

FELLOW PROGRAM IN MANAGEMENT

2017

Manual

(Procedures, Policies & Guidelines)

IIM
RAIPUR

भारतीय प्रबंध संस्थान रायपुर
INDIAN INSTITUTE OF MANAGEMENT
RAIPUR

PREAMBLE

In the 2nd Faculty Council Meeting of Academic Year 2016-17, held on March 27, 2017, it was decided to undertake a comprehensive review of the Fellow Programs at IIM Raipur. In pursuance of the same, a FPM Review Committee was constituted by the Director vide Circular No. IIM Raipur/Dir./2017-18/15 on 4th April, 2017. Following were the constituent members of the FPM Review Committee:

1. Prof. Sumeet Gupta (Information Systems) – Chairman of the FPM Review Committee
2. Prof. Jagrook Dawra (Marketing) – Member
3. Prof. Payal Anand (HR&OB) – Member
4. Prof. Pradyumna Dash (Economics) – Member
5. Prof. Vinay Goyal (Finance) – Member
6. Prof. R.K. Jana (Quantitative) – Member
7. Prof. Parikshit Charan (Operations) – Member
8. Prof. Satyasiba Das (Strategy) – Member

The FPM Review committee deliberated based on the FPM manuals of various IIMs and submitted its recommendations to the faculty council. The recommendations of the FPM Review committee were discussed and finalized in the 4th Faculty Council Meeting of the Academic Year 2016-17, held on 2nd May, 2017. This manual is an outcome of the discussion during the meeting.

While this manual is completely applicable to FPM batches 2017 and beyond, this manual supersedes the existing FPM Manuals depending upon the stage a student is in his/her FPM Program. The table below presents the matrix regarding the applicability of rules to previous batches. The year in the table indicates the start year of a particular FPM batch.

Rules Regarding	2017	2016	2015	2014
Eligibility Criteria	Yes	No	No	No
Course Work	Yes	No	No	No
CIS	Yes	Yes	No	No
Comprehensive Examination	Yes	Yes	Yes	No
Teaching Assistantship	Yes	Yes	Yes	Yes
Research Assistantship	Yes	Yes	No	No
TAC	Yes	Yes	Yes	No
Dissertation	Yes	Yes	Yes	Yes
Extension	Yes	Yes	Yes	Yes
Publication Requirement	Yes	Yes	Yes	Yes
Leave Rules	Yes	Yes*	Yes*	Yes*
Financial Grant	Yes	Yes*	Yes*	Yes*

* On pro-rata basis.

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INTRODUCTION

Program Objectives

IIM Raipur started the Fellow Programme in Management (FPM) from academic year 2012-13. FPM is a full-time doctoral programme that offers students opportunities for advanced studies and research in different areas of 'management'. The Programme aims to prepare students for careers in teaching and research in management studies and in related disciplines, and for careers in other organizations that require advanced analytical and research capabilities. The program provides students with necessary skills to identify and research complex issues in the field of management and disseminate their findings into publications of international standards. Following areas of specialization are available at IIM Raipur:

- Business Policy and Strategy
- Economics and Business Environment
- Finance and Accounting
- Marketing
- Operations Management
- Organisational Behaviour & HRM
- IT & Systems

Program Structure

The fellow programme at IIM Raipur has the following four components:

- a. Mandatory Course Work
- b. Comprehensive Examination
- c. Thesis Proposal Formulation
- d. Thesis Submission and Defense

Mandatory Course Work

During first year of the programme the students acquire knowledge of the discipline and functional areas of management and general management. The FPM students, irrespective of their area of specialization, take a compulsory set of courses in the first year. At the end of the first year, they undergo a summer placement/summer research assignment under the advice/guidance of his/her Academic Advisor.

The FPM students who already have a one/two/three-year full-time classroom based PGDM/PGP from any of the IIMs or MBA from IITs or MBA /PGDM from Universities / Institutes with International accreditation would be exempted from the first year course work including the summer work provided they have obtained a minimum CGPA of 6 on a 10-point scale or an equivalent 3.0 in 4.0-point scale and the corresponding letter grade 'B'. They will directly enter into the second year. However, they will have to take the FPM compulsory courses (offered in the first year) along with their second year course work. In addition, the sentient area may recommend additional first year courses for FPM candidates in the exempted category, if area members feel that the candidate(s) requires additional inputs in the core discipline.

During second year of the programme the students acquire in-depth knowledge of the area of specialization and related fields. In addition, students take the PGP/FPM elective courses, which are specially designed to provide an in-depth understanding of the area of their research as well as to develop teaching skills.

Comprehensive Examination

On completion of the second year course work, the student takes the comprehensive examination. The comprehensive examination at the end of the 2nd year, tests whether the student has obtained a satisfactory level of knowledge in his/her field of specialization and whether s/he has satisfactorily integrated the various courses taken by him/her in the area. While the course work formally gets over with the completion of Comprehensive Examination, students are encouraged to continue taking advanced courses of interest even further into their research work.

Thesis Proposal Formulation

After passing the comprehensive examination, the student enters the thesis writing stage. The student first develops a thesis proposal, for which s/he identifies a research topic, identifies the members of the Thesis Advisory Committee (TAC), gives a seminar on the thesis proposal to IIM Raipur's academic community, and gets the thesis proposal approved by the TAC.

Thesis Submission and Defense

On approval of the thesis proposal, the student works closely with the TAC on his/her thesis work. When the candidate's supervisor judges that the thesis is complete, the student gives a seminar on the thesis work and subsequently defends the thesis orally before a thesis examination committee. The Chairperson (Fellow Programmes) appoints the thesis examination committee comprising the thesis advisor and other members.

Program Duration

FPM is a full time residential programme. The student is expected to complete the programme in four years. Under special circumstances, extension may be granted to the student. In any case the entire program should finish within six years. If a student fails to complete the requisite academic works for the Fellow Programme within this specified period, then s/he has to withdraw from the programme. The student's registration will be terminated on the completion of six years.

Students are not permitted to take up employment / outside assignment during the programme. If violated, suitable disciplinary action including expulsion from the programme would be initiated by the FPM Committee. In case, wherein the student likes to extend his/her stay for one more year in order to complete his/her thesis work, a request has to be made by the student through TAC to the Chairperson (Fellow Programmes) for a maximum of one more year of stay.

Title

After completion of all requirements of the programme, the student is awarded the title of the "Fellow of the Indian Institute of Management Raipur".

Other Issues

The respective areas are responsible for the monitoring of the FPM students enrolled in the area. This includes issues such as periodic performance appraisal, continuation of the fellowship, scholarship, and comprehensive examination.

The decision of the institute (Director) in matters of interpretation of the rules will be final and binding on all concerned.

ADMISSION

IIM Raipur's Fellow Programme aims to admit individuals with exceptional academic background, strong motivation and discipline, and potential to become excellent researchers at international level. It is expected that students will come from a variety of disciplines ranging from social sciences and humanities to physical sciences and engineering. Applicants are evaluated on their past academic achievements, motivation and preparation for the programme, letters of recommendation, scores on standard tests, and a personal interview with the faculty.

Eligibility

The candidates for the programme must have one of the following qualifications obtained from any of the universities incorporated by an act of the central or state legislature in India, or other educational institutions established by an act of parliament or declared to be deemed as a university under section 3 of UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India, or an equivalent qualification from an institution approved by AICTE.

- A Master's degree or its equivalent in any discipline with minimum 60% aggregate marks or equivalent grade point average
- or
- Any professional qualifications such as CA, ICWA and CS with a minimum 60% aggregate marks or equivalent grade point average
- or
- A Bachelor's Degree in Engineering (BE/B Tech/B Arch) with 60% marks or equivalent grade point average
- or
- Five year/four-year Integrated Master's degree programme in any discipline, with at least 60% aggregate marks, obtained after completing higher secondary schooling (10+2) or equivalent.

Those who are appearing for their final year examination in the current academic year may also apply. However, their admission to the programme will be provisional subject to their successful completion of all requirements for obtaining the relevant degree before 30th June, 2017.

Age Limit

Candidates must not be more than 55 years of age as on 1st June, 2017.

Selection Process

Candidates who fulfil the eligibility criteria as stated above are required to take Common Admission Test (CAT) held by the IIMs. Alternatively, those who have qualified GATE, GRE, GMAT or JRF (UGC/CSIR) examinations can also apply in the relevant area of specialization. Scores of any of these examinations including CAT taken during the last two years (i.e., on or after 1st July, 2015) will be considered valid.

Candidates who already have a one/two/three-year full-time classroom based PGDM/PGP from any of the IIMs or MBA from IITs or MBA /PGDM from Universities / Institutes with International accreditation with a minimum CGPA of 6.0 on a 10-point scale or 3.0 on a 4.0-point scale and an equivalent letter grade 'B' are exempted from this requirement, and can apply directly through the prescribed Application Form.

The candidates short-listed on the basis of their academic record and performance in the competitive examinations mentioned above will be called to IIM Raipur for a personal interview for final selection during April-May of the year of admission and the successful candidates will receive offers by mid-May of that year.

Admission to the programme is open to overseas candidates including NRIs and foreign nationals. Their admission will be based on GMAT/GRE scores obtained within previous one year (i.e., on or after 1st July, 2016).

How to Apply

The completed application for admission to the Fellow Programme shall include the following:

FPM Application Form

The FPM application form can be downloaded from IIM Raipur's website (<http://www.iimraipur.ac.in>). A candidate is eligible to submit applications to a maximum of two areas. In such cases, two copies of the application form, one for each area, with all supporting documents may be sent together.

Relevant Test Scores

Relevant Test Scores include CAT/GMAT/GRE/GATE/JRF (UGC/CSIR). The test score should be valid on the deadlines of the submission of the application form. Test scores of last two years will only be considered.

