



भारतीय प्रबंध संस्थान सम्बलपुर

Indian Institute of Management Sambalpur

# MBA MANUAL



MASTER OF BUSINESS  
ADMINISTRATION

9<sup>th</sup> Batch MBA (2023-25)

Indian Institute of Management Sambalpur

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## Director's Message

Dear Students,

A very warm and hearty welcome from IIM Sambalpur!

The Master of Business Administration (MBA) at IIM Sambalpur is a two-year, full-time, residential programme. The distinct feature of MBA programme aims to develop students into competent professional managers with the ability to learn and adapt to national and international environments; an orientation toward achieving excellence while maintaining high ethical standards; and the ability to work effectively and efficiently, both individually and in groups.

The Institute began its ninth year with vim and excitement, determined to carve a space for itself among the top group of IIMs. As we take our initial plunge into the world of Management Education, IIM Sambalpur's core values emphasizes Innovation, Integrity, and Inclusion as essential for shaping it into an eminent Institute. Our major focus is to reach out and study unconventional areas through an entrepreneurial and innovative approach.

The world is competitive, and we at IIM Sambalpur would like to rise to the occasion by doing action-centric research, providing value-based consultancy, and promoting experiential learning pedagogy. The knowledge and values that we hope to instill in our students at IIM Sambalpur strive to create professional business acumen while also making them versatile human beings and proud citizens of the country. The current economic scenario of our country is brimming with endless opportunities. Apart from Corporate Giants, avant-garde Startups supported by stakeholders, including the government, provide a wonderful platform for many of our students who aspire to be employment creators as Entrepreneurs. We strive to instill a holistic mindset of sustainable and socially inclusive growth in all the endeavors taken up by all of our stakeholders.

With these objectives in mind, IIM Sambalpur is passionately committed to empower MBA students and push them to deliver their bests to accomplish the long-term vision of IIM Sambalpur. I welcome the 9th Batch of MBA and wish them a great professional journey ahead.

**Prof. Mahadeo Jaiswal**

Director

IIM Sambalpur





## PGP Chairperson's Message

Dear Students,

It's my immense pleasure to welcome the 9th Batch of MBA (2023-25) of Indian Institute of Management Sambalpur (IIM Sambalpur) on board!

The world is currently witnessing a rapidly changing business landscape emerge from technological and other disruptions happening around us. The disruptive business world is constantly redefining future of work and future of leadership roles. Amid these new-normal, developing responsible leaders for the industry and society are always challenging. IIM Sambalpur would like to take up the challenge through action-centric research, value-based consulting, and experiential learning pedagogy. The knowledge and values that we impart at IIM Sambalpur, aim to develop professional business acumen in the students to become responsible leaders and proud citizens of the Nation. We strive to instil a holistic mindset of sustainable and socially inclusive growth in all our endeavours.

Our MBA programme is designed with three governing principles-innovation, inclusion and integrity. We have introduced flipped classroom in different courses, a form of blended learning using digital platform using digital platform that has significant impact on knowledge creation and distribution. Here, students learn through experiencing applications of theoretical knowledge inside the classroom and theoretical learning through an interactive digital platform. We expect our students to take up different live projects (corporate as well and social projects), facilitated by the institute, to hone their business acumen. They are also expected to act with full integrity and accountability.

This MBA curriculum provides you with an ideal platform to augment their knowledge, skills, ability and attitude for making themselves ready to take up challenging roles in the professional world. It is structured to harness and synergize management understanding and techniques, through courses offered by scholarly faculty members, both internal faculty members of IIM Sambalpur and visiting faculty members from top-notch institutions of the country including different other IIMs. This two-year programme is power packed with industry visits, summer projects, workshops, leadership talk series, live projects, etc. MBA students also go through an International Immersion / Exchange Programme and Dual Degree Programme (optional) to refine their understanding of global business. During these two years, several opportunities were created for you to participate in different student activities and explore themselves. On completion of this programme, you will be capable of performing in leadership roles, implementing innovative ideas, and contributing significantly to the growth and development of your organization and society.

It is therefore, with great conviction and pride, I welcome you all once again and expect you to create your identities as responsible leaders. I am certain that you will prove to be valuable assets for any organization and society as well. Best wishes!

**Prof. Atri Sengupta**  
Chairperson, PGP



## Chapter 2 ABOUT INSTITUTE

### IIM Sambalpur

IIM Sambalpur was established in the year 2015 and the first MBA course was started in a small building complex within the precincts of Sambalpur University. Presently, IIM Sambalpur has got its own permanent campus with the best state of the Art design and facilities & infrastructure matching the highest international standards. Located at Basantpur in a very peaceful & serene farmland surroundings, the Institute is not very far away from the hubbubs of Sambalpur City Centre.

Within this peace and tranquility, the lives of IIM Sambalpur students revolve around classes, assignments, presentations, case studies, examinations, events and various other activities. Meeting the not-so-elastic deadlines for these components of evaluation is what makes up for most of the time in a day. The Institute has an Academic Committee, which acts as a liaison between the faculty and the students. This Committee puts forward the issues pertaining to academic curriculum and students' issues. Students at IIM Sambalpur run several Students' Committees and Clubs for their overall development and to learn new skills, expertise and management strategies. The Institute also has a Cultural and Sports Committee to lighten the ambience and give a much-needed break from the routine academic activities. These Committees and Clubs foster interaction and bonding amongst the batch mates, junior and senior students.

Apart from the rigorous curriculum, the Institute also gets access to the best faculty in the IIM System and a platform to interact with the leaders of top universities and global faculties through the CEO immersion, International Immersion & Exchange Programmes. The depth of knowledge of the Professor and the sheer ease with which they handle the courses are both astounding and inspiring. Students do not need to be told to study; it comes naturally after seeing the amount of efforts being put in by their Professors. After the classes are over, one can always find students burning the midnight oil in the Library, discussing and planning academic activities, presentations, group activities, preparing for inter-college competitions, corporate games, etc. In collaboration with the Institute authorities, they host a number of activities to facilitate their overall development as a future corporate leader and entrepreneur.

IIM Sambalpur holds Innovation, Integrity and Inclusion as its core value system to mold into an Institute of National Importance. The main emphasis is to reach out and explore the unconventional areas through digital strategy, entrepreneurial innovation and novel approaches. The world is competitive and we at IIM Sambalpur would like to take up the challenge through our action-centric research, value-based consulting and experiential learning pedagogy. The knowledge and values that we wish to impart at IIM Sambalpur aims to develop professional business acumen while making our students versatile human beings and proud citizens of the Nation.

The current economic scenario of our country is brimming with endless opportunities. Apart from corporate giants, avant-garde Startups endorsed by stakeholders, inclusive of the Government itself, provide a rich platform wherein many of our students would like to take a path of job creators as Entrepreneur. We strive to instill a holistic mindset of sustainable and socially inclusive growth in all the endeavor's taken up by all of our stakeholders.



## VISION, MISSION AND CORE VALUES

### VISION

To be an Institute par Excellence in nurturing Responsible Leaders with an Entrepreneurial Mindset.

### MISSION

- To create knowledge in management and business through impactful research and collaboration.
- To inculcate managerial skill sets (functional, communication, analytical, leadership, and collaborative skills) among the students.
- To promote a feeling of societal and environment connection and foster ethical thinking in students.
- To disseminate knowledge using Innovative pedagogies to enhance the professional skills of participants.

### CORE VALUES

Innovation, Integrity, and Inclusiveness.



## Chapter 3

# ACADEMIC CURRICULUM

### MBA MANUAL OF IIM SAMBALPUR

This MBA manual provides guidelines for the Two-year full time Master of Business Administration (MBA) Degree programme at IIM Sambalpur and lays down the ordinances governing its design and administration. All participants are required to be conversant of these ordinances. However, the Institute reserves the right to change these ordinances at any point of time without any prior notice and the students would be informed about the amendments, accordingly.

### PROGRAMME OBJECTIVE

The Master of Business Administration (MBA) at IIM Sambalpur is a two-year, full-time, residential programme. The programme aims to:

- Prepare students for acquiring the conceptual and social skills to take managerial responsibilities and its effective implementation in the competitive business environment.
- Groom students to take up entrepreneurial challenges leading to societal and national development.

The programme is spread over two years, each year consisting of three terms. While transiting from the first to second year, the participants spend eight weeks on a Summer Internship Project in a business organization. The academic year begins in June/July and ends in March/April of the following year.

### REGISTRATION FOR MBA

The registration of students for each term is mandatory in order to ensure that the students are physically available in the campus and have deposited their Term fees on time. All the students are required to report to PGP Office and register either on the notified registration date or the first day of each Term unless permitted in writing to register later. The AO (Academics) in consultation with Chairperson PGP will grant permission only on genuine grounds, and if it is on medical grounds, the student is required to produce a medical certificate and related documents counter signed by a Registered Practicing Doctor / Institute Medical Officer (as applicable).

Extension of registration date from the notified date for Term I would not be generally considered, unless and until, there is a genuine case like medical/hospitalisation, not getting relieved from the current organisation, natural calamity, etc. which would be considered on case-to-case basis.

The initial Term I registration for the MBA programme at IIM Sambalpur in the 1st year will be provisional till receipt and verification of all the relevant original certificates & documents filled up/declared by the candidate at the time of CAT registration/CAP interview/Admission process. The relevant original certificates would be verified and returned to the students on the same day. The list of these certificates/documents, dates and venue for verification would be informed to the students by the PGP office.



Candidates who have appeared for their final degree examination must bring an official Bonafide Certificate (with signature, seal, name & date) from the authorised signatory of their Institution/Department specifying that they have completed all the requirements (including examinations, project, viva-voce, etc.) for the award of Bachelor's degree and only the final result is awaited. The original and a copy of the final Mark Sheet (Semester wise or consolidated) and the Provisional / Final Degree Certificate (showing that candidate has passed the examination) must be produced within 30 days of declaration of the result or 31 Oct 2023 (whichever is earlier) failing which, the provisional registration to the programme might be cancelled. In case, any student anticipates any further delay in getting their final marksheet and provisional/final degree certificate; he/she should inform the Admin Officer (Academics) in writing stating reasons for delay along with the supporting documents/proof. Students must ensure correctness of information while making declaration at the time of Admission / Registration. Wrong declaration might lead to the student's termination from the Programme.

The student who fails to register from Term II onwards on the specified dates without any prior intimation will be deemed to have left the programme and would be allowed to register only after he/she has obtained permission from the Chairperson PGP who may charge a late registration fee of Rs. 5000/- (Rupees five thousand only) to be paid within a notified date. In addition to the late registration fee, late payment fee of Rs.100/- per day will be levied in case the late registration fee payment is still not made within the revised notified date.

A candidate who has deposited the Acceptance Fee is permitted to withdraw from the offer before the notified date of Registration. In that case, his/her acceptance fee will be refunded after deducting an amount as mentioned in their offer letter. If the student withdraws after completing the registration process of Term I, he/she will have to submit the Withdrawal Application Form alongwith No Dues Clearance Form. The applicable refunds (if any) will be processed within 35-45 days as per the Institute refund rules. The forms are placed as **Appendix-I** and **Appendix-II** respectively.

## **TERM FEES PAYMENT SCHEDULE**

Payment of fees must be made by the participants before the beginning of each Term. The fee structure is placed as **Appendix III**. The due dates for fee payment and late penalty for each Term will be announced by PGP Office to the students. Those who fail to deposit the fees will not be permitted to register for the Term and sit for classes. Late payment fine as per below details would be imposed on the student. Only upon payment of both the Term fee and late payment fees, the student would be permitted to register and attend classes.

- Payment within 07 days after the due date : ₹ 2000/-
- Payment beyond 07 days after the due date : Rs. 2000/- plus ₹ 200/- per day (inclusive of Saturday/Sunday/holiday) up to the date of actual payment of the total fee.



## PREPARATORY CLASSES

A 02 weeks on-line preparatory classes for orientation on Quantitative Techniques and Communication would be conducted before the Induction Programme. This preparatory classes are compulsory for all the new students joining 1st year of full time MBA programme.

## INDUCTION PROGRAMME

After registration of students for Term I, the Induction Programme would be conducted for a week before beginning of regular classes. All the MBA 1st year students are required to attend the Induction programme. The objectives of this Programme are as follows:

- To acquaint the students with modern management education, its scope, its functional areas, and the design of the MBA at IIM Sambalpur.
- To acquaint them with the teaching and learning methods used at IIM Sambalpur with special emphasis on case method.
- To help them become aware of various learning styles and help them establish linkages between their life's goals and management education.
- To initiate functional interaction of 1st year students with senior students/alumni/faculties/staff/industry experts, etc.
- To brief them about the Code of Conduct and various Dos and Don'ts to be followed at the Institute.
- The schedule for the Induction Programme will be informed to the students through PGP Office.

## ACADEMIC CALENDAR

The Academic Calendar (2023-24) for the first year of Master of Business Administration is placed as **Appendix IV**. The First-Year coursework is spread over Three Terms, followed by a compulsory Summer Internship. The Second-Year course work will also be spread over Three Terms, followed by the Convocation in April 2024. The schedule of Convocation depends upon various circumstances and is subject to change which would be informed to the students accordingly.

## MBA CURRICULUM - FIRST YEAR

The duration of MBA at IIM Sambalpur is two academic years. Each academic year normally begins in June/July and ends in March/April and consists of three Terms. The students go for summer internship at the end of IIIrd Term for a period of 8-10 weeks (during April to June). Each course is structured around the concept of credits and each credit represents 10 hours of contact sessions such that a full course of 3 credits requires 30 hours of classroom instructions & interaction. Instructors choose from multiple pedagogical tools including lecture-discussions, case methods, computer-based simulations, projects, class preparations, case analysis, video conferencing, e-learning to facilitate learning in their courses. All the courses offered during the First year are Core Courses. The 1st year credit requirements are as follows :-



## First Year Credit Requirements

Term	Credit
I	21
II	21
III	18
<b>Total</b>	<b>60</b>

**Non-Credit Courses:** Non-credit courses are offered to the participants to enhance their learning in a particular area. It is compulsory for the student to pass the non-credit course and be eligible for award of MBA degree. A non-credit course does not have any fixed credit but it has fixed sessions to be attended by all the students. The students are also subject to the evaluation procedure but the marks scored would not be counted for the TGPA/CGPA purpose. The students will be declared only as PASS/FAIL in these courses based on their performance and the same would be annotated in their transcripts accordingly.

