EXECUTIVE POST GRADUATE PROGRAM IN MANAGEMENT
(ePGP)

ePGP PROGRAM MANUAL 2021-23
(Starting January 2021)

Indian Institute of Management Raipur

Atal Nagar, Naya Raipur- 493661

Please note that the information, rules, regulations and procedures contained in this manual are liable to change at the discretion of the Institute at any time and whenever it is deemed necessary to do so, without any prior notice.

1. ABOUT IIM RAIPUR

The Indian Institute of Management (IIM) brand has now become synonymous with innovation, talent and zeal for success and contribution in management. The Government of India setup IIM Raipur in 2010 to meet the growing demand for top quality professionals. It is situated at Raipur in the state of Chhattisgarh-one of the fastest growing states of India, with its rich mineral, forest, natural and local resources. Post-Graduate Programme in Management (PGP) was started in 2010 whereas Fellow Programme in Management (FPM) and Post-Graduate Programme in Management for Working Executive (PGPMWE) were started in 2012 & Executive Fellow Programme in Management (EFPM) was started in 2013. Indian Institute of Management Raipur is one of the premier business schools in India. Located at its recently built 200 acres state of the art campus at Atal Nagar, Naya Raipur. The Institute offers world class education in major areas of management and provides an ambience for genuine intellectual pursuit, excitement and professional growth. The Institute has an internationally acclaimed Postgraduate Programme in Management, a Fellow Programme in Management and an Executive Fellow Programme in Management known for its quality, rigor and global orientation. The Institute has well equipped air-conditioned Lecture Rooms, Library, Simulation Lab and comfortable on-campus airconditioned boarding and lodging arrangements on double occupancy basis for the Management Development Programme participants at the campus. IIM Raipur with its vision of being a globally acclaimed Business School has collaboration with many Business Schools in Europe, South America, Australia, New Zealand and USA for Faculty and Students Exchange. The IIM Raipur campus is located about 20 km away from the Swami Vivekananda Airport and 30 km away from Raipur Railway Station.

The Institute aims at bringing a global perspective to all its programmes and activities in a fast-changing global economic environment. The Institute also encourages an overseas exposure for its students with the belief that it will help them to assimilate best management practices and understand the importance of cross-culture issues in management. Right from its inception, the Institute focuses on contributing to the growth and development of the Nation, region and society at large. As such it gives importance to courses and managerial trainings that are molded in a way true to the culture and unique requirements of the state and organizations here in. Ethical practices in management, grooming socially responsible leaders for today and tomorrow are also the primary goals of the Institute. It is keeping in mind these aims, IIM offers its several programmes. IIM Raipur offers following programmes:

i. Doctoral Programmes:
   - Fellow Programme in Management (FPM)
   - Executive Fellow Programme in Management (EFPM)
ii. Post-Graduate Programmes:
   - Post-Graduate Programme in Management (PGP)
   - Post-Graduate Programme in Management for Working Executives (PGPMWE)
iii. Executive Education:
   - e-Learning Programs
   - Management Development Programme (Open)
   - Management Development Programme (In company)

2. PROGRAM OVERVIEW

The Executive Post Graduate Program in Management (ePGP) is designed in such a way that it minimizes disruption to work and personal pursuit. The Program is spread over twenty- four months. The main objective of Program is to prepare participants for an advanced career in management by giving a solid foundation in various management topics that are essential for building capabilities to take on the new forms of competition. The Program offers a blend of various general management theories, soft skills and analytical methods with real world business scenario cases. It has 1020 hours of content delivery (including 900 hours of teaching) such that it is spread across six terms of (3.5-4) months each and a mini-term which includes Mini Dissertation and Integrated simulation project. The selection process is designed to ensure significant diversity in academic, business and cultural background. During the course of this program, interaction with peers and faculty will augment many skills, appreciation of differing perspectives, effective communication, conflict management, negotiation and mobilizing individuals towards common goals-all essential ingredients of effective management practices. The overall goal of the programme is to broaden core leadership competencies to further enhance the professional growth of participants. The specific objectives of the programme are:

- To develop an ability to integrate decisions and solutions across disciplines in complex decision-making environments.
- To appreciate the influence of macro and micro business environmental factors.
- To incorporate a clear framework for ethical and value-based decision-making supported by unyielding personal integrity.
- To have a professional presence and the ability to articulate a vision needed to motivate others and lead diverse teams of people.
- To develop values and proactive attitudes for societal well-being.

3. ACADEMIC CALENDAR

The Academic Calendar for the first year of the Executive Post Graduate Program (ePGP) is given in Appendix – I. The course is spread over 3 types of Courses having six terms. First is CORE COURSE of first three terms, second is ADVANCED CORE COURSE of next two terms, third course work revolves around ELECTIVES courses that would be chosen by the students in sixth term. Last part of ePGP course is MINI TERM which includes Mini Dissertation and Integrated Business Simulation.

4. REGISTRATION

The guidelines for registration are as follows:

1. The registration for the ePGP program at IIM Raipur will be provisional and subject to verification of certificates and testimonials and receipt of all the relevant documents required for submission and as intimated by the Admissions office.

2. The students will be required to register few days before start of each term. The registration process will be completed only after payment of the required fees. The ePGP office will announce details regarding date, venue and other details of registration

including the deadline for fee payment for each term.