Supporting Documents

The supporting documents will consist of:

- Certified copies of School and University degrees.
- Certified copies of mark sheets or transcripts of grades obtained during the course of study for the above degrees. Transcripts in languages other than Hindi and English must be submitted along with certified translations.
- Two references with their contact details and their respective email IDs from academics who have taught the candidate or with whom the candidate has worked closely on scholarly work. However, the supervisor at work could write a reference, if the candidate has been away from the university for a long period.
- Copies of Work Experience Certificates (if any)
- Caste Certificate (if applicable)
- Candidates applying for waiver must attach copies of both sides of the grade sheet to ascertain the equivalence between the grading systems of other IIMs / IITs / Universities / Institutions, without which, the application for waiver will not be considered.

Application Fee

Completed application form together with all relevant documents and a Demand Draft of Rs. 500/- in favour of Indian Institute of Management Raipur, should reach only through speed post to the Admissions Office (Fellow Program), Indian Institute of Management Raipur, GEC Campus, Sejbahar, Raipur 492 015 on or before March 15, 2017. There is no application fee for SC/ST/NC-OBC/DAP applicants who submit an attested copy of SC/ST/NC-OBC/DAP certificate.

No Objection Certificate

Candidates have to submit the No-Objection Certificate from their employer at the time of admission.

Reservation for eligible categories will be as per Government of India rules applicable for doctoral programme at the time of admission. For any query, please contact: Email: fpm.admission@iimraipur.ac.in

Completed application forms should be sent to the following address.

Admissions Office

Indian Institute of Management Raipur
GEC Campus, Sejbahar, Raipur – 492015 INDIA
Phone: (EPBX) +91-771-2474612/13; 2971658
Fax: +91-522-2734005 and 2734025
Email: fpm.admission@iimraipur.ac.in

The completed application received by the Admissions Office will be compiled and submitted to the Admission Committee for the screening of application. Admission Committee will then evaluate the applications that have been submitted, and invite a select group of candidates for personal interviews.

FINANCIAL ASSISTANCE

All resident Indian students admitted to the programme are provided financial assistance, fellowship and various others grants.

Financial Assistance

The Tuition Fee, Library Fee, Computer Fee and Hostel Fee are completely waived for students selected for FPM program at IIM Raipur. The students have to pay a one-time Alumni Association fee of ₹6000/- at the time of acceptance of offer for Alumni Membership. Selected candidates need to pay caution deposit of ₹30,000/- at the time of acceptance of offer. Caution money is refundable after adjusting dues, if any, at the time of leaving the Institute.

Fellowship Stipend

Students are provided with a fellowship stipend of ₹30,000 per month during first and second year. The stipend will continue until the student's successful clearance of Comprehensive Exam at the end of the second year. For the rest of the period of the programme (i.e., III and IV year) the stipend of ₹35,000 per month will be provided after the successful completion of comprehensive examination at the end of the second year.

Additional Grants

A complete package of grants is provided to all FPM students. The package has the following components:

- A one-time *Computer Grant* to purchase PC/Laptop of ₹50,000.
- Cumulative Conference Grant upto ₹1,50,000 during the FPM program for attending one International Conference, upto two National Conferences and one Doctoral Consortium Seminar. In lieu of the International Conference, one may wish to visit a foreign university to do some research work.
- A yearly contingency grant of ₹40,000 per year. The use of contingency grant requires prior ratification from FPM Chair on recommendation of TAC Chair/Advisor. The contingency grant can be accumulated till four years and a student may choose to use it for attending one more International Conference / Summer school. The grant can be used for the following purposes:
 - For attending research workshops
 - Fieldwork in connection with courses or thesis for the entire duration of the program. Only Travel and Accommodation will be allowed. No DA will be given for fieldwork / data collection.
 - Purchase of books, photocopy, printing, stationery
 - Computer consumables, such as pen drive, hard disk, software etc.
 - Copy editing of paper, dissertation, transcription and other coding support
 - Thesis binding and printing expenses
 - Accessories such as voice recorder / e-book reader
 - Subscription to journal / magazines
 - Annual Membership fee (student rates) for one national and one international professional society during third and fourth year.
 - DA only for attending International / National Conference.
 - Yearly health insurance premium from the institute's empanelled health insurance provider

Important Note

- Those who are exempted from first year course work and are admitted directly in the second year of the programme would be eligible to get stipend and other grant only for thirty-six months, i.e., for three years.
- Free hostel accommodation will be made available to the students. In case, hostel accommodation is not available, the student will be reimbursed @ ₹5000/- per month towards alternative accommodation.
- The institute reserves the right to charge any other fees from the students or increase the fees if considered necessary. Due notice would be given, while making such changes.
- Self-sponsored / NRIs / foreign candidates will be required to bear all the expenses including tuition fee (as applicable to Executive Fellow Program in Management).

COURSE WORK

Objectives

During the first year of the programme the students are expected to acquire proficiency in general management. The second year of the programme is meant for acquiring in-depth knowledge of the area of specialization and related fields.

First Year

FPM students will have to take an equivalent of 18 courses (54 Credits) in the first year¹. These courses are divided as follows:

- *Twelve Courses* from PGP courses offered in the first year to PGP students. Each area should come up with the list of these twelve courses to be undertaken by the students in their area. The courses can be spread over the three terms of the first year.
- *Four courses* from compulsory FPM courses which will be mandatory for all the areas. These courses will comprise:
 - Pedagogy (1 Course)
 - Academic and Professional Writing (0.5 Course)
 - Communication for Management Teachers (0.5 Course)
 - Philosophy / Foundation of Management /Business History (1 Course)
 - Advanced Research Methodology (1 Course)
- *Two courses* will be in the form of Summer Internship / Guided Research Project. The area can recommend the students to either take up 8-10 weeks of summer internship or a guided research project under a faculty member (as academic advisor) from the sentient area. The summer internship / research report, duly signed by the academic advisor (AA), must be submitted to the Fellow Programmes Office by 1st June of the First Year.

The FPM students who already have a one/two/three-year full-time classroom based PGDM/PGP from any of the IIMs or MBA from IITs or MBA /PGDM from Universities / Institutes with International accreditation² would be exempted from the first year course work including the summer work provided they have obtained a minimum CGPA of 6 on a 10-point scale or an equivalent 3.0 in 4.0-point scale and the corresponding letter grade 'B'. They will directly enter into the second year and will have to take additional FPM compulsory courses (offered in the first year for regular students) during their second year itself.

Second Year

FPM students will have to take an equivalent of 12 courses (36 Credits) in the second year. These courses are divided as follows:

- *Four Courses* from PGP Elective courses from within the Area or Related Area
- *Six FPM Level Courses*
 - Two Advanced Research Courses
 - 2-3 Area FPM Level Courses
 - 1-2 Related Area FPM Level Courses
- *Two Courses* in the form of the course of independent study (CIS) which will be spread over second and third term. CIS would be undertaken under an advisor from within the area. The CIS report, duly signed by the advisor, must be submitted to the Fellow Programmes Office by 1st April of the Second Year.

Second year courses can also be substituted on the basis of contact hours from other universities / institutes (from India / Abroad) also with due permission from the advisor, FPM Chair and the Corresponding person from the

¹ *One course is of three credits / 30 Hours.*

² *FPM Committee can waive some courses for MBA students from other Universities / Institutes*

other university / institution. Such university / institute much carry International Accreditation (such as AACSB, AMBA, EFMD). If such a request is approved, the student is granted Course-work Leave. In every such case, the student is required to take the Area Comprehensive Exam along with other students as per schedule. If the students avail of financial support such as a fellowship/scholarship from that university, they are not entitled to the FPM stipend from IIM Raipur for the period of such financial support, unless the financial support extended by the host institution is lower than IIM Raipur's fellowship, in which case, the shortfall in the stipend will be paid. In addition, for this purpose, annual contingency grant will be counted as part of the stipend. Such students continue to be eligible for conference support.

Course of Independent Study

The objective of having a Course of Independent Study (CIS) Report is to allow the Scholars to organize and report the learnings gained in an in depth systematic literature review undertaken in their field of Research. The Course of Independent Study (CIS) Report should be a substantive contribution to the scholar's knowledge as well as to his research topic through integration of various literature sources in the domain. However, the CIS work may vary from one academic advisor to another academic advisor.

The purpose of CIS is to help a scholar narrow down his area of interest and help him create a base for finalising the topic of his / her thesis proposal. It is pertinent to note that the Course of Independent Study (CIS) Report represents a visible concrete output and would, therefore, have demonstrable potential enabling individuals to pursue further work on the theme.

The CIS work will be evaluated by the CIS Advisor himself/herself and another two faculty members to be nominated by the Chairperson (Fellow Programmes) in consultation with the student's CIS Advisor. In case of unsatisfactory performance in the CIS work, the student would be given one more chance to submit his/her CIS work within one month for re-evaluation from the date of first evaluation. A copy of the final report should be submitted to Fellow Programmes Office.

Third and Fourth Year

The students will clear the Comprehensive Examination (CE) and work under the Thesis Advisory Committee (TAC) on a research topic. Some pointers for the third and fourth year are as follows:

- The student should present the thesis proposal before the faculty community in third year after the comprehensive exam. The student should present their thesis proposal maximally by the end of third year.
- The student will have to submit six-monthly progress reports duly attested by the TAC all through third and fourth year.
- The student should ideally give the final thesis seminar before the end of 2nd trimester of fourth year. All exceptions from the proposed plan/ requests for extension will have to be submitted through the TAC for approval of the Chairperson (Fellow Programmes). Chairperson (Fellow Programmes) would normally approve extensions; if the extensions are recommended strongly by the TAC.
- For extension requests beyond the fourth year, the candidate would be required to make the presentation of the thesis/ work-in-progress before the TAC. The TAC will give the feedback for incorporation into the thesis. Extensions should be sought only during the seminar, with a clear plan of action for completion.

Transfer from One Area to Another

After joining the FPM programme, a student may apply by December 15th of the first year for change of the area of specialization if s/he so desires. Following conditions need to be fulfilled for change of area:

- The student must obtain CGPA ≥ 8.5 by the end of Term II to be considered for change of area.
- The student must obtain the consent from the original area of specialization as well as the destination area.
- A student cannot take transfer into an area to which s/he was originally rejected during FPM interview.
- The student must additionally take first year courses as prescribed by the destination area but not covered by the original area in the second year.