The Course structure for the First Year is placed as [Appendix V](#).

## BIDDING AND REGISTRATION OF ELECTIVE COURSES

The registration for elective courses for the second year (Terms IV, V & VI) will be conducted through an online bidding software. This bidding would be conducted during Term III and the date & time of bidding will be informed to the students by PGP Office. The list of elective courses to be offered alongwith requisite criteria, minimum score/grade/CGPA requirements, etc. for choosing an elective and guidelines for bidding would be provided to the students before the bidding session and they will have to select the electives for the entire Term IV, Term V and Term VI during the same bidding session. Students are required to compulsorily participate in the online bidding process and based on the results of bidding, the students would be allotted their elective courses.

The minimum number of registrations for an Elective to be allotted is 10% of the entire batch size. For eg. If there are 275 students in the MBA batch, then, the minimum no. of registrations should be 27.5 i.e. 28 students (rounded off to the nearest value). The PGP Office will drop the courses receiving less than 10% registrations. The list of dropped courses would be informed to the students and they will have to bid in 2nd round to 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 at any stage during the year. The list of finalised electives would be informed to all the faculties and students by the PGP office. The timetable would be framed based on the availability of time-slot and mutual convenience of the faculty & the PGP Office.

There will be a maximum cap in an elective course which would be 50% of total students. The detailed process for bidding, minimum CGPA requirements, bidding points, date and time, etc. would be briefed to the student before the actual bidding.



## SUMMER INTERNSHIP

At the end of first year of the programme, students are required to undertake an industry-based Summer Project for a period of 8-10 weeks. The Placement Cell of the Institute provides necessary support in arranging suitable assignments. The Summer Internship is intended to provide students an opportunity to apply management principles learned during the first year and get first-hand experience of industry with a new perspective. Summer Internship is a compulsory requirement and without completing it successfully, no student shall be eligible to register for or complete the second year of the programme. At the time of the fourth Term registration, students will be required to produce a Summer Internship Completion Certificate from the organizations in which they interned. The students will also be required to submit a completed feedback form from these Summer Internship Organizations to the Placement Office. The registration for the IVth Term will initially be done on a provisional basis. This provisional registration will be confirmed subsequently, subject to clearance from the Placement Office, about the Summer Internship undertaken by students based on the certificate and the formal feedback received. If the Summer Internship requirement is not fulfilled, the provisional registration will be cancelled.

## MBA CURRICULUM – SECOND YEAR

During the 2nd year, elective courses are offered from multiple areas viz. Accounting & Finance, Economics, Information System Mgt, Marketing Mgt, OB & HRM, Operations Mgt, Policy & Strategic Mgt spread over the IV<sup>th</sup>, V<sup>th</sup> and VI<sup>th</sup> terms. The final decision of the specific set of elective courses to be offered in each term rests with the PGP Executive Committee of IIM Sambalpur. The Committee normally takes this decision based on recommendations of the Area Chair in the Institute. The tentative list of area-wise electives to be offered during the second academic year is placed as Appendix VI.

## Credit Requirement in the Second Year

In the second year of the programme, each student must earn a minimum of 48 credits through the courses offered. The Term-wise as well as overall minimum and maximum credit requirement is given in the table below. Students must ensure that they have earned an overall credit of 48 for becoming eligible to graduate.

**Second Year Credit Requirements**

Term	Minimum Credit	Maximum Credit
IV	18	21
V	18	21
VI	12	12
<b>Total</b>	<b>48</b>	<b>54</b>

## AUDIT COURSES AND RULES

Apart from selecting the Elective courses, a student is given an option to study a course of his interest as Audit course. However, approval of such Audit course is subject to the discretion of the concerned faculty member. The total number of candidates permitted to audit any course may vary but not more than 10 percent of the actual course subscription. Students are to abide by the following rules to audit any elective course:

- A student would be permitted to audit a maximum of one course per term.
- PGP Office will inform students about the option of Audit courses being offered before the beginning of each Term. Students, willing to audit any course, should apply to PGP Office within 07 days from the date of intimation from PGP Office.
- 80% attendance is mandatory for the Audit course.
- Students are required to appear all the exams / quizzes, or any other evaluation method conducted in the course as per the discretion of the concerned faculty member.
- For the audited course getting reflected in final Transcript, a student must ensure a minimum of C- Grade in the said course. Such students shall be awarded a PASS and the same will be reflected in the Grade Sheet.
- Approval for auditing a course will be granted to a student based on various factors like approval by the respective course instructor, total no. of students who have already opted for the course as Electives, classroom size/facilities, 1st year CGPA of the student, no past administrative / disciplinary conduct and atleast 80% average attendance records of the student, etc.
- Issue of book / study materials to students opting for audit course will be upon the discretion of Chairperson PGP / PGP Office.



## Chapter 4

### ATTENDANCE AND EVALUATION SYSTEM

#### ATTENDANCE, GRADE-CUT, LEAVE AND OD RULES

##### **Attendance for classes**

IIM Sambalpur insists on regular and prompt attendance in classes. Attendance will be taken by the instructor directly and the students should be attentive at the time of attendance to get their presence recorded in the Attendance Register. Any unauthorized absence from class or Institute will be considered as breach of discipline and the Institute will be free to take appropriate administrative action. In severe cases, the Institute can take action upto the extent of rustication from the Programme and from the Institute.

##### **Attendance for Workshop/Seminar/Guest Lecture/Industry Talk/Training etc.**

IIM Sambalpur organizes various workshops, seminar, guest lectures, industry talks etc. during the academic year. 100% attendance is mandatory for all the students in such programmes. In case of any pre-occupied official commitments, the student has to inform PGP office along with proper proof.

##### **Grade-cut**

Each student is expected to attend minimum of 80% of classes in each course. However, due to certain unforeseen circumstances, the students may not be able to attend some classes. In such cases, attendance relaxation upto 20% is allowed to the students for the affected course. But, attendance below 80% in any course will be viewed seriously and will invite Grade-cut penalty for the said course. The details about the grade-cut penalty are mentioned below. Students with less than 50% attendance due to any reason in any of the course will be awarded 'F' grade.

Attendance of Student	Grade-cut Penalty
More than or equal to 70% but less than 80%	One grade drop (e.g. from A+ to A)
More than or equal to 60% but less than 70%	Two grade drops (e.g. from A+ to A-)
More than or equal to 50% but less than 60%	Three grade drops (e.g. from A+ to B+)
Less than 50%	F grade will be awarded

If a student gets 'D' grade in a particular course and also gets a grade drop due to attendance shortage, 'D' will become an 'F' grade. In case of Workshop based courses / Non-Credit Courses which have only Pass/Fail grades, grade-cut converts a Pass grade into Fail grade.

##### **Leave**

Considering unforeseen circumstances, students are advised to judiciously use their 20% attendance relaxation norms. No attendance waiver would be granted for personal work, personal visit, illness (cold, cough, fever, headache, stomachache, infection, medical check-up, visit/appointment with doctor/hospital/lab/dispensary), etc. The student may avail leave in these cases from the 20% attendance relaxation norms.

In case of major accidents / critical surgery or prolonged treatment / hospitalization of the student which requires personal care and rest (as advised by the Registered doctor or Institute doctor) certain exceptions would be considered. In such case, the student or his/her guardian or the Student's Academic Committee is required to intimate PGP Office and the Institute Doctor & Nurses about the illness on email followed by producing all the latest original medical documents / credentials to PGP Office on the day of re-joining the programme. They should also submit a Medical Fitness Certificate issued and/or countersigned by IIM Sambalpur authorized Medical Officer/Doctor. IIM Sambalpur reserves the right to verify the medical documents/credentials submitted by the student. The decision to relax or not relax / quantum of relaxation of attendance percentage (%) / no. of days leave to be granted on special cases, etc. would be taken by the IIM Sambalpur PGP Executive Committee.



This decision would be considered as final and binding on the students and no future representations would be entertained. No student will be allowed to join the Programme unless he/she reports to PGP Office and submits the leave application alongwith all the above mentioned relevant medical documents / fitness certificate. In such cases, maximum attendance waiver would be given upto 50% attendance of the course.

Leave upto maximum 05 days can be considered in case of major accidents/critical surgery/hospitalization of an immediate family member of the student. The actual no. of days leave (but not exceeding 05 days) to be granted in such cases will rest with the PGP Executive Committee. Either before or after completion of leave, the student is required to submit the leave application alongwith a self-attested copy of all the medical documents/prescription/reports. All the latest medical documents/reports/credentials should be issued only by a registered Medical Practitioner/Doctor and countersigned by the IIM Sambalpur authorized Medical Officer/Doctor.

**An immediate family member means parents, foster-parents, grandparents, sibling, spouse, children or parents-in-law of the student.**

Leave upto 07 days can be considered in case of death of an immediate family member. In such case, the student on the day of re-joining the programme is required to submit leave application alongwith a self-attested copy of death certificate issued by the authorized agency/registered Medical doctor/Councillor/Gram Pradhan/Sarpanch, etc. The maximum 07 days leave in this case is to be availed and finished within 15 days from the date of death.

During medical exigencies/death cases of immediate family members, due to paucity of time, a student can inform and obtain verbal concurrence for leave from the Chairperson PGP / PGP Office. However, they will have to send an official communication on email alongwith supporting documents (if any) at the earliest possible. On return from leave, they will have to complete all the said formalities as mentioned above.

Irrespective of the approval, in case a surprise quiz/assignment/project submission/exam is scheduled during the leave period, it will be the prerogative of the Faculty to decide whether a re-quiz/test or extrapolation will be permitted or not.

In all the above-mentioned cases, the no. of days leave granted means continuous days of leave and includes Saturdays/Sundays/Holidays, etc. The course session's attendance conducted during the leave period granted to students due to any of the above-mentioned reasons would be waived-off subject to maximum of 50% attendance of the course. The Student's leave application is attached as [Appendix-VII](#).

### **On Duty (OD) Rules**

The OD Rules (official leaves) are applicable only for Students' affairs and placement related activities. As per Institute's OD Rules, the concerned student is entitled for a total of three (03) ODs for a 3-credit course and one (01) OD for a 1.5 credit course in each term. Students are required to manage all their non-curricular and placement related activities only within these OD entitlements. The SAC Chair / Placement Chair are to recommend the OD applications within the above-mentioned entitlements and the Chairperson PGP will approve all the OD applications. In extra-ordinary cases, the Chairperson PGP may refer the case to PGP Executive Committee for special approval. Students applying for ODs are required to submit the duly recommended OD Form alongwith with all the necessary proof of participation / evidence to PGP Office for approval within one week from the date of completion of event / re-joining the Institute. For calculation of attendance, PGP Office will get the OD forms approved by the Chairperson PGP / PGP Executive Committee (as applicable). Under no circumstances, PGP Office will accept any OD form submitted after the stipulated time for calculation of attendance. No request in this regard will be entertained. The OD Form is attached as [Appendix-VIII](#).



## ACADEMIC PERFORMANCE EVALUATION SYSTEM (GRADING NORMS)

The following are the guidelines for academic performance evaluation system:

### Evaluation Pattern :

The evaluation of academic performance is based on varying combinations of the following components:

#### For a Full Credit Course (3 Credit):

The minimum components for evaluation should be 04 (four) out of which Mid Term and End Term are compulsory: a) Project Work / Assignment, b) Term Paper, c) Quiz, d) Class participation, e) Case discussion / presentation, f) Mid-term Examination, g) End Term Examination

#### For a Half - Credit Course (1.5 Credit):

The minimum components for evaluation should be 03 (three) out of which End Term is compulsory: a) Project Work / Assignment, b) Term Paper, c) Quiz, d) Class participation, e) Case discussion / presentation, f) End Term Examination

This is to be noted that the evaluation components must be comprised of individual and group assessments.

### Letter Grades:

A ten-point grading scale with corresponding letter grades as follows will be used for assigning a relative grade for each course. However, the Grade Point for students securing marks within two letter grade boundaries will be computed on a pro-rata basis. For example, somebody securing marks more than A- (8) cut off and less than A (9) cut off, will get a Grade Point = 8+ something point.

Letter Grade	Grade Point
A+	10
A	9
A-	8
B+	7
B	6
B-	5
C+	4
C	3
C-	2
D	1
F	0
I	Incomplete*

### (\*Absent in Mid Term / End Term Exam)

A relative grading pattern as mentioned is followed for evaluating the student's performance. In case, there is a major deviation from the desired grading pattern to the tune of around 20% (of the boundaries of the desired percentage) for a particular course, then, a Moderation Committee consisting of Chairperson PGP, Concerned Course Faculty and any one PGP Executive Committee member will moderate and decide the final grade of the said course.

The Term Grade Point Average (TGPA) will be calculated by computing the sum of grade points in respective courses multiplied by their respective credits and dividing it by the total credits for all courses in the term. Similarly, the Cumulative Grade Point Average (CGPA) will be calculated at the end of each term as a composite index of the academic performance of the student up to that term in the Programme. Therefore, it means that TGPA is an indicator of student performance for a term, whereas CGPA is an indicator of student performance up to a term.



