DELHI

ACADEMIC GUIDELINES

FOR

FACULTY MEMBERS

2025-26

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Content

IMI
Delhi

Academic Guidelines for Faculty Members

PGDM, PGDM(HRM), PGDM(B&FS), PGDM (18 Months), FPM Programs

1. Course Outline

a. Course outlines should follow the standard format as applicable to the program. You may refer to the standard operating procedure (SOP) for the preparation of the course outlines (Appendix 1A to 1E)

b. These templates are mandatory for core courses. However, it is important to follow the program specific format for electives, as applicable, to ensure uniformity. In case the elective offered in one program is also open to the students of other programs, the template of the main program is required to be used. For example, if an elective offered in the PGDM is also open for subscription by the students of PGDM(HRM)/ PGDM(B&FS), the template applicable to the PGDM would be used.

c. The course outlines, complete in all respects, must be forwarded by the faculty members to the Area (Chairperson) at-least three weeks before the commencement of the academic term, and the copy marked to the program office and Dean Academics.

d. Each course outline should be vetted by the concerned area irrespective of whether it is an old or a new course. The course outlines must be discussed in the area meeting and the minutes of the meeting must be maintained.

e. Faculty members should use only licensed / purchased material / cases in the class and for examinations.

f. Respective Program Office staff will coordinate with the Area Chairperson for obtaining all the course outlines which are required from the area concerned during the term. *Program Office staff will not be contacting individual faculty members for course outlines*. It is the responsibility of the Area Chairperson to provide all the course outlines to Program Office for a given term.

g. Course outline should be communicated to the Program Office at least three weeks before the commencement of the Academic Term. This allows the program office to ensure timely procurement of prescribed textbooks and resource material, through library support.

h. Faculty members should discuss the course outline (objectives, pedagogy, course outcomes, evaluation etc.) with students during the first session.

2. Course Evaluation

a. The following number of components of evaluation are mandatory to ensure comprehensive and continuous evaluation (irrespective of whether it is a core or an elective course)

   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.

b. In case of quiz being used as a component of evaluation, conducting a minimum of 3 quizzes is mandatory for a 3 credit, and 2.25 credit courses. For courses less than 2.25 credits, minimum 2 quizzes are mandatory. Quizzes should be uniformly spaced throughout the term so that they serve the purpose of continuous evaluation. It is important to avoid clustering of multiple quizzes in the last few weeks of the term, before the end term exams.

c. In case of online quizzes, the question bank should have at least 2.5 times the number of questions asked in the quiz for each section of class. It is the responsibility of the faculty members to ensure that adequate number of questions are available in the question bank.

d. It is the responsibility of the faculty member to upload the question bank on the OLT themselves for confidentiality reasons. The program officers can only guide the faculty members with the process involved.

e. Faculty may use: Term Project/Presentation/Case Analysis/any other component deemed appropriate for evaluation.

f. All evaluation components of a course must be completed before the end term examination.

g. The assessment components should be designed to differentiate and reflect a range of student performance level.

3. Weightages

a. Weightage for Mid-Term should be between 20% and 30%

b. Weightage for End-Term should be between 30% and 40%

c. No component of evaluation should have a weightage exceeding 40%.

d. Class-participation component should not be more than 10%

e. Group–activity components should not exceed 35% of the total. Group Project cannot be split into two parts (e.g., presentation and report) to show it as two independent components of evaluation.

f. In case where only 3 components of evaluation are required, the weightage of the end-term should not be more than 50%.

g. In case where only 2 components of evaluation are required, the weightage of the end-term should not be more than 60%, any other component may have a weightage of 40%.

h. Faculty should design evaluation components which should be able to differentiate among performance of students in the class. In other words, there should be an adequate range of marks (between the best performer and the worst performer)

i. The evaluation components and weightages once announced to students through course outline should not be changed.

4. Learning Resources

Only authorized copies of cases and other learning resources must be used. Faculty members may request the Librarian to arrange the authorized copies of cases and other learning resources.

5. Cost of Textbook

Not to exceed Rs. 800/-.

6. Harvard Cases

a. Access to Harvard Business School Publishing learning resources

   i. Faculty members have unlimited access to HBS cases, HBS briefcases, case notes, HBR, newsletter articles, digitized HBS press book chapters, multimedia cases, video cases and Ivey cases.

   ii. You may request the librarian for the authorized copy of the case and other material from the HBSP collection if you wish to use any of the material as a learning resource.

7. Simulation

Incorporating simulations into courses can significantly enhance experiential learning by placing students in realistic business scenarios that demand critical decision-making, this deepens their understanding of course concepts while also promoting group participation and collaborative learning. As part of the Harvard Educator Resource subscription, access to a range of simulations is now available. To streamline the procurement process, a Standard Operating Procedure and 'Simulation Request Form' (please refer Appendix 1L), this structured approach will help maintain a systematic record of simulations used across programs in an academic year and enable better assessment of cost per course, which plays a key role in planning future resource.

8. Coursera for Campus

a. IMI is a Coursera for Campus partner that allows the faculty, and students access to the entire Coursera catalogue.

   i. For each course the Coursera team suggests a set of curated courses.

   ii. The curated set of Coursera courses for a given IMI course should be examined for relevant content by the faculty member/s responsible for facilitating the course in any of the PGDM programs.

   iii. The faculty member concerned should select relevant Coursera learning elements (videos) from across different Coursera courses and map them to the course modules/topics to be covered as part of the session plan.

b. These Coursera learning elements (videos) should then be added to the IMI course outline at the individual session level as supplementary material (similar to the prescribed reading material, cases, etc.).

9. **Number of Sessions as per the Course Credits**

   a. 20 sessions of 90 minutes each for a 3 credits course.

   b. 15 sessions of 90 minutes each for a 2.25 credit course.

   c. 13 sessions of 90 minutes each for a 2-credit course.

   d. 10 sessions of 90 minutes each for a 1.5 credit course.

   e. 7 sessions of 90 minutes each for a 1 credit course.

   f. 5 sessions of 90 minutes each for a 0.75 credit course.

   g. It is expected that a course will be completed within the number of sessions mentioned. However, if need arises a faculty may take extra sessions for completing the course or for doubt clearing. Number of extra sessions for completing the course must not exceed 10% of the sessions mentioned. The faculty must inform the students and the program office in advance whether the attendance in the extra sessions is mandatory or optional, based on which only the extra mandatory session attendance would be recorded in the OLT.

   h. All the courses of 1.5 credits or less should preferably be scheduled either pre-mid-term or post mid- term.

10. **Scheduling of Classes**

   a. The classes for the PGDM First Year and PGDM (18 Months) will normally be scheduled between Monday to Friday. Efforts would be made to not to schedule more than 4 classes in a day and not to have late evening classes.

   b. The weekends could be used for scheduling classes for the visiting faculty / guest faculty, for lack of choice. Only in exceptional circumstances, including for rescheduling of classes due to contingencies, that classes for the inhouse faculty could be scheduled on the weekends.

   c. The classes for the elective courses for PGDM Second year may be scheduled on the week- ends or in late evenings, in case there are scheduling constraints due to large number of electives. Preference would be given to the visiting faculty on the weekends.

   d. Before the start of each term, the Dean Academics would invite preferred time slots from the faculty members.

   e. The class schedule would be finalized by the program office / Program Chair keeping the student's interest, faculty engagements and preference for the same slot by multiple faculty members into consideration.

11. **Rescheduling of Classes**

   a. Rescheduling classes is discouraged for maintaining academic discipline and timely completion of classes within each term.

   b. Under exceptional circumstances, rescheduling of the classes may happen with the prior approval of the

Program Chairperson. The faculty member in case of personal unavoidable reasons may write to the program chair explaining the need for rescheduling. In case of an emergency the program office may need to facilitate the same in coordination with the program chair and accordingly inform the students.

c. It is advised that students should be informed about the rescheduling of the class only through the Program Office. Information regarding rescheduling should be provided to students well in time.

12. Attendance

a. In regular physical classes on campus, attendance is recorded using bio-metric device and is automatically uploaded in the OLT To ensure accurate attendance records, faculty are requested to follow the guidelines given below while using the biometric system during sessions. This will help maintain the integrity of attendance data:

b. It is important that faculty uses the right course code on the biometric device for the record of the class attendance. Once the class attendance is over, they must close the attendance for the given session on the biometric device

c. Circulate the biometric device across the entire class in one go.

d. Ensure that all present students mark their attendance within the 20-minute time window.

e. Avoid restarting the biometric device during the same session, as this may result in duplicate entries.

f. Before logging out, verify that every student present has successfully recorded their attendance. This will help maintain the integrity of attendance data.

g. In case of online classes (conducted based on approval from Dean Academics under exceptional circumstances), students' attendance is recorded by the program office in the OLT using the Zoom logs.

h. Faculty should verify on a weekly basis the number of sessions recorded for their course on the OLT.

i. In case more than one session has been recorded for the same session, that must be rectified with the help of the program office.

j. Continued absence of a student in any course may be brought to the notice of the Program Chairperson by the program officer.

13. Teaching of Single Course by more than on Faculty Members

a. In case more than one faculty member teaches a course in a single section or across multiple sections, the following must be common across faculty members:

    i. Course outline,
    ii. Methods of evaluation / course evaluation components (CEC)
    iii. Textbook
    iv. Question papers for mid-term exam and end-term exam.
    v. CO-PO mapping
    vi. CO-PO-CEC mapping

b. Whether the split should be horizontal or vertical would be discussed and decided at the area level.

c. **Anchor Faculty: It is mandatory that a faculty member should be assigned the role of an anchor faculty for a course taught by more than one faculty member, by the Area chair. The role of the anchor faculty is crucial in ensuring the consistency with respect to the points mentioned above. For a visiting faculty, if the same course is being taught by an in-house faculty she/he should act as the anchor. In case the course is only being taught by a visiting faculty, Area chair may act as the anchor faculty or assign a faculty who is an expert in the subject taught by the VF. The in-house faculty should also be able to guide the VF for any concerns relating to the points mentioned above.**

14. Industry Expert Sessions

a. **Objective:** The key objective of inviting an expert from industry in a regular course offered is to provide exposure to management practices. A practitioner's perspective needs to be built alongside conceptual clarity, as students go through the curriculum. Practitioners help provide experiential learning, as they discuss the issues and challenges in the organizational setting. The industry expert sessions should provide application of concepts along with current and emerging industry trends in the given course. This imparts confidence to the students as they are better exposed to corporate practices and helps them build their professional network. A higher industry exposure for the students has also been rated important by most ranking and accreditation agencies.

