



INDIAN INSTITUTE OF MANAGEMENT ROHTAK

POST-GRADUATE PROGRAMME IN MANAGEMENT

Batch 09
(2018-20)

Academic Handbook

INDIAN INSTITUTE OF MANAGEMENT ROHTAK

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POST-GRADUATE PROGRAMME IN MANAGEMENT

1. PREAMBLE

The information, rules, and regulations contained in this Handbook 2018-20 and the amendments, alterations, and modifications that may be made thereto from time to time by the Institute, shall govern the IIM-R Post-Graduate Programme in Management (Post-Graduate Diploma in Management (PGDM)) Batch 08. Institute reserves the right to modify any part of this document any time during the two years for which this Handbook is valid and all such changes in this document and consequently in the relevant rules shall be binding on the student.

2. INTRODUCTION

The Post-Graduate Programme (PGP) in Management at the Indian Institute of Management Rohtak (IIM-R) offers a judicious blend of theory and practice and is delicately designed to be change-oriented. The course curriculum is continually reviewed and updated to cater to the requirements of industry and reflect changes in the environment. A unique feature of the IIM-R PGP is its in-built concern for the larger society, as reflected in the design of the curriculum, which aims at nurturing well-focused, value-conscious and socially committed managers and leaders of the future. Being aware of the shifting boundaries and the winds of change in a globalizing business environment, the programme also lays considerable emphasis on exposure to many aspects of international business and related strategic and cross cultural issues.

The first year of the PG Programme provides the incoming students with a thorough grounding in the functional areas of Management. The first year courses in the core curriculum are common to all students, and, considering the level of rigour with which it is taught, will enable them to enter into any stream of management when they embark upon a career, regardless of the choice of specialization they make in the second year. The first year also lays the foundations for moulding a unique IIM-R brand where, as stated earlier, a concern for the wider society and an abiding value system are firmly imprinted. Besides, formal instructions in *Business Ethics* and *Socioeconomic Transformation of India* start at the very beginning of the Post-Graduate Programme.

The summer internship is an important building block of the programme. While offering an opportunity to put learning into practice, it also serves as an important experiential channel for students to move towards finalizing their preferences on various specializations, even if it requires switching to earlier affiliations in many cases.

The second year courses, apart from one compulsory course, are elective offerings in the areas of *Economics and Public Policy, Finance, Management Information Systems, Operations Management and Quantitative Techniques, Marketing, OB & Human Resource Management, and Strategic Management*. IIM-R Faculty, as well as professionals from industry and academia (as adjunct and guest faculty), conduct these courses, which give in-depth insights into the subject matter, and hands-on experience through projects and diverse case studies.

Student interest groups in various functional areas meet regularly, and an active industry interaction cell ensures additional inputs from industry. Advanced management seminars organized by the Institute ensure that the IIM-R academic community is able to keep up with the latest developments in the theory and practice of management.

3. PROGRAMME STRUCTURE & COURSES

The duration of the IIM-R Post-Graduate Programme is two academic years. Each academic year normally begins in June/July and ends in March and consists of three Terms. The students go for summer internships at the end of third Term for a period of 8-10 weeks (April 1st week to June 1st week)

Each *Course* in the IIM-R Post-Graduate Programme is structured around the concept of *credits*. Each credit represents 25 hours of contact sessions.. Students should note that 25 hours of instruction will normally require another 75 hours of preparation on their own at the minimum; so, typically at least 100 hours need to be devoted to a 1 credit course.

Instructors choose from multiple pedagogical tools including lecture-discussions, case method, behavioural and computer based simulations, projects, class presentations, and various forms of technology-based learning such as multi-media, case analysis, video conferencing, and e-learning, to facilitate effective learning in their courses.

3.1 FIRST YEAR - Compulsory Courses

The **first year courses** are aimed at building the foundation of the Programme. Hence, all students are required to complete all the first year courses. These courses are designed to provide basic conceptual knowledge and analytical tools in different disciplines and functional areas of management incorporating inter-dependent and inter-related disciplines, functions, and factors that form the core of organizational functioning and managerial effectiveness. Uniquely, the first year curriculum also consists of courses that aim at inculcating a sense of ethical consciousness and social responsibility.

The first year core curriculum, which is compulsory, consists of the following courses:

Course Structure of First Year Batch 09 (2018-20)

