WELCOME TO IIMU

POST GRADUATE PROGRAM IN MANAGEMENT

Academic Year: 2018-19

Contents

Two-Year Post Graduate Program in Management
Program Guidelines – 2018

Introduction

This document provides a brief description of the Post Graduate Program in Management (PGP) and the academic and personal conduct expected of students at the Indian Institute of Management Udaipur.

Program Objective

The Post Graduate Program in Management (PGP) at IIM Udaipur is the flagship program of the Institute. The curriculum design, pedagogy and course content are guided by the Institute's mission, core values and culture:

IIMU Mission

- Thought leadership in research that builds theory and inspires practice
- Creating responsible leaders by providing value-based and application-oriented management education
- Providing a transformational learning experience
- Contributing to the development of the region by focusing on wealth creation and social welfare

IIMU Core Values

- Excellence
- Integrity
- Transparency
- Mutual Respect
- Inclusion
- Environmental consciousness

Culture

- A faculty-governed Institute with a culture of academic excellence fostered by rigor in teaching and research
- A culture which inspires entrepreneurship and innovation
- A non-hierarchical culture that encourages freedom of thought and expression for all
- A culture which promotes openness and transparency in all processes and information exchange
- A culture that provides an inclusive environment for growth

Academic Calendar

The academic calendar for the first and second years of PGP is contained in Appendix 1.

1. **Registration**
   1.1 **First Year Registration**

   All first year students are required to register on the first day of each term unless permitted by the Manager-Programs to register at a later date. Late registration may require payment of a late registration fee of Rs.1000 or more.

1.2 Second Year Registration

Second Year students are required to fill up course registration cards a day before the beginning of classes, unless permitted to register later by the Manager-Programs. A student who fails to register on the above specified date will be declared to have left the program, and would be allowed to register only after he/she has obtained permission from the Manager-Programs. Late registration may require payment of a late registration fee of Rs. 1,000 or more.

2. Curriculum Design

2.1 Duration

The duration of the PGP is two academic years. Each academic year begins in June and ends in March/April, and has three terms. In addition, students are required to complete a summer assignment after completion of the first year and before commencement of the second year.

2.2 Compulsory Package

a. Orientation Program: The orientation aims to make students comfortable in the new environment. The specific objective of the orientation is to familiarize students with the content of the PGP and the teaching methodology of IIMU.

b. Compulsory Courses: The purpose of these courses is to build the foundation required for the program. A list of these courses is contained in Appendix 2. Hence, all students are required to complete these courses. The compulsory courses are offered in the first year of the program. However, the Capstone Exercise will be offered in the Sixth Term.

2.3 Summer Assignment

Students are required to work in an organization for at least eight weeks during the summer between the first and the second academic years. Students also have the option of working on an Entrepreneurial project. The objectives of the summer assignment include the following:

- to enhance the understanding of the knowledge acquired in the first year through its application in a practical setting
- to obtain first hand experience of working in an organization
- to develop an appreciation for the inter-dependences and inter-linkages among different functions.

2.4 Elective Courses

Students register for elective courses, that is, courses of their choice, in the second year of the program. A tentative list of courses proposed to be taught during the second year is contained in Appendix 3. Students select their electives from this set of courses that are offered in the three terms during the second year. Through these courses students are expected to deepen their understanding of and acquire skills relevant to specific areas in management.

The minimum credits you have to earn and the maximum credits you are allowed to earn each term and as a total during the second year (including the course of independent study) are given below:

Credits inclusive of Course of Independent Study	Fourth Term (11-12 weeks)	Fifth Term (13-14 weeks)	Sixth Term (10-11 weeks)	Total
Minimum	24	18	--	60
Maximum	26	22	--	64

There are no minimum credits that you have to earn in the sixth term. However, you should ensure that you will be earning a minimum of 60 credits in the second year so as to fulfill the credit requirements for graduation.

3. Crediting of Courses in the Second Year

Types of Courses:

3.1. Elective Course: Through these courses students are expected to deepen their understanding of and acquire skills relevant to specific areas in management.

3.2 Course of Independent Study (CIS) – 4 credits: It provides an opportunity to apply the tools, techniques, skills and concepts, which a student may have already learnt, to the study of actual problems through field studies, computer based analysis and library research. See Appendix 4 for further guidelines.

Students can do CIS for up to eight credits. They can be undertaken only with the prior permission of the instructor(s) concerned.

3.3 Term Break Courses

Courses that are offered during the breaks between the fourth and fifth terms or fifth and sixth terms. These would be courses which have pedagogy that depends on (i) continuous and intensive interaction, and (ii) extended field visits.

3.4 Exchange Program

Students involved in the exchange program will be given credits up to a maximum of 20, or the actual - if less than 20. The minimum academic standards for award of diploma will apply for courses taken in the exchange program institution. Equivalence of credits and grades will be determined by the Program Committee.

3.5 Registration for Elective Courses

a. **Announcement**: Elective courses will be announced about five weeks before the closure of the term previous to the term in which the courses are to be offered.

     b.   **Course Workshop:** A course workshop preferably driven by the Student Academic Council will be held as soon as possible after the announcement of the list of elective courses, to enable students to seek more inputs on the courses.

     c.   **CIS**: The course announcement and pre-registration would be so scheduled to enable a student to consider one CIS (up to four credits), if he/she so wishes, based on the courses offered.

     d.   ***Pre-Registration***: This will be held about two to three weeks after the announcement. Students can choose from among the announced courses, within the minimum and maximum credit limits.

     e.   ***Dropping of Courses after Pre-Registration:*** Courses with less than 15 per cent of the batch strength or 20 students, whichever is less, will be dropped as soon as pre-registration is completed. However, this rule is not applicable if a course is offered for the first time or if such course belongs to the area which has not offered any courses or offered a fewer number of courses.

         Students pre-registered for courses which are dropped can register for other courses.

     f.   ***Time Table***: Program Office may develop a timetable before the pre-registration, so as to facilitate students to pre-register for the courses of their choice.

     g.   **Auditing of Courses:** A student would be permitted to audit a maximum of one course per term. Auditing of courses will be entirely between the instructor and the students. The Program Office will not intervene in the process. Finding course material for the courses being audited will also be the responsibility of the students. The audited courses will not appear in the Grade Sheet.

4.   Course Workload

A one-credit course has five/six sessions of 90/75 minutes duration. As a general rule, a four-credit course requires from a student about 100 hours of work, including time spent in the classroom. A four-credit course typically consists of around 20/24 class sessions of 90/75 minutes duration. Courses are of one, two, three or four-credits. In special circumstances, non-credit courses with workload implications may also be offered.

5.   Quizzes

Surprise quizzes will be scheduled after the class hours (after lunch). The announcement of the quizzes may be made after the last session. You are therefore advised to check your mail daily after the last session for quiz announcement, if any. Pre-announced quizzes would be conducted only on Saturdays.

6.   Grading System

    a.   Grades are based on a five-point scale as follows:

Grade	A	B	C	D	F
Description	Excellent	Good	Satisfactory	Low Pass	Fail
Grade Point	3.50-4.00	2.50-3.49	1.50-2.49	0.50-1.49	0.00-0.49

b. If a student has not satisfied the academic requirements of a course, he/she may be assigned "I" (Incomplete) grade temporarily, representing non-completion of the academic requirements for the course.

First year students are expected to complete all first year course work before they join the second year program. In exceptional circumstances, where a student is unable to remove the "I" before the start of the second year program, the Program Committee will decide whether he/she may register for second year courses.

In the case of a second year student, such incomplete course work should be completed at the latest by the end of the academic year. If for any reason, the student fails to complete the course, the "I" grade would be automatically converted into an "F" grade.

However, if in the instructor's opinion, the student's failure to complete the course (and thus remove the "I" grade) stemmed from an act of indiscipline, he/she should refer such a case to the Program Committee. In such cases, the Program Committee, in consultation with the instructor, will decide whether or not the student should be required to return in the next academic year for removing the "I" grade.

No student may graduate with an "I" grade in any course.

c. The instructor should specify the grading plan in the course outline.

7. Communication of Grades
a. Course instructors are required to communicate
    i.   to the students the marks/grades obtained in quizzes/assignments as soon after the event as possible but not beyond one week;
    ii. to the students and Program Office the marks/grades for the mid-term examinations as soon as possible, but not more than two weeks after the examination date;

b. to the Program Office, within two weeks of the end of the course, the final course grade;

c. while the segment-wise marks/grades are communicated directly to students by instructors, the final course grade is communicated to the students by the Program Office;

d. the Program Office will communicate to students their final letter grades in various courses along with GPA and CGPA.

8. Revision of Grades Awarded
a. The grades given by an instructor on any segment of evaluation are final. The instructor will not be called upon to justify the grades. A student who desired clarification on the grade/s awarded may discuss the matter with the instructor/s within three days after receiving the grades. If any grievance regarding grading is not resolved through discussion with the instructor or

if the instructor is not available in station, the concerned student may refer the matter to the Program Office in writing within two days thereafter, who will then discuss the matter with the course faculty, if required.

b. Grades submitted to the PGP Office are treated as final. Any change is permitted only with the mutual consent of the instructor and the Program Office provided the change is communicated within seven days of the submission of grades to the Program Office. The Program Office would refer the matter to the Program Committee for final decision.

c. Revaluation of examination paper/term papers is normally not undertaken. In exceptional circumstances, however, if a student considers that the grading has been unfair, he/she may, within four days of receiving the grade, submit to the Manager-Programs a written request for revaluation.

9. **Academic Standards**
    a. **Grade Point Average (GPA)**
        GPA for a term is the weighted average of the grade points obtained in the courses registered for by a student in that term, the weights being the respective course credits.

    b. **Cumulative Grade Point Average (CGPA)**
        CGPA, as at the end of first/second year, is the weighted average of the grade points obtained in all the courses registered for by a student up to first/second year, the weights being the respective course credits.

    c. **Deficit Credit Points (DCPs)**
        Grades "D" and "F" will carry DCPs as follows:
        - A "D" will carry one DCP in a one-credit course, two DCPs in a two-credit course, three DCPs in a three-credit course, and four DCPs in a four-credit course and so on.