The above may be also seen in the light of gaining institutional visibility and improving placement prospects for graduating students. Hence it is desirable to invite middle to senior management as well as potential recruiters. Working managers get to assess the talent pool through direct interactions in these sessions, enhancing their commitment to hire during campus placement visits. The invited experts preferably should be from companies or type of companies where our students aspire to be placed.

b. **Number of sessions:** Industry Expert Sessions as part of Courses: To ensure higher exposure to industry practices and experiential learning by the students, it will be mandatory for all elective courses to have a minimum of 20% of sessions conducted by industry experts, with a maximum of 30%. For core courses, it is desirable that up to a maximum of 20% of sessions be delivered by industry experts. The industry expert sessions should be scheduled only if they add value in terms of learning for the students. No industry expert can take more than two sessions in any course.

c. **Who can be invited: Inviting middle to senior management is important to meet the above objectives, which may require practitioners with 8 years (96 months) of experience or above. In certain special cases where the course specific topic demands discussion on tools and technical skills which may be imparted by younger practitioners with less work experience; or young entrepreneurs who have created value in the start-up space, may be invited for sharing their experience on innovation or creation of high value enterprises, with special approval from the Dean Academics. In these special cases minimum work experience of 5 years or 60 months should be observed.**

d. **Who cannot be invited:** It is important to note that internal faculty, faculty from other institutes or retired faculty are not eligible to be invited for any such industry expert session, since the purpose of incorporating such sessions into a course, is to impart industry perspective. Retired industry people may not be invited for guest sessions as the students need to be given inputs on the current management practices. As an exception, people of eminence from industry who have recently retired but have worked as CXOs in prestigious companies that are potential recruiters may be invited with prior approval from Dean Academics.

e. **Content Coverage:** The industry expert should be invited to provide linkage between theory and practice and not merely to cover the basic concepts. The theme of the session should be defined in a manner which accomplishes introducing students to recent practices on the topic as part of the course. The faculty handling the course should provide the background readings and/or prescribe relevant chapter/s as a pre read for the session to the students. It is important that all industry expert sessions are mapped to the topics covered in the course outline. The guest sessions will be an integral part of the curriculum and topics covered will be part of the graded assessment process to ensure that students take these sessions seriously. The course outlines should clearly map the industry expert sessions with relevant topics.

f. **Attendance:** Students should be instructed to attend all industry expert sessions. Any student unable to attend due to unavoidable reason should seek prior permission from the concerned faculty. The presence of the course facilitator / faculty member who is teaching the course is mandatory in the class throughout the entire duration of the industry expert session.

g. **Session Feedback:** Student feedback for all industry expert sessions will be taken on the OLT immediately after the session and will be open for 24 hours. Dean Academics will share the feedback with the program chair and the faculty concerned. The feedback should be available in the program office records for reference by Dean Academics for future approval, in case of repeat sessions by the same industry expert in other courses or in subsequent years.

h. **Invite to Area members:** The name and other details of the industry expert who is being invited for the session should be circulated within the area, and area members may also be sent an invite to attend the session with schedule and link (in case of online session).

i. **Visiting/ Adjunct Faculty**: A visiting or adjunct faculty teaching a full course can also call an industry expert for 20 percent sessions, with prior approval from Dean Academics. They should follow the stipulated guidelines keeping the objective of the course and learning goals in mind. The course outlines should indicate the names of the industry experts likely to be invited and content to be covered in such sessions.

j. **Approval and Payment:** Request form for approval by the Dean Academics must be filled on the OLT. Suggested invited industry expert details must be provided in the Industry Expert Request Form. This form should be submitted in advance to ensure that the approval is obtained before the session, and payment is processed on time. An internal faculty taking session in a course as part of the guest lecture will not be considered for work unit calculations. It would be considered for payment on course sharing basis.

k. **Database:** Placement, alumni and MDP verticals may share a list of eminent speakers / focus companies/ alumni with faculty members that will facilitate informed choices while inviting speakers for the courses. The faculty may connect with the Head - Career Services for the same. Placement vertical based on their needs may get in touch with the faculty to suggest speakers and companies for courses in a specific term.

l. The list of Industry Experts who have previously taken sessions is available on the IMI intranet at the following
link:https://docs.google.com/spreadsheets/d/14MQ0Q5ljTuXhBBvxtWVu_e8p_f90fSby/edit?gid=867615195#gid=867615195
The list, arranged area-wise, covers sessions from 2018 onwards. It is being updated on a regular basis and will continue to remain accessible through the same link

15. Examination

a. Mid-Term/End-Term examinations shall be scheduled by the Examination Cell and normally would be held as per the Academic Calendar. Any deviation of dates from the Academic Calendar requires approval of Dean Academics.

b. Concerned faculty members shall be available for the entire period of the Mid- term / End-term examination for the subject taught by him/her. They should proctor the examination conducted for their own courses, so as to resolve any queries raised by the student with respect to the question paper.

c. Visiting faculty may also be requested by the Program office in coordination with the exam coordinator for proctoring the examination of the courses facilitated by them.

d. **Question Papers for the Mid-term/End-Term exams must be submitted preferably through mail to the Exam Coordinator at exam-coordinator@imi.edu**. No copy of the mail should be marked to anyone else to ensure confidentiality. Question papers must be submitted at least 5 days before the date of commencement of the examinations to allow Examination Cell to make multiple copies and pack/seal the same for distribution among the students. In case of online examination, the question paper is required to be uploaded on the Mercer Mettl platform MCQs and Fill-in-the- blank type Questions are not allowed in Mid-term exams and End Term exams, except in online examination.

e. There should be a common question paper for Mid-term and End-Term exams across all the sections in a Program, for a particular course.

f. Duration for Mid-Term examination should be between 1 hour 30 minutes and 2 hours. End-Term examination should be between 2 hours and 3 hours.

g. The online examination (mid-term and end-term) may be partly or completely MCQ based. The duration of the mid-term exam should be between 1 hour and 2 hours and of the end-term exam between 1 hour 30 minutes and two hours. In case the examinations are MCQ based, at least two different sets of question papers must be prepared, or the question bank should have at least 2 times the number of questions asked.

h. Following details should invariably be indicated on all question papers:

   i. Term
   ii. Name of the Faculty
   iii. Name & code no. of Course
   iv. Duration
   v. Max. Marks
   vi. Exam Day & date
   vii. Individual Question Marks
   viii. Whether Closed or Open Book/Notes
   ix. Weightage of examination

i. Mail should not be marked to anyone else to ensure confidentiality. Question papers must be submitted at least 5 days before the date of commencement of the examinations to allow Examination Cell to make multiple copies and pack/seal the same for distribution among the students. In case of online examination, the question paper is required to be uploaded on the Mercer Mettl platform.

j. Faculty members should not plan to avail leave during the period of examinations in any term, as they may be required for invigilation duties/proctoring during exams.

16. Submission of Results

a. Quizzes should be evaluated, and marks shared with the students within 7 days of the quiz.

b. Results for Mid Term exams should be submitted within ten days of holding the exam to ensure that the student gets feedback on his performance well in time to make required improvements.

c. Final results (component-wise along with the weightage) should be sent to Program Office within a fortnightfrom the date of End Term exam to ensure timely moderation and subsequent declaration of results.

d. **Examination Cell/ Program Office will follow up with faculty members for timely submission of results.**

e. **Faculty are required to ensure that the answer sheets are made available to students for review after 15 days from the date of their End Term (ET) exam. As mentioned in the Student Handbook, students can approach for re-evaluation within four working days from the date the corrected answer sheets are shown for review.**

17. Result Moderation and Grades

a. Faculty should be present during the result moderation meeting to ensure that the process of relative grading is conducted with complete transparency and mutual consensus.

b. It is also important to ensure the guiding principles for relative grading during result moderation:

c. The result should differentiate and reflect a range in the student performance levels

d. The grade distribution should reflect relative grading, with no more than 20% of students receiving grades in the A+ to A– range, approximately 60% in the B+ to B– range, and the remaining students in the C+ to F range.

e. Grades once decided during moderation shall be final and will not be changed unless otherwise approved by the Dean Academics only under exceptional circumstances and with a strong justification.

18. New Elective Approval

a. Any new elective proposed to be offered by a faculty member to the PGDM students must be first discussed in the Area Meeting. If the elective is cross- functional, i.e., being offered by two or more areas, it must be vetted by all the areas concerned.

b. The faculty member would be required to make a presentation to the Faculty Council for the approval. The Faculty Council meeting for this purpose would normally be scheduled in the month of January/February. The area approval should be obtained before that.

19. Presentation 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 – 30 students
    ii. PGDM(HRM)/PGDM(B&FS) -20% of batch or 12, whichever is less

Note: No elective with the same course title from an area can be floated independently by different faculty members. The elective offered will be reflected against all the faculty members who are keen to float the same elective.

20. Number of Sections for Electives

Depending upon the number of subscriptions received, the batch is divided into sections as follows:

- Up to 70 subscription – 1 section
- More than 70 subscription – 2 sections
- Maximum 140 subscriptions in an elective

a. Combined Electives: An elective can be offered in one term only, and not in multiple terms. A given elective that is meant for students from multiple programs will be a combined elective and cannot be repeated as separate electives for different programs.

b. In each combined elective, a cap on students from a given program will be specified that can either be proportional to the number of students in the program or based on the relevance of that elective for program goals. This will be decided at the Program level by program chairs in consultation with Dean Academics

21. Timetable Creation

A timetable of elective courses will be created based on the demand by the students for different electives and factoring in the faculty preferences for days and time for teaching their courses. The timetable developed will aim to minimize the number of students impacted by elective courses that are scheduled in parallel.