Academic Advisor

Before the end of Term III of the first year, sentient area, in consultation with the student, will designate Academic Advisor (AA) for each FPM student. The student should submit Faculty Advisor Appointment Form (Annexure II) duly signed by the AA to the Fellow Programmes Office.

- All students have to consult their AA for all academic matters relating to their elective courses, summer projects, CE and Dissertation, if any, until they successfully completed Comprehensive Examination.
- AA will recommend whether a student at the end of Term III will undergo summer training in an organization or conduct guided research at the Institute. If the student doesn't undergo summer training in an organization, AA has the primary responsibility of guiding the student for summer research. If the AA is unable to guide the student during summers, s/he may recommend the name of another faculty colleague from the area to the Chairperson (Fellow Programmes) latest by April 15th of the first year.
- All FPM students have to finalise their second year electives in consultation with their respective AA
- The responsibilities of AA continue until his/her student successfully completes CIS and Comprehensive Examination (CE).
- AAs are expected to serve as one of the three members of the Comprehensive Examination Committee and Thesis Advisory Committee of their respective student.

Completion of Course Work

Students must finish all requirements of the courses within the term in which the courses are offered. Second year students must complete their CIS requirements before they are allowed to appear for the comprehensive examination. Course work completion refers to two years of course work including successful completion of CIS and Comprehensive Examination.

Research and Teaching Assistantship

FPM students should provide a mandatory Research and Teaching Assistant services during the doctoral program. The objective of research and teaching assistantship is to equip the student with necessary research and teaching skills as well as to help them identify the theme within their area they would want to work in. Students will provide Research Assistantship during the first two years of their program and Teaching Assistantship after completion of their comprehensive examination.

- During the first and second year, the student should work as a research assistant under different faculty members of his/her area. A student can work as a research assistant for a maximum of two terms during a year. A student will provide research assistantship to a faculty member upto 10 hours per week.
- During the third and fourth year, after completion of the comprehensive examination, a student should provide teaching assistantship to faculty members from within his/her area. Faculty members who need teaching assistants are allocated the same by the Area Chair depending upon the students available within the area.
- Teaching Assistance services may comprise Course Curriculum Design and Development, Classroom Participation Assessment, Research, and Course Evaluation Assistance etc.
- A log of working hours will be maintained by the student himself / herself and be duly signed by the faculty member to whom he/she is assigned to as a research / teaching assistant. The unutilized component of number of hours for research / teaching assistantship will lapse within that week.
- A student can take upto 10 teaching sessions during the fourth year as facilitated by the sentient area. However, they cannot take more than 2 sessions for any course.

PERFORMANCE AND EVALUATION

Academic Performance and Evaluation System

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

- a. Assignments, Quizzes, Class participation etc.
- b. Project Work and or term paper(s)
- c. Mid-term Examination
- d. Term-end Examination

While components (c) and (d) are mandatory for a full PGP level course, relative weights of the components for a specific course will be at the discretion of the instructor. For FPM level courses, the evaluation scheme and the weights for each component in the scheme vary from course to course. However, written examination/s with minimum weight of 50% is compulsory for all the courses. The course instructor has the option to choose the mode of written examination. It could be classroom, open-book/closed-book or take-home examination /assignment.

The evaluation schemes for every course are conveyed to the students at the beginning of the course along with the course outline. Attendance is must for Mid and End Term examinations for each student in each term, failing which he/she will be debarred from the registration for next term. Such students are required to continue from that term along with next batch.

For each component of evaluation, the faculty member will communicate the performance of students through marks only. At the end of the course, the faculty member will aggregate on all the components of evaluation using the weights he has prescribed in the course outline. He shall compute the weighted cumulative marks and give the appropriate grade. Numeric score for individual components along with class distribution of scores may be communicated to the students.

IIM Raipur follows a system of continuous evaluation. Throughout the term, the student will be tested on his/her ability to understand concepts, learn techniques and apply them to problems in the real world. At each stage of the course, the student would be in a position to assess his/her performance and take measures to make improvements.

Grading System

A ten-point grading scale with corresponding letter grades as follows is used:

Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F	I
Grade Point	10	9	8	7	6	5	4	3	2	1	0	-
Description	Exceptional	Excellent	Proficient	Very Good	Good	Fair	Satisfactory	Unsatisfactory	Poor	Very Poor	Fail	Incomplete*

**Absent in Mid-Term/End Term*

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

“In the case of a student obtaining ‘I’ Grade, he/she shall be required to repeat that component in that course before Mid-Term Examination of the subsequent term. If the reason for absence for Mid / End Term examination

does not come under Medical/exigencies, a loss of two grades will be imposed after re-examination result. If the student is unable to appear for the re-examination on the said due date, he/she will be awarded 'F' Grade."

IIM Raipur follows a system of relative grading. This implies that the grade received by a student is relative to the grades obtained by the class as a whole. It is therefore not uncommon to find a case where a student obtains a grade of B for obtaining 75% marks; since, the class average was around 73% marks. However, faculty members may prescribe some absolute limits to award grades as well. For example, he/she may fix 30% marks as minimum marks for obtaining a pass grade.

In each course, a student is thus awarded a letter grade only. The weighted average for all courses taken by a student in the programme is called the Cumulative Grade Point Average (CGPA). Please note that the weights used to compute CGPA are the number of credit hours for a course.

Academic Criteria for the Course Work

A student must satisfy the following conditions at the end of the third term of the first year to be eligible for promotion to second year of FPM:

- a. A minimum of GPA of 4.5 in each Term
- b. A minimum CGPA of 5.0
- c. Not more than 2-Ds or 1 F in the First Year

The second year's passing requirements are as follows:

- a. A minimum CGPA of 5.0
- b. A minimum GPA of 5.5 in the area specific courses at the end of second year
- c. Not more than 2-Ds in the Second Year.

Students are advised to obtain their answer sheets from the Fellow Programmes Office Programme Assistant/concerned faculty and seek clarifications (if any) from the faculty. The FPM/PGP Office will display on-line the grades obtained by all the students in a particular term three weeks after the end of the term. *The notice will be displayed for 3 days during which students can verify the accuracy of the grades. After this period the grades will be finalised and informed to the students. After the grade sheets are finalised by the Fellow Programmes Office, no request for re-evaluation or change in grade will be entertained.*

Each student is expected to attend a minimum of 80% of classes in each course (i.e. in a 3 credit course, 16 classes out of 20) to avoid grade-drop penalty. The grade penalty will be imposed on all the students who do not meet the minimum 80% attendance requirements in each course in the following manner.

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

Thus, out of a total of 20 sessions in a course, if a student is absent for 13 classes or more, the students in such cases may be debarred from giving exams for that particular course and be given an F grade.

The scholars who do not fulfil the academic requirements of the programme within the stipulated time, the Chairperson (Fellow Programmes)/FPM Committee may review the situation and may cancel the registration of the scholar in consultation with the CIS Advisor. The scholar whose registration has been cancelled on any grounds may file an appeal to the Director who in consultation with the faculty council may reconsider his /her case and take decision accordingly. The decision of the Director on such appeal will be final & binding.

COMPREHENSIVE EXAMINATION

Objective

The objective of the Comprehensive Examination (CE) at the end of the second year is to test whether the student has obtained a satisfactory level of comprehension and application of the concepts learned in his/her field of specialization. The CE is not to test knowledge of a discrete collection of topics in the area. The comprehensive examination consists of a test covering the student's major area.

The students are required to appear for the CE on completion of the required course work, including CIS. Ideally, a student should complete his/her course work including CIS by the month of April of the second year and prepare for the CE. The Chairperson (Fellow Programmes) informs different Area Chairpersons about the names of the students who have completed their course work and are required to appear for the CE.

Comprehensive Examination

The Area decides upon the format of the comprehensive examination for each student in their area. The same could be offered as a written examination or a review of a few important papers or a term paper on specific topic or any other format as decided upon by the area. The candidate should finally appear for an oral examination in front of the Area Comprehensive Examination Committee.

Area Comprehensive Examination Committee

The Chairperson (Fellow Programmes), in consultation with the student's academic advisor (AA) appoints the Area Comprehensive Examination Committee (ACEC). The committee consists of the academic advisor (as Chairperson of the ACEC), two other members (area / related area / one external). The external member, if any, can be invited through skype, if he/she is in a different location.

In order to pass the CE, at least two of the ACEC members should declare the student's performance as satisfactory. If multiple number of students in an area take CE in the same year, same / separate ACEC can be formed for each student with the respective AA as the Chairperson of the ACEC.

Grading of the Comprehensive Examination

The oral portion of the comprehensive examination would be graded as Pass | Fail. A grade 'Pass' signifies the minimal acceptable performance expected from a FPM student. A 'Fail' indicates that the answer is not up to the standards expected from our FPM students.

Time Limit for Comprehensive Examination

The student must appear for the Comprehensive Examination by the end of June after completing the course work phase, failing which his/her monthly stipend will be withheld from the month of July. Under special circumstances, the date of CE may be extended by up to a maximum of 3 months upon prior application from the student and recommended by the sentient area through AA. In case of unsatisfactory performance in the CE, one re-examination is permitted. But it must be taken by the student within 3 months of the first CE.

If the students clear CE in the second attempt, the withheld stipend will be released. If the students fail to clear CE in the second attempt also, he will have to withdraw from the program.

THESIS WORK

Objective

The thesis should be a scholarly contribution to the knowledge pertinent to the understanding and resolution of management problems. The student should demonstrate professional competence in developing a model or a set of hypotheses, collecting and interpreting data, reaching conclusions, and drawing the implications for research and managerial practice.