        - An "F" will carry two DCPs in a one-credit course, four DCPs in a two-credit course, six DCPs in a three-credit course, and eight DCPs in a four- credit course and so on.

        - Total number of DCPs will be calculated by adding the number of DCPs accumulated by obtaining both "D"s and "F"s during the academic year.

Criteria for Promotion, Award of Degree and Punitive Grading

A. **Clear Promotion from PGP First Year to PGP Second Year**
    A first year student will qualify for promotion to the second year, if he/she satisfies the following two criteria:
    - He/ She should have a Cumulative Grade Point Average (CGPA) of at least 2.0 at the end of the first year, and
    - He/ She should not have accumulated more than 16 (sixteen) Deficit Credit Points (DCPs) at the end of the first year

B. Conditional Promotion from PGP First Year to PGP Second Year

1. In case a student is not able to fulfil the conditions specified in point A above, he/ she may still be conditionally promoted to Second Year if he/ she fulfils any of the following criteria:
   - CGPA of atleast 1.90 and DCP's less than or equal to 16, **or**
   - CGPA of atleast 1.93 and DCP's less than or equal to 18, **or**
   - CGPA of atleast 1.95 and DCP's less than or equal to 20, **or**
   - CGPA of atleast 1.98 and DCP's less than or equal to 22, **or**
   - CGPA of atleast 2.00 and DCP's less than or equal to 24

2. If a student is conditionally promoted to Second Year, he/she shall make good the shortfall in DCPs and\or CGPA by repeating a suitable number of first-year courses. However, the student shall not be allowed to repeat more than one four-credit course (or two two-credit courses) per term. In case a student opts for two two-credit courses in a term, these may not run simultaneously.

3. In case a student is required to repeat a course in the third term, he/she would not be eligible to participate in the convocation unless all the course requirements (including evaluation and grading) are completed at least seven days before the date of the convocation. Such students shall, subject to fulfilment of all conditions for award of the degree, receive their transcript (grade sheet) and a certificate of completion of the program. However, the degree itself shall be awarded only at the next convocation.

4. If a student who has been conditionally promoted to the second year fails to meet the conditional promotion requirements at the end of the academic year, he/she will not be permitted to continue in the program.

5. The student must fulfil regular attendance norms for the courses repeated as such.

C. Repeating the First Year:

1. In case at the end of third term, a student is not able to meet the conditions specified in point A or point B(1) above, the student shall not be eligible to be promoted to Second year but he\she may continue with the program by repeating all or some of the courses in the First year to make up for the deficit in CGPA and\or DCP's indicated in point A above.

2. Such repetition shall be allowed only if the student has at least 1.5 CGPA and DCP's not more than 32 at the end of third term.

3. The student will have the option of choosing some or all courses in which he/she has got a grade point of less than 2, or repeating all the courses in the first year. The tuition fee payable by the student will be based on the proportion of credits repeated, while other charges such as hostel, mess, etc. will be payable in full.

4. The student must fulfil regular attendance norms for the courses repeated as such.

5. If a student, who has repeated some or all courses in the first year fails to meet the criteria for clear promotion to the second year, he\she will not be permitted to continue in the program. Provision for conditional promotion to Second Year shall not be applicable to these students.

D. Expulsion from the Program on account of extremely poor academic performance in First Year:
A student shall not be allowed to continue with the program if his/her performance falls below any of the following criteria:

By the end of	Minimum CGPA	Maximum DCP's
Term 1	1.25*	16
Term 2	1.37	28
Term 3	1.5	32

* GPA in this case

E. Criteria for Graduation – Award of Degree
A second year student, who has satisfactorily completed the summer internship, will qualify for the award of the Degree, if he/she satisfies all of the following criteria:
- He/She should have a CGPA of at least 2.0 at the end of the second year.
- He/She should not have accumulated more than 12 DCPs in the second year of the program.
- He/She should not have accumulated more than 24 DCPs cumulatively at the end of the second year.
- In case the student was conditionally promoted to the second year, he/she has CGPA at least 2.00 and DCPs not more than 16 in the first year courses.

i. The Institute may ask a student to withdraw from the program at any time if the academic progress of the student is extremely poor or his/her conduct is detrimental to the education process of the Institute.
ii. If a student is required to leave the Institute, he/she may appeal to the Director in writing, through the Manager-Programs, for a review of his/her case. The Director's decision on this shall be final.

F. Consequence of excess DCPs or failure to secure minimum CGPA for graduation
If a student does not meet the specified criteria for graduation, as mentioned in point E above, at the end of the second year, he/she will not be awarded the degree and will not be admitted to the convocation. However, the following two options would be made available to the student:
- Take up Courses of Independent Study (CIS) amounting to up to eight credits. The CIS may be taken up at any time after the convocation, but must be completed at least one week before the date of next convocation. However, all conditions stipulated in the policy relating to CIS will be applicable.

- Repeat one or more second year courses in the next academic year to fulfil the graduation requirements. Every such course in which the student secures a grade point of at least 2 shall be considered as decreasing a corresponding number of DCPs in the second year, and shall be used to recompute his/her CGPA. The course requirements, including evaluation and grading, must be completed at least one week before the date of next convocation.

G. Reflection of grades on grade sheet in case of conditional promotion/ repeating of courses

In case a student is asked to repeat courses or take up CIS, whether due to conditional promotion, or repeating the first year, or repeating certain second year courses in the subsequent academic year, such courses will appear in the grade sheet under the academic year in which he/she repeated the course(s)

H. Punitive Grading

Grades achieved by a student may be reduced by the Program Committee, or the course instructor as a punitive measure whether for shortage of attendance or for academic indiscipline or for other reasons. Apart from exercising discretion in such matters, the Program Committee may also define policies in this regard.

10. Academic Honours

10.1 Ranks

For the purpose of ranking, the CGPA would be calculated on the basis of the credits of the entire course taken at the Institute.

10.2 Award of Medals

a. The "Indian Institute of Management Udaipur, Award for Scholastic Merit" will be given to two students from the graduating class.

b. The preliminary list of students for consideration of awarding the medal would be made based on the following criteria:
   i. the students should have been in the top 15 per cent of the first year class.
   ii. The students should also be in the top 15 per cent of the second year class.

c. In addition, the award is given only if the student's CGPA is
   i. 3 and above in the first year,
   ii. 3 and above in the second year,
   iii. 3 and above cumulatively for the first and second years,
   iv. the student has not obtained 'F' grade in any course,
   v. the student has not violated academic discipline during the two years of the program.

The CGPA would be assessed on the basis of the weightages of the courses taken at the Institute in the first and second years.

10.3 Award of Merit Scholarships

Every year a certain number of scholarships are given to the second year students based on their academic performance in the first year. The guidelines for the award of scholarships are given in Appendix 5.

a. **GENPACT Scholarships**: These scholarships were instituted by GENPACT. Every year, "GENPACT Scholarships" are given to two second year students based on their academic performance in the first year. The eligibility criteria for the award of the scholarship is given in Appendix 6. The award is a cash prize of Rs.1,00,000 each.

b. **SCHOLASTIC MERIT AWARD SCHEME**

Award	Details of Award	Remarks
Award of Merit Certificate for highest GPA in respective sections at the End of Term 1	Certificate of merit Cash award of Rs.20,000	
Award of Merit Certificate for highest GPA in respective sections at the End of Term 2	Certificate of merit Cash award of Rs.20,000	
Award of Merit Certificate for highest GPA in respective sections at the End of Term 3	Certificate of merit Cash award of Rs.20,000	
Director's Award for being among top five percent of the batch in terms of CGPA at the end of Term 3*	Certificate of merit Certificate of rank Cash award of Rs.100,000	
Indian Institute of Management Udaipur Awards for Scholastic Merit	Medal Certificate of merit	The number of awards shall be equivalent to one percent of the batch size. Awards shall be given at the annual convocation.
Director's Award for being among top five percent of the batch in terms of CGPA at the end of Term 6	Certificate of merit Certificate of rank	Awards shall be given at the pre-convocation event.

* 3.5 CGPA and above with no DCP's
For the above award, the recipients should not have violated the academic discipline of the Institute.

10.4 IIMU Award for the Best PGP All-rounder

The awardee is chosen from among the top 25 per cent of the Batch. The awardee should also have shown outstanding performance in extracurricular activities especially he/she should have demonstrated work in the community to promote the Institute. Inputs from the students may also be sought.

11 Convocation

The Annual Convocation is held at the end of the academic year to

i. Confer the "Degree of Master of Business Administration" to successful students and

ii. Award scholastic medals.

11.1 Award of Degree

The degree of Master of Business Administration will be conferred on all students at the end of the second year, who in the judgement of the faculty have fulfilled all the conditions and requirements for the award of degree at the Institute's Annual Convocation held at the end of the academic year. All the students qualifying for the degree should attend the convocation. Those seeking the award of degree in absentia will have to pay a fee of Rs. 1,000.

12 Attendance and Discipline

12.1 Attendance

a. Program Office will keep a record of attendance in all courses. Students are required to register their attendance before the beginning of each session through the biometric machines.

