. Emails will be considered only in case of any emergency arising after working hrs or weekends.

Students should fill in the leave application form provided as Annexure (2) in the IPM Policy Manual and submit it to the Program office as per the shared guidelines.

Upon approval of a leave, the application form must be submitted to the Hostel Supervisors before leaving the campus.

After return, the joining information section of the form should be duly filled and signed by the student and the Hostel supervisors. Hostel supervisors are responsible for submitting the completed form back to the Program office soon after the arrival of the student.

If a student fails to return on the approved date, the hostel supervisors/hostel wardens must immediately report the matter to the Program Chairperson/ Program Office

Students leaving the campus with prior approval of the Program office/Program Chairperson will have to produce the signed leave application form (*Annexure 2*) to the security personnel posted at the Main Gate before they may be allowed to leave. Non-compliance with this will be treated as indiscipline/violation of program policy, and appropriate action will be taken as per rules concerning indiscipline in the programme.

19.1 If a participant is leaving the campus, he/she will have to take prior approval from the Program Office and Chairperson IPM. Leaving campus without permission shall attract disciplinary action and the matter will be escalated to the Program Council.

19.2 In case of hospitalization or Major Ailment, Program Office and IPM Chairperson should be informed by e-mail followed by formal application along with medical and investigation reports within 2 days of returning from leave.

19.3 Major Ailment - Loss of attendance and/or missing mid/end semester 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 Program 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 semester, the student must 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 years of his/her admission into the programme.

If a student misses scheduled mid/end semester examination during the period of major ailment, make up examination will be arranged.
There will be no re-examination for these make up examinations.
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.
For any other case(s) not included above, the same would be decided upon by the Program Council.

19.4 Absence from the campus without information and approved leave in due time would result in being marked as an unauthorized absence. 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 Chairperson IPM and Program Office.

19.5 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.

19.6 Submission of the Instructor and Course Feedback is compulsory as and when notified by the Program Office during the semester. A student who fails to submit the feedback will not be allowed to appear in the end-semester examination and/or a penalty of Rs.1,000/- per case will be imposed on the student for not giving the feedback within the stipulated time.

19.7Missed examinations and provisions for make-up Examination

a. If a participant, whose approved absence is within the attendance norms of IPM, misses mid-semester or end-semester examination, a make-up examination may be permitted on the following conditions: -
The information of hospitalization is received by the office, before the commencement of the missed examination
Hospitalization report of self – supported by medical records authorized by IIM Bodh Gaya Medical Officer.

Hospitalization means,

- Hospital stay at least for 24 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 Program Office within 2 days post commencement of the examination.

c) No request will be entertained after the deadline.

d) Students should submit medical documents/ appropriate documents to Program Office. In the case of hospitalization, information through the class representative will be considered.

e) Program Office will verify the supporting documents and in case of meeting the requirements will forward it to the faculty concerned.
In the case the requirements are not met, the participant shall be communicated accordingly. Students sending email requests to the faculty for the make-up exam is strictly not allowed.

f) Hospitalization cases will be considered for those participants who have submitted the required documents for verification to the Program Office within 2 days of discharge from the hospital.

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

IIM BODH GAYA
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20 Examination Procedure:

General Guidelines for Quiz, Mid Semester and End Semester Examination:

- All students must occupy their respective seats as per the seating plan and follow the examination guidelines shared by the Program Office.
- 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 the attendance sheet, main and supplementary answer sheet.
- Students must be present in the examination hall at least 10 minutes before the commencement of the quiz/examination.
- Instructions given on the question papers should be read carefully.
- Before starting the examination, the Students should ensure that the question paper and Anwerbooklet is intact, and no pages are missing.

- 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.
  No exchange of materials will be allowed.
- 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 or any part of the body will be considered as a serious case of Academic Malpractice and a permanent F shall be awarded to the student.
- 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 immediately report any violations of these rules to the Program Office. Any violation of these rules would attract disciplinary action as deemed fit by the Program Council.
- 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.

21. Guidelines for conducting written examination for Persons with Benchmark Disabilities and for use of Scribe in the examinations.

21.1. 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.

21.2 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.

21.3 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.

21.4 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.

21.5 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.

21.6 The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

21.7 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.

21.8 Programme office will arrange a separate room, preferably on the ground floor, for the students with benchmark disability.