22. Shopping Week

A student will be allowed to make a maximum of two changes in a term, which can be a combination of switching electives, deleting electives or adding electives. Therefore, all courses should ideally start from the first week of the Term.

23. Plagiarism Policy

a. Plagiarism check is mandatory for all students' assignments which carry at least 10% weightage of the total marks for the course.

b. For details, please refer to The Plagiarism policy for Students Submission.

c. Plagiarism policy for student submissions:

    i. Plagiarism check is mandatory for all students' assignments which carry at least 10% weightage of the total marks for the course.

d. **Purpose:** The proposed Plagiarism Policy is an attempt to bring more sanctity to the learning process, thus

shoring up the level of academic integrity in vogue in IMI Delhi. Implementation of the proposed policy would inculcate among our students the right philosophy and thinking that it is not correct to use unfair means such as lifting information from multiple sources and to use anyone's intellectual property without his/her consent. Also, it would send a message that there is no short cut when it comes to academic excellence. Overall, this policy document provides clarity on 'plagiarism' and sets out the consistent parameters to be used for detecting it. In our view, implementing the proposed policy would ensure adoption of higher ethical standards among our students.

e. **Plagiarism Definition:** Plagiarism is the use of or presentation of ideas and/or works that are not one's own and which are not common knowledge, without granting credit to the originator. Even granting credit to the original author/authors does not entitle any student to verbatim copy his/her/their work and claim that to be legitimate part of his/her assignment/project unless such usage of others' work is as per the accepted norms and is very much within limits.

f. **Plagiarism Check:** It is recommended that plagiarism checking is mandatory for every assignment/project report submitted by individual students/groups, which carry at least 10% weightage of the total marks of the course. In the beginning of every course, the concerned faculty member needs to communicate the guidelines regarding plagiarism, the threshold acceptable level of similarity index/score (as mentioned below), and as to whether resubmissions of assignments/reports would be permissible in case the first submission were to get a similarity index/score exceeding the threshold set. Besides, he/she may also have to inform the students about the kind of penalty that would be imposed in case a student's/group's resubmission does not meet the threshold similarity index/score set.

g. **Similarity Index/Score:** The committee recommends that the maximum permissible similarity index/score (as arrived at by the Turnitin application) be set at 20 per cent for any submission. Alongside, a proviso can be added that individual faculty members would have the right to reduce this threshold to 15 per cent if they so desire. Turnitin's AI writing detection is set at 20 percent and scores below 20% do not surface to avoid potential incidence of false positives (explained in the section below)

h. **Turnitin's AI writing detection system:** Turnitin has continued to improve its AI writing detection system and is committed to giving educators state of the art solutions to navigate academic integrity in the age of AI. Turnitin's AI writing detection system is a reliable and effective AI writing detection tool that has been trained and tested on a large collection of human-generated academic writing. False positives (incorrectly flagging human-written text as AI-generated) are a possibility in AI models. To avoid the potential incidence of false positives, no score or highlights are attributed to AI detection scores in the 1% to 19% range. When AI is detected below the 20% threshold in the report, it is now indicated with an asterisk (*%) and no percentage is attributed. Scores below 20% are no longer surfaced for the best interest of students. Turnitin's AI writing detection system is designed to provide educators with valuable insight into the potential use of GPT style models in student writing, enabling instructors to have vital conversations with students on the appropriate use of these powerful new tools.

i. **Penalty for Plagiarism:** It is recommended that we adopt a uniform level of penalty vis-à-vis plagiarism across all courses. Thus, in case the similarity index/score is less than the threshold set (20 per cent or 15 per cent as decided by the faculty), the submission may be accepted straightaway and taken up for evaluation. In case the similarity index/score generated is more than the acceptable threshold in the case of a student's first submission, he/she may be permitted to resubmit the assignment/project one more time (provided the deadline is not over for the assignment/project). If the second submission in such cases gets a similarity index/score less than or equal to the threshold set, the faculty may take up the assignment/project for evaluation. If the similarity index/score generated exceeds the threshold set even in the case of the second submission, the faculty may impose the pre-announced penalty (as announced by him/her in the beginning)

on the student concerned without making any exception. The penalty may be in terms of grade reduction or mark reduction as would be decided by the faculty concerned.

j. Using Turnitin Software for assignment submissions: Operational recommendations vis à-vis Settings to be used in the Turnitin Application.

    i. First and foremost, it is recommended that all submissions be accepted in only one of those formats that would be amenable for plagiarism checking by the Turnitin application. Incidentally, most common formats such as Doc, PDF, Excel, PPT, etc., are amenable for plagiarism checking. In contrast, formats such as GIF, JPEG, etc., may not be amenable for plagiarism checking by the said application. If students are allowed to submit assignments/projects in the latter formats it may not be possible to check for plagiarism at all.

    ii. It may be left to the discretion of individual faculty members to decide on an assignment-by- assignment basis whether to accept 'late submissions' or not. The settings may have to be accordingly set by the faculty.

    iii. As for similarity report generation, it is recommended that faculty members may choose 'Report generation be done for each submission'. There is an 'immediate overwriting option' available in the software and we recommend the same be invoked.

    iv. Bibliography may be excluded at the time of plagiarism checking.

    v. With respect to the "quotes", it is recommended not to exclude the same at the time of generating the similarity report. After all, 'usage of quotes' is anyway taken care of by the allowance of threshold set (15 to 20 per cent).

    vi. For small sources, it is recommended that a threshold limit of 1% be uniformly implemented for all courses and assignments.

    vii. Students should be allowed to view the similarity reports generated by the software.

    viii. With respect to the repository as to where the submitted assignments be stored, it may be left to the discretion of individual faculty members. Our recommendation is that in case of similar assignments for multiple students/groups in a course, "saving in the repository" be resorted to for better plagiarism check. With respect to dissimilar assignments, "saving in the repository" is not recommended.

    ix. Grammar check in the 'Settings' may be at the discretion of individual faculty members.

24. FPM Program

a. FPM Course will be of 20 sessions (3 Credits) and 26 Sessions (4 credits).

b. The Course Outcomes (CO) must be designed to serve the doctoral level interest of the learner. Thus, delivered through readings and research papers as far as possible.

c. The evaluation for the course should comprise of at least two evaluation components. The details of the evaluation must be shared in the CO.

d. The CO should be formulated in the IMI FPM template.

e. Not more than TWO sessions in a course can be delivered by a guest faculty. The request for the guest faculty would need to be submitted through the OLT and will be approved by the Head Research & Chair FPM program.

f. **For details regarding the course outlines, delivery, and execution, please refer to the Standard Operating Procedures on FPM Coursework and Processes issued by the FPM office by clicking on the link below:**
https://www.imi.edu/delhi/UserFiles/Image/SOP-FPMprograms(2023).pdf

25. Assurance of Learning

a. Course Outline to be written clearly stating the Mapping between Course Outcomes (COs) and Program Outcomes (POs).

b. The components of evaluations should clearly state how they can be used to assess the CO-PO Mapping.

c. After moderation of results the faculty member will complete the AOL assessment and identify the actions to be taken for continuous improvement (if attainment level is achieved) and areas of improvement (if attainment level is not achieved).

d. For details regarding the Assurance of Learning process, please refer to the Standard Operating Procedures on Assurance of Learning Processes issued by the Accreditation office. For details regarding CO-PO assessment process refer to the links given below:

PGDM: https://www.imi.edu/delhi/pgdm

PGDM (HRM) : https://www.imi.edu/delhi/pgdmhrm

PGDM (B&FS) : https://www.imi.edu/delhi/pgdm_bfs_overview

PGDM (18 Months) : https://www.imi.edu/delhi/pgdm_executive

26. Guidelines For Engaging Visiting Faculty

a. Any area desirous of engaging a visiting faculty for teaching a course must plan it sufficiently in advance.

b. The area may choose to invite a superannuated faculty member of IMI Delhi who has taught the course earlier during their regular tenure or invite an existing visiting faculty member who has taught the course earlier and has obtained good teaching feedback.

c. In case neither a superannuated faculty member nor an existing visiting faculty member is available, then getting a faculty member from either the Kolkata or Bhubaneswar campuses of IMI may be explored.

d. The area chair will share the tentative course outlines with the Dean Academics who will send it to the Director General for exploring the possibility of engaging faculty from Kolkata/ Bhubaneshwar Campus.

e. The Director General will float the request to the Directors of other two campuses. In case of non-availability of faculty from the other two campuses, the Area Chair would identify a suitable faculty from outside any of the IMI campuses.

f. An exception to first checking availability in Kolkata/ Bhubaneswar campuses may also be made where the

area believes it would be for the benefit of the students to bring an industry executive to teach the course for the industry relevant inputs, she/he brings to the classroom.

g. The above exceptions will require the approval of the Director General on the recommendation of the Dean Academics. The Area Chair will route these requests through the Dean Academics citing reasons for the exception and attaching the detailed resume of the industry faculty.

h. For engaging with visiting faculty for any of the courses the CV of the VF should be shared in the Area and discussed by the Area chair.

i. The letter of engagement will be issued by the Dean Academics with a copy to the program chair and the finance department for releasing the payment.

j. The Area Chair will share the course outline template applicable to the program with the visiting faculty.

k. The Area chair will appoint an anchor faculty from the area to guide and help the visiting faculty in facilitating the course (for further elaboration you may refer to the Faculty Academic Guidelines).

l. The payment to the visiting faculty would be made upon submission of the complete result to the satisfaction of the Area Chair.

m. It may be noted that in the case of faculty from the Kolkata or Bhubaneswar campuses of IMI no direct payment will be made to the faculty member but will be adjusted with the other campuses directly at the end of the year.