Additionally, the Class Representative will also administer the attendance sheet. Marking proxy attendance will invite disciplinary action. If a student has registered the biometric attendance before the class, but he/she is not able to attend such class, it should be immediately informed to Program Office through an email or a written application. Any student who registers the biometric attendance but does not attend the class and also does not inform the Program Office as mentioned above, will have to pay a monetary fine and also face disciplinary action. Primary attendance record will be captured from the Biometric system, secondary record will be attendance sheet submitted by the CR and third will be video recording.

b. Students are required to attend the sessions of a given course as per the attendance policy given below. An instructor can decide upon norms which are stricter than the basic attendance policy and the students of that course must adhere to the policy prescribed by the instructor. The instructor is free to adopt appropriate measures to regulate attendance, penalize absence, and ensure smooth and undisturbed process of learning in his/her class.

c. The students, under no circumstances, are allowed to leave a class once it has started. Leaving in between a class shall be recorded as absent for the class.

d. Failure to submit an application for leave (where eligible) and the associated proof (wherever required) within the permissible time frame will disentitle the student to claim such leave in future. Program Committee may condone the delay in submission of application and the associated proof if it believes that such submission in the given timeframe was not possible due to reasons which were outside the control of the claimant.

e. Absence without leave will be considered a serious breach of discipline and the Institute will be free to take appropriate action in such cases.

f. If a student cannot appear for the examination due to his/her meeting an accident and\or hospitalization or due to the demise of a family member (as defined in attendance policy), the information should be conveyed to the

Program Office before the commencement of the quiz/examination. In such a case the faculty may be requested to give a make-up examination or extrapolate the grade (in case of an accident and\or hospitalization, a valid medical certificate from the Institute's doctor or a hospital discharge summary must be duly produced failing which the student will be awarded Zero mark for the quiz/examination).

g. Attendance and Leave of Absence Policy for PGP I and PGP II students are given below:

PGP-I

General Attendance Requirement: 100% *

Absence consequences (Table – 1)

4 Credit Course		2 Credit Course	
Number of Sessions Missed	**Consequence**	**Number of Sessions Missed**	**Consequence**
Up to 2	Single Grade Down	Up to 1	Single Grade Down
More than 2	Student gets 'F' (Fail) Grade	More than 1	Student gets 'F' (Fail) Grade

Exemptions (Table – 2)

Reason	Requirement to claim exemption	4 Credit Course	2 Credit Course	Consequences for absence beyond permissible exemption
		Max. absence allowed[1]	Max. absence allowed[1]	
Hospitalization in Udaipur[2]	Valid Discharge Summary with recommendation of homestay advice (if claimed)	6 sessions	3 sessions	Student gets F Grade. No provision of grade down applicable
Demise of an immediate family member[3]	A timely intimation to Program Office	6 sessions	3 sessions	Student gets F Grade. No provision of grade down applicable
Out Patient Treatment[4]	Valid medical certificate issued within 24 hours before or after the sought absence by the doctor visiting the IIM Udaipur dispensary. An intimation of absence must be sent to Program Office before the session.	2 Sessions	1 session	Student gets F Grade. No provision of grade down applicable
Attending Competitions	The competition must be approved as per guidelines issued by Program Office. A prior approval[5] should be taken from Program Office at least 15 days before the sessions or receipt of intimation from the organizers whichever is later, from which the absence is sought.	2 Sessions	1 session	Student gets F Grade. No provision of grade down applicable

1. In any circumstance or combination of circumstances mentioned in table 2 above, the maximum allowed absence for any four credit course should not exceed beyond six sessions and that for two credit course should not exceed beyond three sessions. In case these limits are exceeded, the student will be liable to get an F Grade for the concerned course

2. In case a student is hospitalized outside Udaipur, i.e., not under the advice of the Institute's Doctor, the above rule will be applied only after the scrutiny of the medical records and medical certificate by the Institute's Doctor. His/her decision will be final.

3. An immediate family member means father, mother, grandparents, sibling, spouse, children or parents of spouse of the student.

4. No leave will be sanctioned for minor illness such as cold/cough, headache, etc.

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

* Exemption to 100% attendance rule for PGP-First Year

If a student is marked absent due to:

a. coming late to the class, or an act of academic indiscipline in the class, which according to the course instructor, is of a minor nature, or

b. not being able to produce a medical proof despite his/ her best efforts

may be granted leave of absence by the Programmes Office under the category of out-patient treatment, provided, the concerned student fulfils the following requirements:

i. For condition (a) above:

- The student tenders a public apology for being late to the class or for the act of indiscipline, and

- Submits an undertaking to the Programmes Office that such an act will not be repeated and he/ she is aware of the consequences of repetition of such an act.

ii. For condition (b) above:

- Furnishes an explanation for inability to produce a medical proof and that he/ she made an honest effort to comply with the requirement, and

- Programmes Office, after due verification, finds the explanation to be satisfactory.

Further provided that, the condonation mentioned in (a) above shall be allowed only once for a student for all the courses taken together in a term.

PGP-II

General Attendance Requirement: 80%

Absence Consequences (Table – 1)

4 Credit Course		2 Credit Course	
Number of Sessions Missed	**Consequence**	**Number of Sessions Missed**	**Consequence**
4 or less	No consequences	2 or less	No consequences
5 to 6	Single Grade Down	3	Single Grade Down
More than 6 sessions	Student gets 'F' (Fail) Grade (0.49)	More than 3	Student gets 'F' (Fail) Grade

Reason	**Requirement to claim exemption**	**4 Credit Course** Max. **additional** absence allowed[1]	**2 Credit Course** Max. **additional** absence allowed[1]	**Consequences for absence beyond permissible exemption**
Hospitalization in Udaipur[2]	Valid Discharge Summary with recommendation of homestay advice (if claimed)	4 sessions	2 sessions	Student gets F Grade. No provision of grade down applicable
Demise of an immediate family member[3]	A timely intimation to Program Office	4 sessions	2 sessions	Student gets F Grade. No provision of grade down applicable
Out Patient[4] Treatment	Valid medical certificate issued within 24 hours before or after the sought absence by the doctor visiting the IIM Udaipur dispensary. An intimation of absence must be sent to Program Office before the session.	2 Sessions	1 session	Student gets F Grade. No provision of grade down applicable
Attending Competitions	The competition must be approved as per guidelines issued by Program Office. A prior approval[5] should be taken from Program Office at least 15 days before the sessions from which the absence is sought.	2 Sessions	1 session	Student gets F Grade. No provision of grade down applicable

1. In any circumstance or combination of circumstances mentioned in table 2 above, the maximum allowed **additional absence** for any four credit course should not exceed beyond four sessions and that for two credit course should not exceed beyond two sessions. In case these limits are exceeded, the student will be liable to get an F Grade for the concerned course.

2. In case a student is hospitalized outside Udaipur, i.e., not under the advice of the Institute's Doctor, the above rule will be applied only after the scrutiny of the medical records and medical certificate by the Institute's Doctor. His/her decision will be final.

3. An immediate family member means father, mother, grandparents, sibling, spouse, children or parents of spouse of the student

4. No leave will be sanctioned for minor illness such as cold/cough, headache, etc.

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

12.2 ACADEMIC INDISCIPLINE BY STUDENTS

1. **Scope**
   1.1 The Institute attaches utmost importance to integrity and honesty in all segments of academic work. This section documents the Institute's policy with regard to instances of academic indiscipline by students.

   1.2 No document can address all possible situations of academic indiscipline. The Program Committee may exercise discretion wherever they find such discretion necessary.

2. **What constitutes academic indiscipline?**
   2.1 Academic indiscipline includes, but is not limited to the following.
   - Cheating in examinations, quizzes, or other such evaluation components, by way of copying, or use of unauthorised aids or material.
   - Plagiarism, that is the use of other people's work for submissions (for instance, in project reports) without suitably acknowledging the sources of such content.
   - Collaboration of a nature that the course instructor determines to be inappropriate.
   - Breach of examination rules.
   - Obtaining or distributing exam papers or similar material by improper means.
   - Misrepresentations (e.g. fraudulent health claims) which may affect evaluation or grades.
   - Abetment of others to plagiarise/ commit acts of academic indiscipline.

3. **Who can report instances of academic indiscipline and to whom?**
   3.1 Instances of academic indiscipline may be reported by anyone including students, invigilators, teaching assistants, student bodies (like the Academic Council), and instructors. Anonymous reports are also permitted; however, it is preferred that such reports be accompanied by sufficient evidence. Reports should be specific and in the normal course, should indicate identities of the students who

have engaged in acts of academic indiscipline. Invigilators may report instances of cheating directly to the instructors and/ or by making suitable notings prominently on the answer script of the relevant student.

3.2 Instances of academic indiscipline should normally be reported to the instructors for the relevant course. In case reports are received by anyone else (e.g. the Program Office), they would forward the report to the relevant instructor.

4. Categories of academic indiscipline

4.1 The Institute's approach to academic indiscipline is intended to initially be educative and corrective, rather than merely punitive. With this objective in view, acts of academic indiscipline may be categorised as below.

- **Category A acts**: Instances of academic indiscipline during the first term of the Post Graduate Program which in the instructor's view, are on account of lack of understanding of norms related to plagiarism, permissible collaboration, and the like. In respect of any student, only the first such instance would be treated as a Category A act.

- **Category B acts**: All other instances of academic indiscipline. It is clarified that cheating in examinations, test, quizzes, and similar evaluation components shall always be considered as a Category B act.

5. Action to be taken by the instructor

5.1 The instructor(s) shall look into the incident of academic indiscipline including by discussing with the concerned student(s). In case the instructor feels after looking at relevant facts and circumstances that the likelihood of the student having committed the act is sufficiently high, he/she shall levy the following penalties.

5.2 The student's grade in the course shall be reduced by a maximum of (i) 2 (two) grade points, and (ii) such number of grade points as may be required to reduce the student's grade points in the course to 1.49. The instructor shall not have any discretion with regard to the levy of this penalty.

5.3 In addition, the instructor shall counsel the student and may further impose one or more penalties, which may include (but are not limited to) the following.

- A suitable deduction in the student's score (or grade) in the relevant evaluation component.
- Re-submission of assignments.
- Additional assignments.

5.4 Penalties that the instructor can impose are limited to the relevant course. In addition, the instructor may recommend additional penalties to the Program Committee.

5.5 The instructor is required to report the incident to the Program Office providing relevant details of the incident (including student identities, nature of the act, whether the act is in his/ her view a Category A or Category B act), action taken by the instructor (including penalty imposed, if any), and recommendations for further action (if any). The report from the instructor to the Program Office should in the normal course be sent within one month from the incident being noted, and before grades for the course are due.

5.6 In cases where a student has helped another student in an act of academic indiscipline, for purposes of this policy, the student who provides such help shall be treated on par with the student who receives such help.