3. The registration for the second year (Term IV onwards) will be provisional subject to submission of the following documents:

    i. Submission of Registration forms duly filled in

    ii. Payment of term fees (fee of each term needs to be paid prior to start of that term). The program office would communicate the deadline for fee payment for each term.

    iii. Return of the books due to from Program Office and Library (if any)

    iv. Return of any other institute belongings borrowed by the student (if any)

4. Late Registration/Payment of fee: In exceptional circumstances, the ePGP Chairman may allow a maximum of two weeks for late registration and fee payment after which the student will not be allowed to register. For late registration, fine will be applicable as follows:

    i. Payment within one week after last date of fee payment: Rs 1000/-

    ii. Payment during second week after last date: Rs 200/- per day (inclusive of Saturday/Sunday/holiday), post that if any student is defaulting, he/she shall be debarred from all academic activities/classes.

    iii. Payment of fees after the second week requires approval from ePGP Chairman. Please note that the late fee is applicable regardless of whether the payment is made directly or through bank loan. A student will not be permitted to write the examination if the term fee is not paid.

5. No refund is admissible on any part of the term fees if a student withdraws voluntarily after registering for the term at any stage of the program.

6. Promotion to Term-IV is provisional and will be confirmed on meeting the academic performance criteria of the previous terms.

5. PROGRAM STRUCTURE

The 24 months ePGP would have six terms plus mini term. The program would start and conclude with 5 days of campus immersion. If owing to exceptional circumstances, the campus immersion in the first term does not take place, it would be pushed to a subsequent term. Attending both campus immersions are mandatory from a program requirement viewpoint. The remaining classes would be held in a live online mode.

I. Core Courses: Core Courses will focus on creating a strong base of understanding the fundamental principles of effective management in modern business organizations. This section will also focus on developing understanding of the business in increasingly globalized economic and political environment. This will help to crystallize the fundamental conceptual and analytical knowledge. The courses will be aimed to:

- Create foundation to understand business
- Building blocks of business activities
- Preparing the candidate for leadership position

II. Advanced Core Courses: Advanced level courses will prepare the student for taking up higher responsibility and leadership position.

III. Electives: Electives courses from all major functional areas are to meet specific career goals of the students depending upon their career/academic interests.

IV. Mini Term: This includes

- Mini Dissertation- to be carried out under supervision of a faculty member
- Integrated Business Simulation- this project focused on application of managerial concepts in real life setting and would be held-on campus.

The list of courses is appended in Appendix II.

6. CURRICULUM

A full credit course consists of 30 hours of classroom teaching and is equivalent of 1 credit.

i. **First Year Program:** All courses in the first year are compulsory. A list of first year courses is given in Appendix II. First year would have first three modules having core courses.

ii. **Second Year Program:** The second year starts with advance core courses i.e. in term IV and VI. Thereafter, students will have to take 3 major courses and 2 minor courses. In the elective term in term VI. The courses and modalities of course selection would be the formalized by the PGP committee in due course and would be communicated to students. Apart from elective courses, second year curriculum also includes one Mini Dissertation and Integrated Business Simulation Program. All courses in the second year are of 1 credit except Mini Dissertation and Integrated Business Simulation that has 3 credits.

a) The ePGP Chairman will announce the elective courses to be offered in second year during Term III/IV. This will be announced on a year to year basis depending upon the courses offered by various functional areas.

b) The indicated choices of electives term wise will be confirmed choices. No changes are permitted after the last date as announced by the ePGP Office.

c) The minimum number of candidates required for the running of an elective course would be decided by the PGP committee and communicated to students. As a rule of thumb, the minimum number of enrollment for an elective to run is around (30-40) % of the batch strength.

d) It may be noted that the change in electives, if any, will be allowed only if Existing elective course(s) gets dropped.

e) The students will give elective course choices according to the procedure and timings as communicated by the ePGP office, failing which the students will have to accept the courses

allotted by the office.

f) The instructors/ePGP office may decide the enrollment criteria of any course in consultation with the Chairman ePGP.

g) There is no provision of minimum number of elective courses for concentration in an area and therefore**, the areas of concentration will not be indicated either in the Grade Sheet or in the Degree.**

7. MINI DISSERTATION and INTEGRATED BUSINESS SIMULATION

a) The Mini dissertation and Integrated Business Simulation component of programme will be taken up by each student of ePGP after Term VI.

b) Both Mini dissertation and Integrated Business Simulation is of 6 weeks duration; students required to work under the guidance of faculty supervisors for mini-dissertation. The faculty supervisors are allotted by the ePGP Committee (if required in consultation with sentient areas).

c) Both Mini dissertation and Integrated Business Simulation component is equivalent of 2 credits each.

d) Students need to submit their Individual Reports by the second last week of the mini-term. The mini-dissertation presentation and Integrated Business Simulation would be held when students are in-campus in the mini-term.

e) There will be a Mid-term Review for Mini dissertation. It is mandatory for the student to appear for both the mid-term as well as end-Term presentation / assessment failing which they would be automatically awarded an F grade.

f) The students are required to prepare an empirical/primary/secondary research based report between 40-50 pages. The report should include the following points. Problem, Background, Rationale of the study, Methodologies, Findings, Discussions, Conclusions.

g) The presentation component will be evaluated by a panel comprising of ePGP Committee and members of sentient areas. Broadly, parameters taken for presentation includes; Structure of presentation, presentation communication, content quality. The dissertation has to be carried out under the supervision of faculty member(s) belonging to the sentient area that the student would choose to plan his/her dissertation in. Program office would allot individual students the respective faculty supervisor. Written consent of the faculty supervisor(s) and the proposed title of the dissertation need to be submitted to the ePGP office.

h) The process of faculty allocation may be started by the ePGP office in term VI.

i) Broad Framework/Guidelines: The dissertation offers an opportunity to the student to explore a topic in depth in his/her area of special interest. This comprises an investigation, together with the written report and interpretation thereof, of a subject accepted and approved by the faculty. It could either be of an exploratory type or a prescriptive type with a focus on its applicability to management situations. It may be a research study, a

study of a policy problem, a historical study, development of a new method, comparison of two or more methods, formulation and testing a hypothesis relevant to some areas of management. It may be field/library-based study or both. Guidelines for the report are suggested below:

j) Two copies of dissertation report must be submitted to the ePGP office at least a week before the presentation.

k) The evaluation of a dissertation will be based on adequacy of data the language, contribution in the area, cogency, format and overall getup. Students will further be intimate about the broad guideline and evaluation parameters.