## COMMUNICATION OF GRADES AND RE-EVALUATION / REVISION OF MARKS

Course instructors are required to communicate to the students the total score out of 100 in the form of segment-wise marks obtained in quizzes/assignments/case analysis/presentations/class participation/group projects/mid-term/end-term exams, etc. as soon as possible but not beyond 21 days from the date of receipt of answer sheet. A student who desires any clarification, checking of answer sheets, re-evaluation, change in awarded marks/score, etc. may discuss the matter with the concerned faculty within seven (07) days after receiving the marks and the matter may be finalised at the course instructor level itself. After finalization, the course instructor will share the final score/grade to PGP office at the earliest but not later than 30 days from the date of receipt of answer sheet.

While the segment-wise marks are communicated directly to students by the instructors, the PGP Office will communicate to students their final letter grades in various courses along with TGPA and CGPA.

## MISSED EXAMINATION

After finalization of results, students should not call or request the course faculties for re-evaluation/upgradation of marks or should not indulge into any sort of influence/canvassing, etc. Such acts would be considered as academic indiscipline and would be dealt seriously leading disciplinary action and penalties.

The Institute may counsel or ask a student to withdraw from the programme at any time if the academic progress of the student is extremely poor or his/her conduct is detrimental to the education process of the Institute. When the student is required to leave the Institute, he/she may appeal to the Director in writing, through the Academic Council for a review of his/her case. The Director's decision in this matter will be final.

If a student has missed his/her Mid-term / End-term examination due to major accident / critical surgery or prolonged treatment / hospitalization of self or any immediate family members or death of any immediate family member and prior leave was granted to the student on such grounds, a missed-examination for such courses shall be conducted subject to the approval of the PGP Executive Committee. The Committee will decide and approve all such cases on case-to-case basis at the end of the term and the PGP Office will inform the students to appear for the missed-examination on a scheduled date & time.

### **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.

If the reason of absence for Mid/End Term examination does not come under above mentioned cases, a loss of one (01) grade cut will be imposed after the missed-examination result due to other reasons. The other reasons can be following:-

- Appearing for other examination & certifications, viz, CA, CS, ICWA, CFA, FRM, SSB/UPSC/SSC interview or any other exams as decided by the PGP Executive Committee on case-to-case basis.
- Scholarship interviews/Exams – if reported well in advance to PGP Office.

The missed-examination would be permitted subject to payment of a prescribed fee which is Rs. 5000/- per course. The student would have to deposit the prescribed fee in Accounts Dept and submit a copy of the payment receipt along with the application for missed-examination to PGP Office. The application form for missed-examination is placed as **Appendix-IX**. The prescribed fee would be waived-off in cases of self/immediate family member hospitalisation or death cases of immediate family members, as defined above.

If the student is still unable to appear for the missed-examination on the declared date & time, he/she will be awarded 'F' Grade and no more appeal by the student would be entertained.



## DEFICIT CREDIT POINTS (DCPs)

CGPA and number of Academic DCPs will form the basis for determining if a student has become eligible for:

- Promotion from the first to the second year, and
- Award of IIM-Sambalpur Degree of Master of Business Administration at the end of the Programme.

### **Academic Deficit Credit Point**

If the overall performance of a student is less than 'C Minus (C-)' in any course, the student will obtain either a 'D' or 'F' letter grade.

If the student has 'D' grade, he/she will carry Academic Deficit Credit Point as follows :-

**For a 1.5 credit course :- 01 DCP**

**For a 3 credit course :- 02 DCPs**

If the student has 'F' grade, he/she will carry Academic Deficit Credit Point as follows :-

**For a 1.5 credit course :- 02 DCPs**

**For a 3 credit course :- 04 DCPs**

## PROMOTION AND GRADUATION

### Criteria for promotion to the 2nd Year

A student is eligible for promotion to the next year provided the following criteria are maintained:

- Should have CGPA of atleast 03.00 in the First year.
- Should not have more than 08 DCPs in the 1st year.
- Should not have any outstanding financial liabilities with the institute.

Student who obtains more than 08 DCPs will be required to leave the programme or repeat the 1st year with the next batch without being promoted to the 2nd year. For repeating the 1st year with next batch, the student will be required to appeal to the Director, IIM Sambalpur through the Academic Council for granting approval.

### Criteria for award of MBA Degree

A student will be eligible for award of Master's Degree only if the following criteria are met at the end of final year:

- Should have CGPA of atleast 03.50 after completing all the 6 terms.
- Should not have more than 08 DCPs in the 2nd year.
- Should not accumulate more than total 12 DCPs in the entire two years (1st and 2nd year DCPs combined together).
- Should not have any outstanding financial liabilities with the institute.

Student who obtains more than 12 DCPs will be required to leave the programme or repeat the 2nd year with the next batch. For repeating the 2nd year, the student will be required to appeal to the Director, IIM Sambalpur through the Academic Council for granting approval.

After declaration of final results, request or appeal from students would not be entertained for review or improvement of marks/grades or waiver of attendance grade-cut, just for the purpose of improving TGPA/CGPA, so as to get promoted to the 2nd year or get the final MBA Degree. However, under exceptional circumstances, the Academic Council may review any representation on case-to-case basis and decide accordingly.



A student who has completed in all respects at least one Term in the Programme and who anticipates a failure to meet the aforesaid criteria in the on-going Term, can at any point of time during the academic year may appeal to the Director through the Academic Council for permitting to repeat the first/second year (as applicable) with the next batch. However, actual grant of appeal for repeating the year by the Director would be subject to the assessment of the suitability of the student to repeat the programme in terms of academic and other relevant considerations including disciplinary issues. If appeal is granted, the student will be required to pay full fees during the year of repeat.

Repeat option, under any circumstances, will be available to a student only once in the entire programme; that is, under any circumstances, a student will not be permitted to repeat second year if she/he has already repeated the first year. Similarly, no student will be allowed to repeat any year of the programme for more than once under any circumstances.

## ONLINE FEEDBACK

In order to improve the academic structure and course outlines on regular basis, IIM Sambalpur has adopted a process of taking independent feedback from all the students on the progress of the course and the delivery of the respective Course Instructor. For a 03 credit course, Mid-term (after 10 sessions) and End-term (after last session) feedback system is followed and for a 1.5 credit course, only end-term feedback system (after last session) is followed. The feedback process is done through an online feedback system for which, the window would be open for 24 hours after the announcement.

All the students are to compulsorily participate in the feedback session and to provide their feedback objectively. If, for some compelling reasons, a student is unable to provide feedback, he/she has to inform the reasons to PGP Office on email and coordinate for fixing the next day of providing the online feedback for all the missed courses.

A maximum of 03 reminders would be given to a student for filling up their online feedback. If the student still does not fill the online feedback, he will be barred from appearing in the mid-term/end-term exam (as applicable) for the said course. The ultimate responsibility to complete the feedback for each course (including non-credit and audit course) lies with the student and therefore, they are advised to take the feedback exercise very seriously.

## PLACEMENT

The students who successfully complete all the PGP programme requirements within the time frame and also fulfill the conditions of convocation at the end of second year of PGP will only be allowed to participate for placements. The Placement Committee helps, guides and counsels second year participants in securing suitable permanent placement by bringing them in touch with prospective employers. No leave of absence / OD from class is given for the attending placement interviews.



## Chapter 5 INTERNATIONAL PROGRAMMES

### INTERNATIONAL STUDENT EXCHANGE PROGRAMME

Students have the option of studying in a reputed partner-institution abroad during Term IV/V/VI, provided they satisfy the selection criteria.

#### **Eligibility**

- a) First year PGP participants who are interested in International Student Exchange Programme (ISEP) must register when the PGP Office/Office of International Relations announces the date for registration.
- b) PGP first year or Term 1 CGPA/Composite Score of Weightage criteria as decided by the PGP Office will be communicated to the participants before the selection process.
- c) Repeaters, participants who have taken a break from the programme and re-joined are not eligible to participate in the ISEP.
- d) 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 Disciplinary Committee imposed any one or more of the following penalties during their course of study at the Institute are not allowed to participate in ISEP :-
  - Suspension from the classes or the hostel for a specific period,
  - Awarding "Fail" grade in the course concerned,
  - Repeating a course/term/year,
  - Suspension, made ineligible for scholarships or participation in management festivals,
  - Debarred from placement activities,
  - Any other disciplinary action, as decided by the PGP Office or any Institutional Committee of IIM Sambalpur.
- e) Participants opting for ISEP must possess a passport valid for at least a year from the time of commencement of the exchange term. A copy of the same must be submitted during the selection process. Failure to do so will lead to cancellation of the application.
- f) A voluntary disclosure will be obtained from the participants along with the ISEP application. Before confirming the nomination, Office of International Relations will obtain clearance from PGP Office. In case false/suppressed disclosure are found later on will be ineligible subsequently and the participant would not be permitted for exchange programme. In that case, an appropriate penalty will be imposed. such cases will rest with the PGP Executive Committee. Either before or after completion of leave, the student is required to submit the leave application alongwith a self-attested copy of all the medical documents/prescription/reports. All the latest medical documents/reports/credentials should be issued only by a registered Medical Practitioner/Doctor and countersigned by the IIM Sambalpur authorized Medical Officer/Doctor.

#### **Allocation**

- a) Allocation of ISEP will be done through a process of selection, that will include recommendations from OIR Committee (selection based on CGPA and grades), OIR Council (selection based on interview), and PGP Office for generating the final list of selected candidates.
- b) The selection process will be handled by the ISEP/IR Committee and submit the result to PGP Office for its approval.
- c) Once a participant has been allotted a seat, he/she will not be allowed to change his/her allotment.
- d) If the candidate does not get into a school/university after deferring the allocated university, he/she is not eligible for the previous university.



- e) In the event of a new school/university seats being added to our partner network, subsequent rounds of the selection process will be conducted. There will be no revision of allocations for those who have taken up seats in the first round of selection process. Fresh applications will be opened for the rest of the batch as well, for the subsequent rounds of selection process. Those who have not been allotted seats in the first round may also apply for subsequent rounds.
- f) In case seats allotted during the first round of selection process are vacated, those seats will be opened again for re-allotment. Participants who do not allocated seats during the initial selection process are eligible to re-apply. Reallocation of already allotted seats will not be entertained; no upgrade will be possible.
- g) In case a participant/student opts out of the exchange programme for any reason, fine will be imposed as stipulated and recommended by the IR Office and shall be approved by the PGP Office. An advancement amount can be kept as OIR caution amount.
- h) IIM Sambalpur will not be responsible for loss incurred in connection with the cancellation of ticket/ visa or any other expenses in case of withdrawal from ISEP.
- i) Before leaving for ISEP, the participants must check their credit requirement for PGP/ISEP from PGP Office. They should subscribe a required number of post-graduate level credit at the exchange university. Under-graduate level courses at the exchange university will not be considered.
- j) Credits at the exchange university will be counted as per the in-class hours as PGP conversion rule. Non-contact hours will not be considered for credit requirements. Languages/ music/ non-management courses allowed will be considered only as workshop course. Participants are required to finalize the courses well in advance taking into their minimum credit requirement to obtain the approval of the PGP Office.
- k) The participants cannot take similar/same course(s) in exchange university that they have already attended at the Institute, IIM Sambalpur. In case of doubt on the course title/content, clarification from the Chair PGP, IR Chair, PGP Office or from the faculty may be obtained in written form before finalization of the programme.
- l) If the exchange university is not offering the required credits as per the PGP requirements and/or the participant could not subscribe to the required credits, the participants have to subscribe the required course credits in the next term at Exchange University or IIM Sambalpur. Participant will not be permitted to take courses in both places in one term.
- m) Learning agreement is not validated and the credit will not be counted in the case of not obtaining the prior approval of the credits at the exchange university. The participants should submit a copy of the approved course list to PGP Office. In case of changes in credit/courses later stage at the partner university, approval of PGP Office must be taken and to submit a copy of the approved course list.
- n) Participants will not be permitted to compensate for or replace any courses that they failed (got "Fail") in ISEP during exchange programme in the same academic year at PGP.
- o) CGPA earned during ISEP will not be considered for the final CGPA calculation.
- p) The CGPA earned in IIM Sambalpur only will be counted to decide gold medals/scholarships or any other academic award. However, a participant obtaining 'Fail' grade in any course during exchange programme will not be eligible for gold medals/scholarships/awards.
- q) IIM Sambalpur is not responsible for any consequences due to the cancellation of any application at Exchange University for any reason.
- r) 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.
- s) Participants in ISEP must complete all sessions/quiz/examination before departure from the exchange university. Participants are not allowed to request for remote exams directly to the partner university. The request should go through the PGP Office.
- t) Attendance requirements of the host university (if any) would have to be followed.
- u) Convocation of Participants, who attended Exchange programme will be held only after receipt of grade from the University. All VIth term exchange participants would be convoked with the following regular batch. The Institute will not be responsible for any delay in the submission of grades by the Exchange University.



- i) Provisional degree will be issued to participants after the receipt of transcripts from all Host Universities and is subject to meeting the credit requirements at IIM Sambalpur.
- ii) Participants should keep in mind that there are delays from the host university's side in processing transcripts. They must not exert undue pressure on PGP Office to issue degree certificates complying with the requirements, citing job joining requirements.
- iii) Caution deposit for all exchange participants will be processed as a single batch and not as and when transcripts and clearances are received from Host University.
- iv) The term beginning and end dates might overlap with the schedule of placements. Participants must adhere to the rules and requirements of the host University for any Concession on the joining or relieving dates. The PGP, ISEP, or Placement Office will not intervene for any concession on the dates.
- v) If participants miss any opportunity to participate in the lateral or final placements due to delayed return from the exchange, it will be solely their own responsibility.
- vi) Participants leaving for Term VI exchange must sign a partial or full opt-out form from the Placements Office before leaving for the student exchange. While away from Sambalpur campus, their placement opportunities would be limited and discretionary to the placement office.
- vii) Participants will be required to vacate their hostel rooms by a stipulated date as desired by IIM Sambalpur authorities. Any participant staying beyond this date would be required to pay applicable hostel charges.
- viii) Participants should take PGP clearance before they leave for ISEP.
- (w) Selected students are allowed to sit for the virtual placement process occurred during their visit at the international host university.