5.7 In cases of academic indiscipline in assignments required to be carried out as a group, the instructor may decide not to levy the penalty indicated in para 5.2 on such members of the group who the instructor finds to not have been aware of the act of indiscipline. In respect of such other members of the group, the act of indiscipline shall be treated as a Category A act.

6. Action to be taken by the Program Office and Program Committee

6.1 The Program Office shall record all instances of academic indiscipline. The Program Office shall also issue a letter of reprimand\warning to the student. Further, the Program Office shall inform the Program Committee of all such instances at its meeting.

6.2 The Program Committee may review the course-specific penalties levied by the instructor in case it finds them to be extremely harsh or lenient. However, such reviews are expected to be rare. The Program Committee shall not have any discretion with regard to the levy of the penalty referred to in para 5.2 above.

6.3 The Program Committee would also decide on any recommendations the instructor may have on additional penalties.

6.4 Further, the Program Committee would consider other relevant factors including (but not limited to) whether the incident involves a repeat offence by the student, whether the student has also shown indiscipline in non-academic matters, severity of the offence, its effect on the Institute community, as also any mitigating circumstances or actions of the student. Based on these, the

6.5 Program Committee may decide on imposing additional penalties on the student which may include (but are not limited to) the following.

- Notice to the student that further academic indiscipline would result in more stringent penalties.

- Debarring from participation in Institute activities and events (including the convocation).

- Suspension from the Institute for periods of up to two years.

- Expulsion from the Institute.

In any case, students who have indulged in Class B acts of academic indiscipline shall not be eligible for consideration for any merit scholarships or scholastic awards.

The Program Committee shall periodically inform all students and faculty of instances of academic indiscipline and the penalties levied. However, identities of students involved shall not be disclosed in such communications.

All assignments should be submitted through Turn-it-in.

- Rules governing the conduct of students in examinations are given in Appendix 7
- Canvassing for grades is strictly prohibited.
- Penalty for breach of academic discipline includes expulsion from the Institute.
- Marking proxy attendance for others or having attendance marked by others will attract severe punishments.
- Cases of indiscipline or misconduct such as mass abstention from classes, irresponsible behavior inside or outside the classes, use of unethical practices during the summer placement or violation of the rules and regulations of the program will be severely dealt with.
- The Institute reserves the right to impose fines for acts of indiscipline. As an extreme measure, a student may be expelled from the Institute for misconduct.
- Students may seek, through the Manager-Programs, an appointment with the Director, to discuss their problems which are not resolved to their satisfaction at the level of the Program Committee.
- If a student is expelled from the Institute for misconduct, then he/she has the right to appeal in writing to the Director, through the Progam Office. The Director's decision would be final.

12.3 General Conduct

a. The Institute attaches utmost importance to strict integrity, honesty and general conduct of the students. Any violation of the above may lead to expulsion from the Institute.

b. The case method of instruction depends upon the confidence of businesses from which data are collected. Case names and data are frequently disguised. Students should ensure that the confidentiality of the data obtained for educational purposes is not violated in any way.

c. Smoking, drinking and eating in the classroom is prohibited.

d. Smoking and drinking on the campus, including in the hostel block, is strictly prohibited.

e. Those who own a vehicle are required to give details of their vehicles to the Administration. They are also required to produce a copy of the registration book of their vehicle as well as their driving licenses. Such vehicles will be given an IIMU Sticker.

Students are not permitted to keep/drive any vehicles run by petrol, diesel, or CNG within the Institute premises including in the Hostel block. Students should strictly park their vehicles in the designated parking areas and not

outside their rooms or elsewhere. This rule does not apply to special vehicles used by the students with disability.

f.   Mobile phones must be switched off and placed in the racks fixed on the either side of the classrooms. Any violation to this requirement will be severely dealt with.

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

h.   Students are not permitted to deal with the Institute employees including contract workers directly. Any complaints regarding workings/behavior of such employees should be reported to the concerned administrative heads.

12.4 Other Act of Indiscipline

a.   Consumption/Possession of Banned Items as per the Prevailing Law
     Upon receipt of information on such instances by any one, the Institute representative will visit the students engaged in such act and collect all evidence available on the site and arrange to take such students to the nearby hospital for collection of blood/urine samples. Disciplinary Committee shall investigate the matter in detail including analysis of evidence collected at site and lab reports of the samples. The decision of the Committee will be shared with the Program Committee.

b.   Act of Sexual Harassment
     All sexual harassment instances should be reported to the Chairperson, Committee for Managing Gender Issues (CMGI). The Chairperson of CMGI shall conduct a detailed investigation of the case and submit the report to the Director with proposed course of action against the culprits.

c.   Act of Ragging
     Upon receipt of information of such instances, the Disciplinary Committee shall collect all the evidence. If the affected students have received physical/ mental injuries, then they shall be immediately taken to the nearby hospital. The Committee shall investigate the matter in detail including the findings of the doctors of the hospital where the affected students were admitted. If the students are found guilty by the Committee, punishment will be levied as per the prevailing law.

12.5 In-House Counselor
Institute provides counseling services to the students through an in-house counselor.

13. Fees and Payment Schedules

Fee structure and schedule of payment for the academic year 2018- 2019 is given below:

		First Year Term - I	Second Year Term - IV
Fee paid at the time of accepting the offer of admission		**50,000**	----
Due on		**June 25, 2018**	Will be intimated later
Tuition Fees		1,50,000 #	2,00,000
Hostel Charges		9,750^^	15,750&
Alumni Association		----	3,000
Students Activities		3,000	3,000
Mess Charges	Vegetarian	15,480 *	15,480 *
	Non-vegetarian	17,820 *	17,820 *
Caution Deposit (Refundable)		25,000	--
Total (including Veg. Mess Charges)		**2,03,230**	**2,37,230**
Total (including Non-veg Mess Charges)		**2,05,570**	**2,39,570**

		Term - II	Term – V
Due on		**October 01, 2018**	Will be intimated later
Tuition Fees		2,00,000	2,00,000
Hostel Charges		9,750^^	15,750&
Mess Charges	Vegetarian	15,480 *	15,480 *
	Non-vegetarian	17,820 *	17,820 *
Total (including Veg. Mess Charges)		**2,25,230**	**2,31,230**
Total (including Non-veg Mess Charges)		**2,27,570**	**2,33,570**
		Term - III	Term – VI
Due on		**January 7, 2019**	Will be intimated later
Tuition Fees		2,00,000	2,00,000
Hostel Charges		9,750^^	15,750&
Mess Charges	Vegetarian	15,480 *	15,480 *
	Non-vegetarian	17,820 *	17,820 *
Total (including Veg. Mess Charges)		**2,25,230**	**2,31,230**
Total (including Non-veg Mess Charges)		**2,27,570**	**2,33,570**

After adjusting the commitment fee of Rs. 50,000/-
 All the above mentioned figures are in Indian Rupees (INR).
 * Mess charges will be as per actuals. If there are any changes you will be notified.
^^ Twin Sharing
& Single Room

14. **Financial Aid**

It is the endeavor of the Institute that no student be denied opportunity to pursue the PGP for want of adequate financial resources. The aim of the financial aid program of the Institute is to assist, to the extent possible, those students who are unable to finance the two year program on their own.

15. **Permanent Placement**

The Placement Committee helps, guides, and counsels second year students in securing suitable permanent placement by bringing them in touch with prospective employers. Permanent placement interviews (on and off campus) commence immediately after the second academic year finishes. Permanent facilities may not be provided to those students who have not cleared the payment dues.

16. **Exchange Program**

Student exchange program is offered in conjunction with selected management schools abroad, towards the objective of increased international exposure for the PGP students. Under this exchange program, a limited number of (i) second year students of the institute spend a term in the designated schools and (ii) students of the corresponding schools are permitted to credit courses at this institute. The exchange program is administered by the Program Committee. The details of the current exchange program are provided in Appendix 8.

17. **International Business in Practice**

The course aims to examine: 1) how and why companies internationalize; 2) how multinational companies operate; 3) the obstacles to international operation; 4) institutional and cultural differences between different forms of capitalism. The details are contained in Appendix 9.

18. **Participation in Competitions:**

Approved List of Competitions:

The Academic Council, after due consultation with the student community, shall finalize a list of not more than ten (10) competitions (whether conducted by academic institutions or by corporates) and submit it to Program Office for review by end of March every year. The said list (after incorporating any changing the Program Office may find appropriate) will be applicable for all the competitions which are held in the forthcoming academic session. For e.g. a list submitted in March 2019 will be valid for academic session 2019-20. For academic session 2018-19, the list may be submitted latest by 30th June 2018.

Guidelines for taking part in approved competitions:

1. Financial grants\support will be provided by the Institute for taking part in these competitions.

2. In case a quiz (surprise\otherwise) is conducted during the period for which the participating student's is\are absent for taking part in the competition, the absent students will be awarded zero marks for the said quiz. However, the students may request to the concerned instructor for a make-up for the missed quiz, which will entirely be a prerogative of the instructor.

3. In no case, the permission to take part in the competitions will be granted if the event falls during pre-scheduled examinations (mid-term\end-term) or

during the rural immersion program or during the IBP course or such other periods.

4. The maximum absence allowed for taking part in such competitions are detailed in the attendance policy.

No reason, whatsoever, for delay in returning back to the Institute, will be considered for justifying additional absence more than the limit prescribed in attendance policy.

The guidelines for participation in competitions are provided in Appendix 10.

19. Other Administrative Support
   a. *Hostels and Student Activities:*
      i. The PGP is a residential program. All PGP students are required to stay in the Institute's hostels unless exempted from this condition in special cases also by the Programs Committee. The Hostel rules are given in Appendix 11.

      ii. The Council of Student Affairs (CSA) manages extracurricular activities of the students.

20. *Computer Facilities:*
      i. Connect IT looks after all the computing facilities for the PGP Students.

      ii. The description of computing facilities and the code of conduct for students using the facilities is given in Appendix 12.

The Institute reserves the right to change these rules at any time without notice.

