**HANDBOOK OF INFORMATION
FOR STUDENTS**

PGDM, PGDM (HRM) and PGDM (B&FS)
Academic Year 2025-2026

Dear Students,

Welcome to IMI Delhi!

The Student Handbook outlines the rules and regulations related to academic, administrative and other aspects of student life at IMI Delhi. These rules apply for the 2025–2026 academic year to all students of all batches enrolled in the two-year academic programs of IMI Delhi.

Each student is responsible for understanding and complying with the policies stated in the handbook. Please read it carefully. All academic and administrative decisions moving forward will be based on the provisions outlined in the handbook. However, the Institute reserves the right to amend these rules at any time. If you need clarification on any provision, you are encouraged to contact the Office of the Dean Academics or the Program Office.

While the Institute does not intend to be intrusive, it is essential that all rules are followed both in letter and in spirit to maintain a healthy and supportive environment for everyone.

New Delhi
5th July 2025

Prof. Sonu Goyal
Dean Academics

ABOUT IMI DELHI

IMI Delhi is the first corporate-sponsored management school in India, established in 1981 in collaboration with the International Management Institute, Geneva (now known as the International Institute for Management Development—IMD, Lausanne). This partnership helped enrich the academic curriculum and foster faculty exchange. Over the years, with continued collaboration and support from IMI Geneva, McGill University in Canada, Manchester Business School in the U.K. and the backing of Indian industry, the institute has grown into one of India's premier business schools.

IMI Delhi's educational programs are recognized by the All India Council for Technical Education (AICTE). The institute has earned prestigious accreditations from the Association of MBAs (AMBA), the Association to Advance Collegiate Schools of Business (AACSB) and the South Asian Quality Assurance System (SAQS). It's PGDM, PGDM (HRM) and PGDM (B&FS) programs are also approved by the Association of Indian Universities (AIU) as equivalent to an MBA.

Leading business publications consistently rank IMI Delhi among the top schools for its academic strength, corporate ties, research output, personality development initiatives and industry exposure. Today, IMI Delhi holds a position of high regard among the country's top management institutes. Its vision is shaped by input from its diverse stakeholders, including students, alumni, corporate partners and society at large.

The institute has clearly defined its Vision and Mission statements:

Vision: *To be a premier management school with global outlook for achieving excellence in knowledge creation and dissemination.*

Mission: *To develop responsible, globally aware, socially sensitive, value driven, articulate leaders with critical thinking skills, having an entrepreneurial and innovative mindset*.

ACADEMIC COUNCIL

The Academic Council is a governing body made up of all Deans, Program Chairs, Area Chairs, Coordinator of Internal Quality Assurance Committee (IQAC) and any other faculty member nominated by the Director General. Dean Academics serves as the Chairperson of the Council. The Academic Council is responsible for ensuring that academic standards are upheld and best practices are implemented across the institute.

The key responsibilities of the Academic Council include, but are not limited to
- establishing clear admission requirements and procedures for each diploma program;
- recommending the withdrawal of a student's registration based on the Dean Academic's recommendation;
- conducting detailed reviews of matters referred to the Council for consideration;
- maintaining academic discipline across all programs;
- ensuring the smooth operation of academic programs;
- providing guidance and making decisions on issues referred by the Director General;
- participating in the review and revision of curricula and program structures to ensure they remain current and relevant;
- developing and updating the institute's academic rules; and
- preparing the academic calendar for the institute.

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ACADEMIC RULES

1. POST GRADUATE PROGRAMS

IMI Delhi offers the following AICTE approved full-time Two-Year Post Graduate Programs:

1.1 Post Graduate Diploma in Management (PGDM) - The Program is equivalent to an MBA Degree (equivalence granted by the Association of Indian Universities, AIU).

1.2 Post Graduate Diploma in Management (Human Resource Management) - PGDM (HRM) - This is a specialized Program in Human Resource Management equivalent to an MBA Degree (equivalence granted by the Association of Indian Universities, AIU).

1.3 Post Graduate Diploma in Management (Banking & Financial Services) - PGDM (B&FS) - This is a specialized Program in Banking and Financial Services equivalent to an MBA Degree (equivalence granted by Association of Indian Universities, AIU) and affiliated with CFA institute, USA under University Affiliation Program of CFA institute.

Henceforth, the term "Programs" will mean the three programs: PGDM, PGDM (HRM) and PGDM (B&FS).

2. REGISTRATION

a. All newly admitted students are required to register on the first day of Orientation and submit the following documents:

    i.   High School (Class X) mark sheet and certificate
    ii. Senior Secondary (Class XII) mark sheet and certificate
    iii. Graduation mark sheets for all years
    iv. Degree certificate or provisional certificate (if the final degree has not yet been issued)
    v. Proof of work experience (if applicable)

      vi. Copy of CAT/XAT/GMAT score report

     vii. Medical certificate

    viii.Completed and signed Anti-Ragging Affidavit (as per AICTE guidelines)

b. Failure to submit any pending academic or work experience documents will result in automatic cancellation of admission. In such cases, no refund of fees will be provided.

c. Students must register in person at the Program Office on the first working day of each Academic Term.

d. Students with outstanding tuition or other fees will not be allowed to register for the new Academic Term until all dues are cleared.

e. Late registration will only be permitted with written approval from the Program Chair.

f. Students who are not registered will not be allowed to attend classes and will not be granted attendance.

3. ORIENTATION PROGRAM

All students enrolled in the Post Graduate Diploma in Management program are required to participate in a mandatory Orientation Program. The objectives of the Orientation Program are as follow:

a. To introduce students from diverse academic backgrounds to foundational management subjects such as Accounting, Finance, Mathematics, Statistics and Case Analysis etc.

b. To build general awareness and understanding of the business world within the broader context of its environment, culture and values.

c. To help students gain insight into their own personalities and receive guidance for personal development and well-being.

d. To foster connections between students and the faculty member and staff, promoting familiarity and support throughout the program.

e. To provide students with essential information about the academic resources and support services available at the institute.

Note: Attendance in all activities scheduled as part of the Orientation Program is mandatory for all students.

4. ACADEMIC TERMS

IMI Delhi follows a trimester system. Each trimester is approximately three months long. In addition, students are required to complete a Summer Internship of eight to twelve weeks long after the completion of Academic Term III. The academic calendar, which includes important dates such as the start of each academic term, examination schedules and academic term breaks, is released at the beginning of the academic year.

5. CREDIT REQUIREMENTS

To be eligible for the Post Graduate Diploma in Management (PGDM), a student must earn the required number of academic credits. One credit is equivalent to ten hours. Each session is ninety minutes long. Courses may be structured over:

- 5 sessions (0.75 credits / 7.5 hours)
- 10 sessions (1.5 credits / 15 hours)
- 15 sessions (2.25 credits / 22.5 hours)
- 20 sessions (3 credits / 30 hours)

Most courses are offered as three credit courses, consisting of thirty hours of classroom instruction. For each hour of classroom time, students are expected to spend approximately two additional hours on preparation. This includes reading textbooks and assigned materials, analyzing cases, participating in group discussions, completing exercises and working on computer-based tasks.

On average, students should plan for about thirty hours of classroom engagement and an additional sixty hours of preparatory work per week. Beyond this, students are also expected to dedicate time to course related projects and assignments, both individually and in groups. Continuous evaluation is conducted throughout the trimester using combination of evaluation components.

5.1 Minimum Credit Requirements for Various Programs

The minimum credit requirements for successful completion of each program[are:

- **PGDM**: 102 credits — 99 credits from coursework and 3 credits from the Summer Internship Project (SIP).
- **PGDM (HRM)**: 102 credits — 96.75 credits from coursework, 2.25 from workshops and 3 credits from the Summer Internship Project (SIP).
- **PGDM (B&FS)**: 102 credits — 99 credits from coursework and 3 credits from the Summer Internship Project (SIP).

These credits are typically completed over a two-year period. However, students are allowed a maximum of three years to fulfill all program requirements.

6. CLASS TIMINGS

Classes are typically scheduled from 8:30 a.m. to 6:00 p.m., Monday through Friday. However, additional classes may be held during evenings or on weekends if necessary.

7. COURSE OUTLINES

Students are provided with a detailed course outline and session plan for each course they enroll in. This information is made available at the beginning of each academic term. The course outline includes the following:

a. Course title, number of credits, academic year, academic term and instructor's name;
b. Chamber consultation hours;
c. Course description;
d. Course Outcomes (COs);
e. Mapping of Program Outcomes (POs) to Course Outcomes (COs);

f. Pedagogy;
g. Course Evaluation Components (CECs);
h. Mapping between COs, POs and CECs;
i. Required and recommended resources;
j. Session plan, including any Environmental, Social and Governance (ESG) components;
k. Academic integrity guidelines and classroom rules.

8. AUDIT COURSES

Students who wish to enroll in an audit course may do so by paying an additional fee.

Students are allowed to take an audit course offered by the institute in addition to the courses they have registered for to meet the credit requirements for their diploma. A student may audit a maximum of two courses per academic term. The grade in an audit course will be recorded on the transcript as either 'Satisfactory' (S)* or 'Not Satisfactory' (NS)**. A student auditing a course is required to complete all evaluation components. Failure to complete any evaluation component will result in an 'NS' grade for the audit course. Determination of grade in an audit course is not subject to moderation of results and hence will not be factored into the calculation of the student's Grade Point Average (GPA) and a Cumulative Grade Point Average (CGPA).

Students should ensure that their choice of audit courses does not conflict with their regular academic commitments during the academic term. Generally, it is recommended not to take more than one audit course per academic term. The fee for an audit course is Rs.10,000/- which must be paid in advance to the Finance section before the start of the academic term.

The minimum subscription of thirty in an elective for getting floated should not include audit course subscription. Any student taking an elective as an audit course should be outside the minimum subscription of thirty students.

Students can take an elective as an audit course if the subscription for an elective has not exceeded the maximum cap of seventy for one section; and maximum cap of one hundred forty for two sections. Which means seats for audit course enrolment in a course will be available only if the enrolments have not reached the maximum cap fixed (seventy for one section and one hundred forty for two sections)

*S corresponds to a grade of 'C-' or higher
**NS corresponds to a grade below 'C-'

9. COMPULSORY WORKSHOPS

Workshops are an integral component of the PGDM programs and are designed to strengthen both soft skills and technical competencies. Students must complete all evaluation components associated with the workshop to receive a grade. A student's grade in a workshop will be reflected on the transcript as either 'Satisfactory' (S) or 'Not Satisfactory' (NS). Determination of grade in a workshop is subject to moderation of results. However, it will not be factored into the calculation of the student's GPA and CGPA.

Securing a satisfactory grade in all compulsory workshops is a requirement for the award of the diploma. Attendance requirements for workshops follow the institute's attendance policy (see Section 18 for details).

PGDM (HRM) Workshops: The workshops are credit based. Hence, the grading will be an integral part of overall credits. There are four compulsory workshops in Academic Term II, III, IV and VI. Every workshop will have minimum one to maximum two evaluation components. The details of the workshops will be provided along with the curriculum guide.

10. COURSE OF INDEPENDENT STUDY (CIS)

A Course of Independent Study (CIS) may be undertaken in place of a regular elective course.

10.1 Objectives

The CIS is designed to foster knowledge creation rather than simply disseminating existing knowledge.

10.2 Key Guidelines for CIS

a. The CIS is an individual academic project carried out under the supervision of a faculty member and is equivalent to three course credits.
b. Students may undertake a CIS during either Academic Term IV or Academic Term V of the program. CIS is not permitted in Academic Term VI.
c. To be eligible for CIS, a student must have a minimum CGPA of 6.0 at the time of applying.
d. It is the student's responsibility, in consultation with the chosen faculty supervisor, to identify and define a suitable CIS topic.
e. The CIS proposal must be submitted to the Program Office using the prescribed form (Appendix-I) within two weeks of the start of the academic term.
f. The Program Office will forward the proposal to the Dean Academics.
g. The Dean Academics will appoint a two-member review team to evaluate the proposal. This team will provide feedback and send it to the concerned Area Chair.
h. The Area Chair will review the feedback, add comments if necessary and send it to the Program Office. The evaluation process should not exceed one week.
i. The Program Office will then communicate the feedback or suggestions to both the student and the faculty supervisor.

j. Once approved, the student may begin the CIS project under the supervision of the assigned faculty supervisor.
k. Students are expected to maintain regular communication with their supervisor throughout the academic term. Failure to do so may result in removal from the CIS.
l. No extensions will be granted. The CIS must be completed within the designated academic term.
m. A faculty member may supervise a maximum of one CIS student per academic term and up to two students per academic year.

10.3 CIS Supervisor

a. An initial discussion with a faculty member about a CIS topic does not obligate the student to select that faculty member as a supervisor, nor does it obligate the faculty member to serve as one.
b. The student–supervisor relationship is based on mutual academic interest. The CIS is a student-driven initiative, and it is the student's responsibility to maintain regular contact with the supervisor.

10.4 CIS Evaluation

The CIS will be evaluated based on the following four components:

Evaluation Component(s)	Weightage
Proposal Evaluation (by a two-member review team)	20%
Interim Progress Report (evaluated by the Supervisor)	20%
Final Report (evaluated by a three-member panel: Convener, Area Representative and Supervisor)	40%
Defense Presentation	20%
Total	100%

10.5 CIS Submission

a. The Program Office will notify the student well in advance regarding the submission timeline for each of the evaluation components. The CIS must be completed within the designated academic term and no extensions will be granted.

b. The final CIS report will be reviewed using plagiarism detection software. If the similarity index exceeds the permissible threshold of eighteen percent, the report will be automatically rejected. A copy of the plagiarism report will be shared with the evaluation committee.

10.6 CIS Presentation and Viva

The Program Office will organize the final presentation before a panel consisting of the Supervisor, two faculty members from the same academic area (appointed by the Area Chair) and one faculty member from a different area (appointed by the Dean Academics).

11. SUSTAINABILITY AND SOCIAL IMPACT PROGRAM (SSI)

All students in the PGDM, PGDM (HRM), PGDM (B&FS) & PGDM-18 months undergo a Sustainability and Social Impact program (SSI) during their first year. It is a compulsorily immersive program which goes beyond the classroom and aims to foster a culture of sustainability and responsibility. It engages students in initiatives addressing real-world socio-economic and environmental issues and equips them with skills to drive meaningful social impact. The program is built on three pillars, namely, primary education, rural development and empowering the underprivileged. Based on these pillars, students in groups of five work as a team with our partner organizations i.e., MCD primary schools, established Non-Governmental Organizations (NGOs) and villages adopted by IMI. To ensure meaningful engagement and align with diverse interest groups, the program offers a range of social intervention opportunities across each pillar. Every student is mandated to dedicate twelve

hours of social work under the SSI program through focused activities at designated locations catering to the intervention assigned. Students are expected to understand the intervention, identify key challenges faced by beneficiaries, and make a meaningful impact through their efforts.