Thesis Advisory Committee

Within one month from the date of passing the comprehensive examination, the student must identify a Thesis Advisor who will guide him/her as Chairperson in his/her Thesis Advisory Committee (TAC). This should be communicated to the Fellow Programmes Office in writing along with the consent of the concerned faculty member. The Chairperson (Fellow Programmes) appoints the TAC in consultation with the student and the thesis advisor. A student must propose his/her TAC within three months of passing his/her comprehensive examination. A faculty member can be a TAC Chair for a maximum of four FPM candidates at any given point of time.

The TAC will consist of three members, including the thesis advisor, at least two of which, must be from the student's area of specialization. The members are chosen to contribute to the thesis research in a complementary manner and to provide help in literature search, research design, model construction, fieldwork, and data analysis. An expert or an academician from outside of IIM Raipur can also be member of the committee provided s/he is interested in the topic of research and can spare time to guide the student.

If the circumstances demand, the Chairperson (Fellow Programmes) may, in consultation with the student and the Chairperson of the TAC, reconstitute the TAC. A Co-Chairperson TAC will be appointed (from amongst TAC members) if TAC Chairperson proceeds on long leave or quits the services of the Institute and FPM candidate's pre-thesis submission seminar is not over. In case TAC Chairperson proceeds on long leave or quits the services of the institute before the thesis proposal seminar of the candidate, TAC will be reconstituted.

The role of TAC includes the following:

- a. Judging the adequacy of the research design for the Thesis Proposal
- b. Attending thesis seminar to be presented by the students and to provide feedback
- c. Providing written feedback on the draft thesis submitted by the student

Thesis Proposal Seminar

The proposal should contain a survey of literature and context description on the subject. Students should clearly state their research objectives, relate these to the research in the area and problems in this context, develop a model or a set of hypotheses, provide clear definitions, describe and defend the proposed research methodology and highlight the potential contribution of the proposed study to theory, practice, and research in the relevant area of management.

When the TAC agrees on the adequacy of the research design, the student formulates a preliminary thesis proposal and gives a seminar on the proposal to the institute's academic community for getting further inputs to strengthen the thesis proposal. The student through TAC should give at least two weeks' notice to the Fellow Programmes Office for arranging the seminar, in the interest of better participation from the institute's academic community. During summer vacation, Fellow Programmes Office will schedule the seminar considering the availability of faculty members.

Approval and Submission of Thesis Proposal

A thesis proposal is approved only after the student has given the thesis proposal seminar and the TAC concludes that the subject appears researchable in the way it has been proposed. TAC will ascertain that the field work is likely to produce the required data and the analytical methodology if adequately carried out will produce an acceptable thesis, and the student is ready for doing full scale research.

The student submits to the Chairperson (Fellow Programmes) a copy of the thesis proposal approved by the TAC. The student's failure to fulfil this requirement within 6 months after passing his CE will be considered as "unsatisfactory performance". A student can be given one more chance to present the thesis proposal by the end of third year. Permitted leave without fellowship will be taken into consideration in calculating this time limit. If the student fails to clear in the second attempt, his/her registration will be cancelled.

Thesis Research

Under the TAC's guidance, the student pursues independent and original research towards preparation of a thesis. The thesis may require field investigation and observation to ascertain and impartially report facts and issues of significance to organizations and institutions. The thesis should include effective analysis and evaluation of relevant data to yield independent and significant conclusions.

Research Progress Report

In order to promote a healthy system for tracking academic progress of the students and to facilitate the FPM Committee to take timely remedial actions, if any required, a six-monthly reporting system has been introduced for students from third year onwards. They are required to submit a six-monthly report of their progress to the Fellow Programmes Office. The report in the prescribed format (Annexure XIII) signed by the Chairperson of the TAC should reach the office latest by the end of every six months.

Standards for Thesis

The principal purpose of the thesis is to demonstrate the students' capability to make fruitful use of research methods appropriate to the problem and to develop and handle evidence satisfactorily. Hence, the thesis should contain a statement of (a) the research procedures employed, and (b) the extent, nature, reliability and suitability of the evidence gathered. Clarity, conciseness and orderliness of writing and presentation are required. It is necessary to include sufficient evidence to support the reasoning and conclusions so as to permit other scholars to build upon them. The length of the thesis will vary with research topic and evidence required. The thesis need not be of book length.

Draft Thesis

The student submits one copy of the approved draft thesis duly signed by the TAC members to the Fellow Programmes Office. The draft thesis needs to be submitted before proposing the thesis seminar. Following are the pre-requisites for submitting the doctoral draft thesis:

- Two Journal Papers acceptance in the classified list of IIM Raipur, or
- One Journal + One International Conference Paper / One Case in Ivey or Harvard.
- Student should be first author in at least one of the publications

Thesis Seminar

The thesis seminar needs to be presented by the candidate only after s/he submits the approved draft thesis to the Fellow Programmes Office. Before submitting the final thesis for defense the student presents a seminar on the research to disseminate the findings to stimulate research work in the area. The seminar also provides an opportunity to obtain feedback from the institute's academic community including the TAC towards better presentation and findings. These suggestions have to be included in the final thesis.

The student through TAC should give at least two weeks' notice to the Fellow Programmes Office for arranging the seminar in the interest of better participation from the institute's academic community. During summer vacation, Fellow Programmes Office will schedule seminars considering the availability of faculty members.

Final Thesis Submission

After incorporating all the suggestions provided in the Thesis Seminar, the student submits the final thesis along with a detailed abstract of the thesis not exceeding 10 pages (both soft and hard copies) and signed approval forms by all the TAC members to the Fellow Programmes Office within three months from the date of the thesis seminar.

Guidelines on Writing the Thesis

The students may refer guidelines from APA manual of style³ or Chicago manual of style⁴ in drafting their thesis. In general, a paper, whether it is a thesis, a report or a dissertation is made up three parts: the front matter (normally referred to as prelims), the text and the reference matter. In a long paper each of these parts may consist of several sections but in a short paper there may be just the title and text. The number of sections naturally depends upon the length and complexity of the paper for example for a short paper there is no point in having a table of contents. The order should be as follows (of course parts may be omitted but this order should be maintained).

Preliminaries

- Title
- Reverse of title page- a blank page
- Letter of Transmittal certificate of Approval
- Certificate of Approval
- Abstract
- Table of contents
- List of illustrations
- List of tables
- Preface and Acknowledgement (either together or separate)

The Text / Body

- Introduction
- Main body of paper usually consisting of
- Part and chapters including notes.

Reference Matter

- Appendices and Bibliography

Thesis Examination Committee

When a student is ready to submit his/her 6 copies of thesis work, he/she requests the Chairperson (Fellow Programmes) to appoint the Thesis Examination Committee (TEC). The Chairperson (Fellow Programmes), in consultation with the TAC Chairperson, appoints the TEC consisting of two members of the TAC and two eminent external experts preferably one from abroad, to be taken from experts' list submitted by the TAC Chairperson. TAC Chairperson will submit a panel of eight external experts with complete contact details of which four should be experts from abroad in case s/he refers to get thesis evaluated from abroad. External experts must have published research credential in top class journals in the area of specialisation. The role of TEC includes the following:

- Examining the thesis work
- Conducting an oral thesis defense examination

Non Completion of the programme and extension

The stipulated period for completion of the course is 4 years for a regular student. One year of extension will be given to regular students, subject to the recommendation of the TAC Chairperson and due deliberation in the FPM Committee based on the progress report submitted by the scholar. No further extensions will be allowed but under exceptional cases the extension might be given for one more year. Students unable to complete the programme within six years of enrolment will be terminated from the programme and their registration will be cancelled.

No stipend will be given during the extension period. The left-over contingency grant of the program can be utilized during the first year of the extension beyond four years.

Others

Exceptional cases, which are not covered by these regulations, will be referred by the Chairperson of the TAC to the Chairperson (Fellow Programmes) for consideration. FPM committee along with a representative of the doctoral student will take the final decision on any referred matter.

³ <http://www.apastyle.org/?apaSessionKey=ZS2cJeqKRvzk7cUEIk6zzFZ4>

⁴ <http://www.chicagomanualofstyle.org/home.html>

AWARD OF TITLE

The student shall complete the following requirements before qualifying for the award of the title:

- Submit required number of copies of the thesis and abstracts.
- Obtain clearance from various functionaries of the institute as per guidelines with the Fellow Programmes Office.

For getting the award at least three members of the Thesis Examination Committee (TEC) should declare the student's thesis work is seminal and recommend for the award.

On qualifying for the award of the title, students receive the title of "Fellow of the Indian Institute of Management Raipur" at the forthcoming annual convocation. Meanwhile, a provisional certificate can be given on the student's request only after obtaining clearance from various functionaries of the institute

The students are required to indicate the exact name to be used in the title. The students are expected to receive the title in person.