The above structure is broadly in tune with the structure of various IIMs

Term I				
No.	Course with Acronyms	Hours	No. of Sessions	Credits
1	Financial Reporting & Analysis (FRA)	25	20	1
2	Business Computing (BC)	17.5	14	0.75
3	Managerial Economics (ME)	25	20	1
4	Quantitative Methods I (QM I)	25	20	1
5	Operations Management I (OM I)	17.5	14	0.75
6	Marketing Management I (MM I)	25	20	1
7	Human Behaviour in Organizations (HBO)	25	20	1
8	Written Analysis & Communication (WAC)	17.5	14	0.75
9	Probability Analysis (PA)	12.5	10	0.5
10	Business and Government Systems (BGS)	17.5	14	0.75
		207.5	166	8.5
Term II				
1	Management Accounting (MANAC)	25	20	1
2	Socio-cultural Environment of Business (SEB)	12.5	10	0.5
3	Data Analytics (DA)	17.5	14	0.75
4	Macroeconomics and Economic Policy (MEP)	25	20	1
5	Marketing Management II (MM II)	25	20	1
6	Quantitative Methods II (QM II)	25	20	1
7	Organizational Design and Dynamics (ODD)	25	20	1
8	Workshop in Communications Skills (WCS)	12.5	10	0.5
		167.5	134	6.75
Term III				

1	Business Research Methods (BRM)	17.5	14	0.75
2	Financial Management (FM)	25	20	1
3	Operations Management (OM II)	17.5	14	0.75
4	Management Information Systems (MIS)	25	20	1
5	Legal Aspects of Business (LAB)	17.5	14	0.75
6	Business Ethics (BE)	17.5	14	0.75
7	Strategic Management (SM)	25	20	1
8	Human Resource Management (HRM)	25	20	1
		170	136	7
				22.25

3.2 SECOND YEAR – Elective Courses

In the **second year** of the Programme, students register for **elective courses** that is, courses of their choice, from a large set of courses offered by various *Academic Areas* of the Institute. They also take one compulsory course during Term IV. The elective courses are expected to enable a student to gain deeper knowledge and understanding of and to acquire required skills in specific/chosen areas in management.

Elective Courses: The elective courses are offered during the fourth, fifth, and sixth Terms of the programme. The final decision on the specific set of elective courses to be offered in each Term rests with the *PGP Committee*. The PGP committee normally takes this decision based on recommendations of the *Academic Areas* in the institute. The list of elective courses on offer during the academic year 2017-18 is given below:

Elective Courses of Second Year Economics and Public Policy

Term	Area Code	Course
IV	PG08EEP-E01	International Economics
	PG08EEP-E02	Quantitative Analysis for Economics, Business & Finance
	PG08EEP-E03	Economics of Banking Firm
	PG08EEP-E04	Econometric Applications in Management
V	PG08EEP-E05	Game Theory & Application
	PG08EEP-E06	Social Enterprise
VI	PG08EEP-E07	Economics of Development
	PG08EEP-E08	Qualitative Methods for Managers
	PG08EEP-E09	Economics of Financial Development
	PG08EEP-E10	Economics of Financial Markets
	PG08EEP-E11	Learning from Real Time Entrepreneurship

Financial Management

Term	Area Code	Course
IV	PG08F-E01	Investment Analysis & Portfolio Management
	PG08F-E02	Financial Modelling in Excel
	PG08F-E03	Commercial and Retail Bank Management
	PG08F-E04	Financial Statements & Disclosures Analysis
	PG08F-E05	Project Finance
	PG08F-E06	Business Analysis and Valuation
V	PG08F-E07	Futures, Options & Risk Management
	PG08F-E08	Fixed Income Securities
	PG08F-E09	Corporate Tax Planning and Management
	PG08F-E10	Management of Financial Services
	PG08F-E11	Quantitative Applications in Finance
	PG08F-E12	Behavioural Finance

VI	PG08F-E13	Private Equity & Venture Capital
	PG08F-E14	Corporate Restructuring
	PG08F-E15	International Finance
	PG08F-E16	Strategic Role of CFO

OB & Human Resource Management

Term	Area Code	Course
IV	PG08H-E01	Recruitment & Selection
	PG08H-E02	Performance Appraisal & Management
	PG08H-E03	Organizational Change & Development
	PG08H-E04	Industrial and Labour Relations
	PG08H-E05	Creative Excellence for Managers
	PG08H-E06	Strategic Knowledge Management
	PG08H-E07	Talent Management
V	PG08H-E08	Training & Development
	PG08H-E09	Competency Mapping & Assessment Centre
	PG08H-E10	Team Building
	PG08H-E11	Compensation Management
VI	PG08H-E12	Cross-cultural Management
	PG08H-E13	Leadership Development
	PG08H-E14	Labour Laws
	PG08H-E15	Strategic Human Resource Management

Management Information Systems

Term	Area Code	Course
IV	PG08I-E01	IT Strategy
	PG08I-E02	Economics of Information Systems
	PG08I-E03	IT Project Management: Traditional, Agile, Extreme
	PG08I-E04	Enterprise Resource Planning Systems
V	PG08I-E05	Business Analytics
	PG08I-E06	E-Business & E-Commerce
	PG08I-E07	Cyber Law
	PG08I-E08	Business Process Management
	PG08I-E09	Software Quality Management
VI	PG08I-E10	Enterprise Cloud Computing
	PG08I-E11	Digital Marketing
	PG08I-E12	IT Services Management
	PG08I-E13	IT Consulting Management
	PG08I-E14	Information Risk Management