27. External Teaching

a. IMI Delhi faculty members are not allowed to teach in any domestic academic institution, other than IMI Campuses in Kolkata and Bhubaneshwar. Courses taught in Kolkata and Bhubaneshwar will count towards the total course load of the faculty and there will be no direct remuneration to the faculty from the other IMI campuses for teaching these courses.

b. As an exception, short-term teaching in doctoral programs in other domestic academic institutions is allowed as it helps in developing research related skills. International teaching is also allowed as it contributes to the internationalization dimension.

c. The faculty member needs to ensure that the external teaching, where allowed, does not clash with his/her engagements at the Institute.

d. For the allowed external teaching, the faculty needs to seek approval from the Director General. The faculty should confirm to the inviting institution only after approval.

e. The remuneration received for the allowed external teaching would be shared between the faculty and the Institute as per prevailing consulting income sharing norms. The faculty would share the details of the remuneration received with the finance department while marking a copy to the Director General.

Appendix 1.A: Course Outline Template for PGDM

IMI

Delhi

Course Outline: Click or tap here to enter text.

Course code: Click or tap here to enter text.

Credit: Click or tap here to enter text. **, Core Course Area:**
Choose an item.

Program: PGDM

Term Choose an item. **Academic Year** Choose an item.

Instructor(s) Name	Click or tap here to enter text.	Click or tap here to enter text.
Room no.	Click or tap here to enter text.	Click or tap here to enter text.
Email	Click or tap here to enter text.	Click or tap here to enter text.
Phone (Extn no.)	Click or tap here to enter text.	Click or tap here to enter text.
Meeting Hours	Click or tap here to enter text.	Click or tap here to enter text.

1. **COURSE DESCRIPTION**

2. **COURSE OUTCOMES (COs)**

After going through the course, the students would be able to:

Course Outcome 1 (CO1): Click or tap here to enter text.

Course Outcome 2 (CO2): Click or tap here to enter text.

Course Outcome 3 (CO3): Click or tap here to enter text.

Course Outcome 4 (CO4): Click or tap here to enter text.

Course Outcome 5 (CO5): Click or tap here to enter text.

3. MAPPING OF THE PROGRAM OUTCOMES (POs) AND COURSE OUTCOME (COs)

Program Outcomes (POs)	Course Outcomes (COs)				
	CO1	CO2	CO3	CO4	CO5
PO1: Student should be able to write well organized and grammatically correct business reports and letters.					
PO2: Student should be able to make effective oral presentations.					
PO3: Student should be able to demonstrate critical thinking skills by understanding the issues, evaluating alternatives on the basis of multiple perspectives and presenting a solution including conclusions and implications.					
PO4: Student should be to demonstrate problem solving skills by understanding and defining the problem, analyzing it and solving it by applying appropriate theories, tools and techniques from various functional areas of management.					
PO5: Student should be able to illustrate the role of responsible leadership in management.					
PO6: Student should be able to identify social concerns and ethical issues in management.					
PO7: Student should be able to identify challenges faced by the organization at the global level.					
PO8: Student should be able to take decisions in the global business environment.					

4. PEDAGOGY

Click or tap here to enter text.

5. COURSE EVALUATION COMPONENTS (CECs)
Details of Evaluation Component 1
Details of Evaluation Component 2
Details of Evaluation Component 3
Details of Evaluation Component 4

6. MAPPING BETWEEN COs, POs and CECs

COs	Pos	Course Evaluation Components (CECs)			
		CEC1	CEC2	CEC3	…
CO1					
CO2					
CO3					
CO4					
CO5					

7. RESOURCES

7.1 Textbook

Click or tap here to enter text.

7.2 Reference Books

Click or tap here to enter text.

7.3 Online References (if any)

Click or tap here to enter text.

8. SESSION PLAN: Please note the following:

a. Each session needs to be explained in a separate row. Use one row per session to explain the coverage/session details/readings/ pedagogy for each session separately and not club multiple session together in the session plan.

b. For Case studies mention the product code and School name.

c. Column titled **ESG (Environmental, Social and Governance)[1] coverage**. In case your session reading/discussion for a particular session entails this, please put a tick mark (√) in the ESG coverage column for that session.

[1]ESG definition: ESG is a group of actions aimed at encouraging companies/organizations to be ethical and more aware of the social impact of their business/work on the rest of society, including their stakeholders and the environment. The aim is to drive change towards sustainability. ESG aims to make such actions measurable. ESG is a business approach that contributes to sustainable development by delivering economic, social and environmental benefits for all stakeholders. Social impact and social issues refer to the effects from actions on people and the environment.

Session No.	Topics	Readings/Cases	ESG coverage
1			
2			
3			
…			
20			

9. ACADEMIC INTEGRITY & CLASS RULES

a) **Plagiarism** is the use of or presentation of ideas, works that are not one's own and which are not common knowledge, without granting credit to the originator. Plagiarism is unacceptable in IMI and will invite penalty. Type and extent of penalty will be at the discretion of the concerned faculty.

b) **Cheating** means using written, verbal or electronic sources of aid during an examination/ quiz/ assignment or providing such assistance to other students (except in cases where it is expressly permitted by the faculty). It also includes providing false data or references/list of sources which either do not exist or have not been used, having another individual write your paper or assignment or purchasing a paper for one's own submission. Cheating is strictly prohibited at IMI and will invite penalty as per policies of the Institute.

Appendix 1.B: Course Outline Template for PGDM (HRM)

IMI

Delhi

Course Outline: Click or tap here to enter text.

Course code: Click or tap here to enter text.

Credit: Click or tap here to enter text. **, Core Course Area:**
Choose an item.

Program: PGDM (HRM)

Term Choose an item. **Academic Year** Choose an item.

Instructor(s) Name	Click or tap here to enter text.	Click or tap here to enter text.
Room no.	Click or tap here to enter text.	Click or tap here to enter text.
Email	Click or tap here to enter text.	Click or tap here to enter text.
Phone (Extn no.)	Click or tap here to enter text.	Click or tap here to enter text.
Meeting Hours	Click or tap here to enter text.	Click or tap here to enter text.

---

1. **COURSE DESCRIPTION**

2. **COURSE OUTCOMES (COs)**

After going through the course, the students would be able to:

Course Outcome 1 (CO1): Click or tap here to enter text.

Course Outcome 2 (CO2): Click or tap here to enter text.

Course Outcome 3 (CO3): Click or tap here to enter text.

Course Outcome 4 (CO4): Click or tap here to enter text.

Course Outcome 5 (CO5): Click or tap here to enter text.

3. MAPPING OF THE PROGRAM OUTCOMES (POs) AND COURSE OUTCOME (COs)

Program Outcomes (POs)	Course Outcomes (COs)				
	CO1	CO2	CO3	CO4	CO5
PO1: Student should be able to write well organized and grammatically correct business reports and letters.					
PO2: Student should be able to make effective oral presentations.					
PO3: Student should be able to demonstrate critical thinking skills by understanding the issues with a strong focus on Human Resources Management, evaluating alternatives on the basis of multiple perspectives and presenting a solution including conclusions and implications					
PO4: Student should be to demonstrate problem solving skills by understanding and defining the problem particularly related to Human Resources Management, analyzing it and solving it by applying appropriate theories, tools and techniques.					
PO5: Student should be able to illustrate the role of responsible leadership in management.					
PO6: Student should be able to identify social concerns and ethical issues in management.					
PO7: Student should be able to identify challenges in Human Resources Management faced by the organization at the global level.					
PO8: Student should be able to take decisions in the global business environment with a special focus on Human Resources Management.					

4. PEDAGOGY

Click or tap here to enter text.

5. COURSE EVALUATION COMPONENTS (CECs)
Details of Evaluation Component 1
Details of Evaluation Component 2
Details of Evaluation Component 3
Details of Evaluation Component 4

6. MAPPING BETWEEN COs, POs and CECs

COs	Pos	Course Evaluation Components (CECs)			
		CEC1	CEC2	CEC3	…
CO1					
CO2					
CO3					
CO4					
CO5					

7. RESOURCES

7.1 Textbook

Click or tap here to enter text.

7.2 Reference Books

Click or tap here to enter text.

7.3 Online References (if any)

Click or tap here to enter text.

8 SESSION PLAN: Please note the following:

a. Each session needs to be explained in a separate row. Use one row per session to explain the coverage/session details/readings/ pedagogy for each session separately and not club multiple session together in the session plan.

b. For Case studies mention the product code and School name.

c. Column titled **ESG (Environmental, Social and Governance)[1] coverage**. In case your session reading/discussion for a particular session entails this, please put a tick mark (√) in the ESG coverage column for that session.

[1]*ESG definition: ESG is a group of actions aimed at encouraging companies/organizations to be ethical and more aware of the social impact of their business/work on the rest of society, including their stakeholders and the environment. The aim is to drive change towards sustainability. ESG aims to make such actions measurable. ESG is a business approach that contributes to sustainable development by delivering economic, social and environmental benefits for all stakeholders. Social impact and social issues refer to the effects from actions on people and the environment.*

Session No.	Topics	Readings/Cases	ESG coverage
1			
2			
3			
…			
20			

9   ACADEMIC INTEGRITY & CLASS RULES

a) **Plagiarism** is the use of or presentation of ideas, works that are not one's own and which are not common knowledge, without granting credit to the originator. Plagiarism is unacceptable in IMI and will invite penalty. Type and extent of penalty will be at the discretion of the concerned faculty.

b) **Cheating** means using written, verbal or electronic sources of aid during an examination/ quiz/ assignment or providing such assistance to other students (except in cases where it is expressly permitted by the faculty). It also includes providing false data or references/list of sources which either do not exist or have not been used, having another individual write your paper or assignment or purchasing a paper for one's own submission. Cheating is strictly prohibited at IMI and will invite penalty as per policies of the Institute.

Appendix 1.C: Course Outline Template for PGDM (B&FS)

<div align="center">

IMI

Delhi

Course Outline: Click or tap here to enter text.

Course code: Click or tap here to enter text.

Credit: Click or tap here to enter text. **, Core Course Area:**
Choose an item.

Program: PGDM (B&FS)

Term Choose an item. **Academic Year** Choose an item.

</div>

Instructor(s) Name	Click or tap here to enter text.	Click or tap here to enter text.
Room no.	Click or tap here to enter text.	Click or tap here to enter text.
Email	Click or tap here to enter text.	Click or tap here to enter text.
Phone (Extn no.)	Click or tap here to enter text.	Click or tap here to enter text.
Meeting Hours	Click or tap here to enter text.	Click or tap here to enter text.