ADMINISTRATIVE MATTERS

Residential Facilities

The FPM course needs considerable study and preparatory work beyond the classroom sessions. All students are required to stay on campus and would be provided with accommodation, unless permitted to stay outside Campus by the Chairperson (Fellow Programmes). Hostel room rent is waived for FPM students. The following Hostel rules will be applied to FPM students:

- The IIM Raipur Hostel is meant for the accommodation of regular students in the Institute's residential programme. No one else is permitted to stay in the hostels.
- During the vacations students may be required to vacate their rooms so that the rooms could be used for other activities and /or maintenance. First year students shall not lock up their luggage in their rooms when they proceed on summer internship. The office, if required, may provide storage facilities. It will be the responsibility of the students to hand over the luggage, duly packed with necessary identification, to the office and get a receipt thereof.
- Students may be required to shift their rooms at any time during the academic year, if required, and recommended by the Chairperson (Students' Affairs).
- Students are not allowed to shift rooms without prior permission of Chairperson (Students' Affairs).
- Any item like furniture/fixtures/utensils etc. will not be shifted from one place to another without prior permission of Students' Affairs office staff who will keep the Chairperson (Students' Affairs) / Maintenance informed.
- Students will allow the Maintenance Department staff of the Institute, their workers, and Students' Affairs Office staff to have access to their rooms at all reasonable hours to inspect the buildings, the water supply, sanitary or electrical installations, fixtures and furniture, and to carry out such normal repairs thereto as may be considered necessary for the proper maintenance of the buildings.
- Students are requested to see that no water is wasted by leakage in the water supply fittings or by careless or extravagant use. Any damage or defect in the building, fixtures and fittings, electrical installation, fencing and gates, etc. should be reported to the Maintenance Department/Students' Affairs Office for necessary action.
- Any complaint regarding residential facilities or minor repairs may be lodged with the Maintenance Department/Student Affairs Office. They will take necessary action.
- Students are requested to switch off the lights and fans whenever they are not needed or they go out. The ventilators and the rear/front doors must be closed and bolted/locked properly while they go out to avoid any pilferage/theft. The Institute will not be responsible for the loss of the student's belongings.
- Students are advised not to keep large sums of cash with them in their rooms. Each room is furnished with a cupboard. Students are advised to keep their valuables such as calculators, wristwatch, etc., in the cupboard when they go out of the room. Proper care of the cupboard should also be ensured. Any damage to any furniture items will have to be fixed by the concerned student.
- The hostel community, as a family, cherishes its belongings and expects all to treat them with care. Therefore, we will appreciate if you close doors and latch windows gently but firmly. Please avoid littering, and help the Students' Affairs Office keep the hostels and the campus clean and pleasing.
- Students are advised to provide their emergency contact No./Cell Number to the Student Affairs office/Fellow Programmes Office.

Conduct in Hostels

- Each student is responsible for the proper care of the hostel property he/she uses. Students shall be charged individually or collectively, as the case may be, for any damage they cause to hostel property.
- Students are advised to maintain their rooms properly.
- No pet animals/birds shall be allowed in the rooms.

- No student is permitted to engage any person for service of any kind, personal or otherwise without the prior sanction of the Chairperson (FPM)/ Chairperson (Students' Affairs).
- Students are expected not to play or operate musical instruments too loudly, to avoid causing disturbance to others. In case of any complaint, the student will be liable for appropriate disciplinary action.
- Consumption of alcohol and drugs in the hostels is strictly prohibited.
- Non-resident visitors are not permitted in the hostels after 9.00 p.m. without prior clearance from the Chairperson (Students' Affairs).
- Male students or visitors are totally discouraged from visiting the Girls' Hostel. Female students are totally discouraged from visiting the Boys' hostel.
- Students are expected to be on the campus on all days. Students leaving station temporarily are required to intimate the Chairperson (Fellow Programmes) and leave their out-of-station address with the Fellow Programmes Office. In case a resident decides to leave the campus in an emergency situation after office hours, he/she must meet the Chairman (Fellow Programmes)/ Chairperson (Students' Affairs) at their residence and obtain the necessary permission.
- A student who violates any of the Hostel Rules is liable for disciplinary action.

Discipline

A student shall conform to a high standard of discipline, and shall conduct himself, within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance. He shall have the seriousness of purpose and shall in every way, train himself to lead a life of earnest endeavour and cooperation. He shall show due courtesy and consideration to the faculty and employees of the Institute and pay due attention and courtesy to visitors. The Institute attaches great importance to integrity, honesty and discipline. A sense of responsibility and a high degree of maturity are expected from all the students both inside and outside the Campus as befits future managers. The following breaches of discipline may attract immediate expulsion from the Institute:

- a. Any case of gross misconduct.
- b. Any form of malpractice during an examination.
- c. Any cases of reporting fictitious data for an empirical study.

Attendance

All FPM students are required to mark their daily attendance on the Attendance Register in the Fellow Programmes Office in addition to the attendance taken by course faculty in the classroom. The Institute insists on punctual and regular attendance in all classes.

Leave/Vacation

There is no provision for Summer Vacation for the FPM students. Following leaves will be allowed to the FPM students of IIM Raipur.

- Casual Leave: 13 days per year.
- Medical leave up to two months with stipend. Permitted up to six months without stipend. Proper certificates to be presented and duly vetted by the Institute's empanelled doctor.
- Maternity leave allowed up to 6 months with stipend and additional 6 months without stipend.
- Paternity Leave of 2 Weeks with stipend.
- Following will be considered as on-duty leave
 - Study leave with financial support from other university.
 - Course work leave for doing course work from other university
 - Field work leave as appropriate.
 - Participation in Conference, Seminars, workshops, summer schools as permitted by the institute
- Three Months extraordinary leave without stipend during the entire period of research.

Conference Participation

The institute provides a cumulative Conference Grant upto ₹1,50,000 during the FPM program for attending one International Conference, upto two National Conferences and one Doctoral Consortium Seminar.

National Conference

The Institute provides grant to FPM students to attend the National Conferences/Seminar/ Workshop during their 3rd and 4th year of the programme (maximum two each year), but only after clearing their comprehensive examination and viva.

For attending conferences, students are required to write a paper for the presentation/acceptance in the conference. However, under special circumstances students are permitted to attend a conference of high value on the basis of the recommendations of Academic Advisor / TAC and Chairperson (Fellow Programmes). But during that year the students are not permitted to avail the Institute's grant to attend any other national conference.

International Conference

FPM students are allowed to attend one International Conference after submission of thesis proposal. Ideally students should use this conference to refine their thesis proposal. It is advised that they can identify good conference/doctoral consortium as a forum to avail this opportunity.

Student must take prior approval well in advance from the Chairperson, FPM for attending any National/ International Conference. Institute will provide financial support as mentioned in this manual for attending National/International Conference to only the regular full time residential students.

TA & DA Norms for FPM Students

Traveling Allowance (TA)

- Journey to be performed mostly by Train and where train is not connected; bus / Share Taxi can be availed. Maximum entitlement is 3rd AC railway fare or equivalent.
- For Local conveyance three wheeler (Auto) to be used.

Daily Allowance (DA)

- Rates of DA for halt at various stations/ localities are given below

A-I Class cities		A Class cities and especially expensive localities		B Class cities and expensive localities		Other localities	
Ordinary	Hotel	Ordinary	Hotel	Ordinary	Hotel	Ordinary	Hotel
In Rupee	In Rupee	In Rupee	In Rupee	In Rupee	In Rupee	In Rupee	In Rupee
230	505	185	405	150	330	120	225

- Admissible number of days for DA would be one day in advance of the conference + number of days of the conference + one day after the conference, in addition to the journey period.

Basis for DA Calculation

- Absence from Headquarters on calendar day basis, i.e., from midnight to midnight
 - Absence not exceeding 6 hours - Nil
 - Absence exceeding 6 hours but not exceeding 12 hours 70%
 - Absence exceeding 12 hours 100%
- Journey DA period is only at ordinary rates as mentioned in column (4).

Eligibility for DA under Various Circumstances

- Free boarding and lodging: 25% of ordinary rate
 - Free boarding alone: 50 % of ordinary rate
 - Free lodging alone: 75% of ordinary rate
 - Stay in office building/ guest house: 75 % of ordinary rate
 - Own arrangement: 100 % of ordinary rate
- Stay in hotel and other establishment Including private lodges: 90% of ordinary rate + lodging charges restricted to hotel rate.

Note 1: Claim for hotel rate of DA to be supported by payment vouchers

Note 2: Luxury Tax charged by the hotels allowable subject to overall ceiling

- For Attending International Conferences
 - DA: 2/3rd of the DA as applicable to the Faculty members, depending upon the country of visit
 - HOTEL : Economy class hotel (up to 3 stars) (maximum up to 100 US\$ per day)

Visiting a Foreign University / Partner University on Exchange

FPM students after qualifying their comprehensive examination may be allowed to visit a foreign university for upto four months in lieu of an International Conference. The university should be a reputed university with International Accreditation (AACSB, AMBA, EFMD). FPM students should identify and communicate with the faculty members of the Foreign/ Partner Institutions to explore financial assistance from these Institutions to take care of their board/lodging expenses during their visit abroad. These visits are subject to approval by the FPM committee on an individual merit. A student has to submit the following to be considered for this support:

- Recommendation from TAC, forwarded by TAC Chairperson
- Approval from the University / Professor willing to host the student
- A brief statement-of-purpose explaining the purpose of visit.

Students are required to submit reports to the Fellow Programmes Office within six weeks of their return to the institute, forwarded by the TAC Chair. If financial assistance is not available from the host institute, students will continue to draw the stipend from IIM Raipur for this period. If the assistance available is below the stipend given by IIM Raipur, the shortfall in the same will be provided to the student by IIM Raipur.

Withdrawal from the Programme

A student wishing to withdraw from the Programme at any time must give it in writing. He/she should also obtain a “No Dues Certificate” (as per format at Annexure) from Accounts, Library, Hostel, Computer Centre, Fellow Programmes Office, Programme Office, and submit it to the Fellow Programmes Office for settling his/her accounts. Students withdrawing from the programme will not be issued any formal transcripts or partial course completion certificate.

Refund

All fees paid by a student, other than Caution / Security Deposit, are not refundable, once a student has been admitted to the Institute. The Security Deposit will be refunded at the end of the programme, after receipt of “No Dues Certificate” in the Fellow Programmes Office.

Taking Other Courses

FPM students are not allowed to take any other full time or part time course outside without written permission from the institute

Partial Course Completion Certificate

FPM students will not be issued any formal transcripts or partial course completion certificate before completion of the full programme.

OTHER POLICIES

Issues Around Sexual Harassment and Safety of All on Campus

Acts of sexual harassment are covered under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Section 354 of Criminal Law (Amendment) Act, 2013. Upon receipt of information on such instances by anyone to any authority in the Institute, the said authority shall immediately report the complaint to the Chairperson, Gender Sensitivity Committee (GSC). The Chairperson of GSC shall arrange for detailed investigation of the case and submit the report to the Director and FPM Committee with proposed course of action against the offender(s). The FPM Committee will implement GSC's proposed course of action in a timely manner. GSC's Policy Guidelines are binding on all parties concerned.