21.9 One designated person will invigilate examinations.

30 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.

31 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 of permanent F in the course and there will be no provision for a re-examination.

32 Evaluation

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
- Presentations
- Class participation
- Oral examination
- Take home assignments/tutorials

Mid semester & End Semester are compulsory for a full credit course with a minimum weightage of 20% and 30% respectively.

i. 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

1.Students who secured 'F' grade in a course will be allowed to take a re-examination as per the dates mentioned in the academic calendar.

2.If a student secures an 'F' grade in a re-examination, it would be converted to a permanent 'F' with no further opportunity for Make-up examination/ Re-Examination.

3. 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 demise of parents, siblings, spouse. Students should inform the Program Office well in time of any such illness/event with supporting documents. At the end of each mid semester or end semester examination, the Program 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.

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

5.The make-up/re-examination for a semester shall be conducted only during the make-up/re-examination week specified in the Academic Calendar of the same semester. No

make-up/re-examination will be permitted after the completion of the respective semester. Students who fail to appear for the scheduled make-up/re-examination will not be granted another opportunity.

6.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 prior* leave of absence from Program 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,spouse, 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 Chairperson IPM

25.1Procedure for Review of Answer Scripts and Revision of Grades

1.The Program 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, lV and VI will be announced by the Program Office, after grades for all the courses are received by the Program Office.
2.The Program Office/Course Faculty 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 within 48hrs of the display of the answerscripts, in the prescribed form with a fee, Rs.500/- (Rupees Five Hundred only) payable through the Virtual Account Number (VAN) allotted to the students.

i. 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 Program office.

ii. Program Office/Course Faculty will exhibit answer-scripts at a convenient date.

iii. **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.

iv. Students or class representatives should strictly not approach an Instructor with requests for reevaluation or for higher grades.

All requests for re-evaluation of papers should be routed through the Program Office. Any case of violation may be taken up to the Program Council for further action.

25.1 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 assigned as per the number of credits for the respective course.

$$\text{CGPA} = \sum i \text{ CiGi}/\sum \text{C})$$

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

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 = $55 + (\text{CGPA} - 5) \times 11$

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 Program 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 Program 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 Program 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 sheetsduring 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:

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

27.1 Need-based Financial Assistance (NBFA)

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 Program Office.

28. 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 asfollows:

- The participant must be in the top 25% of the batch in all the 3 years (everyyear).
- The participant should not have an 'F' grade in any academic course duringthe entire programme, including exchange semester.
- No disciplinary action should have been taken against the participant.
- Demonstrated work in the community to promote the institute.

Information in a specific format, along with supporting documentswill be sought from the students fulfilling above criteria for shortlisting. 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.

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 policy, at the Institute's Annual Convocation

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30. Academic Discipline and General Conduct

a. 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.

b.Ragging, gambling in any form and consumption of any narcotic drugs is strictly prohibited in the campus. Action will be taken against any student found to be disturbing the peace and tranquility in hostels and/or the campus, under the influence or possession of alcohol/narcotic substance or otherwise.

c. 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.

d..EATABLES VIZ., TEA, COFFEE, SNACKS AND ANY OTHER ITEMS ARE STRICTLY PROHIBITED IN THE CLASS ROOMS/EXAMINATION ROOMS/AUDITORIUM

e.Marking proxy attendance for others or having attendance marked by others will attract severe punishment and rules for proxy in attendance shall be applicable leading to the deduction of 2 class attendances.

d.Mobile phones, communication devices, cameras and any other audio-video devices (either switched on or off) should not be brought into the classrooms. All such cases reported by the course instructor, the student shall be marked absent for the said class. Carrying mobile phone duringexamination is strictly prohibited. Any student found carrying

mobile phone during examination (irrespective of switch ON/Switch Off mode) shall be considered as a case of
Academic Malpractice.

e.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.