8. LIST OF ELECTIVES

The elective courses are offered in disciplines like Marketing, Operations, IT & systems, Strategy and Economics, Finance, Human Resource Management. The typical electives are given in Appendix III. These electives are the ones that has been offered in earlier executive programs.

The institute reserves the right to change any of the above courses and structure at any time. Any final elective will be offered subject to sufficient number of participants in the course. Courses mentioned are indicative and may be changed, modified or deleted as per the suitability of the programme. Term wise electives selected by students are not allowed to change subsequently.

9. ATTENDANCE

The Institute insists on regular and prompt attendance in classes. Attendance may be taken by the instructor directly and the students should be attentive at the time of attendance to get their presence recorded in the attendance register. Unauthorized absence from class/institute will be considered a breach of discipline and the Institute will be free to take appropriate action in such cases, to an extent upto rustication from the Programme & from the institute. One credit course would have 20 sessions, such that 1 session = 1.5 hours of online live class.

1. In case of sickness, students shall apply for Medical Leave as detailed in subsequent paras.

2. Each student is expected to attend a minimum of 75% of classes in each course. The grade penalty will be imposed on all the students who do not meet the minimum 75% attendance requirements in each course in the following manner:

Attendance of Student	Grade Penalty
More than or equal to 70% but less than 75%	One grade drop (e.g. from A+ to A)
More than or equal to 65% but less than 70%	Two grade drop (e.g. from A+ to A-)
More than or equal to 60% but less than 65%	Three grade drop (e.g. from A+ to B+)

More than or equal to 55% but less than 60%	Four grade drop (e.g. from A+ to B)
More than or equal to 50% but less than 55%	Five grade drop (e.g. from A+ to B-)
Less than 50%	'F' grade will be awarded

3. If a student gets D grade in a particular course and also gets a grade drop due to attendance shortage, 'D' will become an 'F' grade.

4. If any student after successful completion of first three terms of the programme, applies for deferment, in such case, the ePGP Chairman/Committee may recommend allowing the student to complete the remaining terms in with the subsequent batches (subject to whether subsequent batches run). However, the recommendation needs to be ratified by Chairman (Academic Council, IIM Raipur) if required in consultation with Academic Council. This provision is allowed only once.

10. LEAVE OF ABSENCE

- Students are expected to attend scheduled classes, orientation sessions, quizzes and examinations during terms as indicated in the academic calendar. Under the medical emergency with full documentation and as ascertained by Chairman ePGP/Committee, a student may be given relaxation with respect to attendance. In case of medical exigency/death of close relatives, relaxation might be given as well. In case a student fails to meet the desired attendance criteria owing to work related travel/exigencies, s/he may be given relaxation based on the validation from the concept student's HR/Admin department.

- In any circumstance, the attendance must not be less than 50% in which case, the student would be awarded F grade in the pertinent course.

11. ACADEMIC PERFORMANCE EVALUATION SYSTEM

Grading and final evaluation is done on the basis of quizzes, assignments, class participation, term papers and project work. A system of continuous evaluation is followed. It is announced for each paper by the faculty concerned and given as part of the Course outline. The term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA) are computed as the credit-weighted averages of individual grades in each term and summed upto that term, respectively. The academic criteria for continuation in the program, promotion to second year and the final award of the Degree is mentioned in following paragraphs. Participants who fail to maintain minimum academic standards would be asked to leave the program.

Following are the guidelines for academic performance evaluation system:

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

i. Assignments, Quizzes, Class participation etc. such that class participation need to carry a minimum weightage of 10%.

ii. Project Work / Term Paper

iii. Mid-term component (will be conducted by the course faculty within the course sessions during 09th /10th/or 11th sessions for a full course. It can be quizzes, assignment, mid-term test(s), term papers et al. Weightage would be around 20-30%).

iv. End-term Examination (Would be around 30% of the total)

v. Rest would be as per faculty's prerogative focused on continuous assessment

No repeat MID/END Term will be allowed under any circumstances except for medical exigencies or absence due to the death in the immediate family or work related exigencies (parents, spouse, siblings, and children). These reasons would have to be backed by proper documentation.. The Institute will decide all such cases on case to case basis at the end of the academic term or session. The evaluation scheme for every course will be conveyed to the students at the beginning of the course along with the course outline by the course instructor. Attendance is must for End Term examinations for every student in each term, failing which s/he will be debarred from the registration for next term. Such students are required to continue from that term along with next batch (if the batch runs). For a half course there would be only End Term examination along with other internal components. The duration of end term examination is as follows.

Exam	Minimum duration	Maximum duration
End Term	1.5 hours	2 hours

Performance evaluation system

A ten-point grading scale with corresponding letter grades as following will be used:

1. The instructor will assign a numeric score to each student, which will be the weighted sum of component scores. Numeric score for individual components along with class distribution of scores may be communicated to the students. The component wise scores awarded by the faculty are final. Except totaling errors, students cannot ask for reevaluation. A ten-point grading scale with corresponding letter grades as follows will be used for assigning a relative grade for each course. Term wise final relative grading will be done by a faculty moderation committee comprising ePGP committee members and the teaching faculty of the term. The range of marks, numbers of students in a course and component wise performance of students are considered for final relative grading. The grades finalized by the committee cannot be changed in any circumstances.