Appendix 1

PGP Academic Calendar 2018-19 (Tentative)

First Year

Registration & Orientation	Monday, June 25-Friday, June 29, 2018
First Term Classes Begin	Monday, July 2, 2018
First Term Ends	Saturday, September 22, 2018 **(13weeks)**
Second Term Registration	Monday, September 24*, 2018
Second Term Classes Begin	Friday, October 5, 2018
Second Term Ends	Saturday, December 29, 2018**(13weeks)**
Third Term Registration	Monday, January 7, 2019
Third Term Classes Begin	Tuesday, January 8, 2019
Third Term Ends	Saturday, March 30, 2019 **(12 weeks)**
Vacation	Saturday, September 29*, 2018 to Thursday, October 4, 2018 - 6 days Sunday, December 30, 2018 to Sunday, January 6, 2019 - 8 days

*Summer Internship Interviews are scheduled from 26th to 28th, September 2018

Second Year

Registration	Monday, June 4, 2018
Fourth Term Classes Begin	Tuesday, June 5, 2018
Fourth Term Ends	Saturday, August 25, 2018**(12weeks)**
Fifth Term Registration	Monday, August 27, 2018
Fifth Term Classes Begin	Tuesday, August 28, 2018
Fifth Term Ends	Saturday,December15, 2018**(16weeks)**
Sixth Term Registration	Monday, December 24, 2018
Sixth Term Classes Begin	Wednesday, December 26, 2018
Sixth Term Ends	Saturday, March 9, 2019**(11weeks)**
IBP - Sunday, October 7 to Sunday, October 21, 2018	
Vacation	Sunday, October 7, 2018 to Saturday, October 21, 2018 - 15 days Sunday, December 16, 2018 to Sunday, December 23, 2018 - 8 days

Appendix 2
First Year Courses (All Compulsory) – 2018-19

Courses	Credits	No. of Sessions
First Term		
Financial Accounting	4	24
Managerial Oral Communication	2	12
Marketing Management	4	24
Microeconomic for Managers	4	24
Individual and Group Dynamics	4	24
Spreadsheet Modeling Part – I	-	06
Statistics for Management	4	24
Written Analysis and Communication – I	2	12
Sub-Total	**24**	**150**
Second Term		
Corporate Finance – I	4	24
Legal Aspects of Business	2	12
Macroeconomics	4	24
Managerial Accounting	2	12
Operations Management	4	24
Operations Research	2	12
Organizational Dynamics	4	24
Written Analysis and Communication – II	2	12
Sub-Total	**24**	**144**
Third Term		
Business Ethics	2	12
Corporate Finance – II	2	12
Human Resources Management	4	24
Indian Social & Political Environment	4	24
Information Systems for Managers	2	12
Market Research	2	12
Spreadsheet Modeling Part – II	2	12
Strategic Management	4	24
Sub Total	**22**	**132**
Sixth Term		
Capstone Exercise	2	12
Total	**72**	**438**

Appendix 3

List of Second Year Elective Courses (Tentative)
Academic Year 2018-19

Area	Fourth Term	Fifth Term	Sixth Term
Business Policy & Strategy	Industry & Competitor Analysis (Prof. Sai Prakash)	International Business in Practice (Off Site) (Mr. Arun Singhal, (Mr. Mahesh Rao Mr. Shakti Ghosal, and Mr. Alok Lahoti)	Business Relationships and Networks (Profs. Rajesh Pandit/ Suri Velluri)
	Multi-Sectoral Analysis in Indian Context (2 Credits) (Prof.Venkataramanan K)	Business Practices in India (Faculty to be announced)	Advanced Competitive Strategy: Managing Complementarities and Internal Barriers (Prof. Prarthan B. Desai)
		Management Consulting (Prof. D Ashok)	General Commercial Knowledge -2 Credits) (Profs. S Shankar& L Sridhar)
		Corporate Social Responsibility: A Strategic Response (Faculty to be announced)	Industry & Competitor Analysis (Prof. Sai Prakash)
		Multi-Sectoral Analysis in Indian Context (2 Credits) (Prof.Venkataramanan K)	**Capstone Exercise (2 Credits) – Compulsory (Profs.Shobhit Aggarwal and N. Viswanathan)**
		Strategy Leadership (Prof. Shaleen Gopal)	Workshop on Public Policy (2 Credits) (Profs. Rajesh Chakrabarti And Kaushiki Sanyal)
		Multi-sided platform in Business Strategy (Prof. Sai Prakash Iyer) **Limited to 50 students**	Green Business Management (2 Credits) (Prof Achal Raghavan)
			Real Estate Management (Prof. Nageshwar Rao)
			Communication Skills for Leadership and Team Excellence (Prof. Sunil Unny Guptan)
Economics		Game Theory & Applications (Faculty to be decided)	
		Pricing (Prof. Vinay Ramani)	

Finance & Accounting	Banking, Financial Markets & Systems* - Two Sections (Limited to 75 students) (Prof. P.C. Narayan and Prof. R Balachandran	M&A and Corporate Restructuring (Prof. Utkarsh Majmudar)	Behavioural Finance (2 Credits) (Prof. Rezina Sultana)
	Corporate Valuation* (Prof. Shobhit Aggarwal)	Sustainable Finance & Bus. (Profs. Namrata Rana and Utkarsh Majmudar)	Management Control Systems (2 Credits) (Prof.Rajendra Patel)

* Selection of students based on Average GPA of 2.50 or more in FA &CF-I taken together

	Financial Statement Analysis (2 Credits) (Prof. R. Balachandran)	Security Analysis & Portfolio Management (Faculty to be announced)	Private Equity Finance (Prof. Ramesh Bhat)
	Global Securities Markets (Prof. Sunil Parmeswaran)	Fixed Income Securities (Prof. Sunil Parmeswaran)	Strategic Financial Managem (Prof. N.R. Parasuraman)
	Financial Derivatives (Profs.N.R. Parasuraman & Ranojoy Basu)	Advanced Derivatives Applications (Prof. N.R. Parasuraman)	Financial Time Series with R (Prof. Nidhi Aggarwal)
		Risk Management (Prof. Ashay Kadam)	Revenue Management (Prof. Sumit Kumar)
		Financial Services (Prof. R. Balachandran)	Rural Banking and Financial Inclusion (Prof.M.S.Sriram)
		Financial Analytics (Prof.Sunil Parameswaran)	International Finance (2 Credits) (Prof. Neeti Sanan)
Marketing	Product Management and Strategy (Prof. Ramesh Venkateswaran)	Retail Management (Prof K Dasaratharaman, & Venkaramanan K)	Integrated Marketing Communication (2 Credits (Prof. Cedric Serpes)
	Sales and Distribution Management (Prof K Dasaratharaman, and Prof. Govindarajan Srinivas) & Prof. Vasant Cavale	Rural Marketing (2 Credits) (Prof. Sanal Kumar)	Advertising Management (2 Credits) (Prof. Cedric Serpes)
		Brand Management (Faculty to be identified)	Strategic Marketing for Innovation Tech. Business (2Credits) (Prof. Prakash Bagri)
	Brand Management (Profs. Govindarajn Srinivas And Charanpreet Singh)	Strategic Marketing (Prof Prakash Bagri)	Services Marketing & Management (Faculty to be announced)
	Consumer Behaviour (Prof. Prantosh Banerjee)	Consumer Based Business Strategies – workshop – **Limited to 40 students** (2 credits) (Profs A.K. Jain/ Rama Bijapurkar)	Digital Marketing (Prof. Atanu Ghosh)
			Marketing Analytics (2 Credits) (Prof. Prantosh Banerjee)
	B2B Marketing (Profs. DVR Seshadri, Rajesh Pandit & Prakash Satyavageeswaran)		
		Advanced Selling Skills and Management (Profs. Gokul Kamath and Rajesh Pandit)	Managing Creative and Cultural Business (Prof.Achal Jain)
			International Marketing (Prof. Mahesh Rao)

OB & HR	Inspired Leadership thru Personal Mastery (Prof.DVR Seshadri, Gokul Kamath & Dr. Thimappa Hegde)	Labour Relations (2 Credits) (Prof. Santanu Sarkar)	Manager as a Citizen in Democratic Society (2 Credit) (Prof. Jagdeep Chhokar)
		Advanced Leadership Course (Prof. Manab Bose)	
		Talent Management – (2 Credits) (Faculty to be identified)	Innovation Mgt. (Prof. LR Natarajan Iyer)
			International Negotiations (Prof. Alexandra Benz)
Operations & Information Systems	Operations Excellence (Profs. Raghavendra Ravi)	Operations Strategy (Prof. Rahul Pandey)	ERP Systems: Technology Planning & Imple-mentation (2 Credits) (Prof.V. Venata Rao)
	Predictive Analytics - I (Prof. Ujjwal Das)	Sourcing (2 credits) (Faculty to be Decided)	Big Data Using Python and Hadoop (Prof. Satyam Mukherjee)
	Supply Chain Management (Prof. Venkataramanan K)	Project Management (Prof. Rajiv Mishra)	
		Predictive Analytics –II (Prof.Debanjan Mitra)	
		Data Warehousing Prof. M.V Yugandhar	

Course of Independent Study (CIS)

Objective

The CIS provides an opportunity to apply the tools, techniques, skills and concepts, which a student may have already learnt, to the study of actual problems through field studies, computer based analysis and library research.

Maximum credits for Course of Independent Study during the second year will be limited to Eight Credits. This means that a student can take at most two 4-credit CIS in the second year.

CIS Requirements

The following norms for courses of independent study will apply to the students
- CIS can be of 4 credits only.
- Each CIS can have a maximum of two students.
- Students cannot take more than one CIS per term.
- There will be no minimum CGPA requirement for registration of CIS. CIS can be done either in Term IV, V or VI.

Proposals

Students are expected to first get in touch with their prospective Guide and discuss their draft proposals. The proposal must be approved by the Guide. The final approved proposals, duly signed by the Faculty Guide, must reach the Program Office within the due date. The proposal must contain the following sub-headings and provide necessary information under each sub-heading.

i.   Title of the CIS

ii.   Name of the Guide

iii. Name(s) and Roll number(s) of the Student(s)

iv.   Need for the proposed work

v.   Objectives

vi.   Brief description of the CIS

vii. Methodology

viii. Detailed work plan along with time schedule

ix.   Expected outcome

x.   References (list the books, articles, etc. in detail)

Any proposal which does not follow the above format will get rejected in the Program Office.