Marketing Management

Term	Area Code	Course
IV	PG08M-E01	Advanced Marketing Research
	PG08M-E02	Consumer Behaviour
	PG08M-E03	Sales & Distribution Management
V	PG08M-E04	Product & Brand Management
	PG08M-E05	Advertising & Sales Promotion Management
	PG08M-E06	Services Marketing
VI	PG08M-E07	International Marketing
	PG08M-E08	B2B Marketing
	PG08M-E09	Customer Relationship Management
	PG08M-E10	Retail Management
	PG08M-E11	Strategic Marketing Management
	PG08M-E12	Strategic Brand Evolution

	PG08M-E13	Rural Marketing
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Operations Management and Quantitative Techniques

Term	Area Code	Course
IV	PG08O-E01	Supply Chain Management
	PG08O-E02	Project Management
	PG08O-E03	Manufacturing Planning & Control
	PG08O-E04	Materials Management
V	PG08O-E05	Operations Strategy
	PG08O-E06	Managerial Applications and Systems Dynamics
	PG08O-E07	TQM & Six Sigma
	PG08O-E08	Manufacturing Systems Design
VI	PG08O-E09	International Purchasing and Supply Management
	PG08O-E10	International Logistics
	PG08O-E11	Business Games and Decision Analysis

Strategic Management

Term	Area Code	Course
IV	PG08S-E01	Competitive Intelligence
	PG08S-E02	Models & Frameworks of Strategic Analysis
	PG08S-E03	Management Control Systems
	PG08S-E04	Strategic Consulting
V	PG08S-E05	Managing Technology & Innovations
	PG08S-E06	Mergers & Acquisitions
	PG08S-E07	Strategic Analysis of Joint Ventures & Alliances
	PG08S-E08	Management of Change & Transformation
	PG08S-E09	Conquering the Knowledge Age - Knowledge Management for General Managers
	PG08S-E10	New Product Development Strategy
	PG08S-E11	Strategy in Emerging Markets
VI	PG08S-E12	Entrepreneurship & New Ventures
	PG08S-E13	Corporate Governance
	PG08S-E14	Knowledge Management
	PG08S-E15	Management of High Technology Industry
	PG08S-E16	Management of Media and Entertainment Business

Non-Credit Courses: The PGP Committee may approve to organize some courses as purely non-credit courses for the benefit of students. A Pass grade is awarded to those students who successfully complete the non-credit course.

Project Courses: In addition, the students may also choose project courses, duly approved by the PGP Committee. Individual faculty members initiate project courses based either on the initiative/request from students or on their own, and, at most, three students may be enrolled in each such course. A student can select a maximum of one project course per Term during each of the Terms IV, V, or VI, but not more than 2 such courses in the entire year. The credits obtained through project courses will be included in the computation of CGPA, and for meeting the requirements for award of the Diploma.

Specializations: To major in any of the specializations, a student must obtain a minimum of 15 credits through courses offered by the Area or recognized as equivalent by the Area. Students who obtain between 9 and 14 credits in any of the specializations will be considered having a minor in that specialization. Currently, the following areas offer specialization: Financial Management; Information Technology Systems; Marketing; Human Resource Management; Operations; and Strategic Management. Any particular course completed can be included in either major or minor, not in both.

3.3. SUMMER INTERNSHIP

At the end of first year of the programme, students are required to undertake an industry-based Summer Project for a period of 8-10 weeks. The placement cell of the Institute provides necessary support in arranging suitable assignments. The Summer Internship is intended to provide students an opportunity to apply management principles learned during the first year, and get first-hand experience of industry with a new perspective. Summer Internship is a compulsory requirement and without completing it successfully, no student shall be eligible to register for or complete the second year of the programme. At the time of the fourth Term registration, students will be required to produce a Summer Internship Completion Certificate from the organizations in which they interned. The students will also be required to submit a completed feedback form from these summer organizations to the Placement Office. The registration for the fourth Term will, initially, be done on a provisional basis. This provisional registration will be confirmed subsequently, subject to clearance from the Placement Office, with regard to the Summer Internship undertaken by students based on the certificate and the formal feedback received. If the Summer Internship requirement is not fulfilled, the provisional registration will be cancelled.

3.4. INTERNATIONAL EXCHANGE PROGRAMME

The Institute is in the process of partnership discussion with reputed international institutions. A strong international programme is likely to be in place soon. The Institute has partnership arrangement with Kelly School of Business, Indiana University, USA, California State University, Fullerton, USA and Singapore Management University, Singapore.

4. ACADEMIC EVALUATION

4.0.0 The structure of evaluation may vary from course to course. The course instructor will decide and communicate, at the beginning of the course, an appropriate scheme of evaluation as per the requirement of the course and the methods of instruction. Normally, evaluation of academic performance in each course is based on varying combinations of the following components: Assignments, Quizzes, Class Tests, Class Participation, Project Work, Mid-Term Examination, Term-End Examination, and any other as suitably decided by the instructor and priory announced to the class. The relative weightage of components will be decided as per the assessment of the instructor. Instructors will also have the authority to make any mid-course changes in the evaluation scheme, if, in their best judgment, such changes become necessary as the course progresses. Such changes would be promptly announced to students as and when they are made.