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

Faculty members are required to follow the following guidelines:

Letter grade A ('A-,A, A+) should not exceed 30 percent

Letter grade D & Letter grade C (C-, C, C+) grade should be at least 10 percent.

A student scores less than 30 (absolute scores) will be given letter grade 'F'.

A student is required to achieve the minimum standards as prescribe below:

A. In order to qualify for promotion to the second year, the student's CGPA at the end of the first year must not be less than 3.50. Further, no repeat exam will be conducted for any course except under exigencies as detailed in previous sections. Moreover, for continuation in the programme and/or to qualify for promotion (to second year), at no stage in the first year shall the student accumulate:

- F grade in more than two courses; or

- D grade in any course if he/she has obtained F grade in two courses; or

- D grade in more than two courses if he/she has obtained F grade in one course; or

- D grade in more than four courses if he/she has not obtained F grade in any course

B. In order to qualify, the student's CGPA at the end of the second year must not be less than

3.50. Moreover, for continuation in the programme and/or to qualify, at no stage in the second year shall the student accumulate:

- F grade in more than one course; or

- D grade in any course if he/she has obtained F grade in one course; or

- D grade in more than two courses

Failure to achieve the prescribed minimum standards of academic performance will result in the student's termination from the programme.

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

A student who fails to fulfill the conditions for continuation in the Program or award of diploma may request the ePGP Committee for a review. The ePGP Committee may consider the cases of those students who fail to meet the conditions specified above on account of extenuating circumstances and take appropriate decision(s), leading to:

i. The ePGP Chairman/Committee may permit a student to repeat course(s), term(s) or year

in the next academic year by paying the required fee as determined by the committee.

ii. The ePGP Chairman/Committee may expel a student from the Program at any time if his/her conduct is detrimental to the educational process of the Institute.

iii. A student who is expelled *or* is required to leave the Institute on any ground may file an appeal to the Director (Chairperson, Academic Council), who in consultation with the Council may like to re-consider his/her case and take a decision accordingly. The decision of the Director on such an appeal will be final and binding.

Following will constitute academic malpractice:

- Use of unfair means/copying/collusion/impersonation in any evaluation component (quizzes, assignments, projects, examination etc.)

- Plagiarism in Assignments and Projects.

The punishment for such offences may range from an 'F' Grade in the concerned course to expulsion from the programme depending on the severity of the case as established by the PGP Committee

12. EXAMINATION RULES

Following examination rules will be observed.

a) The end term examination would be over the automated and secure online platform, wherein students would have to login and submit their responses. The exam would be remote proctored.

b) The students ought to have good and uninterrupted connectivity during the period of examination.

c) The students would have to ensure that there is no one in the room wherein the they are writing the exam. If required the proctor can ask the student to provide a 360 degree view of the room.

d) Student cannot switch the exam window to any other window (word/pdf/website), in which case the exam would be red flagged automatically and the exam may be ended by the proctor.

e) In instance of copying, cheating in the exam with fellow students or any other source would attract severe penalty ranging from F grade in the course to termination from the program

f) The answer books for Mid/End term exam shall be submitted by concerned faculty after correction/finalization to ePGP office for records.

g) No marks or grades shall be changed after the moderation by the committee and faculty members. After attendance calculation the final grades shall be communicated to students.

13. LIBRARY ACCESS

Library acts as the main learning resource centre of the institute. It has been providing up to date and nascent information resources and services both in hard and soft forms. The library has built

a robust collection of books, subscription to print journals, magazines, newspapers, and many other resources like student's project reports, CDs/DVDs etc. Digital Library is available round the Clock. Students would be given e-access to the library resources. Students are to follow the guidelines related to e-access to library resources.

14. IT policy

Students are not allowed to send mass mails to faculty/staff related groups and Director. In case they have any grievance, they should route it through proper channel only (i.e. through Chairman-ePGP/Committee).

Students are not supposed to share any material, contents, cases (from any publisher) acquired during the Course of ePGP program on open forum(s) either offline or online.

Students are to adhere to the IT policy listed at IIM Raipur website having following

iimraipur.ac.in/index.php/institute/policy

Email account

a) Each student may be provided email-ID on IIM Raipur Domain (@iimraipur.ac.in) through Google, which has over 30GB of inbox storage.

b) **Deactivation or deletion** of an account or email group shall occur under the following conditions:

i) Creation and exchange of e-mails that could be categorized as harassing, obscene, nuisances or threatening.

ii) Unauthorized exchange of proprietary information or any other privileged, confidential or sensitive information

iii) Unauthorized access of the services. This includes the distribution of emails anonymously, use of other User's user ids or using a false identity.

iv) Creation and exchange of advertisements, solicitations, chain letters and other unofficial, unsolicited e-mail.

v) Creation and exchange of information in violation of any laws, including copyright laws.

vi) Willful transmission of an e-mail containing a computer virus.

vii) Misrepresentation of the identity of the sender of an e-mail.

viii) Use or attempt to use the accounts of others without their permission.

ix) Transmission of e-mails involving language derogatory to religion, caste, ethnicity, sending personal e-mails to a broadcast list, exchange of e-mails containing anti- national messages, sending e-mails with obscene material, etc.

Any case of inappropriate use of e-mail accounts shall be considered as violation and may result in deactivation of the account. Further, such instances may also invite administrative action as deemed suitable to Chairman (IT) as well as scrutiny from the investigating agencies depending

on the nature of violation.