Reports

A detailed report of the work done must be submitted for courses of independent study within the deadline announced by the Program Office during the respective terms. Each report must contain a detailed description of the work done by the student. It must also give the citations of all references and materials used in preparing the report. For the purpose of references, students are expected to use the format suggested in the WAC Course. The report must describe the original contribution of the students to the topic of study. Reports which are merely reproductions or rehash of work already done will be treated as not meeting with the requirements of the course and graded accordingly. In case appropriate citations

or references are not given, it will be presumed that the student claims the material to be entirely original. If it is found later that the whole or any part of the material has been taken from other sources and the fact has not been acknowledged in the report, the student will be expelled from the Program on the ground that the report was plagiarized.

Seminar

The student(s) should give a public seminar after completion of the CIS.

Evaluation

The evaluation of CIS Projects will be qualitative and the process followed would be as described below:

There will be two components of evaluation:
1.   Mid-term evaluation   -   30%
2.   Final Report   -   70%

Mid-term Evaluation

Students would be expected to give a work plan for the entire CIS and the faculty guide would carry out a Mid-term appraisal based on the same.

Final Report

The final report will carry a weightage of 70%.

Appendix 5
General Guidelines for Scholarships

The eligibility criteria are as follows:
1. The students should be in the top 20% of the first year class.
2. The students should have a CGPA of 3 and above in the first year.
3. The students would not have obtained 'F" grade in any course.
4. Students who have violated the Institute's discipline norms or are guilty of misconduct will not be considered for award of any of the scholarships.

A student can accept more than one scholarship in one academic year, provided there is no objection from the scholarship donors and the total amount of such scholarships put together does not exceed the actual yearly expenses (PGP fees and other charges plus board and lodging) payable to IIMU during a particular academic year.

The recipient of a scholarship should inform the Institute immediately if he/she receives any other scholarship, grant or loan fellowship from sources other than the Institute.

The conditions governing the award of scholarships are subject to change at the discretion of the Institute/donor organizations.

The Institute reserves the right to withdraw a scholarship already granted, on the following grounds (i) false information in the scholarship application, (ii) violation of institute discipline, (iii) misconduct.

The decisions of the Award Committee regarding the award of scholarships will be final.

Appendix 6
List of Scholarships

GENPACT Scholarships

Every year, "GENPACT Scholarships" are given to two second year students. The preliminary list of students for consideration of the scholarships would be made based on the criteria contained in Appendix 3 - General Guidelines for Scholarships.

The eligible students, who are interested, should submit their application along with their latest CV highlighting co-curricular and extra-curricular activities at IIMU, a half-page write-up on his/her career aspirations, and the proof of their household income. They should also mention whether they are the recipients of any other scholarships.

The final selection will be made by a Committee consisted of a representative from GENPACT and IIMU.

The scholarship is of Rs. 1,00,000 each.

Appendix 7
Examination Rules and Regulations

a. Occupy the seat allotted to you in the seating chart.

b. You must reach the exam hall at least five minutes before the scheduled start of the examination. Students arriving late for a quiz will not be allowed to take the quiz and will get zero marks for that quiz, and no re-quiz will be allowed nor will extrapolation be allowed based on marks they scored in other components. In the case of mid-term exams and end-terms, students arriving late for the exam (by more than 15 minutes after the scheduled start of the exam) will strictly not be permitted to write the exam. Such students will get zero marks for that exam, and no re-examination will be allowed nor will extrapolation be allowed based on marks they scored in other components.

c. Students would ordinarily not be permitted to go out of the examination hall. Under exceptional circumstances, permission to go out may be granted two hours after the examination has started. However, only one student at a time will be allowed to go out and the period of their absence from the examination will be recorded in the movement chart.

c. Do not refer to any book, paper or other notes, unless it is an open book examination.

d. In an open book examination, refer only to books and notes that you have brought to the examination hall. Do not borrow books brought in by others.

e. Verbal consultation with other students is prohibited.

f. Passing, receiving or seeing others' papers during the examinations is strictly prohibited. Any one who willfully provides assistance will be considered as guilty as he/she who receives it.

g. At the close of the examination, the supervisor on duty would collect the answer books from the desk and therefore students should stay back until their answer books are collected. However, those who finish the examination at least fifteen minutes prior to the closing time could leave the hall earlier after handing in the answer books to the supervisor.

h. Under no circumstances are the answer books and continuation sheets to be taken out of the classrooms. Handing in the answer books is the responsibility of the student.

i. Penalty for the breach of examination rules and regulation may result in expulsion from the Institute.

Appendix 8
Student Exchange Program (STEP)

Program Objective

The primary objective of the Student Exchange Program (STEP) is to provide IIMU students with international exposure. It is also aimed to prepare students to appreciate diversity in work environment and learn to cope with this diversity effectively.

Eligibility

All the first year PGP students are eligible to apply for the exchange program during the third term. The eligibility criteria would consider, among other things, the need for international exposure and merit.

In addition to the above, the following criteria would also be followed:
i.   The student must have a minimum GPA of 2.50 in the first year (up to second term/at the time of announcement/selection)
ii.   The student must not have repeated first year or must not have been promoted conditionally to the second year.

[Note: The students who have been nominated for the Student Exchange Program will not be eligible for the International Business Practices course]

The interested students should submit their application along with their CV and an essay (limited to 500 words) on their motivation to participate in the program as well as a self-assessment of their suitability for the program.

Appendix 9
International Business in Practice

Aim

The course aims to examine: 1) how and why companies internationalize; 2) how multinational companies operate; 3) the obstacles to international operation; 4) institutional and cultural differences between different forms of capitalism.

Objective

Expose students to above constricts and help them to familiarize those issues by directly seeing from the companies operating in the international locations.

Eligibility

All second year PGP students can apply for the IBP program during the third term. The eligibility criteria would consider, among other things, the need for international exposure and merit.
In addition to the above, the following criteria would also be followed:
i.   The student must have a minimum GPA of 2.50 in the first year courses at the time of announcement/selection.
ii.   The student must not have repeated first year or must not have been promoted conditionally to the second year.

[Note: The students who have been nominated for the Student Exchange Program will not be eligible for the International Business in Practice course]

The interested students should submit their application along with their CV and an essay (limited to 500 words) on their motivation to participate in the program as well as a self-assessment of their suitability for the program.

Appendix 10
Guidelines for Participation in Competitions

Participation in Competitions

1. should be restricted to IIMs, XLRI, and ISB
2. should be encouraged to travel by Rail
3. invitation for the participation should be obtained/received well in advance
4. prior permission of the PGP Office along with financial sanction should be obtained before applying for participation
5. students will be permitted to participate in only one competition in an academic year. Students could also be permitted to participate in more than one competitions without financial aid and also without compromising on the academic activities.
6. number of entries will be approved by the Program Committee
7. only students whose GPA is 2.75 and above will be permitted in competitions. Exceptions could be made in the case of students with expertise in such competitions
8. students will not be permitted to participate in the competition held during the examinations

Guidelines for financial aid
1. Only 75% of the Second Class AC Fare will be reimbursed. In case, travel is undertaken by road, the reimbursement will be subject to 50% of the Second Class AC Rail Fare
2. Room and Board charges will not be reimbursed
3. No funding will be available for participation in cultural/sports events

Appendix 11
Hostel Rules

Allotment of Rooms
*   Allotment of rooms will be done by Sarovar and CSA (Council of Student Affairs).
*   Students who have been allotted accommodation in the hostel are required to occupy the rooms allotted to them by the Institute. Interchanging of rooms among residents is not permissible.
*   Students can occupy their rooms until the day after their last final examination. They are not allowed to lock up their luggage in their rooms during summer vacation. Storage facilities, if required may be provided by the office.
*   Students going on exchange program in Term V should vacate their rooms. Second Year students can occupy the rooms until the day after the convocation.

Check In and Check Out Rules

- Hostel rooms should be vacated during the vacation period by duly handing over charge of the Institute's articles in the rooms by duly handing over the rooms along with furniture and fixtures. Students failing to vacate the rooms are liable to be penalized.
- Duplicate keys will be issued only at a payment of Rs. 500/-. Time of issuing duplicate keys is between 9 AM to 6 PM on all working days.
- Room inventory form to be filled and signed during check in and check out by the students in the hostel.

Maintenance of Rooms

- Students are expected to keep their rooms clean. Sweepers appointed for the hostel are meant to keep hostel premises clean and hygienic. Students can get their rooms cleaned in their presence.
- Students should allow the Institute's authorized contractor's access to their rooms at all reasonable hours to inspect the buildings, water supply, sanitary or electrical installations, fixed assets and furniture, etc. to carry out repairs.
- They cannot employ Institute staff for personal work.
- They are expected to be courteous to the Institute employees at all times.
- Administration of IIMU reserves the right to break open rooms in case of any violation of hostel rules, suspected unlawful activities or on a perceived security risk.

Common Facilities

- Students should safeguard common facilities provided in the hostel. In case of any damage, the cost will be recovered from the students causing damage and if the students are not identified, the students of that block as a whole will be charged the cost of the damage.
- Students are advised to use the resources such as water and electricity very judiciously as there is a scarcity of water and power.
- Assets in common areas: theft\damages to hostel assets like electronic, electric item in common areas shall be recovered from the all the students of the cluster involved. Every student is responsible for the care of the hostel property. Students shall be charged individually or collectively for damages to the hostel properties including furniture, cupboards, etc. provided in the room.
- Students should cooperate in maintenance work carried out by maintenance team.