4.0.1 EXAMINATION

4.0.1.1 In each credit course, whether compulsory or elective, 60% of evaluation is based on Mid-Term and Term-End examinations.

4.0.1.2 For all compulsory courses both Mid-Term and Term-End examinations are compulsory.

4.0.1.3 In Elective courses, Mid-Term examination is optional, but final examination is compulsory.

4.0.1.4 Where Mid-Term examination is compulsory or conducted despite being optional, at least 25% weight should be assigned to Mid-Term examination.

4.0.1.5 For the other components having 40% weight, a preferred composition may be: not more than 20% for project report (term paper) & presentation, 10% for quizzes and assignments, and total 10% for attendance (if considered), class participation and case presentation as relevant.

4.0.1.6 Detailed examination rules will be distributed to the students separately before examination.

4.1. THE GRADING SYSTEM

4.1.1. IIM-R like other IIMs follow a relative grading system in which grades are decided on the basis of range of marks in a course and awarded grades at the end of the course based on marks out of total 100. At the end of each course, the instructor awards Letter Grades to the course participants. IIM-R follows a grading scheme of 11 levels ranging from A+ to F as given in the table below:

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

4.1.2 An instructor may give marks for each component and award grades for the full course at the end of the course based on marks out of total 100.

4.1.3. The marks awarded by an instructor on components or grades awarded on courses are final. Any student who desires clarification on these may discuss and resolve the matter with the concerned instructor(s) within a week of receiving/publishing of the marks/grades. Grievances, if any, that are not resolved through such discussions may be taken up with the Chairperson, PGP.

4.1.4. The final course grades submitted by instructors to the PGP office are treated as Final. However, in case of any grievances on the final grades awarded, a student may approach the Chairperson, PGP with a written request within a week of the PGP office making the final grades available to students for information/perusal. All final grades will be circulated to the students by the PGP office only after PGP committee approves the results. Instructors will not directly disclose final grades any time. Normally, requests relating to totalling, omissions, and/or mistakes of a clerical nature only are entertained. Students should keep track of their grades coming to the PGP office even during their absence from the campus (e.g., during Term breaks and Summer Internship) through appropriate modes of contact/enquiry. The PGP Office/System will not be responsible for any consequences arising out of a failure on the part of the students in this regard.

4.1.5. The Term Grade Point Average (TGPA) is calculated by computing the sum of grade points in respective courses multiplied by the course credits and dividing it by the total credits for all the courses in the Term. Similarly, the Cumulative Grade Point Average (CGPA) is calculated at the end of each year in a similar way as a composite index of academic performance of the student. Grades obtained in non-credit courses are not taken into account for the calculation of CGPA.

4.1.6. Attending 100% of sessions is compulsory. Students must maintain regular and punctual attendance in all courses. In addition to the measures specified in this Handbook, the instructor is free to adopt any other appropriate measures to regulate attendance, penalize absence, and ensure a smooth and undisturbed process of learning in his/her class. Only emergency hospitalization or absence due to emergency out-station visits forced by factors beyond human control shall be admitted as valid reason for absence. Even in this case, the prior approval of absence from PGP Office is essential and the maximum absence permissible will be only 20% of the course hours. Further, even in such absences, due downward adjustments in grades will be done as applicable for shortfall of attendance.

4.1.7. The final grades obtained by the students, who are absent without authorization in a given course will be adjusted downwards as follows:

Particulars	Grades Obtained										
	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Actual grade obtained in the course	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Grade to be recorded for unauthorized absence up to 10%	A-	B+	B	B-	C+	C	C-	D	F	F	F
Grade to be recorded if absence is between 10-20%	B+	B	B-	C+	C	C-	D	D	F	F	F
Grade to be recorded if absence is between 20-30%	B-	C+	C	C-	D	D	F	F	F	F	F
Grade to be recorded if absence is between 30-40%	F	F	F	F	F	F	F	F	F	F	F
If absence is above 40%	Repeat the course with Next Batch Paying Full Term Fees										

4.1.7.1 In the case of approved absences as in 4.1.6, based on the extent of absence, re-adjustment of grades obtained by a student will be done as follows.

Particulars	Grades Obtained										
	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Actual grade obtained in the course	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Grade to be recorded for absence up to 20%	No Grade Drop										
Grade to be recorded if absence is between 20-30%	A	A-	B+	B	B-	C+	C	C-	D	F	F
Grade to be recorded if absence is between 30-40%	A-	B+	B	B-	C+	C	C-	D	F	F	F
Grade to be recorded if absence is between 40-50%	B+	B	B-	C+	C	C-	D	F	F	F	F
If absence is above 50%	Repeat the course with Next Batch Paying Full Term Fees										
If absence is above (40/50%) in more than 2 courses	Repeat the year with Next Batch Paying Full Year Fees										

4.1.8. Students participating in co-curricular activities outside the institute are eligible to claim duty leave subject to the following conditions.