A).Any offence as provisioned under the Information Technology Act, 2000 and amended thereafter will attract penalty as per the relevant provisions of the Act.

b. 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 Program Council.

c. 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, Hostel,IT Department and other Departments of the Institute. The norms, rules, regulations and procedures may be amended from time to time, without prior notice.

d. Discipline, behaviour and conduct of participants during visits / seminars /participation outside the campus etc. shall be governed by all the norms andrules of the Institute.

e. 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.

f. Any breach of conduct, rules, norms or procedure at any time will attract appropriate action as deemed fit against the defaulters.

g. 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.

h. Canvassing for grades is strictly prohibited.

i. Misbehaviour with any Faculty or Staff member in any form shall lead to strict disciplinary action. Escalation matrix must be followed in dealing with any issue of Academic/non academic nature.

j. 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.

k. If a student is found using a mobile phone in the classroom, disturbing the class in any form or sleeping in the class, leaving the class and coming back after a long time, coming un-prepared for the class etc., will be faculty's prerogative to take decision accordingly.

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31.Social Media Conduct

- Students are strictly advised not to post any content against the institute or its members on social media platforms.
- Defaming, misrepresenting, or sharing internal matters, emails, documents etc.., publicly is a serious violation of the institute's code of conduct.
- Any such action will be treated as misconduct and may invite disciplinary action, including suspension or expulsion.
- If you have any grievance or concern, it must be addressed through the official channels provided by the institute.
- You are required to maintain professionalism and uphold the dignity of the institute at all times.

i. Mass mailing and any student involvement in forming or joining groups will result in strict action.

ii. Hacking in any form and sending spam emails inside or outside the Institute is strictly prohibited.

iii. Students are expected to maintain proper decorum in the matter of dress and conduct.
Smart Casuals are allowed in the classroom.
Clothing must be **neat, modest, and appropriate** for a formal academic environment.

iv. Students are expected to maintain decorum and uphold the standards of decency within the campus. Display of obscenity in any form is prohibited and may invite appropriate disciplinary action as per the Institute's rules and regulations.

32.Escalation Matrix:

All students are required to **strictly adhere to the Escalation Matrix** for any issues—academic or non-academic. Direct communication with higher authorities without following the prescribed escalation path will not be entertained.

The escalation flow is as follows:

1.Class Representative (CR) – First point of contact

2.Program Office- The Program Office is responsible for resolving the matter at this level in most cases. Further escalation will be considered **only if the issue cannot be resolved** at the Program Office level.

3.**Chairperson** – Final level, only if the issue remains unresolved

Students or Parents directly approaching higher authorities without following this prescribed hierarchy will not be entertained and may lead to delays in resolution and will be viewed as a breach of protocol.

33. 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.

34. Disciplinary Procedures

On receiving any complaint against a participant concerned or *suo moto*, the Chairperson IPM and/or the Program office will forward the case to the Program Council. The Program Council will hear the matter and will take necessary action depending on the severity of the offence. The Council may exonerate the participant or impose any one or more of the following penalties

- Public apology
- Fine
- 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

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

35. Grievance Redressal

- If you have any grievance regarding academic matters, you may kindlyapproach the Chairperson IPM/ Program Office of your respective for redressal.
- In case of any complaint of sexual harassment against women, please refer the complaint to The Internal Committee (IC) of the institute.

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 or a penalty of Rs.1000/- shall be compulsorily imposed.

37. Hostel and Mess Facilities

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

38. Library (LRC) 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 few members. In addition, there are also Chairpersons/Coordinators for different Academic Areas of the Institute.

40. Gender Sensitivity Committee

The Institute has an 'Internal Committee' to look into all complaints against sexual harassment (POSH) received from female 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 is 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 policy 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 retains authority to issue any other order to regulate all the matters pertaining to details not covered by these rules.

Note:

1. Any contingencies not provided for herein shall be decided by the Program Council.
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 Program Council.

IIM BODH GAYA
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भारतीय प्रबंध संस्थान बोधगया
Indian Institute of Management
Bodh Gaya

Appendix 1

	List of Core Management Courses	Semester	Credit
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
	Total credit		**37**

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:

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SAO (Programs) Chairperson IPM

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

FOR HOSTEL RECORDS

Campus Leaving Report

Leaving Date: ……. Leaving Time: ……..

Signature of Student …… Signature of Hostel Supervisor ……

Campus Joining Report

Joining Date: ……. Joining Time: …….

Signature of Student …….. Signature of Hostel Supervisor ……...

Appendix 3: The Course Structure of UG part of the IPM Programme

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)	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(ADV.CHOREOGRAPHY)	1
FOREIGN LANGUAGE-II	2
ENVIRONMENTAL SCIENCE II	2
RISE (Rural Immersion for social Engagement)	4

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
Total credit	158

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