14.1 Recommended Best Practices

Users are advised to adopt the following best practices for safe usage of e-mail services.

i) All users must check their last login details while accessing their email accounts. This will help in making users aware of any unauthorized access to their account.

ii) The user should change passwords on a periodic basis.

iii) It is recommended that the users should logout from their mail accounts whenever they leave the computer unattended for a considerable period of time.

iv) Other than Government websites, the e-mail ids and e-mail address assigned on the IIM Raipur e-mail service should not be used to subscribe to any service on any website. Mails received from sites outside the Government may contain viruses, Trojans, worms or other unsafe contents.

v) It is strongly recommended that the users use the latest version of their Internet browser for safe browsing.

vi) The "save password" and auto complete features of the browser should be disabled.

vii) The files downloaded from the Internet or accessed from the portable storage media should be scanned for malicious contents before use.

viii) To ensure integrity of the downloaded files, digital signatures/hash values should be verified wherever possible.

ix) The IT Department does not ask for details like login id and password over e- mail. Users should disregard any e-mail that requests for the same and should refrain from sharing such details over e-mail with anyone.

x) Sending an e-mail with an infected attachment is the most common means adopted by a hacker to send malicious content. Hence, it is mandatory to update the anti-virus and application patches on your system to prevent infection.

xii) All attachments must be scanned with an anti-virus program before they are downloaded/ executed, even if such e-mails are received from a familiar source.

xiii) User should exercise caution while forwarding mails as they may contain malware. User should ensure authenticity of the source and safe nature of the attachments before forwarding any mail.

xiv) E-mails identified as spam are delivered in the "Probably Spam" folder that exists in the user's mailbox. Hence it is recommended that the users should check the "Probably Spam" folder on a daily basis.

xv) Attachments should be opened only when the user is sure of the nature of the e-mail. If any doubt exists, the user should contact the sender to verify the authenticity of the e-mail and/or the attachment.

xvi) User should use due discretion while creating classified and sensitive documents. Unless required otherwise, the documents should be created in manner that it cannot be edited.

xvii) Users should not open e-mails from dubious sources.

xviii) User should exercise caution in opening mails where links are embedded in the mail. The authenticity and the safe nature of the link should be ascertained before clicking the link.

14.2 Guidelines for Fair Use of IT Infrastructure at IIM Raipur

Usage of IIMR information technology infrastructure should always be legal, secure and civil.

a)   Be legal:

•   Obey cyber laws/IT Act 2000.

•   Don't illegally download, distribute or use copyrighted materials.

•   Don't use the IIMR's network to run your business.

b)   Be secure:

•   Protect your identity. Your accounts are for your use only. Use strong passwords and keep them secret. Never give your password to anyone, no exceptions.

•   Don't use other people's accounts. Don't attempt to gain unauthorized access to data and resources.

•   Run up-to-date anti-virus software. Apply the latest security patches to all your software and devices.

c)   Be civil:

•   Respect other's use of IT resources. Don't alter or damage others' data or software.

•   Take care of Institute's computers or networks.

•   If you come across an open account on a kiosk or in a computer lab, close it.

•   Browsing restricted sites using any form of Institute's IT infrastructure is prohibitive and legal and administration action will be taken against them.

•   Using proxies or bypassing server will attract legal action as per IT Act 2000.

•   Peer-to-peer networking is not allowed and students engaging in such acts may face permanent blocking of their internet access and access to their PCs or MAC IDs.

d)   Classroom IT Equipment

•   Each class is equipped with projector(s) / an audio system, a PC, Collar Mic and a presenter.

•   Respective Class in-charges should make sure that these are kept properly. The projectors should be shut down at the end of the day.

•   Presenters and Collar Mic will be available with the respective class in-charges.

•   Students should not move equipment from one class to another.

e)   Server Room Access

- Server room is a restricted place and students are not permitted to enter the server room without permission of the Chairman (IT Services)/System Manager.

- In case of any help required from IT Department, students should approach through ePGP office

f) Intellectual Property Rights

- Students should adhere to copyright norms as well as network piracy.

- The Institute has Turnitin software for catching plagiarism. Students indulging in

- Plagiarism is liable to face legal action.

- Students should engage in fair use of IT resources as needed by the students.

15. STUDENTS WORKLOAD

Each course is associated with a credit. A credit is an indication of the amount of classroom hours as well as class preparation hours required for the course. A 1-credit course requires 20 sessions of 90 minutes each or a total of 30 hours per term. Since much of the teaching methodology is student oriented, one hour of class time requires about 2 hours of preparation time.

16. AWARD OF DEGREE

Students would be awarded the ***"Master of Business Administration (MBA) Degree" for completing the Two Year Executive Post Graduate Program*** on successful completion of the Program. The Degree will be awarded at the Institute's Annual Convocation, which is held towards the end of each academic year as indicated in the Academic Calendar.

All students qualifying for the Degree shall pay a Convocation fee along with the 6th term fee. All students shall attend the Convocation and must confirm their participation to the ePGP office. All the students seeking Degree must clear all the dues and take clearance from various departments on prescribed form, at least a week before the Convocation.

Those who are interested in receiving the award of Degree in absentia must intimate the same to Chairman ePGP or ePGP office before the Convocation and will have to pay an additional fee as prescribed by the ePGP office. The Institute has provision for issuing duplicate Degree in some restricted cases.

1. **Policy for issuing duplicate ePGP Degree**

2. The Institute will issue a duplicate Degree only in the case where the original is lost or damaged. In case of loss of original Degree, the student shall have to furnish an affidavit and a copy of FIR reporting that the original Degree is lost. In case of damaged Degree, the student shall have to submit the damaged Degree. In-order to seek a duplicate Degree, the student shall also have to furnish:

    a. A passport size photograph of self;

    b. Copy of transcripts of ePGP from IIM Raipur and

c. Copy of birth certificate of self

3. The present Chairperson BOG, the Director and the Chairman ePGP will sign the duplicate Degree. An amount of Rs.5000/-will be charged for the issue of duplicate Degree.