1. **COURSE DESCRIPTION**

2. **COURSE OUTCOMES (COs)**

After going through the course, the students would be able to:

Course Outcome 1 (CO1): Click or tap here to enter text.

Course Outcome 2 (CO2): Click or tap here to enter text.

Course Outcome 3 (CO3): Click or tap here to enter text.

Course Outcome 4 (CO4): Click or tap here to enter text.

Course Outcome 5 (CO5): Click or tap here to enter text.

3. **MAPPING OF THE PROGRAM OUTCOMES (POs) AND COURSE OUTCOME (COs)**

Program Outcomes (POs)	Course Outcomes (COs)				
	CO1	CO2	CO3	CO4	CO5
PO1: Student should be able to write well organized and grammatically correct business reports and letters.					
PO2: Student should be able to make effective oral presentations.					
PO3: Student should be able to demonstrate critical thinking skills by understanding the issues with a strong focus on banking and financial services, evaluating alternatives on the basis of multiple perspectives and presenting a solution including conclusions and implications					
PO4: Student should be to demonstrate problem solving skills by understanding and defining the problem related particularly to banking and financial services, analyzing it and solving it by applying appropriate theories, tools and techniques.					
PO5: Student should be able to illustrate the role of responsible leadership in management.					
PO6: Student should be able to identify social concerns and ethical issues in management.					
PO7: Students should be able to identify challenges faced by banks and financial institutions in the global business environment.					
PO8: Student should be able to take decisions in the global business environment with special focus on banking and financial institutions.					

4. **PEDAGOGY**

Click or tap here to enter text.

5. **COURSE EVALUATION COMPONENTS (CECs)**
   Details of Evaluation Component 1
   Details of Evaluation Component 2
   Details of Evaluation Component 3
   Details of Evaluation Component 4

6. MAPPING BETWEEN COs, POs and CECs

COs	Pos	Course Evaluation Components (CECs)			
		CEC1	CEC2	CEC3	…
CO1					
CO2					
CO3					
CO4					
CO5					

7. RESOURCES

7.1 Textbook

Click or tap here to enter text.

7.2 Reference Books

Click or tap here to enter text.

7.3 Online References (if any)

Click or tap here to enter text.

8. SESSION PLAN: Please note the following:

a. Each session needs to be explained in a separate row. Use one row per session to explain the coverage/session details/readings/ pedagogy for each session separately and not club multiple session together in the session plan.

b. For Case studies mention the product code and School name.

c. Column titled **ESG (Environmental, Social and Governance)[1] coverage**. In case your session reading/discussion for a particular session entails this, please put a tick mark (√) in the ESG coverage column for that session.

*[1]**ESG definition:** ESG is a group of actions aimed at encouraging companies/organizations to be ethical and more aware of the social impact of their business/work on the rest of society, including their stakeholders and the environment. The aim is to drive change towards sustainability. ESG aims to make such actions measurable. ESG is a business approach that contributes to sustainable development by delivering economic, social and environmental benefits for all stakeholders. Social impact and social issues refer to the effects from actions on people and the environment.*

Session No.	Topics	Readings/Cases	ESG coverage
1			
2			
3			
…			
20			

9. ACADEMIC INTEGRITY & CLASS RULES

a) **Plagiarism** is the use of or presentation of ideas, works that are not one's own and which are not common knowledge, without granting credit to the originator. Plagiarism is unacceptable in IMI and will invite penalty. Type and extent of penalty will be at the discretion of the concerned faculty.

b) **Cheating** means using written, verbal or electronic sources of aid during an examination/ quiz/ assignment or providing such assistance to other students (except in cases where it is expressly permitted by the faculty). It also includes providing false data or references/list of sources which either do not exist or have not been used, having another individual write your paper or assignment

Appendix 1.D: Course Outline Template for PGDM (18 Months)

IMI

Delhi

Course Outline: Click or tap here to enter text.

Course code: Click or tap here to enter text.

Credit: Click or tap here to enter text. **, Core Course Area:**
Choose an item.

Program: PGDM (18 Months)

Term Choose an item. **Academic Year** Choose an item.

Instructor(s) Name	Click or tap here to enter text.	Click or tap here to enter text.
Room no.	Click or tap here to enter text.	Click or tap here to enter text.
Email	Click or tap here to enter text.	Click or tap here to enter text.
Phone (Extn no.)	Click or tap here to enter text.	Click or tap here to enter text.
Meeting Hours	Click or tap here to enter text.	Click or tap here to enter text.

1. **COURSE DESCRIPTION**

2. **COURSE OUTCOMES (COs)**

   After going through the course, the students would be able to:

   Course Outcome 1 (CO1): Click or tap here to enter text.

   Course Outcome 2 (CO2): Click or tap here to enter text.

   Course Outcome 3 (CO3): Click or tap here to enter text.

   Course Outcome 4 (CO4): Click or tap here to enter text.

   Course Outcome 5 (CO5): Click or tap here to enter text.

3. MAPPING OF THE PROGRAM OUTCOMES (POs) AND COURSE OUTCOME (COs)

Program Outcomes (POs)	Course Outcomes (COs)				
	CO1	CO2	CO3	CO4	CO5
PO1: Student should be able to demonstrate critical thinking skills to analyze managerial decision-making challenges.					
PO2: Student should be able to create a solution to managerial decision-making challenges while evaluating the same from multiple perspectives.					
PO3: Student should be able to illustrate the role of responsible leadership in management.					
PO4: Student should be able to identify social concerns and ethical issues in management.					
PO5: Student should be able to identify challenges faced by the organization at the global level.					
PO6: Student should be able to take decisions in the global business environment.					
PO7: Student should be able to identify business issues suitable for applying the acquired knowledge from management theory and practice.					
PO8: Student should be able to develop an action plan to provide a solution to the business issues.					

4. PEDAGOGY

Click or tap here to enter text.

5. COURSE EVALUATION COMPONENTS (CECs)
Details of Evaluation Component 1
Details of Evaluation Component 2
Details of Evaluation Component 3
Details of Evaluation Component 4

6. MAPPING BETWEEN COs, POs and CECs

COs	Pos	Course Evaluation Components (CECs)			
		CEC1	CEC2	CEC3	…
CO1					
CO2					
CO3					
CO4					
CO5					

7. RESOURCES

7.1 Textbook

Click or tap here to enter text.

7.2 **Reference Books**

Click or tap here to enter text.

7.3 **Online References (if any)**

Click or tap here to enter text.

8 SESSION PLAN: Please note the following:

a. Each session needs to be explained in a separate row. Use one row per session to explain the coverage/session details/readings/ pedagogy for each session separately and not club multiple session together in the session plan.

b. For Case studies mention the product code and School name.

c. Column titled **ESG (Environmental, Social and Governance)[1] coverage**. In case your session reading/discussion for a particular session entails this, please put a tick mark (√) in the ESG coverage column for that session.

[1]*ESG definition: ESG is a group of actions aimed at encouraging companies/organizations to be ethical and more aware of the social impact of their business/work on the rest of society, including their stakeholders and the environment. The aim is to drive change towards sustainability. ESG aims to make such actions measurable. ESG is a business approach that contributes to sustainable development by delivering economic, social and environmental benefits for all stakeholders. Social impact and social issues refer to the effects from actions on people and the environment.*

Session No.	Topics	Readings/Cases	ESG coverage
1			
2			
3			
…			
20			

9 ACADEMIC INTEGRITY & CLASS RULES

a) **Plagiarism** is the use of or presentation of ideas, works that are not one's own and which are not common knowledge, without granting credit to the originator. Plagiarism is unacceptable in IMI and will invite penalty. Type and extent of penalty will be at the discretion of the concerned faculty.

b) **Cheating** means using written, verbal or electronic sources of aid during an examination/ quiz/ assignment or providing such assistance to other students (except in cases where it is expressly permitted by the faculty). It also includes providing false data or references/list of sources which either do not exist or have not been used, having another individual write your paper or assignment or purchasing a paper for one's own submission. Cheating is strictly prohibited at IMI and will invite penalty as per policies of the Institute**.**

Appendix 1.E: Course Outline Template for FPM

IMI

Delhi

Course Outline: Click or tap here to enter text.

Course code: Click or tap here to enter text.

Credit: Click or tap here to enter text.
Core Course Area: Choose an item.

Program: FPM

Term Choose an item. **Academic Year** Choose an item.

Instructor(s) Name	Click or tap here to enter text.	Click or tap here to enter text.
Room no.	Click or tap here to enter text.	Click or tap here to enter text.
Email	Click or tap here to enter text.	Click or tap here to enter text.
Phone (Extn no.)	Click or tap here to enter text.	Click or tap here to enter text.
Meeting Hours	Click or tap here to enter text.	Click or tap here to enter text.

1. **COURSE DESCRIPTION**

2. **COURSE OUTCOMES (Cos)**

   After going through the course, the students would be able to:

   Course Outcome 1 (CO1): Click or tap here to enter text.

   Course Outcome 2 (CO2): Click or tap here to enter text.

   Course Outcome 3 (CO3): Click or tap here to enter text.

   Course Outcome 4 (CO4): Click or tap here to enter text.

   Course Outcome 5 (CO5): Click or tap here to enter text

3. MAPPING OF THE PROGRAM OUTCOMES (Pos) AND COURSE OUTCOME (Cos)

Program Outcomes (Pos)	Course Outcomes (Cos)				
	CO1	CO2	CO3	CO4	CO5
PO1: To gain knowledge in general management areas in order to develop a foundation for the area of specialization.					
PO2: To gain knowledge in specialized areas relevant to the research to be carried out.					
PO3: To develop ability to apply acquired knowledge in order to solve management problems.					
PO4: To develop analytic skills in order to solve research problems.					
PO5: To develop methodological skills in order to solve research problems.					
PO6: To be able to collate existing literature in the area of study and articulate research gaps.					
PO7: To be able to compose research output in the form of original and high-quality management research writings.					
PO8: To be able to articulate research output through presentations.					