The SSI program administration is managed by the SSI Office. To ensure a smooth and impactful experience, each student receives guidance from the SSI Nodal faculty coordinator, SSI Office and a Faculty Mentor (FM). The faculty mentor observes and evaluates the student groups on regularity in visits, attendance, keenness to learn, insights gained on the social challenges and recommendations for meaningful impact. The assessment components for the SSI evaluation are given below.

S. No.	Assessment Item	Weightage (%)	Group/Individual Score
1	Preliminary Report	10%	Group Score
2	Logbook Summary	10%	Individual Score
3	Final Report	20%	Group Score
4	Final presentation	30%	Group Score
5	Viva	15%	Individual Score
6	Self-reflection Diary	15%	Individual Score

11.1 Assessment components

a. **Preliminary Report:** Information about the intervention and scope of the activities as part of the assigned intervention.
b. **Logbook Summary:** A weekly record of activities, observations, and progress maintained throughout the project.

c. **Final Report:** A comprehensive document detailing the objectives, identification of challenges, outcomes and personal learnings from the SSI program.
d. **Final Presentation:** A summary of the project delivered to peers and faculty members for evaluation.
e. **Viva:** An oral examination where students defend their project work and respond to evaluators' questions.
f. **Self-reflection Diary:** A personal account reflecting on learning experiences, challenges, and personal growth during the program.

11.2 Rules for SSI program

a. The formation of student groups and their mapping with the collaborative partners for SSI visits is managed by the SSI Office. This process is guided by the nature of the intervention undertaken by each partner and their specific requirements of group constitution under the SSI program. Requests from students for partner location changes or swaps based on personal reasons cannot be entertained, and students need to appreciate the complexity of the task involved.
b. Subsequent to group formation and mapping, the SSI Office will share the visit schedule via email. The schedule includes dates, time slots, venue details (including Google Map links), activities to be undertaken and the contact information of the respective partner representatives/POC.
c. Once a student group receives the SSI visit schedule, participation in the allocated intervention is mandatory on the specified dates and time slots. Any visit undertaken outside the official schedule is not counted towards fulfilling the 12-hour SSI requirement.
d. Student groups are encouraged to consult their assigned Faculty Mentor for guidance on the activities to be undertaken at their designated intervention locations.
e. Each group is required to upload a preliminary report (in the specified format) within twenty four hours of the first visit, using the link provided

by the SSI Office. Failure to meet this requirement within the stipulated time will result in the students being marked absent and will be required to revisit the intervention location to compensate for the missed hours.

f. Every student is required to complete the logbook (in the specified format) within twenty four hours of each visit. This must be done individually and not as a group submission. Failure to meet this requirement within the stipulated time results in the student being marked absent and would therefore, be required to revisit the intervention location to compensate for the missed hours.

g. Students are required to capture geo-tagged photographs using the GPS Map Camera App during their visits. These images must serve as proof of their participation at the designated locations. Photographs should be taken both individually as well as in groups, for inclusion in their logbook.

h. Upon completion of the SSI visits, each group must submit a two-page report to the SSI office duly signed by the Faculty Mentor. The report should provide a detailed summary and synthesis of the experience, problems and challenges faced by the beneficiary group, recommendations and personal learnings gained from the engagement in the assigned intervention.

i. Following the report submission, each group is required to deliver a presentation and viva before their Faculty Mentor. The SSI office provides the presentation schedule and format at the appropriate time.

j. The detailed guidelines of the SSI program are shared with the students by the SSI office before the commencement of the program.

k. In case of any queries or concerns related to SSI process or visits, students are expected to first reach out to the SSI Office and their assigned Faculty Mentor. Should the matter remain unresolved at this stage, it may be escalated to the respective Nodal Coordinator of the program. If necessary, the issue is further referred to the Dean Academics for final resolution.

11.3 SSI Student Discipline Policy

a. **Aim:**

   i. To maintain long and mutually beneficial relations with collaborative partners.
   ii. To ensure that the association of the institute with the collaborative partners developed so far through hard work and diligence of the SSI committee is further strengthened and future actions by all align accordingly.
   iii. To preserve the Brand Image of IMI Delhi of maintaining high integrity and transparency with respect to the SSI visits assigned to the students.

b. **Rules for violations and misconduct in the SSI Program.**

Strict actions will be taken on committing the following act(s) of indiscipline in the SSI visit / event / process / activity, organized or assigned by the SSI office:

   i. Not adhering to the decent dress code.
   ii. Any absence from the SSI process (including visits, events, presentations, or activities) without prior notification and approval from the SSI Office will be considered a violation. Even in cases involving genuine and justifiable reasons, students are required to inform the SSI Office, Faculty Mentor and Nodal Coordinator at least forty eight hours in advance. Upon receiving approval from all the authorities, the student must also inform the representative of the visiting organization accordingly.
   iii. In case of late arrival for any visit, event, process, or activity organized or assigned by the SSI office.
   iv. An act of misconduct with SSI staff and/or with a member of SSI committee and/or representative/beneficiary of partner organization during the visit/event/process/activity.

v. Failing to fulfil the requirements (such as report submission) as communicated by the partner organization, in discussion with the SSI office within a reasonable time frame as intimated by it.

vi. An act of misconduct which hampers the image of IMI Delhi in the eyes of the external partner, as decided by the SSI committee in consultation with the Dean Academics.

Depending on the severity of the above mentioned actions, the SSI Committee may impose the following consequences:

i. A fine or penalty of Rs.1000/- may be levied.

ii. The student can be assigned a grade of 'NS' (Non-Satisfactory), requiring them to repeat the entire SSI program in the following academic year.

12. ELECTIVE POLICY

12.1 Area Briefing of Electives

a. Area interaction with the students for the briefing of the electives to be offered takes place in the month of February.

b. After the area interactions, the Dean Academics invites subscription to the electives from the students. The elective subscription will take place through a bidding process.

c. For an elective to be floated, the minimum number of subscriptions required are:
   i. PGDM/PGDM combined with other programs - thirty students;
   ii. PGDM(HRM)/PGDM(B&FS) - twenty percent of batch or twelve, whichever is less;

d. Number of sections for Electives: Depending upon the number of subscriptions received, the batch is divided into sections in the following manner:
   i. Up to seventy subscription – One section

ii. More than seventy subscription – Two sections

iii. Maximum one hundred forty subscriptions in an elective

12.2 Elective Selection Process by Students (PGDM/HRM/B&FS)

a. All students are required to make their choices for electives for Academic Terms IV, V and VI based on the specializations they seek. While there is a prescribed minimum and maximum limit to the credits per academic term (as given in the section below), students are advised to take up extra credits only if they are sure they will be able to handle the extra load. Extra courses will be included for CGPA calculations. If a student is unable to perform well due to the extra load it may bring down the CGPA.

b. All students make their elective choices before leaving for SIP, soon after the elective briefing conducted by each area in Academic Term III. A communication with detailed instructions for the same will be sent by the Dean Academics.

c. Electives are run only if they have adequate subscriptions. In case the subscription for an elective is inadequate (below thirty) the elective would be dropped. Students who opted for electives which get dropped will be asked to choose another elective in lieu of the cancelled elective. A minimum of thirty students must subscribe to a course for it to get floated (refer to section 12.1.c).

12.3 Bidding Process for Elective Selection by Students

a. For Academic Year 2025-26, the selection of electives by the students will be done through a bidding process using a software tool. The students will be provided with training and orientation to go through the demand assessment, bidding and shopping week policy.

b. The process will involve **Demand Assessment.** Potential demand for electives will be assessed based on the interest of the students captured

by an initial round of demand assessment. This will be used to determine if an elective should be capped at one section or two sections. There will be a cap on the number of sections in an elective to a maximum of two. This should allow a larger basket of electives to get floated across various disciplines.

12.4 Shopping Week

a. The first week of each academic term will be observed as shopping week in which students can change their elective choices based on their academic and professional interest.
b. These changes will be subject to not violating any of the timetable constraints as well as the minimum and maximum number of student enrolment allowed for an elective.
c. A student will be allowed to make a maximum of two changes in a academic term, which can be a combination of switching electives, dropping electives or adding electives.

12.5 Elective Credits Program wise

12.5.1 PGDM - No. of credits to be chosen:

a. Total minimum credits to be completed through electives for Academic Terms IV, V and VI are 36 (thirty six) credits
b. Total maximum credits allowed through electives for Academic Terms IV, V and VI are 45 (forty five) credits
c. Maximum credits which can be chosen in one academic term are 18 (eighteen) credits
d. Minimum credits which can be chosen in one academic term are 6 (six) credits

Students are advised to take up extra credit only if they are sure they will be able to handle the extra load. All extra courses will be included for the CGPA calculations. If the student is unable to perform well due to the extra load it may bring down the CGPA.

Major and Minor specialization: A student will need to take twenty one credits in Academic Terms IV, V and VI from a particular area to qualify for a major in that area. For doing a minor, a student will need to take twelve credits from an area.

12.5.2 PGDM (HRM): No. of credits to be chosen

a. Total minimum credits to be completed through electives for Academic Terms IV, V and VI are 21 (twenty one) credits.
b. Total maximum credits allowed through electives for Academic Terms IV, V and VI are 27 (twenty seven) credits.
c. Maximum elective credits which can be chosen in one academic term are 10.5 (ten and a half) credits
d. Minimum elective credits which can be chosen in one academic term are 6 (six) credits
e. Elective courses from outside OB/HR basket cannot exceed more than 6 (six) credits and would be counted in total elective credits - 21 (twenty one) credits.
f. **Regardless of the number of credits of electives taken in the range of 21 to 27, a maximum of 6 credits can be taken for non-HR area electives.**

12.5.3 PGDM (B&FS): No. of credits to be chosen

a. Total minimum no. of elective credits to be chosen for Academic Terms IV, V and VI are 22.5 (twenty two and a half) credits.
b. Total maximum no. of elective credits which can be chosen for Academic Terms IV, V and VI are 28.5 (twenty eight and a half) credits.
c. Maximum credits which can be chosen in one academic term are 15 (fifteen) credits
d. Minimum credits which can be chosen in one academic term are 6 (six) credits

e. **Regardless of the number of credits of electives taken in the range of 22.5 to 28.5, a maximum of 6 credits can be taken for non-Finance electives.**

Note: Electives chosen over and above minimum elective credit requirement across all programs cannot be dropped once the shopping week of a given Academic Term is over. Nor can an elective be changed to an audit course, if not registered as an audit course before the academic term starts.

13. EVALUATION SYSTEM

a. IMI Delhi follows a system of continuous evaluation. Instructors have the flexibility to design the evaluation methodology based on the specific requirements of their course. A student's performance may be assessed through a combination of class preparation and participation, quizzes, mid-term examinations, academic term papers or projects, assignments, end term examinations, or any other criteria the instructor deems appropriate.

The following number of components of evaluation are mandatory to ensure comprehensive and continuous evaluation (applicable to both core and elective courses).

   i. For courses of 3 credits / 2.25 credits:4 to 5 components of evaluation
  ii. For courses 1.5 credits or 2 credits: 3 components of evaluation
 iii. For courses of 1 credit or less: 2 components of evaluation
 iv. End term exam is mandatory for all courses.
  v. Mid-term exam is optional for all courses

The schedule for mid-term examinations (if applicable) and end term examinations will be announced by the Examination Cell after receiving approval from the Dean Academics.

b. Detailed evaluation criteria for each course are outlined in the course outline provided to students at the beginning of the academic term.

14. QUIZZES AND EXAMINATIONS

14.1 Quiz

a. Calculators may be allowed in the examination hall subject to permission from the faculty member concerned.

b. Smart watches, cell phones or any electronic device which may have internet connection are not permitted in the examination hall. Further, the sharing of calculators, erasers, pencils etc. in the examination hall is strictly prohibited.

c. Under no circumstances can students have in their possession a mobile phone, even in switched-off mode, during the time they are writing the Quiz. Students must keep the mobile phone in silent mode at the front desk of the examination room and collect it after the quiz. Students found with mobile phones while writing the quiz will be liable to be penalized. This penalty can range from grade(s) reduction to being awarded zero in that component(s) of the evaluation.

d. Students should not have their bags or other belongings, including books, with them during the quiz. Only in the case of open book quizzes they may have their books/ notes with them as instructed by the faculty member concerned.

e. Students should not carry/use paper chits in the examination room. Any student found guilty of carrying material not allowed in the quiz will be forbidden from taking the assessment.

f. Students must reach the examination venue at least five minutes before the commencement of the Quiz. If a student reaches after the start of the quiz, he/she will not be allowed to appear for the particular quiz.

14.2 Examination Cell

An Examination Cell headed by the Exam Coordinator ensures smooth and timely execution of examination process under the guidance of Dean Academics.

14.3 Examinations

IMI Delhi conducts Pen-Paper and Computer based examination following the discretion of the concerned faculty member(s).

14.3.1. Mid/End Term Examination Rules (Pen-Paper Based):

a. Students are expected to maintain the sanctity of the academic environment in general and the examination system.
b. Students must reach the examination hall at least ten minutes before the commencement of the examination. If a student reaches after the start of the examination, the students will have to wait outside the classroom for twenty minutes as a penalty. The student will not be given any extra time.
c. Students are not allowed to carry food and beverages except water into the examination hall.
d. Students are not expected to take washroom break in a ninety-minute examination. In a two-hour examination they may take a washroom break after sixty minutes, only in case of an emergency. Washroom break can only be taken with the approval of the supervising staff.
e. No student will be allowed to leave the examination hall for any reason without submission of the answer script in the last half an hour of the examination.
f. All rough work/ calculations are to be done in the answer book and crossed.
g. Students must, in their answer script, write on both sides of the page except on the cover page. No blank pages are to be left in between written pages.
h. Supplementary answer book will be issued when the main answer book is full (and not just for rough work). It should be tied securely with the main answer

book with the string/ staples provided. It is the responsibility of the student to get the supplementary answer book signed by the invigilator.

i. All answers to examination questions must be in English unless instructed otherwise. Only black or blue ink is to be used and answers must be written in clearly legible handwriting. Examiners may refuse to mark scripts which are illegible or written in pencil.

j. Only non-programmable calculators may be allowed in the examination hall.

k. Digital diaries, digital watches, cell phones or any electronic device which may have internet connections are not permitted in the examination hall. Further, sharing of calculators, erasers, pencils etc. in the examination hall is strictly prohibited.

l. **<u>Under no circumstances students can have in their possession a mobile phone, even in switched off mode, during the time they are writing the examination.</u>** Students must keep the mobile phone in silent mode on the front desk of the examination room and collect it after the examination. Students find with mobile phones while writing the examination will be liable to be penalized. This penalty can range from grade reduction to being awarded zero in that component of evaluation.

m. Students should not have their bags or other belongings, including books, with them during the examination. Only in the case of open book examinations, they may have their books/ notes with them as instructed by the concerned faculty member.

n. Students should not carry/use scrap paper in the examination room. Any student found guilty of carrying material not allowed in the examination will be forbidden from taking the examination.

o. All the required information must be filled up on the front page of the answer sheet. A student must ensure that the cover page of the answer sheet is verified by the invigilator on duty.

p. Exchange of any information, notes or gestures, glances at any other student's answer script/sheet may be treated as an attempt to cheat and will be treated as resorting to unfair means.

q. A student found resorting to unfair means in mid-term/end term examinations will be awarded a zero in that component of evaluation.

r. Submission of answer script to the invigilator after the examination is over, is the responsibility of the examinee. Carrying answer scripts out of the examination hall by students is strictly prohibited. Penalties for carrying the answer script out of the examination hall can range from sub-grading to outright cancellation of the student's examination.