- A student is eligible to apply for duty leave for maximum of 3 days per year. The leave will not entitle the student for any relief from any course requirements such as quiz, project presentation, assignments, exams etc.
- The leave is granted by the PGP Chairperson to students for taking up those activities which according to PGP assessment will contribute to his/her overall development. The leave can also be granted for activities relevant to the Institute like organizing permitted events, conferences, etc.
- Duty Leave will not be granted if any major academic and/or Institutional activity is scheduled during the period for which the presence of the student is necessary.

4.1.9. For PGP students, participating in International Students Exchange Programmes of the Institute, the final CGPA is computed on the basis of courses attended at IIM-R only.

4.2. PROMOTION & GRADUATION

- 4.2.1. CGPA and number of the grades D & F will form the basis for determining if a student has become eligible for: (a) Promotion from the first to the second year, and (b) Award of IIM-R PGDM at the end of the Programme.
- 4.2.2. A student will be eligible for promotion to the second year of the Programme if he/she meets the following academic standards at the end of first year:
- (a) Obtains a CGPA of at least 3.00 (i.e., equivalent to C grade)
 - (b) Does not have more than 2 Fs or 3 Ds or 1 F & 2 Ds, and
 - (c) Does not have any outstanding financial liabilities with the institute.
- 4.2.2.1 A student failing on the criterion (b) of clause 4.2.2 at any time point in the year shall be required to leave the Programme immediately.
- 4.2.3. A student will be eligible for Award of IIM-R Diploma on the completion of the Programme only if he/she satisfies the following criteria at the end of second year:
- (a) Obtains a CGPA of at least 3.00 (i.e., equivalent to C grade) overall,
 - (b) Does not have more than 1 F & 1 D, or 2 Ds in the second year (PGP II),
 - (c) Does not have more than 2 Fs & 2 Ds, or 1 F & 3 Ds, or 3 Fs or 4 Ds in first & second year together, and
 - (d) Does not have any outstanding financial liabilities with the institute.
- 4.2.3.1 A student failing on the criteria (b) and /or (c) of clause 4.2.3 at any time point in the year shall be required to leave the programme immediately.
- 4.2.4. No requests/appeals for improvement of the grades obtained, for the purpose of improving CGPA, for promotion to the Second year, or for award of diploma through repetition of Courses/Terms will be entertained from any student under any circumstances.
- 4.2.5. A student who is found ineligible for promotion to the second year under clause 4.2.2 or not eligible for award of diploma under clause 4.2.3 will be terminated from the programme. Such students, and any other student who has completed in all respects at least one Term in the Programme and who anticipate a failure to meet the aforesaid criteria in the on-going Term, can at any point of time during the academic year appeal to the Director for permitting to repeat the first/second year with the next batch of PGP provided they meet ANY ONE of the following criteria:
- i) The CGPA is not below 3.00 at the time of appeal, or
 - ii) The number of Fs and Ds is not more than permitted for each year as in 4.2.2 and 4.2.3.

However, actual granting of appeal for repeating the year would be subject to the assessment of the Director of the suitability of the student to repeat the programme on academic and other relevant considerations including disciplinary issues. If appeal is granted, the student will be required to pay full fees during the year of repeat.

- 4.2.6. Students who have accumulated more than the permissible number of Fs and Ds at any point of time will have to leave the programme immediately. However, these students can also appeal to Director for permission to repeat the year as in clause 4.2.5. Again, granting of appeal will be based on the Director's assessment. If permitted to repeat, full fees shall be payable for the repeat year.
- 4.2.7. Repeat option, under any circumstances, will be available to a student only once in the entire programme; that is, under any circumstances, a student will not be permitted to repeat second year if she/he has already repeated the first year. Similarly, no student will be allowed to repeat any year of the programme for more than once under any circumstances.

4.3. ACADEMIC MALPRACTICES

- 4.3.1 There are severe penalties for students found guilty of any kind of malpractice either within the classroom or outside in any part of the programme or a course. All instances of malpractices including in assignments or examinations, of any magnitude, major or minor, will result in penalty ranging from a course F at the minimum to expulsion from the programme. Any case of repeat of offence will attract a harsh penalty, which can be expulsion. Any deficiency in the classroom conduct including lack of regularity and punctuality and misbehaviour with the instructor, other students, institute staff etc., will also attract severe penalties.