4. PEDAGOGY

Click or tap here to enter text.

5. COURSE EVALUATION COMPONENTS (CECs)

Details of Evaluation Component 1 Details of Evaluation Component 2 Details of Evaluation Component 3 Details of Evaluation Component4

6. MAPPING BETWEEN COs, POs and CECs

COs	POs	Course Evaluation Components (CECs)			
		CEC1	CEC2	CEC3	…
CO1					
CO2					
CO3					
CO4					
CO5					

7. RESOURCES

a. Textbook

Click or tap here to enter text.

b. Reference Books

Click or tap here to enter text.

c. Online References (if any)

Click or tap here to enter text.

8. SESSION PLAN: Please note the following:

a. Each session needs to be explained in a separate row. Use one row per session to explain the coverage/session details/readings/ pedagogy for each session separately and not club multiple session together in the session plan.

b. For Case studies mention the product code and School name.

c. Column titled **ESG (Environmental, Social and Governance)[1] coverage**. In case your session reading/discussion for a particular session entails this, please put a tick mark (√) in the ESG coverage column for that session.

[1]***ESG definition:*** *ESG is a group of actions aimed at encouraging companies/organizations to be ethical and more aware of the social impact of their business/work on the rest of society, including their stakeholders and the environment. The aim is to drive change towards sustainability. ESG aims to make such actions measurable. ESG is a business approach that contributes to sustainable development by delivering economic, social and environmental benefits for all stakeholders. Social impact and social issues refer to the effects from actions on people and the environment.*

Session No.		Topics	Readings/Cases	ESG coverage
1				
2				
3				
…				
20				

9. ACADEMIC INTEGRITY & CLASS RULES

a) **Plagiarism** is the use of or presentation of ideas, works that are not one's own and which are not common knowledge, without granting credit to the originator. Plagiarism is unacceptable in IMI and will invite penalty. Type and extent of penalty will be at the discretion of the concerned faculty.

b) **Cheating** means using written, verbal or electronic sources of aid during an examination/ quiz/ assignment or providing such assistance to other students (except in cases where it is expressly permitted by the faculty). It also includes providing false data or references/list of sources which either do not exist or have not been used, having another individual write your paper or assignment or purchasing a paper for one's own submission. Cheating is strictly prohibited at IMI and will invite penalty as per policies of the Institute.

IMI

Delhi
Program Structure: PGDM (2025-27)

1st Year								
TERM I			**TERM II**			**TERM III**		
S. No.	**Course Name**	**Credits**	**S. No.**	**Course Name**	**Credits**	**S. No.**	**Course Name**	**Credits**
1	Managerial Economics	3	1	Macroeconomic Theory and Policy	2.25	1	Indian Economic Policy	0.75
2	Financial Reporting & Analysis	3	2	Financial Management-I	3	2	Financial Management-II	3
3	Data Modelling and Decision Making with Excel	1.5	3	Cost & Management Accounting	1.5	3	Business Analytics	2.25
4	Data Pre-Processing & Visualization	3	4	Management Information Systems	3	4	Human Resources Management	2.25
5	Marketing Management-I	3	5	Marketing Management-II	3	5	Operations Management-II	2.25
6	Organizational Behaviour – I	2.25	6	Organizational Behaviour-II	2.25	6	Survey Methods for Decision Making (SMDM)	2.25
7	Decision Modelling	2.25	7	Operations Management-I	2.25	7	Entrepreneurship & Innovation (E&I)	3
8	Strategic Management-I	3	8	Business Statistics	3	8	Strategic Management-II	2.25
			9	ESG For Sustainability	1.5	9	Simulation	0.75
						10	Legal Aspects of Business	1.5
	TOTAL	21		**TOTAL**	21.75		**TOTAL**	20.25
Total Course Credits For 1st Year								63

	2nd Year							
TERM IV			**TERM V**			**TERM VI**		
Sl. No.	**Course Name**	**Credit Points**	**Sl. No.**	**Course Name**	**Credit Points**	**Sl. No.**	**Course Name**	**Credit Point**
1	Elective	**3**	1)	Elective	**3**	1)	Elective	**3**
2	Elective	**3**	2)	Elective	**3**	2)	Elective	**3**
3	Elective	**3**	3)	Elective	**3**	3)	Elective	**3**
4	Elective	**3**	4)	Elective	**3**			
5	Elective	**3**						
	TOTAL	**15**		**TOTAL**	**12**		**TOTAL**	**9**
Total Course Credits For 2nd Year								**36**
Summer Internship								3
Total Course Credits for PGDM Program								**102**

IMI

Delhi
Program Structure PGDM (HRM) 2025-27

S. No	Term I	Credits	S. No	Term II	Credits	S. No	Term III	Credits	Total
1	Individuals Dynamics in Organization (OB1)	2.25	1	Group and Team Dynamics in Organizations (OB2)	2.25	1	Organizational Dynamics (OB 3)	2.25	
2	HR Policies & Processes	3	2	Performance Management Systems	2.25	2	Human Resource Management Systems	2.25	
3	Data Modeling and Decision Making with Excel (Pre Mid term)	1.5	3	HR Planning, Recruitment & Selection	3	3	Total Reward Management	3	
4	Managerial Communication	1.5	4	Employee Relations & Management of Unions	2.25	4	Operations Management	3	
5	Managerial Economics	2.25	5	Applied QT for HR	3	5	Competency Management & Assessment Centre	2.25	
6	Marketing Management	3	6	Learning & Development	2.25	6	HR Analytics	3	
7	Accounting for HRM	3	7	Finance for HRM	3	7	Research Methodology for HR	2.25	
8	Business Law	1.5	8	Macroeconomic Theory & Policy	2.25	8	Data Pre-processing and visualisation for HR (Pre-Mid)	1.5	
				Workshop 1(HR Technology)	0.5		**Workshop 2 (Corporate Report Writing)**	0.5	
	Total Credits (1st year)	**18**			**20.75**			**20**	**58.75**
				Summer Internship				3	3

S.no	Term IV (14.5- 20.25)	Credits	S.no	Term V (12- 18)	Credits	S.no	Term VI (11-17)	Credits	Total
1	Strategy Formulation & Implementation	3	1	Business Negotiation Skills	2.25	1	ESG for Sustainability	2.25	
2	Advanced Excel	1.5	2	OD & Change Management	2.25	2	International HRM & Cross-cultural Management	2.25	
3	Labour Laws	3	3	Business Simulation	1.5	3			
4	**Electives***	6 to 12	4	**Electives**	6 to 12	4	**Electives**	6 to 12	21
	Workshop 3 (AI and HR Applications)	0.75					**Workshop 4 (Emerging Trends)**	0.5	
	Total Credits (core Courses)	**8.25**			**6**			**5**	**19.25**
	Total Credits (2nd year)								**40.25**
	Total credit of the program (min)								**102.00**

Note: *The students can take min 21 credits tomax upto 27 credits elective, hence total credits of a student can be in the range of 102-108. 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 OB/HR area.

**List of Electives Term Wise for PGDM(HRM) 2025-27 batch**
S.no	**Course Name**	**Credits**	**S.no**	**Course Name**	**Credits**	**S.no**	**Course Name**	**Credits**
	TERM IV			**TERM V**			**TERM VI**	
1	Talent Management	2.25	1	HR for New Age Organization	3	1	Employee Well-being at Work	3
2	Leadership & Managerial Effectiveness	2.25	2	Employer Branding	1.5	2	HR Consulting Skills	2.25
3	Psychological Assessment for Managers	3	3	Industrial Jurisprudence	2.25	3	HR and Integration Issues in Mergers &Acquisition	2.25
4	Coaching and Mentoring	2.25	4	Creativity, Innovation and Design Thinking for HR	3	4	Discovering Self	1.5
5	Executive Compensation	1.5	5	Agile HR Methodology	1.5	5	NGO Internship/Developmental Sector Internship	2.25
6	Text Analytics for HR	1.5	6	Project Management for HR	2.25	6	Labour Economics	1.5
7	Advanced Performances Management Systems	1.5	7	Diversity, Equity and Inclusion	3			
	Total Credits	**14.25**		**Total Credits**	**16.5**		**Total credits**	**12.75**
	**Range for electives 6– 10.5 credits**			**Range for electives 6- 10.5 credits**			**Range for electives 6 – 10.5.5 credits**

Workshops	Terms	Area	Credit	Topics
Workshop 1	2	OB/HR Area	0.5	HR Technology
Workshop 2	3	Strategy and General Management Area	0.5	Corporate Report Writing
Workshop 3	4	OB/HR Area	0.75	AI and HR Applications
Workshop 4	6	OB/HR Area	0.5	Emerging Trends*
Total Credits			2.25	
*Note: *Recent trends in industrial relations; Different roles for HR professionals; Campus to corporate transition*

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Program Structure PGDM (HRM) 2024-26 - Second Year

S. No	Term 4 (15.5- 20)	Credits	S. No	Term 5 (13.5- 18)	Credits	S. No	Term 6 (7.5 - 10.5)	Credits	Total
1	Strategy Formulation & Implementation	**3**	1	International HRM & Cross-cultural Management	**2.25**	1	ESG for Sustainability	**2.25**	
2	Business Negotiation Skills	**2.25**	2	Strategic HRM	**1.5**	2	NGO Internship	**2.25**	
3	Talent Management	**3**	3	OD & Change Management	**2.25**	3	Elective 5	**3**	
4	HR Analytics	**3**	4	Diversity, Equity, and Inclusion	**2.25**	4	Elective 6	**3**	
5	Elective 1	**3**	5	Elective 3	**3**				
6	Elective 2	**3**	6	Elective 4	**3**				
	Total Credits	**17.25**			**14.25**			10.5	**42**
	Total credits for electives	**6**			**6**			6	18
	Range for electives	**4.5-10.5 credits**			**6-10.5 credits**			**3-7.5 credits**	102