4. **Policy for issuing duplicate transcripts (Grade Card/Certificate)**

5. The Institute Provides the facility of sending official copies of the transcripts to our alumni desirous of pursuing further studies abroad or who have lost the originals. An amount of Rs. 1000/ per set 1st year or 2nd year will be charged for issue of Duplicate Transcripts.

17. PEDAGOGY

The pedagogy at IIM Raipur presents a mix of case studies, lecture sessions by faculty, interactions with industry experts, business games, simulation exercises. This has been designed keeping in mind the effect each of these methods in enhancing the knowledge of executives in handling the problems in accordance with the environment. The case studies help students to keep in touch with the best predicaments faced in the world of management. With the experienced faculty we have, our students are well guided in their analyses. This provides students with a hands-on approach to management. Interactions with personnel from industry ensure that students are up to date with the latest issues and occurrences in the various industries. The most interesting part of our system of education comes with the drive we instill in the students to have brainstorming sessions amongst themselves regarding various issues.

18. SPONSORSHIP

The program would admit both organization-sponsored and self-sponsored candidates.

19. PROGRAM COMMENCEMENT DATE

i. Programme Inauguration on Sunday, January 03rd, 2021.

ii. Regular classes from Wednesday January: 06th, 2021.

iii. Regular classes concludes on Last week of December 2022.

20. PLACEMENT

IIM Raipur will <u>NOT</u> provide any placement service to the participants, as the programme is for the working executives.

21. REFUND OF FEES

Once a student is admitted to the Institute, fees paid by him/her other than Security Deposit are not

refundable. The Security Deposit will be refunded at the end of the program, after receipt of "No Dues Certificate" in the ePGP Office.

22. WITHDRAWAL FROM THE PROGRAM

A student wishing to withdraw from the programme on his own should submit an application to Chairman ePGP. **He/she shall also obtain "No Dues Certificate" from Accounts, Library and IT and submit it to the ePGP Office for settling his accounts. There will not be any refund (apart from Caution deposit if any charge is not incurred against it).**

23. SCHEDULE & MODE OF PAYMENT

The total fee for ePGP is Rs.9,50,000 which includes tuition Fees, Virtual Library Access (such as cost of materials/cases/library materials etc.) and Campus Immersion other miscellaneous components. Term wise fee structure is as follows:

i.   Fees must be paid before the commencement of each term.

ii. Fee need to be paid online using the link provided on iimraipur.ac.in

Tuition Fee		Virtual Library Access		Campus Immersion		
Rs. 8 Lakhs		Rs. 1 Lakh		Rs. 50 Thousand		
Fee Components	**Term I**	**Term II**	**Term III**	**Term IV**	**Term V**	**Term VI**	**Mini-term**
Tuition Fee	Rs. 1,25,000	Rs. 1,25,000	Rs. 1,25,000	Rs. 1,25,000	Rs. 1,25,000	Rs. 1,25,000	Rs. 50,000
Material/Library/ Database/ Archive fee	Rs. 15,000	Rs. 15,000	Rs. 15,000	Rs. 15,000	Rs. 15,000	Rs. 15,000	Rs. 10,000
Campus Visit Fee	Rs. 25,000	-	-	-	-	-	Rs. 25,000
Caution Deposit	Rs. 20,000	-	-	-	-	-	-
Total	Rs. 1,85,000	Rs. 1,40,000	Rs. 1,40,000	Rs. 1,40,000	Rs. 1,40,000	Rs. 1,40,000	Rs. 85,000

- **Caution deposit would be refunded at the end of the program, if no charges are incurred against it**
- Boarding/lodging is included in the fee for visit to campus in term-I and mini-term.
- If in the 1st term, the campus immersion does not take. The corresponding campus immersion fee will not be

> charged. This fee would be part of the term fee in the term in which the campus immersion will take place

• **Alumni Status Fees of Rupees 10,000/- to be paid before the completion of the program. These charges are not mandatory, participants who are interested can opt for the same.**

24. CLASS TIMINGS

Classes are to be scheduled on Wednesday, Saturday and Sundays. The timetable will be communicated by the ePGP office from time to time.

DAY	TIMING	HOURS COVERAGE
Wednesday	7:30 PM to 10.45 PM	3 Hours
Saturday	5:00 PM to 10:00 PM	4.5 Hours
Sunday	3:00 PM to 8:00 PM	4.5 Hours

25. ACADEMIC DISCIPLINE

The institute attaches utmost importance to strict integrity and honesty in academic work by the students. students must maintain strict discipline in classes, examinations, tests, quizzes, take-home assignments and all other segments of academic work.

Resorting to copying or helping to copy in any form in examinations or quizzes or home assignments or other elements of evaluation, and/or reproducing passages from written work of others without necessary acknowledgement, and/or passing on or receiving papers in connection with any academic work to be evaluated, and/or canvassing for grades is strictly prohibited.

Unless otherwise specified by the concerned faculty, the students must not collaborate in any way with anybody. in other words, the answers as presented to the concerned faculty should be independent work of each student. they are advised that they should not, in their own interest, communicate their written analysis or answers of home assignments to any other students.

Mobile phones, tablets, ipads etc. are banned during the classes and examinations. In the incident any of the electric gadgets during the classes/examinations by any student, the student may be debarred from classes/examinations, and appropriate disciplinary action will be decided by ePGP chairman in consultation with ePGP committee.

25.1 All students must attend all institutional functions as attendance will be taken by class representative and will be submitted to ePGP office.

Following may be treated as (but not limited to) acts of academic indiscipline:

Marking or attempting to mark proxy attendance in class, canvassing for marks/grades with faculty members, approaching faculty for relaxation in certain academic norms, use of mobile

phones during class, misbehaving with a student/faculty, and creating indiscipline during classes.