The above rules are subject to revisions by the PGP Office and IR Committee. Notwithstanding the regulations mentioned above, the Chair, IR is empowered to refer to the PGP Committee any deserving case for review. The PGP Office and IR Committee will review such cases and take appropriate decisions/actions.

### **Grade Conversion**

a) Credits covered outside IIM Sambalpur (courses approved by the PGP Committee, IIM SBP) will be transferred on hourly basis, as shown below:

Class room hours Full course at IIM SBP

Full course at other B-School

Conversion formula : 1.5 credit = 15 hours

b) Credit Requirement: The participant under ISEP will balance their remaining credit load in IVth and VIth terms and if the credit load comes in decimal point (e.g. 49.2) then participant will take additional credit load to cover at least minimum required credit load as per the requirement of the programme. The grading system at the exchange institute will be the criteria for having passed or failed in that term.

### **Attendance**

Participants going on the exchange programme are required to attend at least 80 % of the classes at the host institute. Participants will produce a certificate of attendance from the host business school.

### **Act as Ambassadors of the Institute**

It is imperative that participants going on the exchange programme act as ambassadors of the Institute (IIM SBP). They must conduct themselves in a responsible and dignified manner while studying at the university abroad.

### **Incorporation of Grades**

Grades earned at other B-Schools during exchange programme will not be incorporated in the second year/final grade sheet, and will be mentioned separately. The CGPA earned in IIM Sambalpur only will be counted to decide gold medals / scholarships or any other academic award. However, a participant obtaining an 'F' grade in any course during the exchange programme will not be eligible for gold medals/scholarships.

## **DUAL DEGREE FROM INTERNATIONAL UNIVERSITIES**

The students would have the option to go for Dual Degree programme offered by the partner International Institutes during the 2nd year of the programme. An additional cost for the international tuition fee, cost of travel and meals, etc. would be borne by the student. The complete details can be obtained from the Institute's Office of International Relations.



## Chapter 6

# ACADEMIC ADMINISTRATION

### AWARD OF MEDALS

The following medals are awarded to the successful students based on the criteria mentioned against each:

- Chairman's Gold Medal for Best Scholastic Performance is awarded to the graduating student who ranks first in Scholastic Performance based on highest CGPA.
- Director's Gold Medal for Scholastic Performance Rank 2 is awarded to the graduating student who ranks second in Scholastic Performance based on second highest CGPA.
- IIM Sambalpur Gold Medal for Best All Round Performance is awarded to the graduating student based on best all round performance in Academics, Extra Curricular Activities and Contribution towards Institution building as decided by the Academic Council through the PGP Executive Committee of IIM Sambalpur.
- Institute of Company Secretaries of India (ICSI) Signature Award Medal to the graduating student who ranks first in Scholastic Performance based on highest CGPA. The ICSI Signature Award is subject to the MoU being in force with ICSI.

### ISSUE OF DUPLICATE TRANSCRIPT / DEGREE CERTIFICATE

The Institute will issue a duplicate Transcript / Degree only in cases, where the original has been lost or damaged. In case of loss of original Transcript / Degree, the student shall have to furnish an affidavit and a copy of FIR reporting that the original Transcript / Degree has been lost. In case of damaged Transcript / Degree, the student will have to return the damaged Transcript / Degree to IIM Sambalpur.

An amount of ₹5000/- will be charged for issue of duplicate Transcript / Degree. The bank details of IIM Sambalpur for transferring the amount would be provided by PGP office to the student once they inform PGP office about loss / damage of duplicate Transcript / Degree certificate.

In-order to seek a duplicate Transcript / Degree, the student shall also have to furnish the following documents to PGP Office :

- An application or email for issue of duplicate Transcript / Degree certificate stating reasons alongwith supporting documents and affidavit.
- A passport size photograph of self.
- A copy of the original Transcript / Degree of MBA issued by IIM Sambalpur.
- A copy of current ID proof of the student.
- A copy of address proof of the student where the original Transcript / Degree certificate is to be despatched.
- Transaction details of Rs. 5000/-.
- Original Transcript / Degree Certificate (in case of damage).

The Chairman BOG, Director, Chairperson PGP and Admin Officer (Academics) as on current date will sign the duplicate Transcript / Degree Certificate (as applicable) and a stamp DUPLICATE will be endorsed on it.

### ISSUE OF DUPLICATE IDENTITY CARD

In case of lost identity cards, the duplicate cards will be issued on furnishing following documents to PGP Office:

- An application for issue of duplicate ID Card stating reasons.
- A copy of GD/FIR lodged at the relevant Police Station.
- A fine of ₹500/- is to be deposited in the Accounts Dept and a copy of the payment receipt is to be attached with the application form.

In case of damaged identity cards, a fine of ₹200/- would be levied. The student will be required to deposit the fine in the Accounts Dept and a copy of the payment receipt is to be attached with the application form.



## Chapter 7

### ACADEMIC DISCIPLINE

#### ACADEMIC DISCIPLINE & OFFENCE

The Institute expects its participants to conform to strict norms of integrity, honesty and good conduct in all their dealings. It also expects the participants to abide by the rules of the Institute both in letter and spirit.

Ragging of fresh participants by the senior participants, 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 can be found in the internet.

Smoking, drinking and eating in the classroom is strictly prohibited. Smoking and consumption of alcoholic beverages on the campus and hostel is strictly prohibited.

Marking proxy attendance for others or having attendance marked by others will attract severe punishment leading to expulsion.

Mobile phones, communication devices, cameras and audio-video gadgets (either switched on or off) are not allowed in the classrooms and during other academic activities such as examination, quizzes, guest lecture, etc. The Institute will confiscate any such gadgets found.

Cases of indiscipline or misconduct in classes, irresponsible behaviour inside or outside the classes, use of unethical practices during the summer placement or violation of the rules of the programme will be severely dealt with.

Any form of dishonesty including attempts to copy or help others copy in any manner is strictly prohibited.

Unless specified otherwise by the instructor, participants must not collaborate in any manner for 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).

Canvassing for grades is strictly prohibited.

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 Chair PGP. Instructors may also choose to report the incident to the Chair PGP recommending disciplinary action against the involved participant.

In the event of any student not adhering to the academic discipline and general conduct expected of him/her, a complaint could be registered against the student(s) concerned. Inquiries into such complaint(s) is/are conducted by the PGP Executive Committee or a Disciplinary Committee / Internal Complaint Committee (as applicable) constituted by the Director.



## Plagiarism:

copying from a source without due acknowledgement in either presentation, quizzes, project submissions, etc., the penalty of which will be awarded. Only 20% of Similarity Index is allowed. All the academic assignments of students given by faculty members must be accompanied with the Plagiarism Report.

The Chair PGP will seek an explanation for breach of discipline from the student(s). On obtaining the response from the involved student the matter will be discussed in the PGP Executive Committee/Disciplinary Committee. The participant would be given an opportunity to explain his/her case before the Committee. The Committee may call others also for facilitating the inquiry. Notwithstanding the academic regulations mentioned above, the Chairperson PGP is empowered to refer to the PGP Executive Committee any deserving case for review. The PGP Executive Committee will review such cases and take appropriate decisions/actions.

A participant, who is aggrieved by the penalty imposed by the PGP Executive Committee as mentioned above, has the right to appeal, within 7 days from the date of intimation of the penalty imposed, in writing to the Director, through the PGP Chairperson. The decision of the Director on such appeal will be final.

## General discipline inside the campus

### **Discipline**

Any Act, behaviour or conduct on the part of a student adversely affecting the general discipline on the campus, vitiating thereby the academic atmosphere in the campus, such as inciting hostility, ill will, social disharmony amongst the students, indulging in vandalism or destruction of the institute's property, misbehaving with the faculty and staff members of Institute, being detrimental to the educational process of the Institute in any manner, or bringing disrepute to the Institute will be treated as Misconduct. Any unlawful act or indulgence in any act of public nuisance outside the institute will also be treated as Misconduct besides allowing law to take its course. Without prejudice to the generality of the above, the following acts/behaviour/conduct will also be treated as misconduct: (1) Consuming alcohol, smoking, and consumption of other intoxicating or contraband substances inside the campus; (2) Willful disobedience of the rules/regulations/orders/instructions issued from time to time; (3) Breach of Hostel Rules; and (4) Cyber Crimes. Furthermore, mobile phones and recording equipment are strictly not allowed within the classroom, library, the computer centre, and various offices/places as the Institute may specify from time to time. While the use of Laptop in the library is permitted, its use in classrooms shall be as per the directions of the specific instructor. Any form of Misconduct will be dealt with severely and may entail penalties ranging up to suspension or expulsion from the programme.

### **Dress Code**

In the academic premises, students shall appear only in formal or semi-formal dresses. No student is permitted to enter any academic or administrative premises including classrooms, library, computer Centre, faculty blocks or any offices in informal or improper dress. Any violation of this norm will be considered as misconduct and dealt with accordingly.

### **Disciplinary Authority**

The disciplinary authority shall be the PGP Executive Committee. The appellate authority on all disciplinary matters will be the Director.

### **Norms of Communication**

Students are advised to strictly adhere to the following protocols in reporting classroom or academic concerns:

- **Classroom:** Class representatives (CRs) or any other representative of the student body or student himself may submit in writing to the PGP Office about their concerns.
- **Academic:** Students are advised to first contact the concerned faculty for any academic concerns. In case, the concerns are not addressed, they are required to submit in writing to the PGP Office and if the concerns are not addressed even after reporting the same to the PGP Office, it may be subsequently taken up with the Chairperson, PGP.

Students are advised to take note that the concerns shall be addressed within 30 days of reporting the same. Any violation of the above-mentioned protocols attracts stringent punishments including placement barring etc.



## Breach of Discipline

### Academic Malpractice

There are severe penalties for students found guilty of any kind of malpractice either within the classroom or outside in any part of the programme or a course. All instances of malpractices including in assignments or examinations, of any magnitude, major or minor, will result in penalty ranging from a course grade of F at the minimum to expulsion from the programme. Any case of repeat of offence will attract a harsh penalty, which can be expulsion. Any deficiency in the classroom conduct including lack of regularity and punctuality and misbehavior with the instructor, other students, Institute officers & staff etc., will also attract severe penalties.

**Categories :** The breaches of discipline are categorized as Major, Intermediate and Minor. The appropriate disciplinary committee shall categorize the breach as Major, Intermediate or Minor on a case-to-case basis. Some of the Major breach of discipline is detailed in the table below.

Sl No.	Breach of Discipline	Categories
1	Any violation of any sort of the Indian Penal Code	Major
2	<b>Academic Malpractice: Repeat Offence</b>	Major
3	Ragging in any form	Major
4	Conducts that interfere with the operations of the Institute. Such conducts include but are not limited to disruptions or obstructions of teaching, research, administration, or other IIM Sambalpur activities	Major
5	Participation in any act or threat, physical or mental, perpetrated for the purpose of submitting a student or any other person to physical pain or discomfort, indignity or humiliation	Major
6	Defacing or deliberately destroying or damaging any property such as fire equipments of the Institute or of another person in the campus or connected with the Institute	Major
7	Unlawful assembly/participating in or promoting any disruptive activity or disrupting a lawful assembly on campus	Major
8	Possession of arms, explosives or any other weapon on campus,	Major
9	Manufacturing, possessing, selling, using or being party thereto of any illegal drugs	Major
10	Misbehaviour with security, housekeeping, officials, staff and faculty members	Major
11	Writing emails/Copying/ Forwarding without following the due process and unwarranted escalation <u>without following the grievance redressal mechanism*</u> .	Major
12	Writing to outside institute third parties / social media without proper authorization / approval <u>from SAC Chair</u>	Major
13	Escalation of matters without following due process and escalation outside the institute without exhausting internal mechanisms	Major
14	Misuse of Institute letter head and logo	Major
15	Public display of Affection / Obscenity and lewd acts	Major
16	Unauthorized absence	Major
17	<b>Academic Malpractice: First Offence</b>	Intermediate/Minor
18	Unauthorized possession of any property belonging to the Institute, Hostel or any individual.	Intermediate/Minor
19	Unauthorized access to any Institute, Hostel or personal premise	Intermediate/Minor
20	Fraudulent use of Student Identity Cards.	Intermediate/Minor
21	Refusal to present identity card upon request by an authorised individual	Intermediate/Minor
22	Drinking or having in possession any alcoholic beverages on the campus	Intermediate/Minor
23	Making a false official statement to any Institute official, faculty or staff member	Intermediate/Minor
24	Other breaches of discipline	Intermediate/Minor



## PENALTIES

<b>Major</b>	
1	Expulsion: Separation of the student from the Institute whereby the student is not eligible for readmission to the Institute
2	Dismissal: Separation of the student from the Institute for an indefinite period
3	Suspension: Separation of the student from the Institute for a definite period
4	Withholding the degree of the students for some definite period
5	Year Repeat with full fees
6	Term Repeat with full fees
7	Barring from Placement
8	Expulsion from hostel residence facility for a definite period
<b>Intermediate</b>	
1	Conduct Probation: An official warning that the student's conduct is in violation of the Institute regulations. This could be imposed for varying period of time and could entail <ul style="list-style-type: none"> <li>i) Ineligibility to hold office in the Institute.</li> <li>ii) Ineligibility to Alumni membership/ functionary of any IIM Sambalpur body</li> <li>iii) Ineligibility to represent the Institute in any function.</li> <li>iv) Ineligibility to receive an Institute administered scholarship, grant or award</li> </ul>
2	Public Apology: Tendering an apology to be displayed on all hostel and department notice boards
3	Fine: A monetary penalty for having indulged in breach of conduct
4	Awarding F in the Course
<b>Minor</b>	
1	Restrictions: The withdrawal of specified privileges for a definite period. This may include such conditions as a requirement to remain on campus or sign in at previously designated areas during specified period of time, including holidays
2	Hostel Probation: An official notice by the hostel administration that the student's conduct is in violation of Hostel regulations and stringent disciplinary action may result if the student does not rectify the situation
3	Reprimand: A verbal or written admonition that puts on record any incident which reflects unfavourably on the student
4	Community Work as decided by the Disciplinary Committee
5	An apology: A written apology to the inferred party concerned as decided by the PGP Executive Committee / Disciplinary Committee