				List of Electives Term Wise for PGDM(HRM) 2024-26 batch					
S.no	**Course Name**	**Credits**	**S.no**	**Course Name**	**Credits**	**S.no**	**Course Name**	**Credits**
	TERM IV			**TERM V**			**TERM VI**	
1	HR for New Age Organization	3	1	Industrial Jurisprudence	3	1	Employee Well-being at Work	3
2	Psychometric Testing	3	2	Employer Branding	1.5	2	Consultancy Skills	3
3	Coaching and Mentoring	3	3	Creativity, Innovation and Design Thinking for HR	3	3	HR and Integration Issues in Mergers &Acquisition	1.5
4	Executive Compensation	1.5	4	Leadership & Managerial Effectiveness	3			
5	Advanced Performances Management Systems	1.5	5	Discovering Self	1.5			
			6	Agile HR Methodology	1.5			
	Total Credits	**12**		**Total Credits**	13.5		**Total credits**	**7.5**
	Range for electives 3– 10.5 credits	12		**Range for electives 3 - 10.5 credits**	13.5		**Range for electives 3 – 7.5 credits**	7.5

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Programme Structure PGDM (B&FS) 2025-27

TERM I			TERM II			TERM III		
S. No.	Course Name	Credits	S. No.	Course Name	Credits	S. No.	Course Name	Credits
1	Decision Modelling *	1.5	1	Financial Statement Analysis *	1.5	1	Financial Management-II *	1.5
2	Bank Management	3	2	Management Accounting for Decision Making #	1.5	2	Fintech	3
3	Financial Accounting & Reporting	3	3	Financial Institutions and Financial Markets	2.25	3	Financial Derivatives-I #	1.5
4	Data Modelling Using Excel*	1.5	4	Financial Management-I	3	4	Security Analysis and Portfolio Management-I #	1.5
5	Managerial Communication #	1.5	5	Information System for Banking and Financial Services	3	5	Marketing of Banking and Financial Services	3
6	Managerial Economics	2.25	6	Macroeconomics	2.25	6	Operations Management for Services	2.25
7	Marketing Management	3	7	Business Statistics	2.25	7	Indian Economic Policy	0.75
8	Data Visualization #	1.5	8	Corporate Credit #	1.5	8	Business Analytics	2.25
9	Organisational Behaviour	3	9	Data Pre-Processing using Python *	1.5	9	HRM for Banking and Financial Services	2.25
			10	Management of Financial Services #	1.5	10	Survey Methods for Decision Making *	1.5
	TOTAL	**20.25**		**TOTAL**	**20.25**		**TOTAL**	**19.5**
AGGREGATE FOR YEAR I								**60.00**

NOTES: * Pre-midterm course; # post-midterm course

S. No.	TERM IV Course Name	Credit Points	S. No.	TERM V Course Name	Credit Points	S. No.	TERM VI Course Name	Credit Point
1	Financial Derivatives-II *	1.5	1	ESG and Sustainable Finance *	1.5	1	Business Ethics and Corporate Governance ^	1.5
2	Security Analysis and Portfolio Management-II *	1.5	2	Legal and Regulatory Environment for Banks #	1.5	2	Elective 6	1.5
3	Risk Management	3	3	Elective 3	3	3	Elective 7	3
4	Strategic Management	3	4	Elective 4	3	4	Elective 8	3
5	Financial Modelling #	1.5	5	Elective 5	3			
6	Credit Risk Analysis #	1.5						
7	Elective 1	3						
8	Elective 2	3						
	TOTAL	**18**		**TOTAL**	**12**		**TOTAL**	**9**
	AGGREGATE FOR YEAR II							**39**
	Total Credit Points (Year I + II)							**99**
	SUMMER INTERNSHIP							**3**
	AGGREGATE FOR THE PROGRAMME							**102**

NOTES: * Pre-midterm course; # post-midterm course

^ Compulsory workshop on Business Ethics by CFA Society needs to be included in the Course Outline.

Details of Compulsory Workshops, Certifications and Simulation					
S. No.	Compulsory Workshops	Time	Term	Duration (Tentative)	Responsibility
1	Advanced Excel	Post midterm	1	9 hours	Information Management Area
2	Financial databases: Bloomberg, Prow	Pre midterm	2	9 hours	Finance and Accounting Area
3	Leveraging Artificial Intelligence	Post midterm	2	6 hours	Operations Management & Quantitative Techniques Area
4	Financial Products (Banking, Mutual Fund)	Pre midterm	3	9 hours	Finance and Accounting Area
5	Entrepreneurship and Innovation	Pre midterm	6	9 hours	Strategy Area
6	Business Ethics (by CFA Society)	Pre midterm	6	3 hours	Strategy and Finance and Accounting Area
NOTE: All workshops to be planned as an audit course and should have defined Course Outcomes, Course Evaluation Components and Program Objective mapping. The workshops must be evaluated and successfully completed by all students.					
S. No.	Compulsory Certifications	Certification to be	Duration (Tentative)		Responsibility
1	Bloomberg BMC Certification	2	Self Paced		Finance and Accounting Area
2	Bloomberg ESG Certification	4	Self Paced		Finance and Accounting Area
NOTE: Both certifications need to be completed for the award of Diploma					
S. No.	Compulsory Simulation	Time	Term	Duration (Tentative)	Responsibility
1	Integrated Simulation	Pre midterm	6	15 hours	Strategy Area
NOTE: Will be treated as a compulsory audit course					

Appendix 1.I: Program Structure of PGDM (18 Months) 2025-26

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Programme Structure: PGDM (18 Months) 2025-26

TERM - I			TERM – II			TERM - III		
S.No	Course Name	Credits	S.No	Course Name	Credits	S.No	Course Name	Credits
1	Data Pre-processing and Visualization	1.5	1	Business Analytics	3	1	Marketing Analytics	1
2	Managerial Economics	3	2	Macroeconomics	3	2	Financial Market Analytics	1.5
3	Financial Reporting & Analysis	3	3	Corporate Finance	3	3	Text Analytics	1.5
4	Information Technology for Managers	3	4	MIS - Emerging Trends for Business	3	4	Financial Markets, Institutions & Instruments	3
5	Strategic Marketing	3	5	Digital Marketing	2	5	Product Management	2
6	Organizational Behaviour - Individual Dynamics	1.5	6	Leadership & Organizational Effectiveness	1.5	6	Business Negotiation Skills	1.5
7	People Strategy	1.5	7	Organizational Behaviour - Group & Organizational Dynamics	1.5	7	Performance Management	1.5
8	Management Decision Making	1	8	Strategic Operations Management	3	8	Supply Chain & Logistics Management	2
9	QT/Statistics	2	9	Brand Management	1	9	Research Methods in Management	2
10	Managerial Communication	3	10	Customer Relationship Management	1.5	10	Competition & Strategy	3
						11	Sales & Distribution Management	1.5
Total		**22.5**	**Total**		**22.5**	**Total**		**20.5**

TERM – IV			TERM – V					
S.No	Course Name	Credits	S.No	Course Name	Credits			
1	Performance Analytics	1.5	1	**FIELD PROJECT**	6			
2	Supply Chain Analytics	1.5						
3	Cost Management	1						
4	Financial Issues in M&A	1	**Total**		**6**			
5	Fintech	1						
6	Employee Relations	1.5				**Credit Points Term I – IV =**		**84**
7	Learning & Development	1.5				**Field Project - Term V =**		**6**
8	Project Management	2				**Aggregate Program Credit Points =**		**90**
9	Inorganic Growth	1.5						
10	Sustainable Development	1.5						
11	Business Simulation	3						
12	Legal Aspects of Business	1.5						
Total		**18.5**						

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PGDM/PGDM(HRM)/PGDM(B&FS) 2025-26 - FIRST YEAR	
NEEV 2025: Orientation Program	June 27 (Friday) – July 05 (Saturday), 2025
First Term	
Classes Commence	July 07, 2025 (Monday)
Independence Day (Holiday)	August 15, 2025 (Friday)
Mid-Term-Exam (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-Exam	October 06 – 10 (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 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-Exam (Classes suspended)	November 20 – 22, 2025 (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-Exam	January 02 – 07, 2026 (Friday- Wednesday)
Term Moderation	February 03, 2026 (Tuesday)
Second Term Result	February 04, 2026 (Wednesday)
Third 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-Exam (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-Exam	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

PGDM/PGDM(HRM)/PGDM(B&FS) 2025-26 – SECOND YEAR

Fourth 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-Exam (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-Exam	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 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-Exam (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-Exam	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 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-Exam (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-Exam	March 19 – 25, 2026 (Thursday – Wednesday)
Term Moderation	April 15, 2026 (Wednesday)
Sixth Term Result	April 16, 2026 (Thursday)
Convocation 2026	(TBD)

Released: June 6, 2025

Appendix 1.K: Academic Calendar – PGDM (18 Months) – 2024-2025

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ACADEMIC CALENDAR: PGDM (18 Months) 2024-25 (Revised)	
Induction Program and Preparatory Classes	July 4-7, 2024 (Thursday – Sunday)
First Term	
Classes Commence	July 08, 2024 (Monday)
Mid-term Exam (classes suspended)	**August 12 - 14, 2024 (Monday - Wednesday)**
Independence Day (Holiday)	August 15, 2024 (Thursday)
Classes Resume after Mid-term	August 16, 2024 (Friday)
Classes End	September 21, 2024 (Saturday)
End-Term Exam	**September 23 - 27, 2024 (Monday - Friday)**
VIMARSH 2.0 - CHRO Conclave	**September 21-22, 2024 (Saturday & Sunday)**
Term Moderation	October 22, 2024 (Tuesday)
First Term Result	October 23, 2024 (Wednesday)
Second Term	
Classes Commence	September 30, 2024 (Monday) 1st Half for Registration
Mahatma Gandhi's Birthday (Holiday)	October 02, 2024 (Wednesday)
Dussehra (Holidays)	October 10-11, 2024 (Thursday - Friday)
Diwali (Holidays)	October 31 –November 01, 2024 (Thursday - Friday)
Conventus (Classes suspended)	**November 08 – 10, 2024 (Friday – Sunday)**
Mid-term Exam (classes suspended)	**November 13 - 16, 2024 (Wednesday - Saturday)**
Classes Resume after Mid-term	November 18, 2024 (Monday)
National Alumni Meet	**November 30, 2024 (Saturday)**
Classes End	December 20, 2024 (Friday)
End-Term Exam	**December 23 - 28, 2024 (Monday - Saturday)**
Christmas (Holiday)	December 25, 2024 (Wednesday)
Term Moderation	January 17, 2025 (Friday)
Second Term Result	January 18, 2025 (Saturday)
Third Term	
New Year Day (Holiday)	January 01, 2025 (Wednesday)
Classes Commence	January 02, 2025 (Thursday) 1st Half for Registration
Republic Day	January 26, 2025 (Sunday)
Mid-term Exam (Classes suspended)	**February 13 – 15, 2025 (Thursday - Saturday)**
Kritva (Classes suspended)	**February 21 -23, 2025 (Friday – Sunday)**
Classes Resume after Mid-term	February 17, 2025 (Monday)
Holi (Holiday)	March 14, 2025 (Friday)
Classes End	March 24, 2025 (Monday)
End-Term Exam	**March 25 – 30, 2025 (Tuesday - Sunday)**
Term Moderation	April 22, 2025 (Tuesday)
Third Term Result	April 23, 2025 (Wednesday)