The non-compliance of the above instructions by the student will attract the necessary penalty. Without prejudice to the foregoing provisions, the institute reserves the right to take any disciplinary action against the student found indulging in any kind of malpractice during the examination, which may even result in expulsion from the institute.

14.3.2 Mid/End Term Examination Rules (Computer Based)

The institute has made arrangements for the conduct of online examinations using online assessment platform of Mercer Mettl. The examination cell may issue additional instruction as may deemed necessary in addition to the rules given below:

a. Students are required to go through the Candidate's Guide for Webcam Proctored Tests at https://support.mettl.com/portal/en/kb/articles/attempting-a-proctored-test-new-ui#Launching_the_test

b. Students are required to ensure that the system requirements as prescribed including internet connectivity, supported browser, webcam etc. are met. The laptop must be sufficiently charged to avoid the need to get the charger during the examination. All other tabs must be closed before commencing the examination.

c. Students must ensure that the device has continuous internet connectivity. Do not share the phone's hotspot with any other device while writing the examination. It is advised to sit in close proximity to the Wi-Fi Router/Modem to avoid any signal related issues.

d. It is advised to log in into the portal at least five minutes before the commencement of the examination. Students need to login to take the test within ten minutes of the scheduled time for the start of the test. Thus, if the scheduled starting time is 7:00 p.m., login will not be allowed after 7:10 p.m.

e. If a student is not able to log-in within the time frame or get disconnected during the examination due to connectivity issues or power failure, the student must contact the Exam Coordinator immediately. In case the student fails to inform the concerned officials, the lost time will not be condoned.

f. The clock will be set on the server. The countdown timer in the top right corner of the screen will display the remaining time available to complete the examination.

g. The computer based examination is proctored (invigilated) and all students must strictly adhere to the rules while appearing for the examination.

h. Students are required to remain on the examination window throughout the examination. If a student tries to navigate out of the examination window, the paper will automatically get submitted. Students who are not using Mettl., Safe Brower (those with Mac Operating Systems) need to be extremely careful as any attempts to move out of the examination window will terminate their examination.

i. Use of textbooks or any other reading material is not permitted in a close book examination. If it is an open book examination, please strictly follow the instructions as given in the question paper relating to the reading material that can be referred to during the examination.

15. RE-EVALUATION OF MID TERM AND END TERM EXAMINATION ANSWER SCRIPTS

a. Evaluated answer scripts of both mid-term and end term examinations will be shown to the students by the concerned program officer. However, students must return the answer script to the respective program officer and will not be allowed to take the scripts with them.

b. In case of any totaling error or cases where questions have not been evaluated in full or part, an application should be submitted to the Program Office within two days of having viewed the answer sheet. Alternatively,

students may write a note on the cover page of the answer book itself describing the clarification/correction desired. No fee shall be charged for this. The copy will be forwarded to the concerned faculty member for review. In case the faculty member recommends a change in marks, the Program Office will change the marks on the Online Learning and Teaching (OLT) system. This process must be completed before the moderation of the results.

c. Any kind of tempering in the answer sheet with marks will be considered cheating and the student will be assigned 'zero' marks in that examination.

d. In case any student is not satisfied with the marks awarded by the faculty member, the student may make an application for re-evaluation on the prescribed form (Appendix-II), along with the prescribed fee for review within four working days after the distribution of the corrected answer sheets for review by students. The fee for re-evaluation is Rs.1,000/- per subject.

e. Students are required to fill in the re-evaluation form, attach the receipt of payment made for re-evaluation and submit the same to the Exam Coordinator within the time limit specified above. Re-evaluation requests will be forwarded to the Program Chair who will decide on the faculty member in consultation with the Dean Academics, who will re-evaluate the answer book. The marks awarded on re-evaluation would supersede the earlier marks awarded (whether they are higher or lower than the earlier marks).

f. In case of further grievance, an appeal may be made to the Dean Academics. Dean Academics will address grievance in consultation with the faculty member concerned. After an appeal is made to Dean Academics, any change in marks will be binding on the student. Any further complaint will be treated as frivolous and dealt with accordingly.

16. MAKE-UP EXAMINATION FOR MISSED MID/END TERM EXAMINATION

Make-up examinations are allowed only for missed mid-term/end term examinations in case of extreme contingency. The student must apply for make-up examination for the missed examination to the Program Chair, with a copy to the Exam Coordinator and Program Office, giving the reason for the same along

with the supporting documents within twenty four hours of the date of mid-term/end term examination.

Request for a make-up examination requires approval of the Dean Academics at the recommendation of the Program Chair. Makeup examinations are allowed only for students who have attended at least sixty percent of the classes, which is measured as actual class attendance and not after accounting for waivers. The examination fee is Rs.5,000/- per examination. For every make-up examination, the student's grade will be lowered by one grade point in that subject. The genuineness of the case is evaluated by Dean Academics but may be referred to the Rules Committee comprised of all Program Chairs, if required.

16.1 Examination Discipline

Cases of indiscipline and unethical practices in any academic endeavor are brought to the notice of the Dean Academics by the Exam Coordinator. Resorting to unfair means like using written, verbal, or electronic sources of aid during an examination. This is strictly prohibited at IMI and will invite penalty as per policies of the Institute.

The Dean Academics will put up the case with the Rules Committee to determine an appropriate course of action, if required. The committee investigates cases, if a student found resorting to unfair means, they will be awarded zero in that component of evaluation. Furthermore, that student will not be eligible for any academic award and medals.

16.2 Recording Cases of Unfair Means

The Institute has policy and procedures in place for recording cases of unfair means. The Exam Coordinator maintains the records of all such cases term wise. This ensures that all incidents are properly documented and tracked over time and those students are excluded from eligibility for academic award and medals eligibility.

17. GRADING SYSTEM

a. IMI Delhi follows a ten-point grading scale and a system of relative grading. The grading process is outlined below:

  i. The institute uses a continuous evaluation system. For each evaluation component, the faculty member will share students' scores in the form of marks. These marks, as well as letter grades (where applicable), will be visible on the OLT system. If a student notices any error in the calculation or recording of marks, they should immediately report it to the concerned faculty member or the Program Office for correction.

  ii. At the end of the academic term, the Program Office will aggregate the marks earned across all evaluation components using the weightages specified in the course outline. The weighted total marks will be computed and made available on the OLT platform.

  iii. If a course has multiple sections taught by different faculty members, the aggregate marks are normalized using standard statistical methods to adjust for any discrepancies in grading strictness or leniency between instructors. If the course has only one section or is taught by the same instructor across all sections, no normalization is required.

  iv. Each course is then assigned letter grades based on the relative distribution of absolute or normalized marks, as applicable. This relative grading method is widely used and recognized across leading Indian and international academic institutions.

  v. The relative grading process includes plotting the distribution of student marks for each course. These distributions are reviewed during a Moderation Committee meeting, which includes all faculty members who taught during the academic term, the Program Chairs and the Dean Academics. The committee ensures that letter grades are distributed according to standardized relative performance guidelines. This rigorous process ensures consistency and fairness in grading. The Moderation Committee is responsible for finalizing grades for all courses using this methodology.

vi. Final letter grades are then translated into an Academic Term GPA and a CGPA. This is done through a standard process in which each letter grade is assigned a corresponding grade point. The GPA and CGPA are calculated as weighted averages, based on the credit value of each course.

b. The letter grade(s)s and the equivalent grade(s) points are as follows:

Letter Grade(s)	Grade(s) Point	Description
A+	9.5	Exceptional
A	9	Excellent
A-	8	Proficient
B+	7	Very Good
B	6	Good
B-	5	Fair
C+	4	Satisfactory
C	3	Unsatisfactory
C-	2	Poor
D	1	Very Poor
F	0	Fail

18. ATTENDANCE POLICY

Registration on the specified date for each Academic Term is mandatory. Students will only be allowed to register after paying all applicable fees for the academic term, including tuition, hostel and mess fees. Students who fail to register on time will be marked absent from all classes until registration is completed.

At IMI Delhi, regular attendance and punctuality are taken very seriously. Attendance is compulsory in all courses. This policy reflects institute's commitment to shared responsibility between students and faculty members, emphasizing the importance of being fully prepared and actively participating in class. Effectiveness of the learning model practiced at IMI Delhi relies on consistent class participation which, in turn, depends on regular attendance.

Attendance is tracked using a biometric system. If a student is present in class but unable to record their attendance through the biometric device, they must immediately notify the faculty member in class. After the class, the student must also send an email to the concerned faculty member, with a copy to the Program Chair and the Program Office.

If the faculty member verifies the student's presence, they may approve the attendance via email. This confirmation must be sent within twenty four hours of the class session. It is the student's responsibility to raise the issue and ensure that the attendance is corrected within this twenty four hours window.

Please note that the courses (Core/Elective) taught by visiting faculty member may be scheduled during evenings and weekends, depending on their availability.

18.1 Online Classes

Attendance rules apply equally to online classes (whenever applicable in case of contingencies). For virtual sessions, attendance is recorded automatically through the online platform. To be marked present, students must attend the entire duration of the class. Partial attendance will not be considered sufficient for being marked present.

18.2 Attendance Waivers

Attendance waivers may be granted on a case-by-case basis for specific, approved reasons. The following situations may be considered valid grounds for an excused absence:

a. **Hospitalization or a Serious Medical Condition:** Waivers will only be considered for serious medical issues or hospitalization. Routine illness or minor sickness is not eligible, as the existing twenty percent attendance allowance already accounts for such instances.
b. **Placement Interviews**
   Absences due to job placement interviews may be considered for waiver.
c. **Institutional Duties**
   This includes work related to placements, admissions, or the organization of official institute events such as alumni meets.
d. **Participation in External Events**
   This covers participation in competitions, student festivals, or similar activities outside the IMI Delhi campus, provided they are approved as per IMI Delhi policy.
e. **Death in the Immediate Family**
   This includes the passing of a parent or sibling.
f. **Personal or Sibling's Wedding**
   A waiver may be considered for the student's own wedding day or that of a sibling.
g. **Approval Requirement**
   All attendance waivers must be approved by the Program Chair.

Please note: An absence for any of the reasons listed above does not automatically result in a waiver. Students must submit a formal application along with relevant supporting documents in a timely manner. The waiver will be granted only upon approval after a review of the submitted documentation.

18.3 Procedure for Grant of Attendance Waiver

The student must submit a request for an attendance waiver using the prescribed format (Appendix-III) and seek prior approval from the Program Chair. In the case of an emergency, the completed form must be submitted to the Program Office on the day the student resumes classes.

For any leave of absence that may be eligible for an attendance waiver, the student is required to provide the following supporting documents:

a. **Hospitalization or Serious Medical Condition**
   To request an attendance waiver due to hospitalization or a serious medical condition, the student must submit the following:

   i. A completed application in the **prescribed format**.
   ii. **Proof of hospitalization**, such as a **Discharge Summary** issued by the hospital.
   iii. A **doctor's prescription** clearly stating the nature of the medical condition and the recommended number of rest days, along with **relevant supporting documents** (e.g., X-ray reports, blood test results, ultrasound reports, MRI/CT scan reports).
   Note: If the condition did not require hospitalization, a discharge summary is not required.

   All documentation should be submitted preferably on the day the student returns to the institute, but no later than twenty four hours after rejoining. Late submissions will not be accepted.

b. **Attending Placement Interviews**
   The Placement Office regularly sends emails to the Program Office, with a copy to the Program Chairs, specifying the name of the company and the class sessions the student will miss due to placement interviews. These emails are typically received within twenty four hours of the interview. Based on this communication, the Program Office will process and grant attendance waivers as applicable.

c. **Institutional Work**

This includes work related to placements, admissions or alumni relations. The student must submit an application in the prescribed format, clearly stating the reason for the waiver. The application must be recommended by the head of the relevant institutional vertical and submitted either in advance or within twenty four hours of the missed class.

Participation in Off-Campus Competitions/Events

   i. A completed application in the prescribed format.
  ii. An official invitation for the event from the organizing institute or university.

These documents must be submitted in advance, prior to the event. Late applications are likely to be rejected.

The final decision to grant an attendance waiver for any of the above cases will be made on a case-by-case basis and only if the application is submitted within the required timeframe.

18.4 Attendance and Grade(s)

Students are expected to maintain hundred percent attendance in all classes. However, a twenty percent allowance is provided to accommodate for personal exigencies such as family obligations and minor illnesses. No additional waivers will be granted for these reasons.

Attendance requirements and the corresponding penalties for shortages are outlined in the table below. Grade reductions will apply based on the level of attendance shortfall.

Attendance percentage is calculated as the number of classes attended divided by the total number of classes held for a particular course. This includes any

additional sessions scheduled by the faculty member that are required to complete the course.

Attendance Percentage	Grade(s) Drop/Reduction Policy
80% - 100%	No Grade(s) drop/reduction
70% - Below 80%	One-step grade drop. For example, if a student earns an 'A' but has attendance between 70% and below 80% the final grade will be reduced to 'A-'
60% - Below 70%	Two step grade drop. For example, if a student earns an 'A' but has attendance between 60% and below 70%, the final grade will be reduced to 'B+'
Below 60%	'F' Grade (As mandated by AICTE)

Required Attendance = Total number of sessions – Number of sessions waived

If a student's attendance in a course falls short of the required attendance (after accounting for approved waivers), grade penalties will be applied in the following manner:

- A minimum of sixty percent attendance (after waivers) is required in each course.
- If a student attends less than sixty percent of the required sessions, they will automatically receive an 'F' grade in that course.
- If attendance is sixty percent or more but less than seventy percent, the student will receive a two-step grade reduction.
- If attendance is seventy percent or more but less than eighty percent, the student will receive a one-step grade reduction.

- Attendance of eighty percent or more meets the requirement and no grade penalty will apply.

If a student has been granted a waiver of 6 sessions in a course, the required attendance is defined as 14 sessions. If he/she attends less than 60% of the required sessions (8.4 rounded upward to 9), the student gets an F, if he/she attends less than 70% (9.8, rounded off to 10), two sub grade(s) and less than 80% (11.2 rounded off to 12), one sub grade(s).