On receiving a complaint from an instructor against a student or acting Suo-moto, ePGP Chairman shall initiate disciplinary action against any student for any alleged misconduct. The ePGP Chairperson and/or a Committee may conduct an enquiry if needed. Chairman/Committee and the PGP Committee may impose any one or more of the following penalties depending on the severity of the case:

• Fine, public apology and community service

• Letter grade drop/'F' grade in one or more courses

• Termination/expulsion from the programme

• Any other punishment as deemed appropriate

26. ACCOMMODATION DURING CAMPUS IMMERSION

Executives Post Graduate Programme is a blended mode program wherein majority of classes would be held on a live online mode. The First term will have an on-campus component, followed by online classes for remaining terms. In the final term (mini -term) there would also be mandatory campus visit. Participants may avail fooding, lodging & boarding. In case of the 1st on-campus immersion does not take place owing to exceptional circumstances, this would be pushed to one of the subsequent terms. The Accomodation is typically provided in the Institute's hostels.

27. CLASS REPRESENTATIVE

Class representatives are the link between students and faculty in the institute. There is a provision of electing class representatives' term wise. This gives opportunity to students to represent the batch and bridge the gap between students and faculty requirements. Students may elect their class representatives' term wise in consultation with the Chairman ePGP. Class representatives may be changed or directly nominated by the Chairman ePGP/ePGP office. The following are the responsibilities of a class representative.

i. Coordinate with faculty members of the term to fulfil students' requirement if any.

ii. Responsible for distribution of study materials/cases/answer scripts in the class whenever required.

iii. Responsible for smooth functioning of classes including classes requirements

iv. Responsible for coordinating the Integrated business simulation Programme, elective selection process etc.

v. Responsible for coordinating the student feedback session in consultation with the ePGP office.

vi. Coordinate the student activities

28. GENERAL RULES

a. Mobile phones are strictly prohibited during the classes and examinations.

b. Tele-recording of any event in the classrooms and putting the same in the public domain is strictly prohibited. In the event of violation of this rule, strict disciplinary action will be taken.

c. Smoking/drinking is strictly prohibited in the IIM Raipur Campus.

d. Students must take all care to ensure the correctness of information while making declaration at any point of time to the institute. Wrong declaration may lead to the student's termination from the Programme.

e. The term end will be mailed to the students.

f. Any issues pertaining to academic or otherwise, the students should first contact the ePGP office via epgp@iimraipur.ac.in

g. Students should not send emails of any of their concerns/grievances to other programme students/faculty body/director without contacting ePGP office or the Chairman ePGP. This is considered as violation of rule and necessary action will be taken by Chairman ePGP.

h. Students need to fulfill all the requirements as per the deadlines set and communicated by the ePGP office from time to time, failing which ePGP office will decide as deemed fit.

i. Course structure or the timetables communicated by ePGP office cannot be changed as per the requirement of any students (s). Therefore, students should refrain from requesting the same either to the ePGP office or to the Chairman ePGP.

j. Each student will be provided with an official Email ID to communicate the programme requirements. All are advised to check their Emails regularly.

k. Students must keep themselves aware of the laws regarding sexual harassment. Any case of sexual harassment in any form by any member will be severely dealt with by the administration.

l. Ragging in any form is prohibited inside or outside the campus. Punishment for ragging under the Chhattisgarh Education Act 1983 can be upto one year imprisonment. Supreme Court has also defined ragging as a criminal offence.

m. Students should maintain utmost discipline in their conduct and behavior while in the programme. Any student indulge in indiscipline activities would be seriously viewed and disciplinary action will be taken against him/her.

n. The decision of the ePGP Chairman / Director in matters of interpretation of the rules will be final and binding on all concerned.

o. Policy on sexual harassment of woman at workplace (prevention, Prohibition & redressal).

p. Rules are liable to change at the discretion of the Institute at any time, without any notice to students.

29. CONTACT DETAILS

Chairman ePGP:

Prof. Mohit Goswami

Phone: 91-771-2474654 (O)

Email: chairmanepgp@iimraipur.ac.in

ePGP Office:

Mr.   Shaji   Mathai
Administrative   Officer
Phone: 91-771-2474668

Mobile: +91 9229209388

Email: epgp@iimraipur.ac.in

Appendix I: Academic calendar (1st year)