## Grievance Redressal Mechanism:

PGP Office	7 days
PGP Chair	15 days
Competent Authority	30 days

## EXAMINATION DISCIPLINE & RULES

For maintaining due discipline and quality control, the following rules have been devised:

- **Identification of a Student:** Students are expected to carry the original ID Card issued by the PGP Office.
- **Entering and Leaving Halls:** Students are required to report for the examination 15 (fifteen) minutes before the commencement of the examination and occupy their seats at least five minutes before the examination starts. No student desirous of writing the examination shall be permitted to enter the hall after the commencement of examinations.
- **Student to occupy only allotted seat:** Student shall occupy their seats as per the seating plan and they are not allowed to leave their seats under any pretext during examination hours. However, candidates are permitted to attend nature calls except in the first 30 minutes and last 30 minutes.
- **Silence in Examination Hall:** Strict silence shall be maintained in the examination hall.
- **Use of and/or carrying mobile phone during the exam:** Use of and/or carrying mobile phone during the exam is STRICTLY PROHIBITED. If any student is found using and/or even carrying mobile phone (irrespective of switch-on/switch-off mode), disciplinary action will be taken for non-compliance of exam rules.
- **Writing Name and Roll Number:** Students are instructed to write their name and roll number on the title page of the Answer Book and not to write anywhere else. They are also instructed to write their name and register number on the question paper as well.
- Students shall not indulge in any discussion in the examination hall. They are also not permitted to exchange any instruments or materials in the examination hall.
- **Consultation during exam:** Students shall not consult with or seek clarifications from the invigilators or any staff member present in the hall on any aspect of the question paper. However, clarifications related to examination procedures or to printing or other errors in question papers can be sought from invigilators or staff, if it is essential.
- **Completing answers within given time:** Students are not allowed to write beyond the time prescribed.
- **Handing Over of Answer Books:** The students are to ensure that the answer books are duly handed over to the invigilator after verifying that the name and the roll number are legibly written on the title page of the Answer Book. No loose sheets or papers shall be detached from the answer books by the candidates. At the expiry of examination time, the students may stand up at their places and, then, hand over the answer paper to the invigilator.
- **Detaching of any part of Answer Book and/or taking it away** will tantamount to malpractice.
- Students are required to stop writing in the exam hall as and when the invigilator announces the same after the time is over. Those who continue writing their paper, his/her paper will not be accepted in any case. He/she will have to take permission from Chairperson, PGP for the submission.
- **Discretion of the invigilators in the exam hall** pertaining to the discipline will be final and binding. Instructors/Invigilators have been authorized to disqualify any student who is found to violate any of these instructions or resorting to any unfair means, and report to PGP Office. Appropriate disciplinary action will be decided by Chairman, PGP in consultation with the PGP Executive Committee.
- Students will give due respect to the invigilators and allow them to fulfill their duties, failing which, strict disciplinary action would be initiated against the erring student(s). Unnecessary arguments with the invigilators and disobeying their instructions will be considered as indiscipline and strict actions will be taken in these cases.



## **PROCTORED EXAMINATION GUIDELINES TO THE STUDENTS**

### **Test Environment**

- No other person is allowed in the room while you are taking the proctored exam.
- The lighting in the room must be bright enough to be considered “daylight” quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind you.
- You must sit at a clean desk or table.
- The room must be as quiet as possible. Sounds such as music or television are not permitted.
- The following items must not be on your desk or used during your proctored exams in the case of closed book examination – Books, Calculators (if not permitted by the instructor), Textbooks, Notebooks. Phones, etc.

### **The computer used to take the test**

- The computer being used to take the exam must not have more than one display or monitor. For example, if a student usually use a laptop with a monitor connected, disconnect your monitor and use only the laptop screen.
- Student must close all other programs or windows on your testing computer before you begin the exam.
- Student must not use the following tools:
- Programs such as Excel, Word or PowerPoint, etc.
- Communication programs such as Skype, etc.
- Any website page other than the exam window.

### **Code of conduct during assessment**

- Student must verify their identity using a photo ID that has their name and photo on the same side. Preferably the ID card issued by the Institute.
- Student must dress as if they were in a public setting.
- Students must not use headphones, ear buds, Bluetooth device or any other type of listening equipment.
- Students must not communicate with any other person by any means.
- Students must not use a phone for any reason.
- Students must not leave the room during the exam for any reason, unless posted rules for the exam specifically permit them to do so.
- Students need to concentrate on their test screen only and do not look anywhere else during the entire period of test.

**Note:** The entire conduct of a student will be captured by the systems during the entire duration of exam and violations of code of conduct may adversely impact the result.

### **Consequences of violations of code of conduct**

If any student violates the online proctoring code of conduct, he/she shall be disqualified from the Term Examination of IIM Sambalpur and shall be liable for appropriate disciplinary action.



## Chapter 8

# OTHER RULES AND REGULATIONS

### LIBRARY RULES

The IIM Sambalpur Learning Resource Centre (LRC), with its wide range of collection of knowledge resources and innovative information services, fills an essential requisite in the intellectual pursuits of students, faculty members and the surrounding community. IIM Sambalpur LRC, a hybrid Centre with state-of-the-art technological applications, holds knowledge resources predominantly related to management and allied subjects. The entire LRC collection of books, print journals/magazines along with its wide range of e-collection including e-journals, e-books, online databases collection etc., are accessible through the Institute's network at

<http://www.iimsambalpur.ac.in/facilities/library/>.

#### LRC Objectives

The LRC is committed to offer a wide range of information services set to the highest professional standards with the following broad objectives in mind:

- To build a state-of-the-art knowledge resources centre for management and allied subjects.
- To build appropriate knowledge resources to meet the information needs of the academic community of the Institute; and
- To provide proactive and innovative reference services to the user community of the Institute.

Number of books in library (related to management) :- 829 Number of national journals subscribed to (online + paperback version) :- 65 online + 33 Print version (national journals)

Number of International journals subscribed to (online + paperback version) :- 10735 online + 7 Paperback Journals/Magazines/Newspapers

Faculty/Staff/Student of IIM Sambalpur may recommend LRC the journal titles to be procured. LRC may prepare a consolidated list of recommended journal titles and submit to Chairperson, Library Committee for approval and further process. On approval, LRC may take needful action for procurement of journals. The payment for the journal subscription will be made in advance.

#### E-Resources

LRC subscribes the e-journals for every calendar year starting from January to December. Currently, LRC has following e-resources:

- Ace Equity; Ace MF (Desktop Applications) and Ace Knowledge & Research Portal
- APAPsycArticles
- CMIE – Commodities
- CMIE Industry Outlook
- CMIE Prowess IQ
- CMIE - States of India
- CrisilResearch
- EBSCO
- EconFin-Surge E-update Monthly Statistical Bulletin
- Economic and Political Weekly
- Emerald 312 Journals
- EMIS (Emerging Markets Information System)
- Economist



- ET Prime
- EPWRF India Time Series
- Euromonitor International
- Financial Times (FT.com)
- Indiatat.com
- Informs Archival Package
- Institute for Studies in Industrial Development (ISID) Database
- India Business Insight Database (IBID)
- JSTOR c
- Marketline
- Newspaper Direct (Press Display)
- ProQuest ABI Inform Complete
- South Asia Archive (SAA)
- Taylor and Francis Journals
- Web of Science
- World Bank E-Library
- World e-Book Library (WeL)

### Software's

- SPSS
- Bloomberg Terminal
- Turnitin
- Statistica
- Grammarly
- KOHA

### Library timings and hours

Monday to Saturday	9:30 AM to 5:30 PM
Sunday	2:00 PM to 10:00 PM
Holi	4:00 PM to 10:00 PM
Diwali	9:00 AM to 2:30 PM
Reading in LRC	24 x 7 Hours

Holidays: 26 January, 15 August and 2 October

### Circulation Hours

Monday to Saturday	9:30 a.m. to 5:30 p.m.
Sunday/Holidays	Closed

### Borrowing Entitlements

Every LRC user (student, staff, faculty and any other user) shall visit the LRC to borrow the library material. Users (Faculty/Staff/Students/any other LC member) shall not be allowed to borrow books on behalf of other members. The various categories of members and their privileges are as follows:

Member Category	Entitlement (Number of Books)	Loan Duration
Faculty	08	90 days
Staff	03	30 days
PhD Participants	06	30 days
PGP Participants	06	15 days

Books may be renewed up to 2 times provided there is no reservation against such titles.



Borrower is fully responsible for the books/any other material borrowed in his/her account. Hence, members are advised not to sub-lend the materials borrowed from the LRC.

### **LRC Code of Conduct**

At all times, library users will respect prevailing IPR/copyright rules for any library material issued to or downloaded by them. At any given point, only up to 20% document can be photocopied. Photocopying of any document cover to cover is prohibited. Users must not install, download, copy, or distribute copyrighted materials without the written permission of the Chairperson, Library.

LRC resources such as books, journals, and electronic materials, etc. are costly and are often rare. They are for the benefit of not only the present but also for the future members of the LRC. Therefore, readers should not deface, mark, cut, mutilate or damage LRC resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource. Books borrowed should be protected from Rain, Dust, Insects, etc.

Before leaving the issue counter, member should satisfy themselves as to whether the LRC material lent to them is in sound condition. If not, they should immediately bring the matter to the knowledge of the LRC staff at the issue counter; otherwise, they are liable to be held responsible for replacing the material or paying such compensation as fixed by the Librarian.

Books removed from the shelves by students, if not required for reference, should be kept on the table nearest to them. Please do not try to shelve them yourself.

The newspaper(s) should be folded properly after reading and kept back in the designated place.

Beverages and eatables are not allowed inside the LRC Office.

All users are requested to keep their mobiles in switched off or silent mode in the LRC. Use of mobile phones is strictly prohibited in the library premises.

As the LRC is a place of self-study, members should maintain an atmosphere of dignity, peace and silence within the LRC premises.

Users are advised not to borrow Books for others in their names.

No visitor or guest is permitted to use the LRC without the prior permission of the concerned authority. Accessing personal emails, Facebook, chatting etc. are not allowed.

No photograph of the LRC shall be taken without the prior permission. All the LRC users are advised to enter the premises in a decent dress.

Members should keep the LRC informed of any change of address during the period of their membership.

Suggestions regarding purchase of books/other materials, subscriptions, improving of LRC services, complaints etc., may be sent at [library@iimsambalpur.ac.in](mailto:library@iimsambalpur.ac.in)



## **ONLINE RESOURCE USAGE POLICY**

- Students are required to adhere to the following rules strictly, failing which they will invite disciplinary actions of the Institute.
- Students are required to take all reasonable precautions to maintain integrity of passwords and any other security measures. Sharing of user id and password with others are strictly prohibited. Students are required to comply with any other special conditions of use as notified from time to time.
- Recording of lecture sessions by the students are not permitted.
- Sharing of session link with unauthorized/ unregistered participants is not permitted.
- Electronic resources such as e-books, case resources and other online readings etc. made available by IIM Sambalpur are only for academic use related to IIM Sambalpur MBA Full Time Programme. These resources can be searched, browsed and materials may be downloaded and printed as single copies of articles.
- Transmitting, disseminating, or otherwise making online content available to unauthorized participants (i.e. sending to mailing lists or electronic bulletin boards) is not permitted.
- Students are required to respect Intellectual Property rights, including copyright and database right of the Licensed Materials. Each person must abide by Copyright rules and norms.
- Students may print, or download and save, single copies of extracts of the Licensed Material (for example, one chapter, one article or results of searches of the data) for their own personal use.
- The e- resources made available by IIM Sambalpur is for restricted circulation only.
- Any violation of this policy will result in penal action as per the rules and regulations of the Institute.
- Misuse of any of the Online Platform facilitated by the institute in furtherance of education by any student of IIM Sambalpur shall result in appropriate action under various sections of the IT Act and other relevant laws of the country. IIM Sambalpur will not be responsible for any such misuses. Students violating Intellectual Property Rights may invite legal actions against them by the Intellectual Property Rights holders.

## **HOSTEL RULES & REGULATIONS**

### **Administration**

The hostel and mess shall be under the care of the Hostel Warden, who shall be responsible for the hostel and mess administration and hostel discipline with support from administrative staff. The Institute's decision shall be final in the interpretation of the rules and in all matters connected with the hostel. The hostel warden shall have the power to issue standing orders to regulate internal matters and other details not explicitly covered by these rules in relation to the hostels and student actions outside the classroom.

### **Admission to the hostel**

Only those students of full-time courses who are on the current rolls of IIM Sambalpur will be allowed to stay in the hostels as per the approved room allotment.

### **Allotment of Rooms**

Rooms will be allotted as decided by the Hostel Administration / Committee (IMC)  
Mutual exchange of rooms will not be permitted.

### **Withdrawal**

Students should on no account vacate the hostel unless they are permitted to do so by the Hostel Warden. They should obtain a Clearance Certificate and fulfill the necessary leaving formalities. The "No Dues Clearance Form" shall be issued by the PGP Office / Hostel Administration.



## General Discipline

Students shall keep their room, its surroundings, and the hostel premises clean. The rooms, doors, windows, cupboards, walls, etc. should not be disfigured by writing or sticking handbills, posters, stickers, pictures, etc. If any damage is noticed, the students will have to pay the cost of repairs as decided by the Institute. Students should behave with restraint and decorum at all times during their stay at IIM Sambalpur.