Management of Rooms

- Students should take sufficient care of their belongings. All items, including clothing, must be kept in the cupboard and the cupboard locked before going out. The Institute will not be responsible for any loss of belongings due to carelessness of residents. However, theft cases, if any, should be brought to the notice of the Hostel in-charge for further investigation.
- Whenever students go out of their rooms, they are required to switch off the lights, fans and lock the rooms.
- Student shall NOT use other lock and key for locking their rooms.
- Fixtures: Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall

be cared for properly. Students shall be required to pay double the original cost of institute's item found missing. Students also will be required to pay twice the charges of repair to items that are found to have been willfully damaged or damaged on account of misuse or unfair wear and tear.

- Interchange of furniture\fixture: Students shall not interchange any furniture\fixture, equipment from one point\location in the hostel to another.

Facilities available on campus

- **Medical Facilities**
  - The medical facilities on the campus are being managed by GBH-American Hospital. The Primary Health Center is open round-the-clock. A resident Nurse will be available in the Health Centre. The Doctor will be available for free consultation from 3 PM to 7PM (Timing may change as per discretion of management).
  The expenses for medical tests, specialist charges, hospital charges, medicines and such other charges have to be borne by the students.

  All students are required to avail medical insurance under Mediclaim Scheme and accidental insurance provided by institute. Since it is a group medical insurance scheme, students cannot opt out of the scheme. Students are advised to keep the identity card issued by the Insurance Company with them, as this will facilitate obtaining hospital facilities without cash payment.

- **Amul Dairy**
  - We have made an agreement with AMUL to operate in our campus catering to your needs.

- **Stationary**
  - We have a general store where you can buy Snacks & Stationery items. If you have any specific requirement, you have to inform the vendor at least a day in advance. The store is open from 10:00 am to 5:00 pm.

- **Pantry**
  - It includes the following which will be placed in each cluster in the common area:
    - Induction Cooker
    - Refrigerator
    - Microwave

  - Students are not allowed to take any of the above pantry items inside their rooms
- **ATM** - YES Bank ATM facility is available in the academic building

- **GYM –**Various gym equipment is provided to fulfill the needs of the sports committee which is in charge of the gym.

- **Music Room** – Various music instruments are available to suit the requirements of the music club.

- **Indoor Sports room** - Indoor games such as badminton, chess, snooker, table tennis etc. are available in the indoor sports room.
- **Other Sports Facility -** A sports ground is available for playing games like cricket, football and volleyball.
- **Laundry Facility**
  The clusters have laundry facilities (washing machine). Additionally, laundry services are available by a third party and are charged separately. You may contact Mr. Amritlal (Cell No 9929758851). Facility is available on Sunday, Wednesday, and Friday at 7:30 pm near your dorms. The charges are – Ironing (Rs.5 per piece), washing and ironing (Rs.15 per piece). The payment should be done in cash and we advise you to refrain from availing laundry service on credit.

- **Other Facilities**
  - Inside Rooms
    - Study table
    - Chair
    - Bed
    - Mattress
    - LAN cable
    - Air conditioning
    - Curtains
    - Wardrobe
    - Room key
    - Wardrobe key

  - Common area
    - RO water
    - Water dispenser for hot and cold water
    - Clothes dryer stand
    - Solar water heater
    - Electric Geysers as alternative
    - Washing machine
    - Printer
    - Microwave
    - Refrigerator
    - Induction cooker
    - Newspaper

- **Shuttle service**

  IIMU provides shuttle service from Balicha campus to downtown Udaipur. The shuttle is available from the faculty entrance plaza at level 6 (6th floor). The schedule will be shared with you by the management/CSA.

Mess Facilities

- Students of the hostel are required to use the mess facilities.
- **Mess Timings:**

On Working Days	:	Breakfast	-	7.30-9.30 am
		Lunch	-	01.00-3.00 pm
		Afternoon Tea	-	5.30-6.30 pm
		Dinner	-	8.00-10.00 pm
On Sundays & Holidays	:	Breakfast	-	8.00-10.00 am
		Lunch	-	01.00-3.00 pm
		Afternoon Tea	-	5.30-6.30 pm
		Dinner	-	8.00-10.00 pm

Sick Diet

Sick diet is served in the room only if the student is unable to move out. Sick diet is provided for a maximum of three days if a written request is made.
The written communication from Program Office is necessary.
An advance notice of at least two hours is necessary to enable the mess to provide sick diet.

Usual sick diet is as follows:

| Breakfast | : | Toast/Bread, Butter, Cornflakes, Coffee/Tea/Milk |
| Lunch/Dinner | : | Bread, Butter, Boiled Vegetables, Soup, Coffee/Tea/Milk |

Complaint Management

- M/s Sarovar Hotels Pvt. Ltd. looks after the Facility Management Services. The services comprise the following:

    - Housekeeping Services (Academic Block and Hostels)
    - Catering Services
    - Technical Services (Mainly Electrical, Plumbing , Carpentry and Masonry)
- All complaints related to facility management services should be regisered with the help-desk of M/s Sarovar Hotels Pvt. Ltd. Cell Number: 9116149616. E-mail : helpdesk.sarovar@iimu.ac.in.
- You will have to register your complaint along with your mobile number so that the concerned technician can reach you to know your availability in the room.
- Complaints relating to housekeeping will be received between 9.00 a.m. and 6 p.m. on all working days.
- In case the complaints are not attended to within a reasonable period, you may report the matter to Mr. Arup Bhattacharya, General Manager, Sarovar Hotels Pvt. Ltd. His cell number is 9116149601 and email id is gmiimu@sarovarhotels.com between 9 AM to 6 PM on working days.
- Any issues related to loss of keys and for issuing new keys, the contact person will be Mr. Shivnath Singh (Cell No – 9116149603) or email him at ehkiimu@sarovarhotels.com between 9 AM to 6 PM on all working days.

Security

- Students are advised to view this measure not as an intrusion but as a security precaution.
- Students should carry their ID cards while entering the campus.
- Students should show their driving license before entering with their two wheelers.
- Vehicles will be allowed only till the parking area.
- When a guest comes to meet a student, he/she should confirm the same at the Institute Main Gate. This may, at times, require the students to escort his/her guest from the Main Gate. Students/their guests are advised to enter the name of the guests, vehicle details, etc. in the Register clearly.
- Students are required to cooperate with the Institute's security.

Strict Prohibitions

- **Consumption or storage of alcoholic drinks, smoking, taking drugs** and other intoxicants in the hostel premises is strictly prohibited. Violation will attract a stiff penalty, such as expulsion from the Institute.
- **Driving in an inebriated state** is strictly prohibited and students doing so will be handed over to the law. It is compulsory to wear a helmet when driving and also have a valid driving license.
- **Entry into the premises of the hostel in an inebriated state** is also forbidden and attracts strict disciplinary action as mentioned above.
- **Bringing four wheelers in campus** is prohibited.
- **Keeping any firearms, licensed or unlicensed, any ammunition**, explosives, any sharp-edged weapon, retention of which is illegal and unlawful, in the hostel is not permitted.
- **Storage of petrol, kerosene oil** or any other inflammable material in the hostel is not permitted.
- Students are not permitted **to allow guests** to stay in the rooms.
- Students are not permitted **to do any cooking** in their hostel rooms. They are also not permitted to use any electrical appliances like water heating rods, electric heaters or electric presses in their rooms.
- Students should ensure that other residents are not disturbed by his/her activities in any manner. Students are expected to treat the campus and hostels with a sense of ownership.
- **Littering the hostel corridors** is prohibited.
- Students are prohibited to **go to the terrace** of the hostel
- **Playing loud music in rooms and in common areas is** prohibited.
- **Using the dining hall** for any activities other then dinning like playing games, late night study is prohibited.
- The usage of audio system which may cause inconvenience to other occupants is not allowed. The use of personal TV, VCR and DVD\VCD is prohibited.
- **Partying without management's approval** will not be allowed. Violation of this policy incur strict disciplinary actions.
- **Shouting in the hostel corridors** is not permitted.
- Students are strictly not allowed **to keep any pets or encourage the domestication or feeding of stray animals.**
- Students are not permitted **to write/spray or paste any material on the walls** and doors anywhere on the campus. If found, the charges for removing such material will be recovered from the students.

- Students are strongly advised not to have any **financial dealings** of a personal nature, like lending money, with any employee of the Institute.
- **No gambling** of any kind shall be allowed in the premises of hostel.
  Students are not allowed **to stay outside the hostel**. When such stay becomes inevitable, they must obtain prior permission of the Program Office.
- In case of emergency, including sickness, hospitalization, accidents, etc. the Programmes Office official or other authorized institute personnel may be contacted.
- **Night out**: Students must be on hostel premises by 11 p.m. sharp without fail. Moreover, night out shall not be allowed without Program Office written approval. If the student comes after 11 PM then she\he will be allowed to enter only on permission of Manager-Programs. They will also have to sign the late night register. Student who has taken night out will be allowed to enter only after 6 AM in the morning.

The Institute has a strict zero-tolerance policy towards Ragging and Sexual Harassment. Any formal complaint can be lodged with the Program Office through email or signed letter.

Violation of any of the rules contained in the Manual will lead to strict action including expulsion from the Institute.

In case of emergency after office hours, the following persons can be contacted:

Name of the Contact person	Mobile
Mr. Siva Kumar Mathada	9742068904
Mr. V.K.S. Nair	09925722631
Mr. Uday Bhaskar	9783715086
Ms. Shanu Lodha	9772837202
Mr. T.M. Shrinath	7742489855
Mr. Sachin Sharma	8003648069
Mr. Manoj Saini	9782465899
Mr. Gajender Singh	7742839621
Mr. Pawan Gujar	9828740721
Mr. Shyam Murari	9309491051
Mr. Mangalaram Bairwa	9887860421

Appendix 12
Computing Facilities at IIM Udaipur

1. **Infrastructure**

Computing facilities at IIMU consist of several servers hosting a variety of operating systems (Linux and Windows Server 2003/2008) offering services to more than 1000 PC nodes located all over the campus along with the student's computer systems. Almost every workplace in the campus including all hostel rooms, faculty offices, classrooms, Bloomberg lab and administrative offices, have dual network connectivity (Wifi and Gigabit LAN). Through this campus network, students also have access to a server of IIMU library offering databases subscribed to by the Institute, Domain controller, Internet, Intranet and other campus software. The campus network is a switch-based network with FTP CAT-6A cabling, offering high bandwidth and a smooth operating environment. The campus users have access to the Windows-based/ Mac-based Office suites consisting of the spreadsheet, database management, word-processing and presentation software systems. In addition to this, students are provided with Bloomberg lab with over 12 high-end nodes. Various softwares are also offered including several language processors, statistical, math programming, simulation, project management, CASE, ERP and client-server database software packages.