Week	Term Period	Dates (2021-2022)	Wednesday	Saturday	Sunday	No of Classes	Hours
1st	Term- I (4th January 2021 to 18th April 2021)	(4th January to 10th January)	6th Jan	9th Jan	10th Jan	8	12
2nd		(11th January to 17th January)	13th Jan	16th Jan	17th Jan	8	12
3rd		(18th January to 24th January)	20th Jan	23rd Jan	24th Jan	8	12
4th		(25th January to 31st January)	27th Jan	30th Jan	31st Jan	8	12
5th		(1st February to 7th February)	3rdFeb	6th Feb	7th Feb	8	12
6th		(8th February to 14th February)	10th Feb	13th Feb	14th Feb	8	12
7th		(15th February to 21st February)	17th Feb	20th Feb	21st Feb	8	12
8th		(22nd February to 28th February)	24th Feb	27th Feb	28th Feb	8	12
9th		(1st March to 7th March)	3rd Mar	6th Mar	7th Mar	8	12
10th		(8th March to 14th March)	10th Mar	13th Mar	14th Mar	8	12
11th		(15th March to 21st March)	17th Mar	20th Mar	21st Mar	8	12
12th		(22nd March to 28th March)	24th Mar	27th Mar	28th Mar	8	12
13th		(29th March to 4th April)	31st Mar	3rd April	-	4	6
14th		(5th April to 11th April)	-	-	-	Buffer/Break for Exam	
15th		(12th April to 18th April)	-	17th April	18th April	End Term Exam	
16th	Term-II (19th April 2021 to 1st August 2021)	(19th April to 25th April)	21st April	24th April	G. Holiday	5	7.5
17th		(26th April to 2nd May)	28th April	1st May	2nd May	8	12
18th		(3rd May to 9th May)	5th May	8th May	9th May	8	12
19th		(10th May to 16th May)	12th May	15th May	16th May	8	12
20th		(17th May to 23rd May)	19th May	22nd May	23rd May	8	12
21st		(24th May to 30th May)	G. Holiday	29th May	30th May	6	9
22nd		(31st May to 6th June)	2nd June	5th June	6th June	8	12
23rd		(7th June to 13th June)	9th June	12th June	13th June	8	12
24th		(14th June to 20th June)	16th June	19th June	20th June	8	12
25th		(21st June to 27th June)	23rd June	26th June	27th June	8	12
26th		(28th June to 4th July)	30th June	3rd July	4th July	8	12
27th		(5th July to 11th July)	7th July	10th July	11th July	8	12
28th		(12th July to 18th July)	14th July	17th July	18th July	8	12
29th		(19th July to 25th July)	G. Holiday	24th July	-	1	1.5
30th		(25th July to 1st August)	-	31st July	1st Aug	End Term Exam	
31st		(2nd August to 8th August)	4th Aug	7th Aug	8th Aug	8	12

32nd		(9th August to 15th August)	11th Aug	14th Aug	G. Holiday	5	7.5
33rd		(16th August to 22nd August)	18th Aug	21st Aug	22nd Aug	8	12
34th		(23rd August to 29th August)	25th Aug	28th Aug	29th Aug	8	12
35th		(30th August to 5th Sept)	1st Sep	4th sep	5th sep	8	12
36th		(6th Sept to 12th Sept)	8th Sep	11-Sep	12-Sep	8	12
37th		(13th Sept to 19th Sept)	15th sept	18th Sept	19th Sept	8	12
38th	TERM-III (2nd August 2021 to 14th Nov 2021)	(20th Sept to 26th Sept)	22nd Sep	25th Sep	26th Sep	8	12
39th		(27th Sept to 3rd Oct)	29th Sep	G. Holiday	3rd Oct	5	7.5
40th		(4th Oct to 10th Oct)	6th Oct	9th Oct	10th Oct	8	12
41st		(11th Oct to 17th Oct)	13th Oct	16th Oct	17th Oct	8	12
42nd		(18th Oct to 24th Oct)	20th Oct	23rd Oct	24th Oct	8	12
43rd		(25th Oct to 31st Oct)	27th Oct	30th Oct	31st Oct	8	12
44th		(1st Nov to 7th Nov)	3rd Nov	-	-	2	3
45th		(8th Nov to 14th Nov)	-	13th Nov	14th Nov	End Term Exam	

i.   The academic calendar may change subject to exigencies.

ii. The complete timetable will be made available on the Institute's website as well.

Appendix II: List of Courses

Course Type	Term	Course	Credits
Core Course	Term -I (5 credits)	Microeconomics for Managers	1
		Marketing Management I	1
		Operations Management I	1
		Business Statistics	1
		Spread-Sheet Modeling	1
	Term -II (5 credits)	Organizational Behavior	1
		Financial Accounting	1
		Macroeconomics for Managers	1
		Business communication	1
		Operations Research	1
	Term -III (5 credits)	Corporate Finance	1
		Strategic Management I	1
		Marketing Management II	1
		Management Information Systems	1
		Operations Management II	1
Advance Core Course	Term -IV (5 credits)	Human Resource Management	1
		Legal Aspects of Business	1
		Strategic Management II	1
		Supply Chain Management	1
		Business Research Methods	1
	Term -V (5 credits)	Financial Markets and Institutions	1
		Sales Management	1
		Business Ethics and CSR	0.5
		Elective Managerial Skills	0.5
		Design thinking & Product Development	1

		Machine Learning for Managers	1
Electives	**Term -VI (5 credits)**	Elective 1	1
		Elective 2	1
		Elective 3	1
		Elective 4	1
		Elective 5	1
	Mini term	Mini Dissertation	2
		Integrated Business Simulation	2

Appendix III: Indicative list of Electives

Elective courses from all major functional areas are offered to meet specific career goals of the students.

Marketing

- Integrated Marketing Communication
- Advance Market Research
- Brand Management
- Business to Business Marketing
- Strategic Marketing
- Consumer Behavior
- Services Marketing
- Customer Relationship Management
- Irrational Consumers

Operations

- Project Management
- Supply Chain Management
- Business Analytics using Data Mining
- Operations Strategy
- Operations Analytics
- Service Operations
- Supply Chain Analytics
- New Product Development and Mgmt.
- Design Thinking

Strategy and Economics

- Econometrics for Managers
- AI in Business Strategy
- Advance competitive strategy

IT and System

- Business analytics using data mining
- Business models in electronic commerce
- Digital strategies in business

Finance

- Business Analysis and Valuation
- Security Analysis and Portfolio Management
- Project Appraisal Finance
- Financial Statement Analysis

Human Resource Management

- Elective Leadership: Managing Self and Others
- Talent Management
- Performance Management System
- Management of Change

- Investment Banking
- Financial Institutions and Markets
- Taxation

- HR Analytics
- Organizational Design

Subject to change depending upon the overall preferences of the students and availability of Faculty.

Note: The courses mentioned above may be changed, modified or deleted as per the suitability of the programme. This is just the indicative list of the courses offering previously in PGP/Executive academic programs.