Students are not allowed to remove any articles from the hostel or rooms. Any damage to the hostel property shall be immediately reported to the Hostel Warden. Each student will be responsible for the furniture supplied to him/her. The cost of repairing a table, chair, bed, etc. (other than normal wear and tear) will be recovered by the individual student or students occupying the room. The students may bring in other articles only with written permission from the Hostel Warden. Those found violating this norm will face disciplinary action, including heavy fines. Students involved in the damage of any institute provided facility will be charged based on their respective costs. Students should see that lights, fans, etc. are switched off when they are not in use or when they leave the room. In addition, the following rules are to be followed:-

- Cooking inside the room is strictly prohibited. Violating this norm will be treated as serious misconduct. Residents are expected to lock their rooms properly when they go out. The Institute is not responsible for any loss or damage to their belongings.
- No activities other than academic or co-curricular are permitted in the hostel. Students are expected to behave politely with hostel staff, which includes cleaning and mess staff, security guards; otherwise, they may face severe repercussions.
- No student shall be absent for any night from the hostel without the prior permission of the Hostel Warden. If a student finds it necessary to leave the hostel in an emergency and is unable to meet the Committee & Hostel Warden, he/she must, before his/her departure, submit in writing & mail the reason for his/her absence to the Hostel Warden and get an acceptance reply over it.
- Students are not allowed to consume alcohol, cigarettes, narcotic substances inside the campus, including the mess hall and hostel
- Students are not allowed to use their personal motorcycles or cars on the Institute premises or hostel. However, students can use the bicycles kept on the hostel premises.
- Unauthorised Access to the Electrical, MV, and LV Shafts & Electrical Rooms of the Buildings.
- Unauthorised Access to the Terrace of the Buildings.
- Unauthorised interaction with the Construction Site Officials and workers.
- Changing of settings for TV, AC, Wi-Fi Router, Equipment & Appliances, etc.
- The Infrastructure and Mess Committee at IIM Sambalpur shall be responsible towards smooth functioning of the mess and the maintenance of hostel amenities.
- Meals or extras will not be sent to the rooms of the students, unless they have some health issues.
- Unauthorised entry into the kitchen is completely prohibited.
- Under no circumstances, the students be allowed to take cups, plates, saucers, tumblers, and other utensils of mess to their rooms or other locations. Violation of this will attract fines.
- Students are expected to maintain strict discipline and order in the dining halls during the hours when meals are served.
- No student is allowed to bring guests into the hostel for an overnight stay with him/her.
- The hostel warden shall have the power to refuse permission to enter the Hostel without assigning any reason.
- Girls are not allowed to enter the rooms of the Boys Hostel. However, they will be allowed to enter the common room & discussion room with permission from the concerned authorities.
- Students should be inside their hostel before 11:30 PM & will be allowed to leave after 5:30 AM.
- No male student is permitted to enter the Girls' hostel for any reason whatsoever.



### **Hostel Leave Policy**

- Without prior permission, no student is allowed to leave the hostel / campus; otherwise, he/she will be barred from the hostel.
- The student desirous of leaving the station due to certain personal, medical reasons, etc. are to apply through Student's leave application. They can collect the blank Student's leave application form from PGP office, fill the form, take the required authority's signatures and submit the leave form to PGP office for approval. A copy of the approved leave application is to be submitted to Hostel Supervisor and they will also inform the Student's Hostel Committee about their leave through email before leaving the hostel.

### **Common Room (CR) & Recreational Room Guidelines**

The CR comprises sofas, tables, chairs, a TV, & refrigerator for the use of all. Stealing & misusing someone's belongings are highly prohibited and can attract severe action from the Committee & Authorities. Common rooms are for games & activities, and academic discussions. You are not allowed to carry anything belonging to the institute. You are not allowed to sleep in the Common room. Following points to be noted :-

- Students can have discussions here.
- Club & Committee meetings can be held by taking prior appointments from IMC.
- The voice should be low inside the RR.

### **Visitors Room Guidelines**

Visitors' rooms are only used to meet the parents or any known visitors.

### **Grievances Redressal**

Any complaints regarding the hostel need to first be registered in the complaint register. It can take a minimum of 1 to a maximum of 4 days to resolve the issues.

#### **Important**

Entry and exit from gate number 2 is strictly prohibited.

- Electricians and plumbers visit at intervals of 2–3 days.
- The cleaning of rooms is done on alternate days.
- You are not allowed to offer any materials like money, food, clothes, utensils, etc. to the cleaning staff.
- The administration will take serious action against individuals engaging in misbehaving and disrespectful behaviour towards working staff (guards/cleaning staff), as well as unethical actions such as bribing guards for any purpose.

**Note:** Violation of the above rules will result in heavy fines and/or debarment from the hostel.

### **Strictly Prohibited Areas**

- Entry to the Construction Zone, i.e., Under-construction buildings & areas.
- Entry to the Service Buildings, i.e., Substation, AC Plant Room, UGT, STP, etc.
- Entry to Future Development Areas (As demarcated).
- Trespassing areas with Warnings, Hard barricades, & Green-Net barricades.



## Chapter 9

### COUNCIL AND COMMITTEES OF IIM SAMBALPUR

#### ACADEMIC COUNCIL

IIM Sambalpur Academic Council was constituted on 31st March 2018 as per the provisions of Chapter III, Section 15 of IIM Act 2018. The established Academic Council will perform the functions related to criteria and process of admission, academic content of the programme and its modification, academic calendar, conduct of exams, award of Degrees/Diplomas and other academic distinctions etc. of the Institute. Prof. Mahadeo Jaiswal, Director, IIM Sambalpur is the Chairman of the Academic Council.

#### PGP EXECUTIVE COMMITTEE

PGP Executive Committee of IIM Sambalpur is responsible for all operational matters of PGP, under the overall policy framework provided by the Academic Council. It consists of ex-officio members and faculty members nominated by the Director and is headed by the Chairperson PGP.

The details of PGP Executive Committee is as follows :-

Members	Designation	Email
Prof. Atri Sengupta	Chairperson	chairpgp@iimsambalpur.ac.in
Prof. Sumita Sindhi	Member	sumitas@iimsambalpur.ac.in
Prof. Anand Hindolia	Member	anandh@iimsambalpur.ac.in
Prof. Jimut Chakraborty	Member	jimutc@iimsambalpur.ac.in
Mr. Anand Kumar Seth	Member	anandks@iimsambalpur.ac.in
Ms. Sumedha Pati	Member	sumedhap@iimsambalpur.ac.in
Mr. Deepak Kumar Naik	Member	deepakn@iimsambalpur.ac.in

#### ANTI-RAGGING COMMITTEE

The objective of Anti Ragging Committee is to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students.

The details of the Anti-Ragging Committee is as follows:-

Members	Designation	Email
Prof. Atri Sengupta	Chairperson	atrisengupta@iimsambalpur.ac.in
Warden (Boys Hostel)	Member	warden-bh@iimsambalpur.ac.in
Warden (Girls Hostel)	Member	warden-gh@iimsambalpur.ac.in
Ms. Sumedha Pati	Member	sumedhap@iimsambalpur.ac.in
Students Committee	Member	As applicable



## **POLICY ON SEXUAL HARASSMENT OF WOMAN AT WORKPLACE (PREVENTION, PROHIBITION & REDRESSAL)**

IIM Sambalpur respects the fundamental rights of woman to equality and her right to life and to live with dignity. The Institute always upholds the culture of India and takes initiatives to provide protection to women employees (employee and students) against sexual harassment.

### **Internal Complaint Committee of IIM Sambalpur**

In pursuit of fulfilling the above objectives, the Institute has constituted the Internal Complaints Committee under sub-section (1) of Section 4 under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

The details of ICC composition is as follows:-

Members	Designation	Email
Prof. Punam Sahgal	Chairperson / Presiding Officer (External)	psahgal@iiml.ac.in
Ms. Naushina Afrin Ali	Member (External)	advnaushina@gmail.com
Prof. Sujit Kumar Pruseth	Member	sujitpruseth@iimsambalpur.ac.in
Prof. Jyoti Arya	Member	jyotia@iimsambalpur.ac.in
Mr. Amrit P Mohanty	Member	amrutm@iimsambalpur.ac.in
Ms. Swagatika Padhi	Member	swagatikap@iimsambalpur.ac.in

### **Prevention of Sexual Harassment at IIM Sambalpur**

The Institute regularly conducts an awareness program on “Behave Ethically and Respect Women at Workplace” for sensitizing the employee and students with various provisions of the Act. The program is addressed by the IIM Sambalpur faculty members / Experts.

### **Prohibition of Sexual Harassment at IIM Sambalpur**

To prohibit the incidence of sexual harassment, the Institute displays the meaning of Sexual Harassment, the penal consequences of sexual harassments, Complaints and Conciliation of a complaint of sexual harassment and the list of Internal Complaints Committee Members along with contact details inside the Institute premises. The Institute also provides assistance to the woman employees and students time to time for open discussion on the issues related to sexual harassment. There is a full-fledged “Counselling Cell” headed by Prof. Atri Sengupta, Chairperson, PGP, IIM Sambalpur. The Cell conducts regular orientation and counselling sessions for women employees and students if any incident is reported as such.

### **Redressal of Sexual Harassment at IIM Sambalpur**

Fortunately, as of now, Internal Complaint Committee has not received or reported any complaints/issues pertaining to sexual harassment. However, any circumstance, if it occurs, or will be presented in relation to or connected with any act or behavior of sexual harassment, the Committee will initiate an enquiry under Section 11 of the Act and immediate action would be taken.

## **STUDENTS AFFAIRS COMMITTEE**

The details of the Students Affairs Committee is as follows :-

Members	Designation	Email
Prof. Sumita Sindhi	Chairperson	chairsac@iimsambalpur.ac.in
Prof. Jyoti Arya	Coordinator	jyotia@iimsambalpur.ac.in
Mr. Amrut P Mohanty	Member	amrutm@iimsambalpur.ac.in
Ms. Swagatika Padhi	Member	swagatikap@iimsambalpur.ac.in
Ms. Tandra Chatterjee	Member	tandrac@iimsambalpur.ac.in
Ms. Swagatika Mahapatra	Member	swagatikap@iimsambalpur.ac.in
Students Committee	Member	As applicable



## STUDENTS GRIEVANCES COMMITTEE

The details of the Students Grievance Committee is as follows :-

Members	Designation	Email
Prof. Soumya Guha Deb	Chairperson	soumya@iimsambalpur.ac.in
Warden (Boys Hostel)	Member	warden-bh@iimsambalpur.ac.in
Warden (Girls Hostel)	Member	warden-gh@iimsambalpur.ac.in
Mr. Anand Kumar Seth	Member	anandks@iimsambalpur.ac.in
Students Committee	Member	As applicable

## PLACEMENT COMMITTEE

The details of the Placement Committee is as follows :-

Members	Designation	Email
Prof. Anand Hindolia	Chairperson	chairplacement@iimsambalpur.ac.in
Placement Officer	Member	Coordinator
Prof. Diptiranjana Mahapatra	Member	diptiranjana@iimsambalpur.ac.in
Prof. Sudhendhar H Rao	Member	sudhendhar@iimsambalpur.ac.in
Mr. Deepak Kumar Naik	Member	deepakn@iimsambalpur.ac.in
Students Placement Committee	Member	As applicable

## ADMISSIONS COMMITTEE

The details of the Admission Committee is as follows :-

Members	Designation	Email
Prof. Jimut Chakraborty	Chairperson	chairadmissions@iimsambalpur.ac.in
Prof. Poonam Kumar	Member	poonamk@iimsambalpur.ac.in
Prof. Rahul Kumar	Member	rahulk@iimsambalpur.ac.in
Prof. Atri Sengupta	Member	atrisengupta@iimsambalpur.ac.in
Mr. Anand Kumar Seth	Member	anandks@iimsambalpur.ac.in
Ms. Sumedha Pati	Member	sumedhap@iimsambalpur.ac.in

## ALUMNI AFFAIRS COMMITTEE

The details of the Alumni Affairs Committee is as follows :-

Members	Designation	Email
Prof. Divya Choudhary	Chairperson	chairalumni@iimsambalpur.ac.in
Prof. Jyoti Arya	Member	jyotia@iimsambalpur.ac.in
Prof. Merlin Nandy	Member	merlin@iimsambalpur.ac.in
Mr. Amrut P Mohanty	Member	amrutm@iimsambalpur.ac.in
Ms. Sumedha Pati	Member	sumedhap@iimsambalpur.ac.in
Mr. Deepak Kumar Naik	Member	deepakn@iimsambalpur.ac.in



## INTERNATIONAL RELATIONS COMMITTEE

The details of the International Relations Committee is as follows :-

Members	Designation	Email
Prof. Shivani Sharma	Chairperson	chairir@iimsambalpur.ac.in
Prof. Soumya Guha Deb	Member	soumya@iimsambalpur.ac.in
Prof. Poonam Kumar	Member	poonamk@iimsambalpur.ac.in
Mr. Anand Kumar Seth	Member	anandks@iimsambalpur.ac.in
Ms. Swatgatika Mahapatra	Member	swagatikap@iimsambalpur.ac.in
Mr. Deepak Kumar Naik	Member	deepakn@iimsambalpur.ac.in
Students Committee	Member	As applicable

## LIBRARY COMMITTEE

The details of the Library Committee is as follows :-

Members	Designation	Email
Prof. Arun Kumar Mishra	Chairperson	chairlibrary@iimsambalpur.ac.in
Prof. Ramakrushna Padhy	Member	ramakrushnap@iimsambalpur.ac.in
Prof. Atri Sengupta	Member	atrisengupta@iimsambalpur.ac.in
Prof. Rahul Kumar	Member	rahulk@iimsambalpur.ac.in
Dr. S Kannan	Member	kannans@iimsambalpur.ac.in
Mr. Mohsin Raja	Member	mohsinr@iimsambalpur.ac.in