Plagiarism Policy

IIM Raipur expects that students, faculty, research staff, all uphold academic integrity and practice exemplary scholarship. While submitting term papers, assignments, presentations, proposals, thesis, papers it is expected that the student who is submitting will ensure that it is his/her own work, they will acknowledge the work of other sources that they have borrowed from, and make it explicit who they have consulted in completing their work. Failure to acknowledge consultation, help, or sources are all treated as plagiarism. Plagiarism is judged by output and not by intent.

Plagiarism includes copying, colluding (working with someone inside or outside the Institute while the requirement is that you work alone), submitting someone else's work as yours.

Plagiarism might be in the form of:

- Copying text, ideas, figures, tables, computer code, mathematical derivations, and presenting it as yours. Changing it very slightly and not citing the source from which you took the original idea
- Paraphrasing by substituting words, by changing the order of words or phrases and presenting it as your own
- Paraphrasing by joining two or three short phrases from one or more sources
- Not putting quotation marks for phrases, sentences, paragraphs cited verbatim from other sources
- Making a collage by cutting and pasting from internet and openly available sources without acknowledging the sources
- Copying from terms papers, assignments from previous year students
- Copying from unpublished sources available to a limited audience
- Presenting an idea that you may have thought of but is also found in another place as yours and not acknowledging who else and where has a similar idea been presented
- Getting someone else (paid or non-paid) to do your work and presenting it as your work
- Copying from your own work published or unpublished in the past without citing or mentioning it explicitly

Use the Chicago Style Guide, or APA Manual (7th edition) or any style indicated by the faculty or the outlet to which you are reporting to cite, acknowledge work cited or quoted by you. If you have any doubts please ask a colleague, faculty, or the Program Office for further clarification. You could also refer to <http://plagiarism.org/>. Learning to cite and refer appropriately is the writer's/author's/individual responsibility. Ignorance about style, rules is not a sufficient excuse to indulge in intentional or unintentional plagiarism.

Plagiarism is viewed as a serious offence and it will attract penalties including possible expulsion from the Institute. Complaints of plagiarism will be first made to the Chairperson (Fellow Programmes) by the faculty and the Chairperson (Fellow Programmes) will then initiate an enquiry and reach a decision. The student will have the right to appeal to the Director whose decision will be final.

Grievance Redressal Policy

In the course of their program, it is sometimes possible that the student may face issues which affect his/her well-being or ability to complete the program. For those rare but possible cases the Fellow Programmes Office has the following procedure in place for the student to receive a fair hearing.

Process to be followed by the FPM student and office to resolve program related issues

For any issue the FPM student faces that he/she needs to be redressed and the Academic Advisor, Area Chairperson, or TAC Chair are unable to help the following process may be followed:

The student submits a written complaint detailing the issue to the Chairperson (Fellow Programmes). As a first step the Chairperson (Fellow Programmes) will meet with the student and ascertain if the issue can be solved by dialogue and discussion with the student and the concerned party. In case such intervention does not resolve the issue the Chairperson (Fellow Programmes) will form a sub-committee of two or three faculty members to address the issue in the fairest possible manner.

The student if still dissatisfied can appeal to the Director who is the highest appellate authority in the Institute. The Director's decision will be final.

Publication Ethics and Authorship Norms

Norms for publication ethics and authorship are well established among the academic community, such as the one specified by Committee on Publication Ethics (COPE)⁵.

Attribution of authorship depends to some extent on the discipline but, in all cases, must be based on substantive contributions to a combination of the:

- conception and design of the project;
- analysis and interpretation of the research;
- drafting significant parts of the work or critically reviewing it so as to contribute to the interpretation.

Each author must have participated sufficiently in the work to take public responsibility for at least that part of the work they contributed. All persons designated as authors must qualify for authorship, and all those who qualify must be offered authorship.

Authorship must not be offered to those who do not meet the requirements set out above. The right to authorship is not tied to position or profession: ghost, gift, or honorary authorship is unacceptable. For example, none of the following contributions justifies including a person as an author:

- being an Organisational Unit head, holding other positions of authority, or personal friendship with the authors;
- providing a technical contribution but no other intellectual input to the project or work to be submitted;
- providing routine assistance in some aspects of the project, the acquisition of funding, or general supervision of the research team;
- providing data that have already been published or materials obtained from third parties, but with no other intellectual input.

Where relevant, the term 'editor' should be applied only to a person who has played a significant role in the intellectual shaping of a publication.

Where appropriate, other persons who contributed to the research but do not meet the criteria for authorship should be named in the Acknowledgements. This includes those who have contributed facilities, materials or technical or other research or technical writing assistance. Funding bodies should always be acknowledged in a

⁵ <https://publicationethics.org/>

manner consistent with that described in the relevant funding agreement. Where individuals are to be acknowledged, authors should make all reasonable steps to obtain their written or email consent.

The order of the names in a publication is decided according to the quality of the contribution, the extent of the responsibility and accountability for the results, and the custom of the discipline.

The attribution of authorship is not affected by whether researchers were paid for their contributions or by their employment status.

An author who submits a manuscript for publication accepts the responsibility of having included as co-authors all persons who are entitled to co-authorship, and none who are inappropriate.

The submitting author should send each co-author a draft copy of the manuscript and should make a reasonable attempt to obtain consent to co-authorship, including the order of names; other contributions should be indicated in a footnote or an "Acknowledgements" section, in accordance with the standards of the discipline and the publisher.

Author(s)' Responsibilities

All researchers must take all reasonable steps to ensure that their findings are accurate and properly reported. If they become aware subsequently that their findings were inaccurate and/or improperly reported, then researchers should take all reasonable steps to correct the record.

All researchers have a responsibility to accurately assign credit for contributions to a research publication or outcome.

Each author of a research publication takes responsibility for the validity, originality, and integrity of the research that they contributed, or permitted to have been contributed, to the research that is disseminated. Each author must be offered the opportunity to review and approve the final version of the work to be submitted for publication.

A researcher must, prior to publication of any research that names the researcher as an author, assure himself / herself that:

- authorship has been offered to all people who meet the criteria for authorship listed above; and
- appropriate steps have been taken to obtain each person's written or email notification of acceptance or disclaimer of authorship within a reasonable time of the offer being made.

Collaborating researchers should agree on authorship and author order of a publication at an early stage in the research project and should review their decisions periodically. Where a publication has several authors, one author should take responsibility for:

- recording authorship and managing communications about the publication with the co-authors and editor/publisher;
- ensuring that all authors acknowledge their authorship and contribution in writing or by email before submitting the work for review;
- keeping a record of such correspondence for the period described.

Models to Promote Authorship and Author Order Discussion

Some of the models that promote authorship and author order discussion are as follows:

- American Psychological Association (1992) Ethical principles of psychologists and code of conduct. *American Psychologist* 47: 1597-1611.
- Beveridge CA and Morris SE (2007) Order of merit. *Nature* 448: 508, www.authorder.com.
- Winston RB (1985) A suggested procedure for determining order of authorship in research publications. *Journal of Counseling and Development* 63: 515-518.

ANNEXURES

Annexure II: Academic Advisor Allocation Form

Fellow Programme in Management
Indian Institute of Management Raipur

ACADEMIC ADVISOR ALLOCATION FORM

I, <NAME OF THE SCHOLAR> _____, <ROLL NO> _____, scholar in the <AREA> _____

hereby declare that I want to work in the area of <TOPIC> _____ and I have met

Prof. (Dr.) _____ and have obtained his/her consent to be my academic

advisor.

(Signature of the student)

Date: _____

(Signature of Academic Advisor)

Date: _____

Annexure III: Summer Report Format (Title Page)

TITLE

A Summer Report
By
(Name of the FPM Student)

Submitted on
(Date)

Approved by the Academic Advisor and Area Chair

1. Prof. _____ [Academic Advisor]

2. Prof. _____ [Area Chair]



Indian Institute of Management Raipur

Annexure IV: Summer Report Evaluation Form

Fellow Programme in Management
Indian Institute of Management Raipur

SUMMER REPORT EVALUATION FORM

Name: _____ Roll No.: _____

Area: _____ Year: _____

Components of Evaluation	Marks			
	Max Marks	Academic Advisor	Faculty Member 1	Faculty Member 2
Introduction & Literature Review: Clearly describes objectives and rationale of the CIS. Presents relevant & Up-to-date literature.	35			
Report Writing: Is the writing style clear (topic sentences introduce themes presented in each paragraph; concise language used; spelling and grammar). Are the ideas presented clearly and can they be followed from one section of the proposal to the next?	25			
Research Gaps/Conclusion	15			
Presentation: Presentation Skills Handling Questions & Answers	15 10			
Total Marks	100			

Result: Cleared | Not Cleared

Date: _____

Remarks if Any:

Signature of Academic Advisor

Signature of Member

Signature of Member

Fellow Programme in Management
Indian Institute of Management Raipur

COURSE OF INDEPENDENT STUDY PROPOSAL FORM

Name: _____ Roll No.: _____

Area: _____ Year: _____

Title of the CIS: _____

Basic Thrust of Study:

Library Based | Field Work Based | Any Other

Signature of the Student

Signature of the Academic Advisor

Name _____

Date: _____

Fellow Programme in Management
Indian Institute of Management Raipur

COURSE OF INDEPENDENT STUDY EVALUATION FORM

Name: _____ Roll No.: _____

Area: _____ Year: _____

Components of Evaluation	Marks			
	Max Marks	Academic Advisor	Faculty Member 1	Faculty Member 2
Introduction & Literature Review: Clearly describes objectives and rationale of the CIS. Presents relevant & Up-to-date literature.	35			
Report Writing: Is the writing style clear (topic sentences introduce themes presented in each paragraph; concise language used; spelling and grammar). Are the ideas presented clearly and can they be followed from one section of the proposal to the next?	25			
Research Gaps/Conclusion	15			
Presentation: Presentation Skills Handling Questions & Answers	15 10			
Total Marks	100			

Result: Approved | Approved with Changes | Not Approved

Date: _____

Remarks if Any:

Signature of Academic Advisor

Signature of Member

Signature of Member

Annexure VIII: CIS Report Format (Title Page)

TITLE

A CIS Report
By
(Name of the FPM Student)

Submitted on
(Date)

Approved by the CIS Examination Committee

1. Prof. _____ [Academic Advisor]

2. Prof. _____ [Member]

3. Prof. _____ [Member]



Indian Institute of Management Raipur

Fellow Programme in Management
Indian Institute of Management Raipur

COMPREHENSIVE EXAMINATION EVALUATION REPORT

Name: _____ Roll No.: _____

Area: _____ Year: _____

Marks Obtained in Written Examination: _____

Members of the ACEC: _____, Academic Advisor
_____, Member
_____, Member

Area Comprehensive Examination Committee Members Report

Comments on the Performance of the Student (Write overleaf, if necessary):

Result: Pass | Fail

Date: _____

Signature of Academic Advisor

Signature of Member

Signature of Member

Fellow Programme in Management
Indian Institute of Management Raipur

THESIS ADVISOR / TAC CHAIR ALLOCATION FORM

I, <NAME OF THE SCHOLAR> _____, <ROLL NO> _____, scholar in the <AREA> _____

hereby declare that I want to work in the area of <TOPIC> _____ and I have met

Prof. (Dr.) _____ and have obtained his/her consent to be my Thesis advisor

(TAC Chair).