Maximum Waiver Limit:

For a standard three-credit course, the maximum number of waivers allowed is seven sessions. This is generally capped at thirty five percent of total sessions, rounded up to the next whole number.

Requests for a waiver beyond this limit (only for attending placement processes) must be approved on a case-by-case basis by the Program Chair, in consultation with the Dean Academics and Head of Career Services.

19. COURSE FEEDBACK BY STUDENTS

Student feedback is collected online both during and after the completion of course sessions in each academic term. Students are expected to provide constructive feedback aimed at improving learning outcomes.

The Graduate Program (GP) Office, in coordination with the Computer Centre, facilitates the feedback process. Feedback is kept strictly confidential and student identities are never disclosed under any circumstances.

It is mandatory for all students to complete the feedback for each course before both the mid-term and end term examinations. Any student who does not submit the feedback for a course will not be allowed to appear for the mid-term or end term examination for that course.

If a student fails to submit the feedback for any course despite repeated reminders, they will be penalized with a deduction of two attendance sessions in that course. This deduction may lead to a grade reduction if it affects the student's attendance percentage.

20. STUDENT GRIEVANCES

Students can raise any academic or non-academic grievances by submitting a complaint online through the OLT (Grievance Redressal Portal) system. The complaint will be addressed by the relevant authority based on its nature, which may include:

a. Dean Academics
b. Respective Program Chair
c. Registrar
d. Chair GSCASH (Gender Sensitization and Complaints Against Sexual Harassment)
e. Head of Finance
f. Head of IT Services
g. Head of Hostel, Infrastructure and Mess Services
h. Head of Library Services

If the issue remains unresolved, it can be escalated to the Student Grievance Redressal Committee (SGRC), chaired by a senior faculty member, the Chair GSCASH, independent faculty members nominated by the Director General, the Chief Hostel Warden and a Student Representative.

However, if the complaint is found to be false, motivated, or intentional, strict disciplinary action will be taken against the student who submitted it.

21. DISCIPLINE

a. Any cases of indiscipline or unethical behavior in academic matters will be reported to the Dean Academics. Dean Academics will present the case to the Rules Committee to determine an appropriate course of action, if necessary.

b. Cases of indiscipline, violations of IMI Delhi's Code of Conduct, or inappropriate behavior outside academic activities that may tarnish the institute's reputation will be brought to the attention of the Dean Academics. In consultation with the Director General, the Dean Academics will form a committee consisting of the Dean Academics, the Registrar, two senior faculty members and the Chief Hostel Warden (if applicable) to decide on the appropriate course of action.

c. IMI Delhi is a ragging-free campus and ragging in any form is strictly prohibited. The institute has established two bodies to address such issues: (i) the Anti-Ragging Squad and (ii) the Anti-Ragging Cell. Any incidents related to ragging will be referred by the Dean Academics to the relevant committee. Students are encouraged to report any such incidents to the Chief Hostel Warden or the Dean Academics. Disciplinary actions for ragging may range from police involvement to permanent expulsion from the student's academic program.

d. The use of mobile phones is strictly prohibited in the classroom. Mobile phones may not be used as calculators. Any student found using a phone in class may face penalties or have the device confiscated. Laptops are not to be used in class without prior permission from the instructor. If a student brings a mobile phone to class, it must be set to silent or turned off.

e. Students are expected to wear appropriate attire when attending classes. For guest lectures or sessions conducted by external speakers, students should dress formally.

22. ACADEMIC INTEGRITY

Academic integrity refers to upholding honesty and fairness in all academic work and not engaging in any form of misconduct to gain an unfair academic advantage. Violations of academic integrity include, but are not limited to, the following:

a. Plagiarism:
Plagiarism is the act of using or presenting ideas, words, or work that are not one's own and are not considered common knowledge, without properly crediting the original source. Plagiarism is strictly prohibited at IMI Delhi

and will result in disciplinary action. The type and severity of the penalty will be determined by the respective faculty member.

b. Use of Unfair Means:
Using unauthorized written, verbal, or electronic assistance during examinations, quizzes, or assignments or helping others to do so is considered a violation of academic integrity, unless explicitly allowed by the instructor. This also includes submitting false data, fabricated references or sources, having someone else complete your work, or purchasing papers for submission. Such actions are strictly prohibited at IMI Delhi and will be penalized in accordance with institutional policies.

c. Penalties for Academic Misconduct:
If a student is found using unfair means in any component of evaluation, they will receive a grade of zero for that component.

23. CRITERIA FOR PROMOTION TO SECOND YEAR

The promotion criteria for the students being considered for promotion/non-promotion, from first year to second year for all PGDM (two year) programs is as follows:

To be eligible for promotion from first year to second year, a student must not have any 'F' grade in any of the courses in his/her first year OR must have a CGPA of greater or equal to 4.0.

In other words**:**

a. Student with a CGPA below 4.0 at the end of first year, would get promoted to second year, if they do not have an 'F' grade in any of the courses, across all three terms in the first year of the program.
b. Student with a CGPA below 4.0 at the end of first year AND having 'F' grade in any of the courses, across all three terms in the first year of the program, will NOT get promoted to the second year.

c. Student with a CGPA of 4.0 or higher at the end of first year would get promoted to second year, regardless of any 'F' grades they may have in any of the courses, across all three terms in the first year of the program.

A student who does not meet the criteria for promotion to the second year will be required to repeat the courses on which he/she has an 'F' grade (as well as compulsory workshops where he/she has obtained 'Not Satisfactory'), with the next batch. Such students will be counseled by the Program Chair on which additional courses to repeat, to improve his/her performance. Program Chair will formally communicate to the student mandating the courses (with credit equivalence) required to be repeated, for tangible improvement in the CGPA. It will be compulsory for the students to repeat all courses mandated and formally communicated in the counselling session.

In addition, students who are promoted but have secured 'F' grade(s) in course(s) are required to retake the course(s) in which they received an 'F' grade(s), as well as any compulsory workshops in which they received a 'Not Satisfactory'. Additionally, students may be required to repeat other courses to improve their CGPA.

24. CRITERIA FOR THE AWARD OF DIPLOMA

To be eligible for the award of the diploma, a student must meet the following requirements:

a. Successful completion of a total of 102 credits, including all courses, compulsory workshops and SIP.
b. Successful completion of SSI Program.
c. Securing a CGPA of 4.5 or higher.

If a student receives an 'F' grade in Academic Term IV or V, the Program Chair will mentor the student to make them aware of the risk of not completing the program and consequently, not being eligible for the award of the diploma. The

student must clear the 'F' grade by taking and passing an alternative elective from the same specialization stream in a subsequent academic term.

The Program Chair will emphasize the serious consequences of securing placement without having fulfilled graduation requirements, particularly the risk of the job offer being revoked if the diploma is not awarded in time. Such cases will also be flagged to the Head of Career Services to ensure that they are informed and can act accordingly.

24.1 Incompletion of Academic Term

If a student is unable to complete the academic requirements of an academic term due to critical illness or a serious personal emergency, they will not be eligible for the award of the diploma until the incomplete courses are successfully completed. The student must repeat the incomplete courses with the next cohort of the students. Approval for this must be obtained from the Dean Academics, based on the recommendation of the Program Chair.

25. REPETITION OF COURSES/COMPULSORY WORKSHOPS

A student may repeat a course and/or compulsory workshop for the following reasons:

a. Receiving an 'F' grade in a compulsory course and/or a 'Not Satisfactory' grade in a compulsory workshop. A student must not have any 'F' grades in compulsory courses and/or 'Not Satisfactory' grades in compulsory workshops in order to be eligible for the award of the diploma.
b. To improve their CGPA.

When a course is repeated, the grade earned in the repeated attempt will replace the original grade regardless of whether the new grade is higher or lower than the previous one.

Students are required to pay a fee of Rs.10,000/- per repeated course/compulsory workshop. If the student chooses to use hostel facilities during this period, all applicable charges including hostel fees, mess charges and other related costs must also be paid.

26. ACADEMIC COUNSELLING

At the end of each academic term, the Program Office will identify students whose academic performance is unsatisfactory (CGPA below 4.5) and who are at risk of not qualifying for promotion to the next academic year or for the award of the diploma upon completion of the second year.

These cases will be reported to the Program Chair, who will counsel these academically weak students and provide guidance on how to improve their academic performance.

Additionally, a letter will be issued to these students with a hard copy of the same to be sent to parents/guardians to inform them about their ward's poor academic performance. The letter will clearly outline the eligibility criteria for promotion and award of diploma (as outlined in Sections 23 and 24 respectively in the Student's Handbook of Information) and emphasize the risk of the student not being promoted to the second year or not receiving the diploma at the end of the program.

27. ONLINE LEARNING AND TEACHING (OLT) SYSTEM

IMI Delhi has implemented the OLT system to manage various academic functions, including viewing marks obtained in various components of evaluation and grades obtained in various course, submitting course feedback and checking the records of attendance. The platform can be accessed either through the IMI Delhi network or via the web. Each student will be assigned a unique username and password for accessing the OLT system.

Students are strongly encouraged to use the OLT system for all the activities mentioned above. It is essential that each student keeps their login credentials

confidential. Students are solely responsible for any misuse of their OLT account.

Key Features of the OLT System:

a. Students can view their individual course grades, academic term GPA and CGPA.
b. Students can track their attendance for each course throughout the academic term.
c. Submitting course feedback via OLT system is mandatory and must be completed during the scheduled period. Failure to submit feedback may result in the student being barred from taking the final examinations. The students are informed to fill the course feedback by the program office, before the mid-term and end term examination. Deadline for filling the feedback is twenty four hours before the start of mid/end Term examination.
d. All feedback is anonymous and secure.

28. DEAN'S LIST: RECOGNITION FOR EXCELLENCE IN ACADEMIC PERFORMANCE

The Dean's List is an academic honor awarded to students who demonstrate outstanding academic achievement. The top five percent of total students in each program, based on their CGPA at the end of the academic year, will be included in this list. Students on the Dean's List are recognized collectively without individual rankings.

For a student to be eligible for being placed in the Dean's List after the completion of first year of the program

a. the student should secure a CGPA of 7.0 or higher after the completion of the first year of the program;
b. the student must not have secured a 'D' or 'F' in any course or 'NS' in compulsory workshop;

c. the student who has not appeared for any make up examination;
d. the student must not have been penalized for resorting to unfair means in completing any of the evaluation component.

For a student to be eligible for being placed in the Dean's List after the completion of second year of the program

a. the student should secure a CGPA of 7.0 or higher at the end of second year of the program;
b. the student should secure a CGPA of 7.0 or higher after the completion of the first year of the program;
c. the student must not have secured a 'D' or 'F' in any course or an 'NS' in a compulsory workshop;
d. the student who has not appeared for any make up examination;
e. the student must not have been penalized for resorting to unfair means in completing any of the evaluation component.

Students who are recognized for the Dean's List will be honored with a certificate and a commemorative plaque, a recognition they can cherish for a lifetime.

First year students will be awarded the certificate and plaque during a special on-campus ceremony held after they return after completing the SIP.

Second year students who make it to the Dean's List will be recognized during the convocation ceremony.

During convocation, Dean's List students will be among the first to be called to receive their diplomas, with a special mention of their academic achievement. They will be formally presented with the certificate and plaque at that time.

29. AWARDS AND MEDALS

Every year, IMI Delhi recognizes meritorious students from the graduating class for their academic excellence. The criteria for these awards are outlined below.

a. **Eligibility Criteria**
   The student must have a CGPA of
   i.   7.0 or higher for the entire program;
   ii. 6.7 or higher in each individual year;
   iii. no grades of 'D' or 'F' in any course and 'NS' in compulsory workshop;
   iv. no violations of the academic discipline or code of conduct as specified by IMI Delhi throughout the program.

b. **List of IMI Delhi Medals**
   The following IMI Delhi Medals are awarded to the meritorious students from the graduating class:

Sl. No.	Name of the Honor	Description
1	Gold Medal	Awarded to the student with highest CGPA in each of all the PGDM programs
2	Silver Medal	Awarded to the student with second highest CGPA in each of all the PGDM programs
3	Dr. Sunanda Sengupta Memorial Medal	Awarded to the female student with the highest CGPA across all the PGDM programs
4	Dr. G. K. Suri Memorial Medal	Awarded to the student with the highest CGPA across all the PGDM programs
5	Ms. Jassimran Memorial Medal	Awarded to the female student with the highest CGPA in the PGDM (HRM) program

6	Dr. Rama Prasad Goenka Leadership Medal	Awarded to the best participant with outstanding performance among graduating students across all the PGDM programs
7	Smt. Manorama Budhiraja Medal	Awarded to the best Marketing Student in the two-year PGDM Program
8	Dr. Baldev R. Sharma Memorial Medal	Awarded for the outstanding research among students across all the PGDM programs

Refer to Appendix-XIII for Criteria and Evaluation Method for various Academic Awards as mentioned above.

i. RPG Leadership Award

This award recognizes academic excellence, internal leadership (such as membership in clubs or committees) and special achievements (including winning or participating in relevant events and excellence in SIPs).

ii. Smt. Manorama Budhiraja Medal

This award acknowledges academic excellence in marketing courses, internal leadership (such as membership in clubs or committees) and special achievements (including winning or participating in relevant events and publishing or having research papers accepted) in accordance with the IMI Delhi norms.

iii. Dr. Baldev R. Sharma Memorial Medal

This award is given across all PGDM programs to students who have authored or co-authored peer-reviewed journal publications with IMI Delhi affiliation. The paper must be listed in SCOPUS and/or Web of Science (WOS). The award must also match the remunerative categorization as per the PRJ remuneration guidelines for IMI Delhi faculty.

c. An Award Committee, chaired by the Dean Academics and consisting of all Program Chairs, will decide on the awards based on student

performance. Student rankings are carefully determined based on the data collected according to the criteria set for each respective award.

30. SCHOLARSHIP AND CERTIFICATION
30.1   CFA SCHOLARSHIP

A limited number of scholarships are available for students in the PGDM (Banking & Financial Services) program to pursue the CFA designation. These scholarships are awarded based on a merit-cum-means basis, according to the following criteria:

a. The students of both the first and second year of the PGDM (B&FS) program will be considered for the award of scholarships.
b. <u>Any second year student awarded the scholarship once will not be considered for the award again.</u>
c. The students appearing for level 2 and above must provide documentary evidence of clearing the previous level.
d. For both first and second year applicants, the student must have obtained a 'B' Grade or above in courses Financial Reporting and Analysis/Financial Analysis and Reporting, Managerial Economics and Introduction to Research Methods/Decision Modelling, undertaken in Academic Term I. This will be considered for preliminary screening, as these subjects are important from the perspective of the CFA examination. Any student who has applied for a scholarship but has obtained less than a 'B' grade in any of these subjects will be directly eliminated from the pool.
e. Post initial screening of applications, for first year students, the CGPA obtained until Academic Term I, while for second year students, the CGPA till Academic Term IV will be considered for ranking the applicants. It was decided to give a weightage of seventy percent to the CGPA.
f. The other ranking criterion for the students will be the marks obtained in X, XII and graduation, each given a weightage of ten percent combining to thirty percent.

g. The final rank will be based on the weighted score of CGPA (seventy percent weight) and academic performance up to graduation (thirty percent weight), with rank one being given to the highest score.

h. To meet merit cum means criteria, it was decided to give preference to Economically Weaker Section (EWS) students out of those shortlisted. If there are more EWS students than the scholarships available, then the GPA will be the criteria for screening among them.

i. As per availability from CFA Institute US, a total of three scholarships will be awarded.

j. **If the scholarship has been granted against the application and the student does not avail it, the student would be penalized to pay a fine of Rs.10,000/-. The fine will be deducted from the security deposit if it is not paid.**

k. All the students who have been granted the scholarship will have to submit proof of registration and the results as soon as possible after their announcement.