4.4. ABSENCE FROM EXAMINATION

- 4.4.1 100% Attendance in classes and exams is compulsory. However, students may be permitted to avail absence from the session up to 20% of the course on serious medical grounds, involving immobility or hospitalization, or on grounds of serious providential setbacks in the immediate family or wedding or other such circumstances, natural and other disasters. But the students will be required to provide proofs, which in case of medical issues will be complete medical records and endorsement certificate from the Institute's authorized doctors. In other cases, documents/proof convincing to the Institute will be required.
- 4.4.2 The students who are absent during Mid-Term and/or End-Term examination on medical grounds involving immobility or hospitalization will be re-examined and the grades obtained in the re-examination will be adjusted downward as follows if absence is, as permitted in 4.4.1, not more than 20% in the course. If absence in the course is more than 20%, then, the grade adjustment as in 4.1.7.1 will apply.

Particulars											
Actual grade obtained in the re-examination	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Grade to be recorded	A	A-	B+	B	B-	C+	C	C-	C-	D	F

- 4.4.3 Any fake attempt for leave may lead to serious penalties including suspension or expulsion from the programme. Any unauthorized absence other than that due to the two factors as in 4.4.1 may lead to forfeiting the eligibility to complete the course. In such cases, the student will be required to repeat the programme next year with fresh registration and payment of full fees again.
- 4.4.4 In any other cases other than permitted as in 4.4.1 where attendance is below 95%, grade penalty as in 4.1.7.1 will apply. As in 4.1.7.1, if attendance is below 60% in more than two courses, the student will be required to repeat the year with next batch with fresh registration and paying full fees again.
- 4.4.4.1 No re-examination will be allowed without the prior submission of required documents even in the two permitted cases of 4.4.1.
- 4.4.5 No surprise tests, quizzes, presentations, etc. conducted during the period of such absence will be conducted again.
- 4.4.6 Incomplete Clause: If a student has not satisfied the academic requirement of a course, he/she may be assigned "I" (Incomplete) grade temporarily, representing non-completion of the academic requirements for the course. When awarding an "I", the instructor should specify how the "I" can be removed. (The method includes extra quizzes or assignments, make-up examination and repetition of the course). The instructor shall not withhold the final grade of any student.

4.5 CONDUCT DURING THE EXAMINATION

4.5.1 Identification of a Student

Students are expected to carry a certificate of identity (ID card) issued by the PGP Office.

4.5.2 Entering and Leaving Halls

Students are required to report for the examination 15 (fifteen) minutes before the commencement of the examination and occupy their seats at least five minutes before the examination starts. No student desirous of writing the examination shall be permitted to enter the hall after the commencement of examinations.

4.5.3 Student to Occupy only Allotted Seat

Student shall occupy their seats as per the seating plan and they are not allowed to leave their seats under any pretext during examination hours; however candidates are permitted to attend nature calls except in the first 30 minutes and last 30 minutes.

4.5.4 Silence in Examination Hall

Strict silence shall be maintained in the examination hall.

4.5.5 Use of and/or carrying mobile phone during the exam

Use of and/or carrying mobile phone during the exam is STRICTLY PROHIBITED. If any student is found using and/or even carrying mobile phone (irrespective of switch-on/switch-off mode). Disciplinary action will be taken for non-compliance to exam rules.

4.5.6 Writing Name and Roll Number

Students are instructed to write their name and roll number on the title page of the Answer Book and not to write anywhere else. They are also instructed to write their name and register number on the question paper as well.

4.5.7 Consultation in Examination Hall

- A. Students shall not indulge in any discussion in the examination hall. They are also not permitted to exchange any instruments or materials in the examination hall.
- B. Students shall not consult with or seek clarifications from the invigilators or any staff member present in the hall on any aspect of the question paper. However, clarifications related to examination procedures or to printing or other errors in question papers can be sought from invigilators or staff if it is essential.

4.5.8 Completing Answers Within Given Time

Students are not allowed to write beyond the time prescribed.

4.5.9 Handing Over of Answer Books.

The students are to ensure that the answer books are duly handed over to the invigilator after verifying that the name and the roll number are legibly written on the title page of the Answer Book. No loose sheets or papers shall be detached from the answer books by the candidates. At the expiry of examination time the students may stand up at their places and, then, hand over the answer paper to the invigilator.

- 4.5.9.1 Detaching of any part of Answer Book and/or taking it away will tantamount to malpractice and will be dealt with as in 4.3.1

4.6. TUTORIAL SUPPORT

- 4.6.1 If any student requires tutorial support on any subject, PGP office may be informed sufficiently in advance.

5. MEDALS & SCHOLARSHIPS

5.1. GOLD MEDALS

5.1.0 Every year, IIM Rohtak awards one and only one **Gold Medal** for the best *Scholastic Performance* and one and only one **Gold Medal** for the best *All Round Performance*. The description of and criteria for Gold medals and scholarships are given below for information (only). The PGP committee and the Faculty Council reserve the right to make suitable modifications/amendments in the description and criteria as and when necessary.