Networking: IIMU has the network spread in the academic block as well as student's hostels. The entire network is virtually segregated as Data Network, Voice network, and management network. All the locations are covered with Wi-fi as well as Gigabit Ethernet LAN on CAT 6A infrastructure. The campus wifi is a seamless mobility solution for complete mobility. All the hostels are connected through High speed fiber optic network. Every Hostel room has got the I/O port for connecting laptops though they can use the wifi as well.

Internet: The campus is connected with 2 X 1Gbps Internet link on Optical fiber from BSNL and NKN. There is a backup link from private ISP for 150 Mbps to fall back in case of outages and emergencies. The same connectivity is provided in the hostels through optical fiber ring. The entire network inside IIMU is protected with a UTM box. IIMU also provides VPN connectivity to the students traveling on request to access the internal resources as well as the e-journals subscribed and having access through IIMU campus. All the activities and traffic going through the box is logged for legal compliances.

Printers: Few high-end network printers are provided in the academic block and a number of enterprise class network printers are provided in hostels for the students. Students are charged a nominal amount based on the number of prints. All the printers have duplexer for automatic two side printing.

Domain: The entire campus IT infrastructure is managed through a central Domain controller that is responsible for authentication and authorization. The Group policy is used to deploy printers on the systems dynamically as they connect to the Domain. The prints are to be provided through shared printers and are accounted by the server. *It is mandatory for students to get their laptops connected to the IIMU domain without which no internet will be provided to them*

Mail: The mailing solution is deployed on Google apps and all the facilities default to Google Apps is accessible to the students. This includes Mails, Google Drive, Google calendar and so on. The mail can be accessed from within the campus or outside the campus on Gmail servers. *Reasonable and responsible use of mails is the responsibility of the students and the institute reserves the right to block the mail of any student any time in case of any behavior considered as inappropriate by IIMU.*

Video conferencing: IIMU has Video conferencing facility in conference rooms as well as classes to communicate with faculty as well as others from the outside world. The devices are connectable from Skype so as to provide the facility to people who are on the move.

Microsoft Campus Agreement: The Entire campus is covered under the campus agreement from Microsoft. All the students get the Latest Operating system (Professional version) from Microsoft along with the MS Office 365 package. Besides this Microsoft also provides CAL's to connect to the server infrastructure. Almost all the packages used in IIMU are compatible with MS Windows OS.

IIMU web: The IIMU web can be accessed at http://www.iimu.ac.in. The content on the web are updated on daily basis.

Networking at IIMU is based on a variety of technologies including Novell Netware, TCP/IP, Unix, Linux and Windows NT. Linux and Novell servers provide file, print and many other value-added services like email and electronic notice boards. Every user in the campus is provided an account on a server and has access to email facility.

Centralized control and monitoring: A Network operation center is being established in the institute to handle all the network and computing devices on the campus. This also will cater to the user profiling, Authentication and security services.

VoIP: Keeping pace with the growing technology the IIMU campus has switched entirely to the VoIP setup. The PRI lines are being terminated in integrated service router and the communication flows via IP network. The communication channel encompasses the IP phones, mobile SIP clients, and Desktop clients. Jabber integration will make the communication experience a seamless one.

Surveillance: Only the critical points are being monitored with surveillance cameras e.g entrance and exit gates, lobbies etc.

Advanced audio visual setup: The classrooms, as well as the conference rooms, are equipped with state of art devices including Matrix scalers, Audio processors and controlled speaker systems.

Classrooms are also equipped with high-end PCs and computer projection systems. These PCs are connected to the campus network through which instructors and students can access their accounts on their servers.

Bloomberg LAB: A separate LAB has been established in the campus with Bloomberg terminals. The same is connected to the Bloomberg network to provide live market information including stocks and financials.

2. **Code of Conduct for using IIMU Computing Facilities (For Students of IIMU)**

This document undertakes to illustrate through discussion and examples what IIMU considers to be reasonable, ethical and responsible behavior by all users of Computing Facilities (CF). It is also intended to reflect the actual practice of the users of CF and of the application of the Code of Conduct and therefore will be subject to periodic updates, revisions, and refinements.

This Code has been developed with a view to protecting:

i.   IIMU Computing Facilities
ii.   The interests of the community of users as a whole
iii.   The rights and interests of individual users.

This Code also specifically applies to access to CF via computer network/telephone lines or other remote access mechanisms and to the use of IIMU facilities in conjunction with external networks or computer facilities.

IIMU Computing Facilities are intended to support the academic mission and the administrative functions of the Institute. This Code of Conduct states the principles regarding the use of CF. They complement and supplement rather than replace other policies concerning the appropriate conduct of students.

The phrase "support the academic mission and the administrative functions" does not preclude other uses.   Where other uses are appropriate, they should take a lower priority than those intended to support the academic mission and the administrative functions of the Institute. Thus, a computer in the lab may be used for personal e-mail only if the system is not currently required for academic work.

The policies and mores controlling acceptable actions at IIMU are implicitly extended to cover the use of the CF. The impersonal aspect of computers should not be taken as an excuse or reason for people's interactions with others to be anything but well-mannered, ethical and legal.

Just as it is unacceptable to display a sexually explicit poster in a public room, it is similarly unacceptable to display such an image on a publicly visible computer screen. Unsolicited, wide distribution of mail or messages should be carried out only if there is a reasonable expectation of interest by the recipients. Even in those cases, care must be taken to ensure that the messages do not overwhelm systems.

The Code of Conduct is given below, with the interpretation following each section italicized.

Students shall:

a.   Be responsible for using CF in an effective, ethical and lawful manner and as per the institute guidelines.

   Individual users are responsible for their own actions. For example, if a user transmits illicit materials or stores illegal software, that individual user is responsible for such actions and may be held accountable for all consequences and repercussions arising from such actions.

   Be aware that wasteful or inefficient use of resources may result in significant expenses for IIMU or result in a reduction in the level of service to other users.

b.   Use only those facilities for which they have authorization, whether these facilities are at IIMU or at any other location accessible through a network.

   Authorization based on false or misleading information is not valid.

c.   Take all reasonable steps to protect the integrity and privacy of the CF including software and data. In particular, users shall not share with others

the access codes, account numbers, passwords or other authorization, which have been assigned to them.

Users are encouraged to report any violations of this policy and any information relating to flaws in the computing facility security, to the concerned authorities. Such deficiencies in security must not be "tested" without proper authorization. Turning a "blind-eye" to potential violations or system flaws may allow YOUR privacy or access to be jeopardized.

In this and following sections, "access code" represents the username, account, sign-on id, password or whatever system-dependent mechanisms are used to gain access to particular facilities.

By allowing your access code to be used by others, you risk compromising the security and integrity of the CF. As described in several later sections, many networks to which IIMU connects require that all communications be identified and traceable. For these reasons, if you allow your access code to be used by others, you are responsible for all usage and activities carried out with the code.

Allowing unauthorized access to CF indirectly is similarly prohibited.

A computer or terminal logged on and unattended in an accessible location is particularly vulnerable.

d.   Not use CF for inappropriate purposes.

Examples of inappropriate purposes include, but are not limited to, widespread unsolicited mailings and access to illegal or sexually explicit sites.

e.   Respect the privacy of other users.

This includes, but is not limited to, respecting the confidentiality of E-mail, files, data and transmissions.

The ability to access information does not imply permission to access it. Specifically, having read-access to a file does not mean that you may read it. You should not browse, view, print, copy or execute someone else's directories or files (either manually or program-assisted) without explicit

permission. This also applies to floppy disks and tapes and similar other storage media.

f.   Not use CF for unauthorized commercial activities.

As with other Institute resources, the use of the CF for private, commercially oriented applications is forbidden.

g.   Refrain from using CF for any unauthorized or illegal purposes.

Unauthorized or illegal purposes might include destruction or alteration of data owned by others, interference with legitimate access to computing facilities, harassment of users of such facilities at IIMU or elsewhere, unauthorized disruption of CF, attempts to discover or alter passwords or to subvert security systems in CF or in any other computing or network facility.

The law prohibits unauthorized use of computers; unauthorized access to information or program; destruction or alteration of data or interference with

lawful access to data and the use of a computer system with the intent to commit any of the above.

Intentional introduction of any computer virus, trojan horse, worm or similar software is an explicit violation of this principle.

Any unauthorized action that intentionally denies or obstructs access for another legitimate user to CF is forbidden.

h. Properly identify themselves in any electronic correspondence and provide valid, traceable identification if required by applications or servers within the CF or in establishing connections from the CF.

All transmissions must be identifiable by IIMU staff. That is, they must include your access code. Similar rules are imposed by many external networks. You are encouraged to ensure that your name (in addition to access code) is also attached to all applicable messages. It is specifically forbidden to attempt to mask your real identity or intentionally originate a message masquerading as someone else.

By convention, most systems offering "anonymous FTP" services request that you enter your network address as a password. Users must comply with this convention.

i. Refrain from electronic down loading of material.

The material copied through the computer network from web-sites or other sources must be duly acknowledged by appropriately citing the references. Unauthorized down loading of material is a violation of intellectual property rights and therefore will be treated as a breach of academic discipline.

Sharing of material through electronic media, for the purposes of assignments, project work, etc., if essential, must be done only with the consent of the course instructor. Individual students or student groups must protect the information created on the network so as to eliminate the chances of unauthorized copying of their material by others.

Any violation of this Code may be prosecuted in conformity with the relevant Institute policy (Code of Student Conduct, policies as per PGP Guidelines, etc.) and the principle of fundamental justice.