30.2 Sponsored Certification for meritorious students in PGDM (HRM):

The top 3 students from PGDM (HRM) program will be provided with an opportunity to do the HR certification based on their first year CGPA. The students will be given a choice to select a certificate from the list provided by the Program chair, which will be sponsored by the institute. The students may like to choose the certifications based on their merit rank as below:

	Rank	Cost of Certification
Merit based Certifications	1	The student can do the certification up to Rs.100,000/-
	2	The student can do the certification up to Rs.75,000/-
	3	The student can do the certification up to Rs.50,000/-

The list of certifications has been created based on the inputs gathered from industry experts and alums during the last program restructuring process. The top three students have flexibility to choose any certification within the range provided. They will get the amount reimbursed from the institute after providing the actual bills. The certificate fee should be reimbursed at the time of registration. Students must submit the completion certification to the program chair and program office, after successful completion.

31. STUDENT EXCHANGE PROGRAM

a. IMI Delhi offers the opportunity to its students to spend an exchange semester at one of its partner institutes for an extended global exposure. The exchange program is generally offered in Academic Terms V and VI of the PGDM program. Exchange programs grant IMI students access to global faculty members and students from different parts of the world. Other than the exchange for a semester, students also get an opportunity to go for short duration global immersion program.

b. The Internationalization office briefs students on the exchange program, including details about partner institutes such as academic calendars, courses and other key information, all of which are available in fact sheets provided by each partner institute.

c. The Internationalization Office invites students to express their interest in the exchange program by completing an application form (Appendix-V). Applicants must indicate their preferred academic term and partner school. Selection is based purely on CGPA and seat availability at the partner institutions.

d. Minimum eligibility criteria for applying for the exchange program is subject to the fulfillment of the following conditions:

    i. Minimum CGPA of five on the date of applying for Student Exchange Program.

    ii. The student should not have obtained any 'D' or 'F' grade(s) in any subject.

e. Selected students are required to deposit caution money of Rs.20,000/- which is refunded on the completion of their exchange program. Caution money is forfeited if the student withdraws from the exchange program after selection and final nomination to the partner school.

f. The Internationalization Office will help the selected students in completing the application process as per the procedure laid down by the partner institute. If needed, travel and visa related information support can be provided by IMI Delhi travel desk.

g. Chair Internationalization in consultation with concerned Area Chair(s) will decide the classification of courses chosen by the student. For PGDM (HRM) and PGDM (B&FS) programs, the students are not allowed to opt for courses from non-HR and non-Finance areas respectively, beyond six credits.

h. The students are advised to have clarifications about the requirement of courses from different functional areas from the respective Program Chair. The students are required to send the details of the chosen courses to the respective partner school, after a discussion on the credit equivalence with the respective program chair.

i. The exchange program enables students to receive credits for courses taken while studying abroad. The students must ensure that they have complete clarity on the number of credits required to be completed for the given academic term at the partner institute. The number of courses to be undertaken at the partner institute must be decided based on the total course requirement for completion of the second year of their program at IMI Delhi. As the elective requirements for different programs vary, it is, therefore, important to decide the number of courses to be completed at the partner school in discussion with the concerned Program Chair. The credit equivalence of courses at different partner schools with courses at IMI Delhi varies according to the in-class and outside-class learning hours.

j. The grading system at different partner schools may vary, therefore, IMI Delhi will be using the grade(s) equivalence to arrive at the grade(s) for the courses taken during the exchange program at the partner school. Students

can refer to the credit and grade(s) conversion information on the Intranet under Rules and Regulations. The student should be clear about the conversion formula before leaving for a partner school. Information related to credit and grade(s) equivalence may also be discussed with the Internationalization office to gain further clarity.

k. IMI Delhi currently has academic partnerships with the following institutions for exchange programs:

Sl. No.	Partner School
1	Academy of Public Administration under the aegis of President of the Republic of Belarus
2	Rennes School of Business, France
3	Frankfurt School of Finance and Management, Germany
4	Grenoble Ecole de Management, France
5	IDRAC Business School, France
6	IGS-RH School of Human Resources, Paris, France
7	International Centre for Promotion of Enterprises, Ljubljana, Solvenia
8	Kedge Business School (KEDGE), France
9	University of Bradford, England
10	Montpellier Business School (MBS), France
11	NJCU School of Business, New Jersey City University, USA
12	Russian Presidential Academy of National Economy and Public Administration, Russia
13	Sichuan Academy of Social Sciences, Sichuan, China
14	The Universidade do Estado do Rio de Janeiro, Brazil

15	Burgundy School of Business, France
16	Audencia Business school, France
17	Neoma Business School, France
18	SolBridge International School of Business, Woosong University, Korea
19	Farabi International Business School, Almaty, Kazakhstan

32. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

Student involvement in co-curricular and extra-curricular activities is essential for the holistic development of students and contributes significantly to the brand image of IMI Delhi. The following guidelines should be followed when engaging in such activities:

a. The institute encourages students to participate in various events and competitions organized by national and international universities and business schools. However, students are expected to give due priority to their academic responsibilities and institute organized activities when considering participation in external events. For events hosted by international institutions, participation may be permitted based on academic commitments. If the institute deems participation beneficial for both the student and IMI Delhi's brand, limited financial assistance may be granted for international events/competitions.

b. A maximum attendance waiver of seven days may be granted for participation in such events. For participation in events outside India, special permission must be obtained from the Dean Academics.

c. The Dean Academics, in consultation with the Registrar, may recommend limited financial assistance for international participation. Final approval must be obtained from the Director General.

d. Prior approval from the Dean Academics is mandatory for participation in any event outside the institute. To apply, students must submit supporting documents such as an invitation letter, email correspondence, or other official evidence, along with the prescribed application form (Appendix-VII).

e. Students are eligible for reimbursement of round-trip AC 3-tier train fare for attending events/competitions at other institutions. For events held within Delhi NCR, local taxi fare may be reimbursed.

f. Given the large number of events hosted by institutions across the country, it is neither practical nor advisable for students to participate in all of them. Students are expected to be selective and mindful of how such participation may affect their academic performance, their primary focus at the institute. They are, therefore, encouraged to exercise discretion and voluntarily limit the number of events they attend in each academic year.

g. Students should use their judgment when considering participation in summer internship project competitions organized by other institutions, as such events may raise concerns related to proprietary project data and company confidentiality. In such cases, students must obtain prior approval from both the Campus Head – Executive Education and Career Services and the Dean Academics, in the best interest of the institute.

33. STUDENT AFFAIRS: STRUCTURE AND POLICES

33.1 The Student Council:

The Student Council is the primary body representing the student community and serves as a link between the administration and the students. It also serves as the single point of communication for students with any external entity interested in interacting with the student community. It organizes multiple major events such as the Annual Management Conclave 'Conventus' and the Annual Management, Cultural and Sports Festival 'Kritva'.

a. Facilitate induction activities for new students and conduct selection processes for all student bodies and societies.

b. Serve as a member of the Anti-Ragging Committee, Student Grievance Redressal Committee and GSCASH.
c. Aid the student affairs office and the program office in facilitating communication among diverse student bodies and all students.
d. Support management in accreditation activities and associated documentation.
e. Manage finances of student welfare funds, ensuring transparency and accountability.
f. Conduct major events such as 'Conventus' and 'Kritva' and ensure the quality of each event happening within the institution by closely monitoring them.
g. Work towards student welfare, addressing any concerns and allocating the budget for student bodies and societies.
h. Helping students with other academic or non-academic issues on campus.
i. Engage students in the continuous growth of the institute by actively working toward student welfare.
j. Ensure discipline and security within the premises of the institution, while maintaining strict adherence to the established protocols and guidelines.

33.2 Executive Council

The Secretaries of each Club and Committee along with the members of the Student Council collectively form the Executive Council. This body aims to contribute to the continual growth of the institute by fostering a strong connection with the student community. Currently it consists of twenty five members.

33.3 The Student bodies

IMI boasts a wide variety of student bodies. There are currently eight committees and twelve clubs each playing a crucial role in the smooth operation of the IMI community. These are the current student bodies of IMI Delhi:

a. **Committees:**
    i. Academics Committee
   ii. Admissions Committee
  iii. Alumni Relations Committee
   iv. Branding and Media Relations Committee
    v. Corporate Relations and Placement Committee
   vi. Committee for Internationalization
  vii. Executive Education Committee
 viii. Residential Affairs Committee

b. **Clubs:**
    i. Jagriti-The Social Responsibility Club
   ii. Consulting and Strategy Club
  iii. Culture and Event Management Club
   iv. The Economics Club
    v. Entrepreneurship Club
   vi. The Finance Club
  vii. The HR Club
 viii. The Information Management and Analytics Club
   ix. The Marketing Club
    x. The Operations Club
   xi. The Sports Club
  xii. Centre for Women's Leadership

33.4 Societies at IMI

There are currently ten societies, each covering different fields, allowing the students to form peer groups with like-minded individuals and grow together. These are the current societies of IMI Delhi:

a. Enthral - The Music Society
b. Impressions - The Fine Arts Society

c. Insight - The Data Science Society
d. Insync - The Dance Society
e. Integration – The Maths and Stats Society
f. InVista - The Investment Society
g. Karuna – The Animal Welfare Society
h. Last Word – The Literary Society
i. Unstop Igniters
j. Zariya - The Dramatics Society

33.5 Selection Process for Clubs, Committees and Societies Members

The joint selection process for all Clubs, Committees and Societies is strategically devised considering each body's individual needs and operations by the Student Council.

a. **Roles and Responsibilities**

Each Club, Committee and Society has to come up with distinct roles and responsibilities for each member based on their requirements like

- Speaker Tapping
- Events Management
- Designing
- Sponsorship
- Logistics
- Content Writing
- Photography and Videography
- Social Media Management
- Hospitality

Only the members of Clubs and Committees and the Point of Contact (PoC) of Societies receive *Position of Responsibility* (PoR) certificates from the Student Council for performing their assigned tasks for the tenure of two years.

Members of Societies receive the ***Certificate of Recognition*** from the Student Council for performing their assigned tasks for the tenure of two years. Any student of IMI Delhi cannot hold more than one PoR at any point of time.

b. Selection Process

   i. The Student Council determines, coordinates and oversees the scheduling and sequence of pitching sessions for Committees, Clubs and Societies, allowing representatives to elucidate their activities.

   ii. An Expression of Interest (EOI) mandated by the Student Council invites nominations for various student bodies, without imposing restrictions on the number of applications per candidate.

   iii. Upon the reception of nominations, student bodies are authorized to initiate their selection processes strictly following the schedule prescribed.

   iv. A candidate can only be part of one student body. Selection is contingent upon the candidate's performance in multiple rounds of simulations and interviews. Additionally, a candidate can be part of one society along with being part of one student body. Or they can be part of two societies if they are not part of any student body.

   v. In case a candidate qualifies as a finalist in multiple student body selections, their acceptance into a specific body is contingent upon their preference, with due consideration given to their suitability and fulfilment of requirements within those respective student bodies.

   vi. The selection procedure for each student body should be fair and just, along with the maintenance of proper records at each stage/round of the overall process.

   vii. Any student who gives a sub-par performance in the selection process in any of the student activities and the same is officially reported by at least two student bodies which results in the black listing of the students and the student will not be allowed to be part of any student body/society.

33.6 Removal or Termination of members from Clubs, Committees and Societies members

a. Peer Evaluation

i. All members of clubs, societies and committees will undergo regular evaluations administered by the senior team of the respective student body, supervised by the respective Faculty Mentors. The evaluation structure and methods will remain consistent across all clubs, societies and committees.

ii. Each team must undergo a minimum of three peer evaluations per academic year. Following each evaluation, the lowest performers will receive a warning. Accumulating three warnings will result in the elimination of the members from the respective club/committee.

33.7 Termination of the Member

a. The Student Council reserves the right to issue strikes to a member in case of severe disciplinary actions or upon receiving a written complaint about their behavior, by their respective secretary, joint secretary, fellow senior/junior member, faculty mentor, any faculty member, or other any stakeholder of IMI Delhi.

b. Continuous indiscipline leading to the accumulation of three warnings will result in the removal of the member by the Student Council.

c. The escalation of a complaint based on the strikes levied on a student goes as follows:

i. **First Strike:** The Student Council will initially address complaints directly with the relevant student(s) or their designated Secretary(ies).

ii. **Second Strike:** In cases of persistent or significant indiscipline, complaints will be escalated to their respective faculty mentor or program chair.

iii. **Third Strike:** Complaints will further be directed to the Student Affairs Office or the Chairperson, Students Affairs Committee, as deemed necessary based on the severity of the indiscipline.

Note: Escalation may take place in necessary cases as per the disclosure of the student council and the secretary or joint secretary of the respective student body.

All three strikes will be documented warnings, with the third strike being recorded in the academic record due to the involvement of the Student Affairs Office.

Warnings can be issued to members who are involved in any disciplinary activities that breach the student code of conduct.

Warnings can also be issued to members who fail to perform assigned tasks while acting as representatives of their respective student bodies.

Upon removal of a student member, they will not be allowed to be a part of any student body.

After removal from a student body, the student cannot be a part of that student body, cannot receive the PoR certificate in the name of that student body, cannot add their position to their respective CV, or cannot reapply to the same student body's second Expression of Interest (EOI) form.

33.8 Member Resignation

a. The member of any student body can only be removed after a written confirmation provided by the Student Council.
b. Further, the student body will have **only one chance** to reopen the EOI form to fill vacant positions.

c. Upon resignation due to personal circumstances, a student will have **only one chance** to apply for another student body, if and only if any other student body reopens their second EOI form.

d. After resignation from a student body, the student cannot be a part of that student body, cannot receive the PoR certificate in the name of that student body, cannot add their position to their respective CV, or cannot reapply to the same student body's second EOI form.

e. Upon removal or resignation of a student member, they are required to give an exit interview to the Student Council or their respective faculty mentor/vertical head, the report of which will be confidential.