## HOSTEL ADMINISTRATION COMMITTEE

The details of the Hostel Administration Committee is as follows :-

Members	Designation	Email
Mr. Amrut P Mohanty	Warden – Boys Hostel	warden-bh@iimsambalpur.ac.in
Prof. Sumita Sindhi	Warden – Girls Hostel	warden-gh@iimsambalpur.ac.in
Mr. Dusmanta Pradhan	Member – Boys Hostel	dusmantap@iimsambalpur.ac.in
Ms. Sumedha Pati	Member – Girls Hostel	sumedhap@iimsambalpur.ac.in
Mr. Shailendra Mohan Shukla	Member	shailendras@iimsambalpur.ac.in

## AREA CHAIRS

The details of the Area Chairs is as follows :-

Name of Chair	Area	Email
Prof. Soumya Guha Deb	Accounting & Finance	soumya@iimsambalpur.ac.in
Prof. Diptiranjana Mahapatra	General & Strategic Management	diptiranjana@iimsambalpur.ac.in
Prof. Ashutosh Tripathi	Economics	ashutoshtripathi@iimsambalpur.ac.in
Prof. Atri Sengupta	OB & HR	atrisengupta@iimsambalpur.ac.in
Prof. Poonam Kumar	Marketing	poonamk@iimsambalpur.ac.in
Prof. Merlin Nandy	Information System Management	merlin@iimsambalpur.ac.in
Prof. Divya Choudhary	Operations Management	divyachoudhary@iimsambalpur.ac.in



## Chapter 10

### FACULTIES OF IIM SAMBALPUR

Sl No.	Name of the Faculty	Area
1	Prof. Soumya Guha Deb	Finance
2	Prof. Sudhendar H. Rao	Information System Management
3	Prof. Arun Kumar Misra	Finance
4	Prof. Atri Sengupta	OB & HRM
5	Prof. Diptiranjana Mahapatra	Strategic Management & Public Policy
6	Prof. Ramakrushna Padhy	Operation Management
7	Prof. Anand Hindolia	Marketing
8	Prof. Ashutosh Tripathi	Economics
9	Prof. Bhawana Rathore	Operation Management
10	Prof. Deepanwita Datta	Information System Management
11	Prof. Divya Choudhary	Operation Management
12	Prof. G. Prasanna Kumar	Marketing
13	Prof. Jimut Bahan Chakrabarty	Operation Management
14	Prof. Jyoti Arya	OB & HRM
15	Prof. Kumari Pritee	Information System Management
16	Prof. Merlin Nandy	Information System Management
17	Prof. Padmavathy Dhillon	OB & HRM
18	Prof. Poonam Kumar	Marketing
19	Prof. Rahul Kumar	Information System Management
20	Prof. Rahul Kumar (Finance)	Finance
21	Prof. Sangita Choudhary	Finance
22	Prof. Shikha Bhardwaj	OB & HRM
23	Prof. Shivani Sharma	Business Communication
24	Prof. Siddharth G. Majhi	Information System Management
25	Prof. Sourabh Kumar	Operation Management
26	Prof. Sujit Pruseth	General Management / Public Policy
27	Prof. Sumita Sindhi	Strategic Management / General Management



## STAFF OF IIM SAMBALPUR

Name of the Staff	Designation	Email ID
<b>ACADEMIC ADMINISTRATION</b>		
Anand Kumar Seth	Admin Officer (Academic Programme)	ao_acad@iimsambalpur.ac.in anandks@iimsambalpur.ac.in
Sumedha Pati	Asst Admin Officer (Programme)	sumedhap@iimsambalpur.ac.in
Satish Kumar	Asst Admin Officer (Programme)	satishk@iimsambalpur.ac.in
Tandra Chatterjee	Asst Admin Officer (Programme)	tandrac@iimsambalpur.ac.in
Archana Sahu	Asst Admin Officer (Programme)	archanas@iimsambalpur.ac.in
A Shashi Kumar	Office Assistant (Programme)	shashik@iimsambalpur.ac.in
Deepak Kumar Naik	Office Assistant (Programme)	deepakn@iimsambalpur.ac.in
Divya P	Office Assistant (General Admin.)	divyap@iimsambalpur.ac.in
Nilanchal Adha	Attendant	nilanchala@iimsambalpur.ac.in
Nilakantha Adha	Attendant	nilakantha@iimsambalpur.ac.in
Subham S. Nayak	Attendant	subhams@iimsambalpur.ac.in
<b>GENERAL ADMINISTRATION</b>		
Amrut P. Mohanty	CAO incharge	ao@iimsambalpur.ac.in amrutm@iimsambalpur.ac.in
Swagatika Padhi	Admin Officer (Purchase / HR)	procurement@iimsambalpur.ac.in officerinchgr@iimsambalpur.ac.in swagatikap@iimsambalpur.ac.in
Anjeneya Jal	Project Engineer (Infra)	anjeneyajal@iimsambalpur.ac.in
Dusmanta Kumar Pradhan	Office Assistant (Estate)	dusmantap@iimsambalpur.ac.in
Swatgatika Mahapatra	Office Assistant (HR)	swatgatika.m@iimsambalpur.ac.in
Bibek Polai	Junior Engineer	bibekp@iimsambalpur.ac.in
Sadbhabna Das	Office Assistant (Administration)	sadbhavanad@iimsambalpur.ac.in
Sunil Bag	Office Assistant (Stores)	sunilb@iimsambalpur.ac.in
Jyotirmayee Mishra	Nurse	jyotirmayem@iimsambalpur.ac.in
Priyanka	Nurse	priyankam@iimsambalpur.ac.in
Amit Bag	Attendant	amitb@iimsambalpur.ac.in
Anjali Badi	Attendant	anajalin@iimsambalpur.ac.in
Bhesamati Naik	Attendant	bhesamatin@iimsambalpur.ac.in
Pramila Suna	Attendant	pramilas@iimsambalpur.ac.in
Shailendra Mohan Shukla	Estate Supervisor	shailendras@iimsambalpur.ac.in
Alekh Sahoo	Estate Attendant	alekhas@iimsambalpur.ac.in
Kalpana Mohanty	Hostel Attendant	kalpanam@iimsambalpur.ac.in
Kamalkant Pati	Electrician	kamalap@iimsambalpur.ac.in
Bikash Chandra Patra	Electrician	
Dinesh Pradhan	Plumber cum Carpenter	dineshp@iimsambalpur.ac.in
Subhranshu Moharana	Carpenter	
Barun Deb	Driver	barund@iimsambalpur.ac.in
Chandrakant Bag	Driver	chandrakantb@iimsambalpur.ac.in
Trinath Naik	Driver	trinathn@iimsambalpur.ac.in



LIBRARY		
S. Kannan	Librarian	librarian@iimsambalpur.ac.in kannans@iimsambalpur.ac.in
Mohsin Raja	Library Assistant	mohsinr@iimsambalpur.ac.in
FINANCE & ACCOUNTS		
Subodh Kumar Dora	CFO & AO incharge	accounts@iimsambalpur.ac.in subodhd@iimsambalpur.ac.in
Ashish Singh Parmar	Admin Officer (Accounts)	accounts@iimsambalpur.ac.in ashish@iimsambalpur.ac.in
Gaurav Kumar Sewari	Office Assistant (Accounts)	gouravs@iimsambalpur.ac.in
IT		
Rajkumar Chauhan	Network & System Administrator	rk.chauhan@iimsambalpur.ac.in
M. Chinmaya Nayak	IT Assistant	chinmayan@iimsambalpur.ac.in
DIRECTOR'S OFFICE		
Sujit Kumar Pati	Secretary to Director	sujitp@iimsambalpur.ac.in
Sasmita Mohanty	Office Assistant (General Admin.)	sasmitam@iimsambalpur.ac.in
PLACEMENT OFFICE		
Jharana Mishra	Corporate Relation Assistant	jharanam@iimsambalpur.ac.in
ACADEMIC ASSOCIATE		
Bidya Singh	Academic Associate	bidyas@iimsambalpur.ac.in

### PGP (MBA) OFFICE STAFF

Name	Designation	Mobile No.	Email id
Prof. Atri Sengupta	Chairperson, PGP	7583032416	chairpgp@iimsambalpur.ac.in
Mr. Anand Kumar Seth	Admin Officer (Academic Programmes)	9477464850	ao_acad@iimsambalpur.ac.in
Ms. Sumedha Pati	Asst Admin Officer (Pgme)	9777132258	sumedhap@iimsambalpur.ac.in
Ms. Tandra Chatterjee	Asst Admin Officer (Pgme)	8890851551	tandrac@iimsambalpur.ac.in
Mr. A Shashi Kumar	Office Asst (Pgme)	8435899491	shashik@iimsambalpur.ac.in
Mr. Deepak Kumar	Office Asst (Pgme)	9777541250	deepakn@iimsambalpur.ac.in

For any correspondence related to MBA 2023-25, please write to mba1@iimsambalpur.ac.in.

For any correspondence related to MBA 2022-24, please write to mba2@iimsambalpur.ac.in.

For any scholarship related correspondence, please write to scholarship@iimsambalpur.ac.in.

THE DECISION OF THE ACADEMIC COUNCIL CHAIRED BY THE DIRECTOR IN MATTERS OF INTERPRETATION OF RULES AND ORDINANCES OF THIS MANUAL WILL BE FINAL AND BINDING ON ALL CONCERNED. RULES ARE LIABLE TO CHANGE AT THE DISCRETION OF THE INSTITUTE AT ANY TIME, WITHOUT ANY PRIOR NOTICE TO THE STUDENTS.



## **INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR**

**Basantpur, Sambalpur, Odisha - 768025**

### **APPLICATION FOR WITHDRAWAL FROM PGP COURSE : MBA**

1. I have been enrolled in the MBA .....Batch of IIM Sambalpur after paying the requisite fees as mentioned in the offer letter. However, due to certain personal reasons, I want to withdraw from the course with effect from .....

2. I had deposited the total Term I fees (as mentioned in offer letter) as per following details. The screen shot / details of transaction is attached for reference.

Name of Student:-  
Amount of Payment:-  
Date of Payment:-  
Name of the disbursing bank:-  
Bank UTR / Reference No.:-

3. It is requested that my application for withdrawal from the course may be accepted and the applicable fees (if any) may be refunded to me as per IIM Sambalpur Refund Rules. My Bank details in which the fee is to be refunded is mentioned below. A copy of my bank passbook / cancelled cheque is also attached for reference. I am aware that the fee refund process from IIM Sambalpur may take around 30-40 days from the date of submission of my withdrawal application form to PGP Office.

Bank Account No.....  
Beneficiary (Student) Name .....  
Bank IFSC Code .....  
Bank Name.....  
Bank Address .....  
Student's PAN No.....

4. I will vacate my hostel room and deposit the keys with the Hostel Supervisor on ..... (date). I have also cleared my dues with all the relevant Dept / Sections of the Institute. The No Dues Clearance Form is attached.

Student's signature.....  
Student's Name .....  
Student's Roll No.....  
Student's Mobile No.....  
Student's Personal email id.....  
Date.....

Student's Address.....  
.....

#### **FOR PGP OFFICE USE ONLY**

Date of receipt of Withdrawal application alongwith No Dues Clearance Form .....

Withdrawal application Accepted / Not Accepted

Signature of Admin Officer (Academics)



## Indian Institute of Management Sambalpur

Basantpur, Sambalpur, Odisha – 768025

### NO DUES / CLEARANCE FORM WITHOUT COURSE COMPLETION

Name of Student : \_\_\_\_\_  
 Roll Number : \_\_\_\_\_  
 Programme/Batch : \_\_\_\_\_  
 Room No./Hostel : \_\_\_\_\_  
 Date of Leaving : \_\_\_\_\_

Sl No.	Name of Dept	Certification	Amount Dues / additional information (if any). Write Nil if no dues	Whether cleared from the Dept? Put (✓ and X) whichever is applicable	Signature(s) & date of clearing staff
1.	PGP Office	Has the student returned the Institute ID Card? Yes____No____(Tick)		Yes <input type="checkbox"/> No <input type="checkbox"/>	AAO (Admission) / Programme Coordinator (As applicable)  AO (Academics)  PGP Chair
2.	Hostel	He/she has vacated/likely to vacate the hostel on _____ All the furniture and other issued items are in order and returned		Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.	Library	Has the student returned all the library books & resources / library card? Yes____No____(Tick)		Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.	Mess / Canteen	Any dues? Yes____No____(Tick)		Yes <input type="checkbox"/> No <input type="checkbox"/>	
5.	Accounts Dept	Any dues? Yes____No____(Tick)		Yes <input type="checkbox"/> No <input type="checkbox"/>	
6.	Procurement & Stores Dept	Any dues? Yes____No____(Tick)		Yes <input type="checkbox"/> No <input type="checkbox"/>	
7.	IT Dept	Any dues? Yes____No____(Tick)		Yes <input type="checkbox"/> No <input type="checkbox"/>	

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

\_\_\_\_\_  
(Signature of Student)



Indian Institute of Management Sambalpur Master of Business Administration Fee Structure for Batch 2023-25 Fees in INR									
Sl. No	Heads	PGP-I	Instalments			PGP-II	Instalments		
		2023-24	1	2	3	2024-25	1	2	3
1	Tuition Fee	600000	200000	200000	200000	600000	200000	200000	200000
	Hostel Charges	175000	60000	60000	55000	175000	60000	60000	55000
	<b>Total (Course Fee)</b>	<b>775000</b>	<b>260000</b>	<b>260000</b>	<b>255000</b>	<b>775000</b>	<b>260000</b>	<b>260000</b>	<b>255000</b>
2	SAC activity	25000	25000			25000	25000		
3	Placement Facilitation Charges	25000	25000			25000	25000		
4	Mess Deposit**	63000	21000	21000	21000	63000	21000	21000	21000
5	Alumni Fees					5000			5000
6	Refundable Caution Deposit*	20000	20000						
	<b>Grand Total</b>	<b>908000</b>	<b>351000</b>	<b>281000</b>	<b>276000</b>	<b>893000</b>	<b>331000</b>	<b>281000</b>	<b>281000</b>
Note: The offer acceptance fee of Rs.50000 will be adjusted against the 1st instalment									
* To be refunded at the end of the Programme, after adjusting the dues (if any)									
**The Mess Deposit amount is subject to vary depending on the service provider's charges									