5.1.1. IIM-R Gold Medal for Scholastic Performance

- 5.1.1.1 The Gold medal for the best *Scholastic Performance* is called '**IIM Rohtak Gold Medal for Scholastic Performance**'. This Gold Medal shall be awarded to the PGP II student who secures the TOP rank in the batch at the time of graduation subject to: (a) the student obtaining a minimum CGPA of 8.0 and no grade below B- (B minus) in any of the courses, (b) the student not having involved in any act of indiscipline, misconduct or unethical or immoral behaviour, and (c) approval of the award of the medal to the specific student by Faculty Council. If, on the grounds of discipline, conduct or character, the student at the Top rank is not awarded the Gold Medal, then, the student with the next highest CGPA and qualifying on the requirements (a) and (b) above shall be awarded the medal, subject to its approval by Faculty Council (as in (c)).
- 5.1.1.2 When there is a tie between two or more students for a medal based on CGPA, the one who has obtained the maximum number of A+ in the programme shall be considered for the award with the approval of the Faculty Council. When two or more students have an equal number of A+, then, the maximum number letter Grade of A (A+, A, A-) will be considered for deciding the winner. If still a tie, then, PGP Committee and, then, Faculty Council will decide, based on proper reasoning, by consensus or through vote. If faculty council is undecided, then Director as chairman of the Faculty Council will decide again based on proper reasoning. In this case, the decision of the Director shall be final.
- 5.1.1.3 The actual awarding of the Gold Medal in all cases will be subject to its ratification by IIM Rohtak Board of Governors (BoG) and, then, IIM Rohtak Society.

5.1.2. IIM-R Gold Medal for Best All Round Performance

- 5.1.2.1 The IIM-R Gold Medal for All Round Performance will be awarded to a PGP II student adjudged the best all-rounder considering her/his scholastic achievement, extracurricular activities, leadership capabilities, and general proficiency. Both internal and external achievements/contributions will be considered for selection. The student should have satisfactorily completed the Post Graduate Programme and demonstrated outstanding all-round performance. Such a student should not have been involved in any act of indiscipline, misconduct or unethical, immoral behaviour at any time in the Institute. Satisfactory performance in this case is defined as a CGPA not below 6.5, no grade below C+ and not more than 2 C+ grades. If there is a tie, it will be decided as in 5.1.1.2. While assessing the all-round performance, the following factors may be kept as relevant: (1) self-assessment by applicants (2) peer assessment by students and (3) faculty assessment.
- 5.1.2.2 The actual awarding of the Gold Medal in all cases will be subject to its ratification by IIM Rohtak Board of Governors (BoG) and, then, IIM Rohtak Society.
- 5.1.2.3 The student who is being awarded the Gold Medal for Best Scholastic Performance will not be considered for the Gold Medal for Best All Round Performance.

5.2. SCHOLARSHIPS

5.2.1. IIM-R Merit cum Means (MCM) Scholarship

- 5.2.2.1 MCM scholarship will be awarded to PGP I students in the second year and to PGP II students at the end of the programme based on CGPA and parental/family income. A minimum CGPA of 6.5 and no grades below C+ and a parental income of not more than Rs.200000 are essential conditions for eligibility to apply for the scholarships. The Scholarship will be awarded in the ratio of one scholarship per every 20 student. No Student involved in any act of indiscipline, misconduct or unethical or immoral behaviour will be eligible for any scholarship. At any time, a student will be eligible for only one scholarship internal or external except for one merit scholarship. Only Students applying for the scholarship in response to notification will

be considered for MCM Scholarship. Priority in the second year will be given to those who did not receive it in the first year, if there are more eligible applicants.

5.2.3 SC/ST Need Based Scholarship

5.2.3.1 This scholarship is awarded by Ministry of HRD, Govt. of India, to the SC/ST students, based on the income declared by the student. Currently there are 12 scholarships. The scholarship amount can go up to the amount of Tuition and certain other Fees. The selection is based on specific criteria and assessment by a committee.

5.2.4 Award of Diploma

5.2.4.1 To become eligible for the award of Diploma, among other things, it is mandatory for every student to submit to the PGP Office, a 'No Dues Certificate' duly signed by each department of the Institute within the time period announced by the PGP Office.