33.9 Batch Meet Rules

a. Batch meets are mandatory for all students to attend as per the attendees mentioned through email communication.

b. Students are expected to take complete ownership of the batch meet and hence conduct themselves accordingly.

c. In cases of frequent absences from batch meets or any related defaults, severe impositions will be levied on the student.

d. The attendees must follow the rules and regulations as prescribed by the Student Council in the email communication.

34. LIVE PROJECTS

a. In addition to the commitment to meeting the academic standards, the institute encourages the students to take up live projects with business organizations, to hone their skills of knowledge application. These live projects can be obtained through personal contacts of the student, individual faculty member, or placement committee. Any student trying to obtain or working on a live project through personal contact, can do so after seeking approval from the Placement Committee post which the details of the same must be submitted to the placement office as per the Proforma (Appendix-VI). It is compulsory on the part of a student to submit the details of the live project to the placement office, failing which

the student will not be allowed to mention the same in his/her CV during the placement process.

b. When the placement team receives requests directly from companies for live projects, it in turn forwards such requests to the entire batch. The placement committee will float a formal EOI, which is needed to be filled by the student within the given deadline to put forth their candidature.

35. INTERNSHIP WITH NON-GOVERMENTAL ORGANIZATION (INGO)

All second year students enrolled in the PGDM (HRM) program (Batch 2024-26) must complete a mandatory ten-week NGO Internship as a part of INGO course (2.25 credit), requiring approximately eight hours of work in the assigned NGO per week. This internship is designed to raise awareness about social issues and the challenges faced by marginalized communities. It also encourages students to apply their managerial skills to develop relevant, feasible and cost-effective solutions as a part of project work.

During the internship, students collaborate in small groups with NGOs addressing key social concerns such as poverty, street children, child and special education, environmental sustainability, healthcare, unorganized labor and women's rights. This initiative aligns with IMI Delhi's mission of nurturing socially responsible managers and complements the program's learning objectives.

Beyond increasing awareness of NGO operations and their impact on underprivileged communities, the internship fosters a sense of social responsibility among students. They analyze challenges in securing fundamental rights, delivering essential services, generating funds, motivating the workforce, improving employment opportunities and promoting government welfare schemes. The program provides a platform for idea exchange, strategic interventions and experiential learning.

36. WILLIAMSON MAGOR LIBRARY

36.1 Library Membership

a. IMI Delhi library is meant only for the students, faculty members, staff members, external members and visiting faculty member of IMI Delhi.
b. Library members will be issued one library membership card.

36.2 Circulation Rules

Borrowing Policy

a. Borrowing facilities are given only to the members of the library.
b. The holder of library card is responsible for library documents issued in the account, as per the library records.
c. Library members should produce their library card at the counter at the time of issue and return of books.
d. Periodicals, newspapers and books in reference section are not available for borrowing.
e. For reissuing a book, it is necessary to present the book at the counter. Reissue does not happen automatically. If there is a pending demand for the book, the request for reissue may be turned down by the library.
f. During examinations time, books issued for a week or overnight will not be reissued.
g. Librarian can recall books and other library documents any time if the need arises.
h. If the book is not returned by due date, the defaulting member will be charged a fine of Rs.5/- per day per volume for General Books and Rs.10/-per day per volume for Reference/Overnight Books.
i. Library can refuse to issue books to members having unpaid dues.

Borrowing Privileges

Category	Entitlement for Books	Loan duration
Faculty Member	30	90 Days
FPM/e-FPM	6	14 Days
PGDM	4	10 Days
ITEC/MDP Participants	2	7 Days or as per the Duration of program
IMI Staff	5	14 Days

If a member loses a book against his/her ticket, the penalty will be as follows:

- He/she will have to replace the document(s) lost or pay the current price of the document(s).
- If the book is not easily available in the market, then the concerned library member will pay fifteen percent extra of the last known cost of the document(s).

If the member loss his/her borrower's membership card, he/she shall make a written report the librarian. On request, duplicate card may be issued on payment of Rs.50/-.

Use of Library E-Resources and Remote Access Platform

This remote access platform for accessing E-Resources subscribed by IMI Library is meant only for authorized members of the library.

Acceptable use

E-Resources are for research, teaching and study. Commercial use, excessive downloading and redistribution to non-subscribers are prohibited.

36.3 General Rules

a. Users should maintain silence and should not disturb other readers in the library. Smoking/eating/ drinking/chatting is strictly prohibited in the library premises.
b. Users of the library should keep their cell phones in silent mode inside the library.
c. The staff member(s) at the check point may refuse entry to those who do not produce a valid identity card.
d. While entering the library, users should leave their personal belongings such as bags, personal books etc. at the entrance to the library on the shelves provided. No valuable items, e.g., mobile, laptop, money, ATM/Debit/Credit cards etc., should be kept inside the bags. If kept, the library will not be responsible for any such loss.
e. Users leaving the library should permit the library staff to examine their personal belongings, if asked.
f. Online chatting/dating, browsing of social networking sites, playing games/watching movie on computer is strictly prohibited in the entire library premises.
g. The users should not leave their laptop, pen drives, mobiles, wallets etc. in the library. The library is not responsible for any losses.
h. IMI Delhi library follows an open access system. Books and other reading material taken from the library stacks should not be restacked by the readers. These should be left on the reading table.
i. Users of the library should not deface, mark, cut, mutilate or damage the reading material in any way. Students doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage and may result in the cancellation of library membership.

j. Members should satisfy themselves before leaving the issue counter as to whether the book is in sound condition or not, otherwise they may be held responsible for any damage to the book.

k. It is of utmost importance that members behave in a decent manner with the library staff. In case a student has a problem with library staff, he/she should contact the Librarian.

l. Any infringement of the library rules may render the privilege of admission and of borrowing book from the library as withdrawn.

Library Working Hours

Library normally follows the following working hours.

Monday to Friday	9:00 a.m. to 12:00 Midnight
Saturday, Sunday and other Holidays	10:00 a.m. to 7:00 p.m.
National Holidays	Closed

The library may be kept open for extended hours during examination.

36.4 Bloomberg Terminals

A powerful and flexible tool for financial professionals, whatever their need, in markets as diverse as equities, currencies, commodities, money markets, government and municipal securities, mortgages, indices, insurance and legal information. It seamlessly integrates the very best in real-time data, news, and analytics. There are eight terminals in the IMI Bloomberg lab. Access is available for all IMI students and faculty members.

36.5 E-Resources

Library subscribes to several e-resources including, e-books, online databases, full text journals, research databases and news portals. Most of these resources are available through this remote access platform.

36.6 Online Public Access Catalogue

Library offer access to web OPAC where readers can check the availability and real time status of books and periodicals in the library.

37. TATA CHEMICALS COMPUTER CENTRE

The Tata Chemicals Computer Centre labs are designated for use by the institute current students, faculty member and staff of the institute.

The following rules apply for the use of the Computer Centre:

a. General Rules

  i. Users are advised to maintain discipline in the computer lab. The use of cell phones is prohibited inside the lab.

  ii. Students cannot install, modify, or delete any software on lab computers.

  iii. Food or drinks are prohibited in the computer labs at any time.

  iv. Scheduled computer-based lab classes are prioritized over all other uses.

  v. Students are allowed to access and download material from the Internet according to the institute's norms.

  vi. Each student has a User ID and e-mail ID for accessing the IMI Delhi network and emails. The maximum space allotted to each mailbox is fifteen GB and the attachment limit is twenty five MB.

vii. Students should save their data files on flash or network drives (O: drive). Each user is assigned a maximum of two hundred MB of space on the Network Drive (O: Drive). Do not save files on the lab computer.

viii. The Computer Centre is not responsible for data losses caused by computer viruses, improper computer use, or any other malfunctions.

ix. Equipment in the computer labs should not be removed, modified, relocated, or disassembled without the permission of the lab coordinator.

x. Computer Centre resources are not to be used for illegal or disruptive purposes.

xi. Usage of pirated software is prohibited.

xii. Reproducing copyrighted material (e.g., software, music, video, books, photographs, etc.) is prohibited.

xiii. Accessing, uploading or downloading obscene, pornographic, threatening or discriminatory material is not allowed.

xiv. Chatting and playing online games are prohibited in the computer lab.

xv. Any problems with the computer should be reported to the computer lab staff immediately.

xvi. The scanning facility is available free of cost.

xvii. Laser and Color Printers are available and charges per page are as follows:
- Black and White Printing (Re.1/- per copy)
- Text and Graphics Color Printing (Rs.5/- per copy)
- Full Graphics Color Printing (Rs.10/- per copy)

xviii. User must log off the computer before leaving the computer lab.

xix. Students are advised to change passwords every thirty days for security reasons.

b. Computer Centre Timings

Working Days (Monday to Friday)	8:00 a.m. to 6:30 p.m.
Saturday, Sunday and other Holidays	9:00 a.m. to 5:00 p.m.
National Holidays	Closed

38. HOSTEL RULES

The hostel aims to create a "home away from home" environment, promoting self-confidence, discipline and the ideals of harmonious communal living. The hostel atmosphere fosters camaraderie, fellowship and professional fraternity, encouraging self-help and a spirit of accommodation for the common good among students.

Hostel rules are made to ensure a safe, secure, comfortable and pleasant stay, creating an environment that supports learning. All activities aim to help students grow and succeed, making them feel a part of the IMI Delhi community. The goal is to offer a complete experience that goes beyond just staying here, preparing individuals for future challenges.

38.1 Room Allocation

a. Due to space constraints, hostel accommodation on campus may be available to only a section of students. Demands for hostel accommodation are typically shared between first and second year students of all the Programs.
b. Available rooms in the IMI Delhi hostel are either single or double shared.
c. For reasons explained, *first preference* is given to non-NCR students and NCR students who reside far from campus. Under exceptional circumstances, the requests of NCR students who would not otherwise qualify, will be sympathetically considered.
d. Students who do not qualify under either of the criteria have two options to choose accommodation in properties identified by the IMI Delhi administration as consistent with IMI Delhi requirements in terms of

hygiene and safety or making their own arrangements based on their individual needs.

e. The decision to allocate rooms will be strictly on a first come first serve basis. The decision of the room allotment committee/hostel administration will be final and binding.

f. Students must stay in their assigned rooms and exchanging rooms without the hostel administration's consent is strictly prohibited. If a change of room is needed, students can request it from hostel authorities. Such requests will be considered based on room availability and the reason for the request.

g. Summer residents will be allotted rooms based on availability on payment of monthly charges.

38.2 End of Residence or Withdrawal

a. Hostel fees are non-refundable. This applies both to students who withdraw from the institute either before or after joining the program.

b. At the end of the residence period, students are required to move out of the hostel on or before the designated 'move-out' date. Students are required to clear all personal belongings from their respective rooms and return all the keys to the hostel administration. Failure to do so will lead to forfeiture of security deposits.

c. Residents who violate the hostel regulations could be expelled from their respective hostels.

d. Students expelled from the institute for disciplinary or academic reasons will not be permitted to reside in the hostel.

38.3 Rules for Entering and Leaving the Hostel

a. The main gate of the campus is open till 11:00 p.m. to enter and 10:00 p.m. to exit. Students will not be permitted entry into the campus after 11:00 p.m.

b. Students have to take necessary safeguards and precautions while moving around the city. The responsibility for personal safety while outside hostel rests exclusively with the students.

c. Entry/exit of all students will be controlled through an electronic access control system installed at the Main gate and Gate No 2. The back gate will remain closed and will be used only during emergency situations.

d. Day scholars and off-campus residents will be expected to vacate the campus at the latest by 9:30 p.m., unless permitted otherwise by Dean Academics/Chief Hostel Warden for a specific official purpose. The movement of day scholars will be tracked by the system on a real-time basis and defaulters will be dealt with in accordance with the disciplinary rules of the institute.

e. For late arrivals and travel, students must take prior approval from hostel administration. This must be done *in advance if* the lateness is intended for weekends or institute holidays. The E-mail will be valid for single use and only for the specified night for which the request has been made.

f. A student who returns after the permitted time (11:00 p.m. for campus hostel) will be allowed entry only on the deposit of his/her ID Card to the security staff on duty, who in turn will deposit it with the resident counselor. The ID card will then have to be collected personally by the student from the resident counselor the next working day. A warning shall be issued automatically to the concerned student. Repeated warnings could result in expulsion from the hostel.

g. For visits to places outside Delhi / NCR and locations other than their hometown, students are required to submit an application duly recommended by their parents/local guardian and Dean Academics followed by approval by the Chief Hostel Warden.

h. Permission must be taken twenty four hours in advance before leaving the hostel. Failure to do so will be treated as a case of indiscipline and dealt with accordingly and parents of the concerned resident will be informed.

38.4 Hostel Rooms

Important information for students will be posted on the notice boards. Students should regularly read these notices. Not knowing about the rules and instructions displayed on the notice board will not be accepted as an excuse for not following them.

a. Students are required to safeguard their personal belongings and are advised to keep their rooms always locked. The hostel administration bears no responsibility for any losses.
b. The students are required to keep their rooms clean and tidy.
c. Students who do not require any item provided to them should inform the hostel authorities accordingly.
d. Shifting of existing furniture from one room to another is not permitted.
e. Students cannot share their rooms with any person without approval of the competent authority.
f. Students must switch off all the electrical appliances like lights /fans/air conditioners when they leave the room.
g. Before using electrical appliances (except for a computer, fan, answering machine, hair dryer, radio, mobile and charger), students must apply to the Chief Hostel Warden, get written approval and pay the required fee.
h. Residents who violate the rule for the first time will be required to pay a penalty of Rs.2000/-. On repeat violation, a penalty of Rs.3000/- will be imposed and a written warning will be issued.
i. It is the students' responsibility to take proper care of any equipment/furniture allotted to him/her by the institute. Damage or destruction of institute's property will be treated as a serious offense and the costs of repair or replacement with penalty, will be recovered from individual students or the Students Council, depending on the circumstances.
j. All hostel rooms are to be vacated by the students during summer vacation for maintenance. The date for vacating hostels will be informed in advance.
k. Students should obtain a hostel clearance certificate from the hostel administration on completion of the Program and hand over possession of the room to the authorities.
l. Complaints of any nature regarding the maintenance of the hostels should be submitted to the hostel Warden.

38.5 Rules Regarding Guests and Visitors

a. Male guests are **not permitted** to visit the Girl's hostel and *vice versa*.
b. Guests and visitors are welcome only during the day. There is no provision for guests and visitors to stay in the student residence at night and students

are expected to meet their guest at the common place. i.e. cafeteria and dining area etc.

c. Close family members viz. parents and siblings only can be provided accommodation for a short stay of a day or two in the institute guest house subject to availability and on payment of a nominal charge as per the policy of the institute. This does not include charges for meals.