Revised: June 03, 2024

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ACADEMIC CALENDAR: PGDM (18 Months) 2025-26	
Neev 2025: Orientation Program	July 28 (Monday) - July 30 (Wednesday), 2025
First Term	
Classes Commence	July 31, 2025 (Thursday)
Independence Day (Holiday)	August 15, 2025 (Friday)
VIMARSH 2.0 - CHRO Conclave	August 30 – 31, 2025 (Saturday & Sunday)
Mid-Term Exams (Classes suspended)	September 08 – 10, 2025 (Monday – Wednesday)
Classes Resume	September 11, 2025 (Thursday)
Dussehra (Holidays)	September 30 – October 01, 2025 (Tuesday – Wednesday)
Mahatma Gandhi's Jayanti (Holiday)	October 02, 2025 (Thursday)
IMI MUN 2025	October 11 – 12, 2025 (Saturday – Sunday)
Classes End	October 17, 2025 (Friday)
Diwali (Holidays)	October 20-21 (Monday – Tuesday)
End-Term Exams (Classes suspended)	October 22 -25, 2025 (Wednesday – Saturday)
Term Moderation	November 25, 2025 (Tuesday)
First Term Result	November 26, 2025 (Wednesday)
Second Term	
Classes Commence	October 27, 2025 (Monday) 1st Half Students Registration
Conventus (Classes suspended)	October 31 – November 2, 2025 (Friday – Sunday)
National Alumni Meet	November 15, 2025 (Saturday)
Mid-Term Exams (Classes suspended)	December 01 – 3, 2025 (Monday – Wednesday)
Classes Resume	December 04, 2025 (Thursday)
TEDx	December 11, 2025 (Thursday)
Christmas (Holiday)	December 25, 2025 (Thursday)
New Year's Day (Holiday)	January 01, 2026 (Thursday)
Classes End	January 12, 2026 (Monday)
End-Term Exams (Classes suspended)	January 13 - 16, 2026 (Tuesday – Friday)
International Conclave 2026	January 17, 2026 (Saturday)
Term Moderation	February 17, 2026 (Tuesday)
Second Term Result	February 18, 2026 (Wednesday)
Third Term	
Classes Commence	January 19, 2026 (Monday) 1st Half Students Registration
Republic Day (Holiday)	January 26, 2026 (Monday)
Kritva (Classes suspended)	February 20 – 22, 2026 (Friday – Sunday)
Mid-Term Exams (Classes suspended)	February 25 – 27, 2026 (Wednesday – Friday)
Classes Resume	March 02, 2026 (Monday)
Holi (Holiday)	March 04, 2026 (Wednesday)
Classes End	April 03, 2026 (Friday)
End-Term Exams (Classes suspended)	April 06 – April 10, 2026 (Monday – Friday)
Term Moderation	May 07, 2026 (Thursday)
Third Term Result	May 08, 2026 (Friday)

Fourth Term	
Classes Commence	April 13, 2026 (Monday) 1st Half Students Registration
Mid-Term Exams (Classes suspended)	May 18 – 20, 2026 (Monday – Wednesday)
Classes Resume after Mid-term	May 21, 2026 (Thursday)
Classes End	June 19, 2026 (Friday)
End-Term Exams (Classes suspended)	June 22 - 25, 2026 (Monday – Thursday)
Term Moderation	July 23, 2026 (Thursday)
Fourth Term Result	July 24, 2026 (Friday)
Fifth Term – FIELD PROJECT	
Field Project Commence	July 10, 2026 (Friday)
Project Topic Finalization	July 13, 2026 (Monday)
Formal Project Proposal Submission	August 10, 2026 (Monday)
Mid-Term Project Report Submission	October 12, 2026 (Monday)
Final Project Report Submission	December 28, 2026 (Monday)
Final Project Report Hardbound Copy Submission	January 04, 2027 (Monday)
Final Project Presentation to the Evaluation Panel (online)	January 18 – 22, 2027 (Monday – Friday)
Field Project Result Moderation	January 25, 2027 (Monday)

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Standard Operating Procedure for Requesting & Ordering
Harvard Business Publishing Education (HBPE) Simulations

Scope:

This SOP applies to faculty members who wish to order HBPE simulations for classroom teaching at IMI and to library staff involved in ordering and procurement of HPBE simulations.

Process to be followed:

1. **Request Submission**: The faculty member must fill out the HBPE simulation request form to be provided by the library (Annexure 1). The completed request form should be sent to library@imi.edu with a cc to head-library@imi.edu.

2. **Price Quotation**: Upon receiving the request, designated library staff will update the form adding in the cost of simulation/s (both in USD and INR) for the required number of licences and send it back to the concerned faculty.

3. **Dean Academics Review and Approval:** The faculty member shall send the completed request form to the Dean Academics for review and approval. The approval email will be copied to library@imi.edu and head-library@imi.edu.

4. **Order Placement:** Upon receiving the approved request, library will proceed to place the order at the HBPE website.

5. **Order Confirmation:** The concerned faculty will receive a procurement confirmation email from library@imi.edu with a URL link of the ordered simulation. Simultaneously, the simulation/s will reflect in the HBPE account of the concerned faculty.

   Estimated timeline for order procurement (post approval) is a maximum of 2 workings days.

6. **Post-Order Process:** Faculty will take forward the procured simulation in the classroom. Library will be responsible for documentation (which includes a copy of completed request form and Dean's approval).

Library staff responsible for HBPE Simulation Request Processing:

- o   Kavita Gaur
- o   Overall responsibility: Dr Shilpi Tripathi

Library email Id for this purpose: library@imi.edu with cc to head-library@imi.edu

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HBPE Simulation/s Request Form

Please provide us the following information for eLearning HBPE Simulation/s access:

Program	
Term	
Course name	
Total number of students enrolled in the Course	
Faculty name	
Faculty E-mail ID	
Simulation title	
Product no.	
No. of simulation licence required	
Simulation play date (MM/DD/YYYY)	
Price per licence (USD & INR) (*to be filled up by library staff*)	
Total price (USD & INR) (*to be filled up by library staff*)	
Currency conversion rate (*to be filled up by library staff*)	

Delhi

	International Management Institute					
	Program: Term: Subject: Faculty: **Feedback Name: (Mid term)**					
SN	**Evaluation Parameters**	*Strongly Disagree* 1	*Disagree* 2	*Neither Agree nor Disagree* 3	*Agree* 4	*Strongly Agree* 5
Instructor Feedback						
2.1	Explained concepts and theory clearly					
2.2	Connected theory to practice (examples/cases)					
2.3	Encouraged questions and actively engaged students to participate both inside and outside the classroom					
2.4	Provided timely, constructive feedback					
2.5	Grading/evaluation criteria were clear and fair					
2.6	Was well-prepared and organized					
2.7	Was approachable and available outside class					
Other Feedback (Subjective)						
2.8	Up to 100 words					

SN	Evaluation Parameters	Strongly Disagree 1	Disagree 2	Neither Agree nor Disagree 3	Agree 4	Strongly Agree 5
International Management Institute						
Program: Term: Subject: Faculty: **Feedback Name: (End term)**						
Course Feedback						
1.1	Learning goals & syllabus were clear					
1.2	Content was relevant and up-to-date					
1.3	Course was well-organized and paced					
1.4	Materials/resources (readings, slides, cases) supported my learning and were easy to understand					
1.5	Sessions conducted by industry experts provided practical and useful insights to support course learnings					
Instructor Feedback						
2.1	Explained concepts and theory clearly					
2.2	Connected theory to practice (examples/cases)					
2.3	Encouraged questions and actively engaged students to participate both inside and outside the classroom					
2.4	Provided timely, constructive feedback					
2.5	Grading/evaluation criteria were clear and fair					
2.6	Was well-prepared and organized					

2.7	Was approachable and available outside class					
Learning Experience						
3.1	Activities/discussions (projects, assignments etc) meaningfully aided my learning					
3.2	Tools/technology (LMS, slides, simulations)were used effectively					
3.3	Workload matched the credit/expectations for the course (Reading & Cases, Assignment/Presentation/Quizzes etc.)					
3.4	Assessments reflected what was taught					
Other Feedback (Subjective)						
4.1	Up to 100 words					

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	Program: Term: Course: Session by Industry Expert: **Feedback Form**					

SN	Evaluation Parameters	*Strongly Disagree* 1	*Disagree* 2	*Neither Agree nor Disagree* 3	*Agree* 4	*Strongly Agree* 5
1	Session topic was relevant to the course					
2	Speaker explained concepts clearly					
3	Real-world examples were used effectively					
4	Provided practical, actionable takeaways					
5	Encouraged questions and interaction					
6	Responses to questions were addressed clearly and were helpful					
7	Slides/visuals (if used) supported understanding					
8	Pace and time management were appropriate					
9	Speaker was well-prepared and organized					
10	Overall, the session added value to my learning					
11	You would recommend inviting speaker again for other sessions					
	Other Feedback (Subjective)					
	Up to 100 words					