(Signature of the student)

Date: _____

(Signature of Thesis Advisor / TAC Chair)

Date: _____

Fellow Programme in Management
Indian Institute of Management Raipur

THESIS PROPOSAL APPROVAL FORM

Name: _____ Roll No.: _____

Area: _____ Year: _____

Title of the Proposed Thesis: _____

Date of Submission: _____

Members of the TAC: _____, Chairperson

_____, Member

_____, Member

Remarks on the Proposal (Write overleaf, if necessary):

Result: Approved | Approved with Changes | Not Approved **Date:** _____

Signature of TAC Chairperson

Signature of TAC Member

Signature of TAC Member

Annexure XII: Thesis Proposal Report Format (Title Page)

TITLE

A Thesis Proposal
By
(Name of the FPM Student)

Submitted on
(Date)

Approved by the Thesis Advisory Committee

1. Prof. _____ [Chairperson]

2. Prof. _____ [Member]

3. Prof. _____ [Member]



Indian Institute of Management Raipur

Fellow Programme in Management
Indian Institute of Management Raipur

FPM PROGRESS REPORT FORM

Name: _____ Roll No.: _____

Area: _____ Year: _____

Title of the Proposed Thesis: _____

Date of Submission: _____

Members of the TAC: _____, Chairperson

_____, Member

_____, Member

Report by the Student (Use Additional Space, if Necessary)

1. Outline below your progress and achievements over the last 6 months. Indicate what milestones have been achieved, including detailing what chapters or sections of your thesis have been written in draft or final form.
2. Outline below your research goals for the next 6 months. Indicate what milestones have been set for the next 6 months, including detailing what chapters or sections of your thesis you plan to write in this period.
3. Research Output, if any, in the form of publication / conference / case etc.

Signature of the Student

Comments by TAC Chair (Use Additional Space, if Necessary)

1. Please provide comments on the student's achievements and progress
2. The student's rate of Progress is: Very Good | Good | Satisfactory | Below Acceptable standard
(Measures, if any, to be taken if the progress is below acceptable standard)

Signature of TAC Chairperson

Annexure XIV: FPM Programme Extension Form

Fellow Programme in Management
Indian Institute of Management Raipur

FPM PROGRAMME EXTENSION FORM

1. Name of the Student: _____
2. Registration Number: _____
3. Date of Admission to FPM Program: _____
4. Extension due from: _____
5. Current Status / Progress of the student (Please attach Progress Report)
 - a. Coursework completed with CGPA: _____
 - b. Date of Clearing Comprehensive Exam : _____
 - c. Publications: _____

 - d. Expected date for Completion of FPM: _____
7. Reason behind delay: _____

Signature of Student

Date: _____

TAC Chairperson Remarks: _____

Recommended / Not Recommended

Signature of Chair (TAC)

Signature (Member TAC)

Signature (Member TAC)

Date: _____

Date: _____

Date: _____

8. FPM Committee Recommendations

Recommended / Not Recommended

Signature of Chairperson (Fellow Programmes)

Date: _____

Fellow Programme in Management
Indian Institute of Management Raipur

THESIS SEMINAR EXAMINATION REPORT

Name: _____ Roll No.: _____

Area: _____ Year: _____

Title of the Thesis: _____

Date of Thesis Seminar: _____

Members of the TAC: _____, Chairperson

_____, Member

_____, Member

REPORT OF THE THESIS ADVISORY COMMITTEE:

The student submitted a comprehensive report of the research work carried out by him / her and made an oral presentation to the academic community of IIM Raipur, along with its panel of examiners.

(Please tick ONE of the two options given below)

ADEQUATE for the submission of the FPM Thesis, incorporating the suggestions (if any) in consultation with the TAC Chair

INADEQUATE for the submission of the FPM Thesis in its present form and major modifications are required. The student must incorporate the modifications suggested and give the seminar again.

Suggested Date of repeat Thesis Seminar

Remarks on the Proposal (Write overleaf, if necessary):

Signature of TAC Chairperson

Signature of TAC Member

Signature of TAC Member

Fellow Programme in Management
Indian Institute of Management Raipur

THESIS EVALUATION GUIDELINES

The Fellow Programme in Management at the Indian Institute of Management Raipur has 2 years of course work followed by a comprehensive written examination and viva. Upon successful completion of the course work, the scholar works towards his/her doctoral work which culminates in the form of a thesis. Presentation of the thesis in a public seminar and successful defense of the thesis in an oral examination is a requirement for the award of the title "Fellow of the Indian Institute of Management Raipur". Accordingly, a Thesis Evaluation Committee (TEC) comprising of the three (Thesis Advisory Committee) TAC members of the scholar and two external examiners is formulated for examining the thesis of the scholar. The thesis is first examined by the TAC of the scholar who certify the thesis to be original and worthy of examiners by external examiners. A thesis must be evaluated by two external examiners before the scholar is permitted to proceed towards thesis defense. This document presents the guidelines for evaluation of the thesis of the scholar before it can be submitted for the defense.

An external examiner is requested to evaluate the thesis on the basis of whether it contains an original idea or an original application of an existing idea and whether it is ready for a defense. The examiner may satisfy himself/herself as to whether the candidate has sufficiently exercised his/her mind and whether the overall quality compares favorably with doctoral dissertations in related areas. Importance must also be paid to the overall thesis as well as the robustness and vigor in the research method. The comments can be noted in the attached Thesis Review Form in the form of a narrative evaluation. In addition to providing a narrative evaluation, an external examiner is required to make an explicit choice of one of the following options with regard to the acceptability or readiness of the thesis for defense:

Category I: Accept without change

When all members of the Thesis Examination Committee (TEC) accept the thesis as Category I

- a. The scholar will go ahead with the defense.
- b. At the defense, all members of the TEC should sign two copies of acceptance form (one for library, one for Fellow Programmes Office).
- c. The scholar would then be required to submit hardbound copies of the thesis to the Fellow Programmes Office and the library within two weeks of the defense.

Category II: Accept the thesis conditionally with minor modifications

If one or more members of the TEC accept the thesis in Category II

- a. The scholar will go ahead with the defense.
- b. At the defense, all TEC members but the Advisor (or Joint Advisors) should sign two copies of acceptance form (one for library and one for Fellow Programmes Office).
- c. After the defense, the scholar will work on the suggested changes (as suggested by the examiners in their reports and during the defense) for which a maximum period of two months would be given to the scholar from the date of the defense.
- d. The scholar should then get the acceptance forms signed by the Advisor(s), who will ensure that changes have been incorporated in the thesis, and submit two hard-bound copies of the dissertation along with a letter from the Advisor(s) certifying that changes were made.

Category III: Resubmission after Changes

If one or more members of the TEC suggest Category III - Resubmission,

- i) The Thesis Advisory Committee (TAC) and the scholar will meet to discuss the issues raised by the examiner(s).

- ii) The TAC and the scholar will decide on a time-frame to address issues/ queries raised by the examiner(s), which may be a maximum of six months. The scholar will address the issues/ queries and send a detailed correspondence – which may entail resubmission of part of the thesis but not the full thesis – to the examiner(s) (through the Fellow Programmes Office) who had suggested Category III, after the TAC accepts it.
- iii) The examiner(s) will be asked to send his/her comments on the correspondence within two weeks of receiving it.
- iv) The defense will take place after acceptance of the detailed correspondence from the scholar by the examiner(s). If the examiner is not satisfied with the first round of correspondence, a second round of correspondence should be sent. In rare situations where the second round of correspondence is also not found to be satisfactory by the examiner(s), the FPM Committee can meet and decide on the next step on a case-to-case basis.
- v) At the defense, all TEC members but the Advisor (or Joint Advisors) should sign two copies of acceptance (one for library and one for the FP office).
- vi) After the defense, the scholar will incorporate
 - a. all modifications as addressed by him/her in response to queries raised by the examiner(s), and
 - b. changes suggested during the defense, for which a maximum period of two months would be given to the scholar from the date of the defense.
- vii) The scholar should then get the acceptance form signed by the Advisor(s), who will ensure that modifications/ changes have been incorporated, and submit two hardbound copies of the dissertation along with a letter from the Advisor(s) certifying that changes were made.

Category IV: Unacceptable

If *one member of the TEC* finds the thesis unacceptable, then opinion of a fifth examiner would be sought. If a thesis is found to be unacceptable by more than one examiner, then a new thesis has to be resubmitted. A scholar would be allowed to resubmit a new thesis only once. The time given for resubmission of a new thesis, however, should not be more than completion of seven years in the programme.