38.6 Dining Room Rules and Regulations

a. All students must have their meals in the dining room at the hours stipulated by the hostel administration. These timings must be adhered to strictly.

b. Food will not be served outside the dining room, except in cases of sickness. In such cases, the mess- in-charge needs to be informed no less than four hours before the meal service time.

c. Moving chairs, other furniture, utensils, crockery and cutlery from the Dining Hall is strictly forbidden.

d. The menu will be decided by the Administration in consultation with the Student Mess Committee and the Contractor.

38.7 Campus Facilities

a. Sports and Games**:** Facilities are available for indoor games like billiards and table tennis. Outdoor games facilities are available for playing basketball, volleyball and badminton.

b. Health Care: A registered medical practitioner is available on Tuesday, Thursday and Friday from 2:00 p.m. to 3:00 p.m. at the campus. For major illnesses, students are advised to visit nearby hospitals, located close to campus.

c. The institute has enlisted a professional mental wellbeing and counseling agency to provide support and counseling to students. This is aimed at improving their mental wellbeing through both online and offline sessions.

d. A yoga instructor is also available to impart quality yoga classes every morning/ evening.

e. Gymnasium/Recreation Room/Music: Facilities for recreation and gymnasium have been provided in the hostel. These shall be managed by the Students Committee of IMI Delhi.

f. Laundry: Washing Machines have been provided in the hostels for the use of students. Students must follow the manufacturer guidelines for the usage of the same.

38.8 Discipline

a. The institute strictly prohibits activities such as gambling, alcohol/narcotics consumption, smoking and ragging. Violations may lead to severe disciplinary action, including expulsion in severe circumstances.

b. Private parties are not permitted on campus and disruptive behavior, particularly under the influence of alcohol, will be addressed with appropriate disciplinary measures.

c. Carrying firearms, toxic substances or intoxicants on campus is forbidden.

d. Keeping pet animals in the Campus or Hostels, on and off campus, is strictly prohibited with violation resulting in permission cancellation to stay in Hostel.

e. Bringing or feeding unvaccinated stray animals on campus is not allowed due to health and hygiene concerns.

f. Students must obtain prior permission from the warden to stay out from the hostel at night. Failure to comply may result in strict action, including possible expulsion, with parents being informed.

g. Removal of common room chairs, furniture, newspapers and magazines is prohibited.

h. Playing in the corridors is not allowed.

i. Displaying notices or posters on glass panes and walls without prior permission is prohibited; care must be taken not to damage walls and prompt removal after the event is required.

j. Hacking and sending spam e-mails are strictly prohibited, inviting severe disciplinary action.

k. Residents must not deface walls in their rooms or the hostel. Any graffiti inside rooms will invite strict penalties. Graffiti on corridor walls will result in fines for all the residents on the floor.

l. Hostel residents are typically required to vacate their rooms within forty eight hours of the end of the final examinations of Academic Term III and Academic Term IV. With a fine of Rs.1000/- per day, a student may stay in the hostel up to ten days. Thereafter, students may face disciplinary action. Additionally, students must hand over the room key to hostel attendant when vacating.

38.9 Ragging

a. Ragging in any form is not permitted on the IMI Delhi campus.
b. Students should note that they are prohibited from engaging any disorderly conduct, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do by act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student. (Order of the Supreme Court of India, dated May 4, 2001).
c. Any student found to be indulging in one or more of the above mentioned activities is liable to be punished. Punishment could include expulsion from the institute, suspension from the institute for a limited period, a fine with a public apology, withholding of scholarships, debarring from representation in events, withholding of results and suspension or expulsion from the hostel or mess. Institute may report the matter to the Police.

38.10 Undertaking

Students undertake to abide by all the aforesaid rules and would need to give an undertaking to the effect.

39. GENDER SENSITIZATION AND COMPLAINTS AGAINST SEXUAL HARASSMENT (GSCASH)

Sexual harassment is a form of discrimination. It is behavior that is not at all welcome, personally offensive, destroys morale and interferes with institutional effectiveness. All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016, applicable to all technical institutes, defines sexual harassment as follows:

a. An unwanted conduct with sexual undertones that is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all the following unwelcome acts or behavior (whether directly or by implication), viz.,

    i. Any unwelcome physical, verbal, or non-verbal conduct of a sexual nature;
    ii. Demand or request for sexual favors;
    iii. Making sexually colored remarks;
    iv. Physical contact and advances; or
    v. Showing pornography.

b. Anyone (or more than one or all) of the following circumstances, if it occurs or is present in relation to or connected with any behavior that has explicit or implicit sexual undertones:

    i. Implied or explicit promise of preferential treatment as quid pro quo for sexual favors;
    ii. Implied or explicit threat of detrimental treatment in the conduct of work;
    iii. Implied or explicit threat about the present or future status of the person concerned;
    iv. Creating an intimidating, offensive, or hostile learning environment;
    v. Humiliating treatment that is likely to affect the health, safety, dignity, or physical integrity of the person concerned.

IMI Delhi's policy is to provide and maintain a working environment free from sexual harassment for its students/participants, faculty members, employees, vendors, contractors, citizens and all others in contact with the institute through faculty members, students, any other program participants and employees. In compliance with the Supreme Court and AICTE directive, the institute has constituted an Internal Complaints Committee (ICC) for Gender Sensitization and Complaints against Sexual Harassment called GSCASH; the member details with the contact information are given in Appendix-IX. The Committee shall address discriminatory behavior, including sexual harassment, that they observe or become aware of. The Committee will also advise remedial actions in case of any complaint, including punishment for the offender. Every effort will be made to maintain confidentiality to protect both the complainant and the accused to the extent possible.

40. STUDENT COUNSELLING AND WELLBEING

a. If a student faces any issue related to mental wellbeing and academic stress, he/she can approach the faculty counselor of the institute Prof. Swati Dhir (swati.dhir@imi.edu) or Prof. Rajeev Anantaram (ranantaram@imi.edu).
b. The students can also approach the professional counselling services of 'YourDOST' facilitated by the institute for any kind of stress or mental health issues. YourDOST is an online counselling and emotional support service. The students can access YourDOST at all times and can avail counselling from pre-vetted experts (psychologists, counsellors, career coaches, life coaches). Tele counselling services are also available at a helpline number. The students can visit https://yourdost.com/ and make their own account for counselling services when needed. All the communication with YourDOST team remains very confidential.

41. ACADEMIC CALENDAR (2025 - 2026)
PGDM, PGDM (HRM) and PGDM (B&FS) Programs
First Year

NEEV 2025: Orientation Program	June 27 (Friday) – July 05 (Saturday), 2025
First Academic Term	
Classes Commence	July 07, 2025 (Monday)
Independence Day (Holiday)	August 15, 2025 (Friday)
Mid Term Examination (Classes suspended)	August 18 – 20, 2025 (Monday – Wednesday)
Classes Resume	August 21, 2025 (Thursday)
MOCK GD and HOC (Online)	August 23 – 24, 2025 (Saturday – Sunday)
VIMARSH 2.0 - CHRO Conclave	August 30 – 31, 2025 (Saturday – Sunday)
Summer Placement Day (Classes suspended)	September 10 – 12, 2025 (Wednesday – Friday)
Dussehra (Holidays)	September 30 – October 01, 2025 (Tuesday – Wednesday)
Mahatma Gandhi's Birthday (Holiday)	October 02, 2025 (Thursday)
Classes End	October 03, 2025 (Friday)
End Term Examination	October 06 – 10, 2025 (Monday – Friday)
IMI MUN 2025	October 11 – 12, 2025 (Saturday – Sunday)
Term Moderation	November 04, 2025 (Tuesday)
First Term Result	November 05, 2025 (Wednesday)
Second Academic Term	
Class Commence	October 13, 2025 (Monday) 1st Half Students Registration
Diwali (Holidays)	October 20 – 21, 2025 (Monday – Tuesday)
Conventus (Classes suspended)	October 31 – November 02, 2025 (Friday – Sunday)
National Alumni Meet	November 15, 2025 (Saturday)
Mid Term Examination	November 20 – 22, 2025

(Classes suspended)	(Thursday – Saturday)
Classes Resume	November 24, 2025 (Monday)
Summer Placement Days (Classes suspended)	November 27–28, 2025 (Thursday – Friday)
TEDx	December 11, 2025 (Thursday)
Christmas (Holiday)	December 25, 2025 (Thursday)
Classes End	December 31, 2025 (Wednesday)
New Year Day (Holiday)	January 01, 2026 (Thursday)
End Term Examination	January 02 – 07, 2026 (Friday- Wednesday)
Term Moderation	February 03, 2026 (Tuesday)
Second Term Result	February 04, 2026 (Wednesday)
Third Academic Term	
Classes Commence	January 08, 2026 (Thursday) 1st Half Students Registration
International Conclave 2026	January 17, 2026 (Saturday)
Republic Day (Holiday)	January 26, 2026 (Monday)
Mid Term Examination (Classes suspended)	February 13-15, 2026 (Friday – Sunday)
Kritva (Classes suspended)	February 20 – 22, 2026 (Friday – Sunday)
Classes Resume	February 16, 2026 (Monday)
Holi (Holiday)	March 04, 2026 (Wednesday)
Classes End	March 24, 2026 (Tuesday)
End Term Examination	March 25 – 30, 2026 (Wednesday – Monday)
Term Moderation	April 21, 2026 (Tuesday)
Third Term Result	April 22, 2026 (Wednesday)
Summer Internship	April 01 – June 14, 2026

Second Year

Fourth Academic Term	
Classes Commence	June 30, 2025 (Monday) 1st Half Student Registration
SIP Presentations Week (Classes suspended)	July 28 – August 01, 2025 (Monday – Friday)
Mid Term Examination **(Classes suspended)**	August 12-14, 2025 (Tuesday – Thursday)
Independence Day (Holiday)	August 15, 2025 (Friday)
Classes Resume	August 16, 2025 (Saturday)
VIMARSH 2.0 - CHRO Conclave	Augst 30 – 31, 2025 (Saturday – Sunday)
Corporate Confab-offline	September 06 -07, 2025 (Saturday – Sunday)
Classes End	September 18, 2025 (Thursday)
End Term Examination	September 19 – 27, 2025 (Friday – Saturday)
Dussehra (Holidays)	September 30 – October 01, 2025 (Tuesday – Wednesday)
Mahatma Gandhi's Birthday (Holiday)	October 02, 2025 (Thursday)
Term Moderation	October 24, 2025 (Friday)
Fourth Term Result	October 25, 2025 (Saturday)
Fifth Academic Term	
Classes Commence	October 06, 2025 (Monday) 1st Half Students Registration
IMI MUN 2025	October 11 – 12, 2025 (Saturday – Sunday)
Final Placement Days (Classes suspended)	October 13 – 14, 2025 (Monday – Tuesday)
Diwali (Holidays)	October 20 – 21, 2025 (Monday – Tuesday)
Conventus (Classes suspended)	October 31 – November 02, 2025 (Friday – Sunday)

Final Placement Days (Classes suspended)	November 12 – 14, 2025 (Wednesday - Friday)
National Alumni Meet	November 15, 2025 (Saturday)
Mid Term Examination (Classes suspended)	November 18 – 19, 2005 (Tuesday - Wednesday)
Classes Resume	November 20, 2025 (Thursday)
TEDX	December 11, 2025 (Thursday)
Classes End	December 24, 2025 (Wednesday)
Christmas (Holiday)	December 25, 2025 (Thursday)
End Term Examination	December 26, 2025 - January 02, 2026 (Friday - Friday)
New Year Day (Holiday)	January 01, 2026 (Thursday)
Term Moderation	January 23, 2026 (Friday)
Fifth Term Result	January 24, 2026 (Saturday)
Sixth Academic Term	
Classes Commence	January 05, 2026 (Monday) 1st Half Student Registration
International Conclave 2026	January 17, 2026 (Saturday)
Republic Day (Holiday)	January 26, 2026 (Monday)
Mid Term Examination (Classes suspended)	February 09 – 10, 2026 (Monday – Tuesday)
Classes Resume	February 11, 2026 (Wednesday)
Kritva (Classes suspended)	February 20 – 22, 2026 (Friday – Sunday)
Holi (Holiday)	March 04, 2026 (Wednesday)
Classes End	March 18, 2026 (Wednesday)
End Term Examination	March 19 – 25, 2026 (Thursday – Wednesday)
Term Moderation	April 15, 2026 (Wednesday)
Sixth Term Result	April 16, 2026 (Thursday)
Convocation 2026	(TBD)

42. ACADEMIC/ ADMINISTRATIVE STRUCTURE

Functional Heads

Name	Designation/Role	Tel Extn.	Email ID
Prof. Himadri Das	Director General	101	dg@imi.edu
Prof. Sonu Goyal	Dean Academics	137	deangp@imi.edu sonugoyal@imi.edu
Prof. Neena Sondhi	Chair, Accreditation & Ranking	108	chair-accreditation@imi.edu neenasondhi@imi.edu
Prof. Arnab K. Deb	Chairperson PGDM	111	pgdmchair@imi.edu arnab.deb@imi.edu
Prof. Swati Dhir	Chairperson PGDM (HRM) Coordinator-EQUIS	197	pgdmhrchair@imi.edu swati.dhir@imi.edu
Prof. Shikha Bhatia	Chairperson PGDM (B&FS)	117	pgpchairbfs@imi.edu shikha.bhatia@imi.edu
Prof. Monika Chopra	Chairperson PGDM (18 Months)	186	xpgdmchair@imi.edu monika.chopra@imi.edu
	Area Chair (Finance & Accounting)		areachairfinance@imi.edu
Prof. Himanshu Joshi	Chair-Rankings Coordinator-AMBA	119	chair-research.fpm@imi.edu himanshu@imi.edu
Prof. D K Batra	Area Chair (Marketing)	195	dkbatra@imi.edu areachairmarketing@imi.edu
Prof. Mamta Mohapatra	Chairperson PGDM (Online) Area Chair (OB&HR)	106	mamta@imi.edu
Prof. Kuldeep Lamba	Area Chair (QT/OM)	258	kuldeep.lamba@imi.edu
Prof. Rajeev Anantaram	Area Chair (Economics)	155	ranantaram@imi.edu
Prof. Prerna Lal	Area Chair (IM/Analytics)	127	prernalal@imi.edu areachair-im@imi.edu

Name	Designation/Role	Tel Extn.	Email ID
Prof. Ashutosh Khanna	Area Chair (Strategy & GM)	123	ashuthosh@imi.edu
Prof. D K Batra	Chairperson - Students Grievance Redressal Committee (SGRC)	195	dkbatra@imi.edu
Prof. Umesh Bamel	Chairperson - Internationalization	120	umesh.bamel@imi.edu
	Chief Hostel Warden		warden@imi.edu
Prof. Chhavi Mehta	Chairperson – GSCASH Coordinator-SAQS & EQUIS	335	chhavi.mehta@imi.edu
Prof. Priya Chaudhary	Chair-Sustainability & Social Impact	159	priya.chaudhary@imi.edu
Mr. Rajendra Singh	Registrar & CAO	103	registrar@imi.edu