Anand Kumar Seth  
Administrative Officer (Programme)

Prof. Atri Sengupta  
Chairperson, PGP

Director  
IIM Sambalpur



## INDIAN INSTITUTE OF MANAGEMENTSAMBALPUR

### Academic Calender- 2023-24

<b>Programme</b>	<b>MBA</b>	<b>Batch</b>	<b>2023-25</b>
<b>Academic Year</b>	<b>2023-24</b>	<b>Batch Year</b>	<b>1<sup>st</sup> Year</b>

<b>Preparatory &amp; Induction Week</b>		
<b>Activities</b>	<b>Date(s)</b>	<b>Day(s)</b>
Preparatory Session (Online)	June 23 <sup>rd</sup> , 2023 to July 5 <sup>th</sup> , 2023	13 Days
Registration	July 8 <sup>th</sup> , 2023	Saturday
Induction	July 10 <sup>th</sup> , 2023	Monday
Induction Week	July 10 <sup>th</sup> , 2023-July 15 <sup>th</sup> , 2023	Monday- Saturday

<b>Term I (July 17<sup>th</sup>, 2023- Oct 12<sup>th</sup>, 2023)</b>		
<b>Activities</b>	<b>Date(s)</b>	<b>Day(s)</b>
<b>Classes Begins</b>	July 17 <sup>th</sup> 2023	Monday
<b>Mid Term Examination</b>	August 21 <sup>st</sup> 2023- August 24 <sup>th</sup> , 2023	Monday - Thursday
<b>Classes End</b>	October 7 <sup>th</sup> , 2023	Saturday
<b>End Term Examination</b>	October 9 <sup>th</sup> , 2023- to October 12 <sup>th</sup> , 2023	Monday- Thursday
<b>Term Break</b>	October 13 <sup>th</sup> , 2023- October 15 <sup>th</sup> , 2023	Friday- Sunday
<b>Final Submission of Marks</b>	November 5 <sup>th</sup> , 2023	Sunday
<b>Declaration of Result- Term I</b>	November 20 <sup>th</sup> , 2023	Monday
<b>Term II (October 16<sup>th</sup>, 2023 – January 6<sup>th</sup>, 2024)</b>		
<b>Term Registration</b>	October 16 <sup>th</sup> , 2023 (Pre-Lunch)	Monday
<b>Classes Begins</b>	October 16 <sup>th</sup> , 2023 (Post Lunch)	Monday
<b>Mid Term Examination</b>	November 27 <sup>th</sup> , 2023- November 30 <sup>th</sup> , 2023	Monday- Thursday
<b>Classes End</b>	December 31 <sup>st</sup> , 2023	Sunday
<b>End Term Examination</b>	January 3 <sup>rd</sup> , 2024- to January 6 <sup>th</sup> , 2024	Wednesday- Saturday
<b>Term Break</b>	January 7 <sup>th</sup> - 8 <sup>th</sup> , 2024	Sunday- Monday
<b>Final Submission of Marks</b>	January 30 <sup>th</sup> , 2024	Tuesday
<b>Declaration of Result- Term II</b>	February 10 <sup>th</sup> , 2024	Saturday
<b>Term III (January 9<sup>th</sup>, 2024 – March 30<sup>th</sup>, 2024)</b>		
<b>Term Registration</b>	January 9 <sup>th</sup> , 2024 (Pre-Lunch)	Tuesday
<b>Classes Begins</b>	January 9 <sup>th</sup> , 2024 (Post Lunch)	Tuesday
<b>Mid Term Examination</b>	February 14 <sup>th</sup> 2024- February 16 <sup>th</sup> , 2024	Wednesday- Friday
<b>Classes End</b>	March 25 <sup>th</sup> , 2024	Monday
<b>End Term Examination</b>	March 27 <sup>th</sup> 2024- 30 <sup>th</sup> March 2024	Wednesday- Saturday
<b>Final Submission of Marks</b>	April 21 <sup>st</sup> , 2024	Sunday
<b>Declaration of Term III Result</b>	May 3 <sup>rd</sup> , 2024	Friday
<b>Summer Internship Begins</b>	April 1 <sup>st</sup> , 2024	Monday

\*Classes & Exams will be scheduled during Holidays listed above other than 15<sup>th</sup> August, 2<sup>nd</sup> October and 26<sup>th</sup> January. Furthermore classes may also be scheduled during the Buffer periods subject to the decision of the Competent Authority.

<b>Term IV (Subject to change)</b>		
<b>Term Registration</b>	June 10 <sup>th</sup> , 2024 (Pre-Lunch)	Monday
<b>Classes Begins</b>	June 10 <sup>th</sup> , 2024 (Post-Lunch)	Monday



COURSES IN FIRST YEAR (MBA 2023-25)					
TERM-I			TERM-II		
Sl No.	Course	No. of credits	Sl No.	Course	No. of credits
1	Financial Accounting	3	1	Operations Management-I	3
2	Micro Economics	3	2	Macro-Economic Analysis	3
3	Organizational Behavior-I	3	3	Marketing Management-II	3
4	Quantitative Techniques-I	3	4	Organizational Behaviour –II	3
5	Business Communication	3	5	Quantitative Techniques – II	1.5
6	Marketing Management-I	3	6	Management Accounting	1.5
7	Managerial Computing	1.5	7	Written Analysis and Communication	3
8	Legal Aspects of Business	1.5	8	Financial Management-I	3
	<b>Non-Credit Course</b>			<b>Non-Credit Course</b>	
	Data Analysis Using SPSS (10 Sessions)			Entrepreneurial Orientation (10 Sessions)	
	<b>Total Credit</b>	<b>21</b>		<b>Total Credit</b>	<b>21</b>
TERM-III			<b>Total Credit in First Year (21+21+18) = 60</b>		
Sl No.	Course	No. of credits			
1	Financial Management-II	3			
2	Operations Management-II	3			
3	Human Resource Management	3			
4	Management Information System	3			
5	Strategic Management	3			
6	Marketing Research	1.5			
7	Business Ethics	1.5			
	<b>Non-Credit Course</b>				
	Design Thinking (10 Sessions)				
	Immersion Project - CSR and Sustainability (10 Sessions/As reqd)				
	<b>Total Credit</b>	<b>18</b>			



## TENTATIVE LIST OF AREA-WISE ELECTIVES OFFERED DURING SECOND YEAR

ACCOUNTING & FINANCE		
Term IV	Term V	Term VI
International Finance	Business Analysis & Valuation	Behavioral Finance
Options Futures and Derivatives	Corporate Banking	Financial Analytics using MS Excel and R
Security Analysis and Portfolio Management	Financial Risk Management / Risk Management in Banks and Financial Institutions	Financial Technology
Financial Services	Fixed Income Securities	Mergers & Acquisitions

ECONOMICS		
Term IV	Term V	Term VI
	Game Theory	
	Micro Finance	

ECONOMICS, POLICY AND STRATEGIC MANAGEMENT		
Term IV	Term V	Term VI
	Public Policy for Managers	

INFORMATION SYSTEM MANAGEMENT		
Term IV	Term V	Term VI
Digital Strategy and Digital Operations	Big Data Analytics	Data Warehouse & Business Intelligence
	Business Analytics using R	Deep Learning
	IT Consulting	

INFORMATION SYSTEM MANAGEMENT & POLICY AND STRATEGIC MANAGEMENT		
Term IV	Term V	Term VI
	Managing Platform Business	

MARKETING MANAGEMENT		
Term IV	Term V	Term VI
Consumer Behaviour	Digital Marketing & E-Commerce	B2B Marketing
FMCG Marketing	Advanced Marketing Research	Customer Relationship Management
Integrated Marketing Communication	Pricing	Retail Management Strategy
Marketing Analytics	Rural Marketing	Strategic Marketing
Marketing of Services	Sales & Distribution Management	
Product and Brand Management		



### OB & HUMAN RESOURCE MANAGEMENT

Term IV	Term V	Term VI
Compensation & Reward Management	Coaching & Mentoring	Global HRM
HR Digitization & Analytics	Competency & Talent Management	HR Consulting
Industrial Relations & Labour Laws	Negotiation & Conflict Management	Organizational Transformation & Change
Strategic HRM		

### OPERATIONS MANAGEMENT

Term IV	Term V	Term VI
Decision Making Techniques	Creating Value through Sourcing	Operations Strategy
Logistics and Supply Chain Management	Quality Management & Six Sigma	Theory of Constraints
Project Management	Service Operations	Problem Structuring Methods
	Supply Chain Analytics	
	Warehouse Management	
	Decision and Risk Analysis	

### POLICY AND STRATEGIC MANAGEMENT

Term IV	Term V	Term VI
Carbon Economics	Business Models (BMD)	Mergers & Acquisitions
Infrastructure Development and Finance	Business Sustainability and Creating Shared Value	Strategic Leadership
International Business	Corporate Entrepreneurship and Innovation	
Managing Consulting Business, A Practitioner's Perspective	Emerging Business Trends (EBT)	
System Thinking and Business Dynamics	Social Entrepreneurship & Innovations (SEI)	



Indian Institute of Management Sambalpur  
Basantpur, Sambalpur, Odisha – 768025

**STUDENT'S LEAVE APPLICATION FORM**

Name of Student : \_\_\_\_\_  
Roll Number : \_\_\_\_\_ Section : \_\_\_\_\_  
Programme/Batch : \_\_\_\_\_ Mobile No. \_\_\_\_\_

Leave from (date / time)	
Leave to (date / time)	
No. of days leave requested for absenting from class and hostel	
Reasons for leave of absence	
Complete address while on leave	

Name of course(s) being missed during the above- mentioned leave period	Total Sessions / Credits of the course	Total sessions already held for the course	Total sessions attended	Total sessions being missed during the leave period	Consolidated total sessions missed till the leave period

**List of supporting documents for leave:-**

- Medical certificate duly endorsed by the Institute Doctor / Registered doctor ☐
- Supporting documents for attending other professional examination / competition ☐
- Any other documents..... (Please specify)

**I hereby declare the following:-**

- I am utilizing this leave within my authorised 20 % attendance relaxation norms as mentioned in MBA manual and I will not ask for attendance waiver.
- I am aware that during my leave period, any of the classes / examinations can be rescheduled at any time and I will not ask for attendance waiver for the same.
- I will take all necessary safety precautions during my leave period and will return to Institute on time.
- My parents/guardians are aware about my above-mentioned leave.

Date :

Signature of the student

Sl No.	Authority	Recommended	Not Recommended	Name of signing authority	Signature & Date
1	Student's Placement Office				
2	Student's SAC Office				
3	Hostel Supervisor (Male / Female)*				
4	PGP Office (MBA 1 / MBA 2)*				
5	AO (Academics)	Approved	Not Approved		

\*as applicable



# INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR

Basantpur, Sambalpur, Odisha – 768025

## **ON DUTY LEAVE FORM** **Student Affairs / Placement Office**

**Instructions:** Students are required to use this form to seek On-Duty (OD) leave from **Chairperson-Student Affairs / Chairperson-Placement** (as applicable) for the purpose of student affairs/placement activities. Students will have to take prior permission from the respective Chairperson for availing ODs. After the event, he/she is required to submit the duly filled in and recommended OD Form to PGP Office along with the proof of participation/supporting documents. The OD form must be submitted **within a week** from the date of completion of event / re-joining the Institute; else it will not be approved.

Part – A: Student & Event Details				
Term				
Student's Name				
Student's Roll Number				
Section				
Programme & Batch				
Leave starting & end date	From:		To:	
Mobile Number				
Club/Committee Name				
Name of Event/Activity				
Signature of student & Date				
Part –B: Details of Classes Missed Out				
Name of Course(s)	Teaching Faculty	Total Number of classes missed	Session Details	
			Date	Session No.
Part-C: Approval				
Verification of proof of participation	Verified proof of participation. The above student is eligible for On-Duty Leave during the above period.			
	Signature, Name & Date of Committee/Club/Event Coordinator			
Recommendation of Chairperson - Student Affairs / Placement (as applicable)	Recommended / Not Recommended  (Signature & Date)			
Approval of Chairperson, PGP / PGP Executive Committee (as applicable)	Approved / Not Approved  (Signature & Date)			



**INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR**  
Basantpur, Sambalpur, Odisha - 768025

**APPLICATION FOR MISSED-EXAMINATION**

1. I am a student of MBA .....Batch of IIM Sambalpur. I wish to appear for the missed-examination in the following course(s) due to reason(s), as stated against each.

Sl No.	Term	Course	Reasons

2.I am attaching a copy of the approved leave application / email approval along with supporting documents stating the reasons for missing the above-mentioned examination(s).

3.I have also deposited the total amount of Rs. .... as prescribed fees (@ 5000/- per course) for the missed-examination. The payment receipt (in original) from Accts Dept of IIM Sambalpur is attached for reference.

Student's Signature.....

Student's Name .....

Student's Roll No.....

Student's Pgme/Batch .....

Date.....

Student's Mobile No .....

FOR PGP OFFICE USE ONLY

Date of receipt of application alongwith supporting documents / Payment Receipt .....

Missed-examination - Approved / Not approved

Signature of PGP Office  
Date :

Signature of AO (Academics)  
Date :

Signature of Chairperson PGP  
Date :





# भारतीय प्रबंध संस्थान सम्बलपुर Indian Institute of Management Sambalpur

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