At the defense, an oral examination will be conducted by the Thesis Examination Committee (TEC) comprised of the TAC and the two external examiners. The members of the TEC will evaluate whether the dissertation examined at the defense can categorically be certified as of the standard for the award of the title "***Fellow of the Indian Institute of Management Raipur***". There can be one and only one dissent among the TEC members. If the TEC rejects the dissertation outright (with more than one member so rejecting), the candidate is dropped from the Programme.

Fellow Programme in Management
Indian Institute of Management Raipur

THESIS EVALUATION FORM

Name of the Scholar: _____

Registration Number: _____

Area: _____

Dissertation Title: _____

Date of Thesis approval by TAC (During Thesis Seminar: _____

Date Submitted to External Examiners for Review: _____

Comments (Use Overleaf, if Necessary):

Please provide specific comments on the novelty, contribution, flow, methodology, and rigor in the thesis

Decision (Please tick one of the four options below. For details please see guidelines):

- Accept without Change
- Accept with Minor Changes
- Resubmission after Changes
- Unacceptable

Signature of Thesis Examination Committee Member

Date

FELLOW PROGRAMME IN MANAGEMENT

Title of the thesis in CAPS

By

Name of the candidate in (CAPS)

IIM
RAIPUR

भारतीय प्रबंध संस्थान रायपुर
INDIAN INSTITUTE OF MANAGEMENT
RAIPUR

<YEAR>

FELLOW PROGRAMME IN MANAGEMENT

Title of the Dissertation in CAPS

By

(Name of the Student)

A Dissertation submitted in Partial Fulfillment of the Requirements for the
Fellow Programme in Management of the

INDIAN INSTITUTE OF MANAGEMENT RAIPUR

<YEAR>

Prof.
Chairperson
Fellow Programme in Management

Prof. _____
Chairperson
Thesis Advisory Committee

Members of the Thesis Advisory Committee

1. Prof. _____ Chairperson

2. Prof. _____ Member

3. Prof. _____ Member

Annexure XIX: Leave Application Form

Fellow Programme in Management
Indian Institute of Management Raipur

LEAVE APPLICATION FORM

1. Name _____ Roll No: _____
2. Area: _____ Nature of Leave: _____
3. Number of days of Leave: _____ From _____ To _____
4. Prefix / Suffix if any _____
5. Reason for leave _____
6. Complete postal address during _____
leave period with Telephone No. _____

Signature of the Student with Date

(For Fellow Programmes Office Use)

Total Leave: _____ Leaves Availed: _____ Leave Balance: _____

Leave of absence from the class /Work area: Granted | Not granted

Area Chair / Academic Advisor / TAC Chairperson

Annexure XX: Usage of Contingency Fund

Fellow Programme in Management
Indian Institute of Management Raipur

USE OF CONTINGENCY GRANT

Name: _____ Roll No.: _____

Area: _____ Year: _____

PURPOSE:

- Attending Research Workshop /Summer School
- Fieldwork in connection with Thesis
- Purchase of Software | Books | Computer Consumables | Accessories
- Copy Editing of Paper | Dissertation | Transcription and other Coding Support
- Thesis Binding and Printing
- Subscription to Journal / Magazines
- Annual Membership Fee for National | International Society
- Any Other, Please Specify: _____

DETAILS OF EXPENSE

(Please provide details specific to expense category above. Use/Attach sheets, if necessary)

(For Fellow Programmes Office Use)

Total Grant Availed: _____ Contingency Grant Balance: _____

Use of grant as detailed above: Recommended | Not Recommended

Area Chair / Academic Advisor / TAC Chairperson

Approved by:

Chairperson (FPM)

Annexure XXI: Conference Approval Form

Fellow Programme in Management
Indian Institute of Management Raipur

CONFERENCE APPROVAL REQUEST FORM

NATIONAL | INTERNATIONAL | DOCTORAL CONSORTIUM

Date of Request: _____

Student Details

Name: _____ Roll No.: _____

Area: _____ Year: _____

Thesis Proposal Defended: Yes | No

Conference Details

Conference Title: _____

Dates of Conference: _____

Last Date of Registration (Early Bird, if any): _____

Organizing Body: _____

Venue (Address, City & Country): _____

Travel Support provided by Organizers: _____

Accommodation Support provided by Organizers: _____

Other Details

Days involved for Round Trip: _____ From _____ To _____

Paper Title: _____

Author(s): _____

Total Estimated Expenses to be Borne by IIM Raipur: _____

Documents Attached (Please Tick):

Estimated Expenses Form | Paper Acceptance Notification / Invitation | Conference Registration Fee | Full Paper

(For Office Use Only)

Last Conference Supported by IIM Raipur: From _____ To _____

Remarks, if any: _____

TAC Chair Recommendation: Recommended | Not Recommended

Chairperson (Fellow Programs) Decision: Approve | Do Not Approve

Chairperson (Fellow Programs)

To be submitted to Fellow Programmes Office for Further Processing

Estimated Expenditure to be borne by IIM Raipur

Sl. No.	Expense Head	Amount in \$ / € / £	Amount in ₹
i)	Registration Fee		
ii)	Visa Processing Fee, if Applicable		
iii)	Traveling Expenses		
iv)	Hotel – Room Charges**		
v)	Per Diem**		
vi)	Any other charges (please specify)		
	Total Estimated Expenditure		

** As per norms applicable

Conference advance/ reimbursement will be made to student's registered bank account with IIM Raipur

I agree to settle the accounts within a fortnight of returning from the conference.

Name : _____

Signature : _____

Date: _____

Annexure XXII: Travel Request Form

Fellow Programme in Management
Indian Institute of Management Raipur

CONFERENCE APPROVAL REQUEST FORM

Name of the Scholar (*In Block Letters*): _____ Roll Number: _____
Purpose of Journey (*Specify*): _____ Scholarship Amount: _____

To
Fellow Programmes Office
IIM Raipur

Sanction is required to perform journey as below: _____ Date: _____
A. *Travel Schedule & Hotel* _____ Head of Account _____

DEPARTURE			ARRIVAL			Mode of Journey*	Purpose	FARE (Rs.)
Station	Date	Time	Station	Date	Time			

*Road (Bus, Auto Rikshaw) , Rail

B. *Advance*

- (a) For railway fare (if applicable) Rs.
- (b) Daily allowance Rs.
- (c) Local conveyance Rs.
- (d) Any Other Rs.

Total

(Signature of the Scholar)

Recommended | Not Recommended

Signature of Chairperson (Fellow Programmes)

Date _____ Director/Approving Authority _____

* Note: For all reimbursements please attach original bills at the time of final submission.

Travelling allowance C/F

Travelling allowance B/F (Total of A) Rs. _____

B. Daily Allowance:

Daily Allowance _____ days @ Rs. _____ Rs. _____

Daily Allowance _____ days @ Rs. _____ Rs. _____

C. GRAND TOTAL (A+B) Rs. _____

F. Advance if any Rs. _____

DECLARATION/UNDERTAKING:

- i) I have actually travelled by the mode and class and T.A. has been claimed accordingly.
- ii) I will perform the journey by mode and class for which I have been paid advance by the institute.
- iii) I have not claimed TA/DA or any other allowance for this journey from any other source.
- iv) I was not provided free lodging, Boarding, Conveyance at the cost of Government/University or an Autonomous Body.
- v) Particulars given in the bill are true and correct.

Signature

Name : _____

Address : _____

Recommended by

Chairperson (Fellow Programmes)

Approval _____

Date _____ CAO _____ Director _____

(FOR OFFICE USE ONLY)

PASSED FOR PAYMENT Rs. _____

(Rupees _____)

Received Rs.....by Cheque/Cash

Date: _____ Signature _____

भारतीय प्रबंध संस्थान रायपुर
Indian Institute of Management Raipur
 जी.ई.सी. केम्पस, पुराना धमतरी रोड, सेजबहार, रायपुर-492015, भारत
 GEC Campus, Old Dhamtari Road, Sejbahar, Raipur-492015, India

PROFORMA FOR NO DUES CERTIFICATE FOR STUDENTS

(To be submitted to Fellow Programmes Office after obtaining necessary certificates from all concerned departments)

1. Name of the student _____
2. Roll Number _____
3. Programme / Batch _____
4. Room No / Hostel _____
5. Date of leaving / Likely date of leaving the Institute _____

Sl. No.	Name of the Department	Certification	Tick (√) whichever is applicable	Remarks	Signature with seal and date
1.	Director's Secretariat	Any dues?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2.	Accounts and Finance	He/she has paid all the fee/charges If no, the amount due is ₹ _____ towards _____ (head).	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3.	Hostel (J.E.)	He/she vacated/likely to vacate the hostel on : _____ His /her furniture etc are in order?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4.	Library (Librarian)	He/she is having any dues to the Library. If yes, the amount due is ₹ _____	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>		
5.	Career Development and Placement (Chairman)	Any dues?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6.	Students Affair (Chairman)	Any dues?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7.	IT (Chairman)	Any dues?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
8.	Fellow Programmes Office	He/she surrendered the ID card <i>(Please ensure surrender of the ID card by the student)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
9.	Cafeteria	Any dues?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

DECLARATION

I, hereby certify that to the best of my knowledge, have no dues towards the Institute, as on the date of my leaving the Institute. In case any due is found at a later date, I hereby give my consent to pay the due to the Institute immediately failing which appropriate fine as deemed fit by the Institute may be imposed on me.

My Bank details for refunding Caution Money are as under:

- 1. Name of Account Holder : _____
- 2. Account No & Type : _____
- 3. Name of Bank : _____
- 4. Bank Address : _____
- 5. IFSC Code : _____

(Note: Name of Account Holder is same as Name of Student only)

Please arrange to remit my Caution Money Deposit refund to the above account only.

Place: Raipur
Date: _____

Signature of the Student

FELLOW PROGRAMMES OFFICE

GEC Campus, Sejbahar, Raipur 492015, India

Phone: +91-771-2474696 Fax: +91-771-2474701

Email: fpm@iimraipur.ac.in Website: www.iimraipur.ac.in