Program Office

Name	Designation/Role	Tel Extn	Email ID
Ms. Shalini Rawat	Overall Coordinator-Graduate Program Office	179	gpoffice@imi.edu
Ms. Rhiya Varghese	Exam Coordinator	175	exam.coordinator@imi.edu
Mr. Pankaj Sharma	Program Office PGDM Second Year & Students Affairs	313	pgdm-ii@imi.edu
Ms. Nisha Sharma	Program Office PGDM First Year	166	pgdm@imi.edu
Ms. Sanchali Sinha	Program Office PGDM (B&FS)	199	pgdmbfs@imi.edu
Ms. Pushpa Vinod	Program Office PGDM (HRM)	191	pgdm-hr@imi.edu

Ms. Mansi Dubey	PGDM (18 Months) and Research and Seminar	109	xpgdm@imi.edu
Ms. Vijaylaxmi Anand	Internationalization Office	152	irepoffice@imi.edu

SSIP Office

Ms. Tulika	SSIP Office	222	ssi_office@imi.edu tulika@imi.edu
Ms. Manu Chawla		456	manu.chawla@imi.edu

Placement Office

Mr. Amit Abrol	Head – Career Services	266	amit.abrol@imi.edu
Ms. Vibha Kumar	Campus Head – Career Services	240	vibha.kumar@imi.edu
Mr. Rahul Arora	Manager-Career Services	228	rahul.arora@imi.edu
Ms. Vandana Tyagi	Regional Manager North-Career Services	148	vandana.tyagi@imi.edu
Dr. Smita Singh	AGM-Career Services	201	smita.singh@imi.edu
Ms. Sandhya Kapoor	Placement Office	190	placementoffice@imi.edu
Ms. Supriya Menon		154	
Ms. Piyusha Amre	Regional Manager West-Career Services	-	piyusha.amre@imi.edu

Admissions

Mr. Sundeep Yadav	Head Admissions & Marketing and Alumni Relation	227	sundeep.yadav@imi.edu head-alumnirelations@imi.edu

Alumni Relations Office

Ms. Shilpi Shrivastava	Alumni Relations Officer	160	shilpi@imi.edu

Digital Marketing

Mr. Dikshant Tyagi	Senior Manager - Digital Marketing	114	dikshant.tyagi@imi.edu
Ms. Farhana Numan	Manager – Marketing Communications & Digital Content	128	farhana.numan@imi.edu

Library

Dr. Shilpi Tripathi	Head-Library & Information Services	169	shilpi.tripathi@imi.edu

Computer Centre

Mr. Dinesh Sharma	General Manager-IT	167	dinesh@imi.edu

Accounts

Mr. R K Singh	Chief Financial Officer	163	rksingh@imi.edu cfo@imi.edu

Student Affairs

Ms. Seema Saxena	Manager- Procurement and Contracts	162	seema@imi.edu

Facilities and Infrastructure

Mr. Ankit Ojha	General Manager – Facilities	202	ankit.ojha@imi.edu
Ms. Rekha Rani	Resident Deputy Hostel Warden (Women)	254	rekha.rani@imi.edu

43. FEE AND PAYMENT SCHEDULE

The student fee is payable as per the following schedule.

First Year		Second Year	
(Batch 2025-27)		(Batch 2024-26)	
Instalment	Due date	Instalment	Due date
1st Instalment	As per Admission offer letter	5th Instalment	10-Sep-25
2nd Instalment	10-Sep-25	6th Instalment	10-Dec-25
3rd Instalment	10-Dec-25	-	-
4th Instalment	25-Mar-26	-	-

The students are supposed to clear all fee dues before registration of each academic term. In case of late deposit late fee charges of Rs.200/- per day shall be charged. In special circumstances, the Dean Academics may waive the late fees partly or fully. Please note that the late fee is applicable regardless of whether the payment is made directly or through bank loan.

IMI Delhi
Course of Independent Study
(CIS) Form

To

The Dean Academics
International Management Institute
Delhi

Dear Sir/Madam,

I wish to do a Course of Independent Study (CIS) in Academic Term_____on topic _____
_____under the supervision of Prof._____.

A preliminary proposal of the CIS is enclosed. I request that I may be permitted to do the CIS.

Thanking you,

Yours sincerely,

Signature: _____Name: _____

Roll No.: _____

Date: _____

Approved By: Prof._____

                                    Supervisor

IMI Delhi
Re-Evaluation Form

To

The Dean Academics
IMI Delhi

Dear Sir/Madam,

I wish to apply for re-evaluation - Academic Term _____

Sub:_____

Faculty Member:_____

As per Student Handbook of Information 2025 - 26 under clause 15, I am required to pay the re-evaluation fee of Rs.1000/- (per subject) to the accounts department. In case re-evaluation results in change of grade(s), Rs.1000/- of the re-evaluation fee will be refunded to me.

After an appeal is made to the Dean Academics, any change in marks will be binding on the student. Any further complaint will be treated as frivolous and dealt with accordingly.

Signature _____

Name_____

Program Name & Roll No._____

Date: _____

Approved

Dean Academics

APPENDIX - III

IMI Delhi
Leave Application Form

Date………………

Name:			
PGDM Batch Roll No:		Time: –	
	From	To	No. of Days
Absenting from class			
Reason for Leave			

List of Enclosures:

(Signature of the student)

Date…………………

Leave of absence from the class granted/Not granted

Hostel Warden	……………….	………………….
	(Signature)	(Date)
Program Manager	……………….	………………….
	(Signature)	(Date)
Program Chair	……………….	………………….
	(Signature)	(Date)

IMI Delhi
Clearance Form

Student Name:	
Roll No:	
Residential Address (Permanent):	
Telephone No. (Residence):	
Mobile No.:	
Personal E-mail ID (write in block letters):	
Bank Account No.:	
Bank Name & Branch:	
IFSC Code:	

Departments	Pending Item(s)	Pending Amount	Signature of Department Head
IT			
Placement			
Library			
Mess			
Hostel			

(Student's Signature)

(Clearance by Accounts Department)   Name & Signature:

IMI Delhi

Application Form for the Student Exchange Program (Outgoing)

<u>**Personal Information**</u>

Name of Student: First Name_____ Last Name_____

Gender   Female [   ]   Male [   ]

Date of Birth: _____

Nationality: _____

E-mail Address: _____

Mobile No.: _____

<u>**Program Information**</u>

Program PGDM [   ]   PGDM (HRM) [   ]   PGDM (B&FS) [   ]

Roll No_____   CGPA*_____
*Minimum CGPA of 5 on date of applying
/ No 'D' or 'F' grade(s) till date

Academic Term/School Preference for Study Abroad

Academic Term Preference
 (Tick anyone)   Academic [Term V] Academic [Term VI]

Partner B-School   Preference I

                          Preference II

<u>Emergency Contact Information</u>

Name of Parent / Guardian _____

Address_____

_____

E-mail _____

Address_____

_____

Tel._____

Motivation to Study Abroad *(please write your statement of purpose within 200 words)*

(Signature of student)_____

Date:_____

APPENDIX - VI

IMI Delhi

Live Project Form

1. Student Name & Roll number:

2. Name of the Organization:

3. Live Project Title

4. Brief Synopsis of the project (Maximum 200 words):
    - Aims and Objectives of Project
    - Scope of the project
    - Intended Methodology
    - Data collection methods

Student's Signature..

Date.........................

Placement officer

Signature………………....................................

APPENDIX - VII

IMI Delhi
Out Pass

Name:	Date:	Time:
PGDM Batch:	Roll No.:	
Seeking permission to leave the hostel:	From .... hrs. on…………….. To…........................ hrs. on…………….	
Reason for permission to leave hostel:		
Contact number, if any:		

Signature of the student

Signature of Hostel Warden

IMI Delhi
Mess Rebate Form

Date:…………………

Name:	
Batch: Roll No.	**Time:**

	From	**To**	**No. of Days**
Mess rebate sought			

(Signature of the student)

Received on: _____

Note:
at:_____(a.m./p.m.)

Hostel Warden

1. Mess rebate is permitted for the period of academic term break as announced by the office.

2. Intimation must reach the Hostel Supervisor at least twenty four hours before the period of mess rebate.

3. Mess rebate is only for full days.

APPENDIX - IX

Contact Details of GSCASH Members

Member Name	Email id
Prof. Chhavi Mehta (Chairperson)	chhavi.mehta@imi.edu
Prof. Neena Sondhi	neenasondhi@imi.edu
Prof. Umesh Bamel	shailendra@imi.edu
Prof. Swati Dhir	swati.dhir@imi.edu
Mr. Dinesh Sharma	dinesh@imi.edu
Ms. Shalini Rawat	shalini.rawat@imi.edu
Dr. Mala Bhandari (External Member from NGO – SADRAG)	mail@sadrag.org
Harshit Mittal (Student Member – PGDM)	harshitmittal.p24@imi.edu
Tanisha Kapoor (Student Member – PGDM (HRM)	tanisha.h24@imi.edu
Muskaan Sachdeva (Student Member – PGDM (B&FS)	muskaan.b24@imi.edu

For reporting concerns about sexual harassment, reach out to:
➢ gscash.complaint@imi.edu
➢ gscash.chair@imi.edu

APPENDIX - X

IMI Delhi
<u>Student Grievance Committee at IMI Delhi</u>

Student Grievance committee at IMI, Delhi aims to provide a fair and impartial process for resolving grievances raised by students of IMI Delhi. These grievances can be Academic, Administrative harassment/discrimination related etc, which are not resolved by specific committees set up at IMI (e.g., Rules Committee, GSCASH etc.)

Terms of reference of the Committee:

1. Registering and receiving grievances from students on OLT system;
2. Verifying the authenticity of grievances;
3. Conduct meetings to provide a fair chance to the aggrieved student/s;
4. Resolving grievances through coordination with various verticals / departments to resolve grievances.

STUDENTS GRIEVANCE REDRESSAL COMMITTEE MEMBERS

CONTACT DETAILS

Members Name	Email id
Prof. D K Batra (Chairperson)	dkbatra@imi.edu
Prof. Rajeev Anantaram	ranantaram@imi.edu
Prof. Swati Dhir	swati.dhir@imi.edu
Prof. Chhavi Mehta	chhavi.mehta@imi.edu
Chief Hostel Warden – Prof. Umesh Bamel	warden@imi.edu umesh.bamel@imi.edu
Harshit Mittal (Student member)	harshitmittal.p24@imi.edu
Shubham Kambli (Student Member)	shubham.p24@imi.edu

APPENDIX-XI

IMI Delhi
ANTI-RAGGING COMMITTEE MEMBERS

CONTACT DETAILS

Members Name	Email id
Prof. Himanshu Joshi (Chairperson)	himanshu@imi.edu
Prof. Ankita Tandon	ankita.tandon@imi.edu
Chief Hostel Warden – Prof. Umesh Bamel	warden@imi.edu umesh.bamel@imi.edu
Registrar & CAO - Mr. Rajendra Singh	registrar@imi.edu
Head -Facilities– Mr. Ankit Ojha	ankit.ojha@imi.edu
President Student Council - Devansh Agarwal	devansh.h24@imi.edu

Date:………………..

To

The Registrar/Dean Academics
International Management Institute
Delhi

Through: – Students' Affairs Cell

Dear Sir,

I would like to:
- present a paper in the national conference organized by_____

  from _____ to _____
- participate in Management Games organized by_____
  _____

  from _____ to_____ represent IMI in

  _____

This is also to inform you that this is a National/International conference/convention. I may please be granted leave for attending the same, from_____to_____ . Relevant documents in support of my application are enclosed for kind reference.

The Following classes will be missed:

Course Name:_____

Number of classes to be missed: _____

Thanking you,

Yours sincerely,

Signature:_____

Name: _____

Roll No.:_____

Appendix-XIII – Criteria and Evaluation Method for Various Academic Awards

R P Goenka Leadership (RPGL) Award

Criteria

Students across all PGDM Programs are eligible for this award.

There are three major criteria to be considered:

1. Academic Excellence **(30 percent)**: to be measured through CGPA
2. Internal Leadership **(20 percent):** to be measured through membership of Clubs/Committees
3. Special Achievements **(50 percent)**: to be measured through the following:
   a. Winning/participating in events in and outside IMI Delhi
   b. Excellence in SIPs measured through CTCs (Converted PPOs and PPIs)
   c. and Publication of Research Paper.

Evaluation Method

The scoring of marks for each category will be in the following manner:

1. **Academic Excellence:**
    CGPA may be multiplied with 10 in order to get the score out of 100 and will be weighted using the weight decided.
2. **Internal Leadership:**
    - Secretary - 10 marks;
    - Joint Secretary - 7 marks;
    - POC of society - 7 marks;
    - Member of club/committee- 5 marks;
    - Member of society - 3 marks.

Score to be multiplied with 10 to make it out of 100 and will be weighted using the weight decided.

3. Special Achievements:

a. **Winning/participating in events in and outside IMI Delhi:**
   For each event:
   - Winner- 4 marks;
   - Second position-3 marks;
   - Third position-2 marks;
   - Finalist/consolation: 1 mark:

   Higher weight for corporate events: 1.5 and Weight for academic events: 1

b. **Excellence in SIPs measured through CTCs (Converted PPOs and PPIs):**
   Step 1: Range of CTCs will be determined.
   Step 2: Entire Range will be divided into Five Categories 1, 2, 3, 4 and 5

Category 1 is Top Category and Category 5 is the Bottom category.
Distribution of marks will be the following:
   - CTC belonging to Category 1 – 10 marks
   - CTC belonging to Category 2 – 8 marks
   - CTC belonging to Category 3 – 6 marks
   - CTC belonging to Category 4 – 4 marks
   - CTC belonging to Category 5 – 2 marks

c. **Research paper published/presented: 5 marks**
   Total score for Special achievements will be calculated by adding the scores obtained in (a), (b) and (c).

   Since the total score for **Special Achievements** may exceed 100 marks, final score will be calculated in the following manner:
   Step 1: The range of marks should be obtained.
   Step 2: The range of marks will be divided into five categories.

Step 3: Assignment of Marks:
- Category 1: 100 Marks
- Category 2: 80 Marks
- Category 3: 60 Marks
- Category 4: 40 Marks
- Category 5: 20 Marks

Step 4: This Score will be weighted using the weight decided to calculate the final score under the category special achievements.

Calculation of Final Score for RPGL Award

The total of weighted scores from (1), (2) and (3) would be the final score for the student. The student with the maximum score would be selected for the RPGL Award.

<u>**Manorama Budhiraja (MB) Award for BEST Marketing Student**</u>

Criteria

Students with Marketing specialization will be eligible for this Award. Eligible students should have taken a minimum of twenty one credits of Marketing electives.

The student with the highest CGPA in all core and elective marketing courses will be awarded the medal.