6. PGP CALENDAR & FEE STRUCTURE 2018-20

6.0 PGP CALENDAR 2018-20

Academic Calendar 2018-2019

PGP - 08	Registration	June 04, 2018 (Monday)
Term IV	Classes Begin	June 04, 2018 (Monday)
	Mid-Term Examinations	July 09-14, 2018
	Classes End	August 11, 2018 (Saturday)
	End Term Examinations	August 13-August 18, 2018
	Term Break	August 20 to August 26, 2018
Term V	Registration	August 27, 2018 (Monday)
	Classes Begin	August 27, 2018 (Monday)
	Mid-Term Examinations	September 24 - 29, 2018
	Foundation Day *	November 16, 2018 (Friday)
	Classes End	November 10, 2018 (Saturday)
	End Term Examinations	November 12-November 17, 2018
	Term Break	November 18 - November 25, 2018
Term VI	Registration	November 26, 2018 (Monday)
	Classes Begin	November 26, 2018 (Monday)
	Mid-Term Examinations	January 02-06, 2019
	Classes End	February 09, 2019 (Saturday)
	End Term Examinations	February 11-16, 2019
	Placement Week	February 18-23, 2019
	<i>Convocation**</i>	March 23, 2019 (Fourth Saturday of March)
PGP - 09	Remedial Courses	June 22-28, 2018
	Registration	June 29, 2018 (Friday)
	Induction Module	June 30 - July 02, 2018
Term I	Classes Begin	July 03, 2018 (Tuesday)
	Mid-Term Examinations	August 06-10 2018
	Classes End	September 08, 2018 (Saturday)
	End Term Examinations	September 10-14, 2018
	Term Break	September 15-23, 2018
Term II	Registration	September 24, 2018 (Monday)
	Classes Begin	September 24, 2018 (Monday)
	Mid-Term Examinations	November 05 - November 09, 2018
	Foundation Day *	November 16, 2018 (Friday)
	Summer Placement Week	November 19 - 25, 2018
	Classes End	December 15, 2018 (Saturday)
	End Term Examinations	December 17 - 21, 2018
	Term Break	December 22, 2018 - December 31, 2018
Term III	Registration	January 02, 2019 (Tuesday)
	Classes Begin	January 02, 2019 (Tuesday)
	Mid-Term Examinations	February 05-08, 2019
	Classes End	March 16, 2019 (Friday)

	End Term Examinations	March 19-22, 2019
	Summer Internship	March 25-May 31, 2019

* 5 Events are to be finalized

** The Institute Convocation is tentatively scheduled in the fourth week of March 2019, March 23, 2019.

6.1 PGP Charges and Expenses 2018-2020

6.1.0 The following is the Charges and Expenses structure of the 2-year PGP of IIM Rohtak:

Particulars	PGP I (2018-19)				PGP II (2019-20)			
	Term-I	Term-II	Term-III	Total	Term-IV	Term- V	Term-VI	TOTAL
TOTAL Charges	250000	175000	175000	600000	200000	200000	200000	600000

Students will also be required to pay the Placement Support Charges, Alumni Membership/Support Charges & Refundable Deposits towards the following heads:

Particulars	PGP I (2018-19)				PGP II (2019-20)			
	Term-I	Term-II	Term-III	Total	Term-IV	Term-V	Term-VI	TOTAL
Library Deposit *	2500			2500				
Library Fee	8000			8000				
Computer Deposit *	6000			6000				
Mess Caution Deposit *	10000			10000				
Placement Facility Charges		10000		10000		20000		20000
Alumni Membership/Support Charges	6500			6500				
Utility Deposit*	6000			6000	4000			4000
TOTAL Charges	39000	10000		49000	4000	20000		24000

* Refundable

Mess Fees*: In addition to the above, an amount of Rs. 10000/- (or as revised from time to time) towards mess fees should be remitted before commencement of each Term.

- 6.1.1 ***Security/Caution Deposit:** Students taking **admission** to the first year (Term I) should deposit various deposits as detailed in table above towards Security/Caution Deposit, which will be refunded on completion of the course after adjustment of dues, if any.
- 6.1.2 **Mess Fees:** An amount of Rs 10000/- towards mess fees should be remitted before commencement of each Term. The actual mess expenses shall be paid every month by the student and the amount of deposit shall be adjusted towards the next Term. Any excess expenditure (more than the deposit) shall be payable immediately after finalization of the accounts statement for the Term and a formal intimation is given to the students.
- 6.1.3 **Adherence to due date for payment of Fees:** Payment of various dues within the due dates stipulated by the PGP office shall be the responsibility of the student concerned. Excuses like delay in processing of loans by banks, late receipt of demand drafts, etc. shall not be entertained under any circumstances.
- 6.1.4 **Fine for the delay in payment of Fees:** If the fees are not paid on time, a fine of Rs.5000/- per week for the Term fees and Rs.500/- per week for the mess fees shall be levied and no requests for condoning the fine shall be entertained.
- 6.1.5 **Non-payment of Fees:** If the fees remain unpaid for more than 3 weeks from the due date for payment, the student concerned will not be allowed to attend the classes and will have to vacate the hostel immediately. If the mess fees alone remain unpaid, the student concerned will be barred from using the mess facilities till dues are paid with fine.
- 6.1.6 **Late Fee for Late Registration:** If a student fails to register on the date mentioned for registration for a Term, a fine of Rs 5000/- per calendar day shall be levied and no requests for condoning the fine shall be entertained. Late registration will also require prior written permission from the Chairperson, PGP.

6.1.7 **Maximum Time Available for Late Registration:** A student will be permitted to late register by paying the late fee only till the 5th calendar day after the designated registration day. After this the student will forfeit his/her admission unless the Institute has permitted him to register beyond this date based on prior permission. Even in this case the late registration cannot be beyond the 05th calendar day after the designated day of registration. In this case also, late fee will apply for the full period of late registration. In all cases of late registration, the attendance norms shall be applicable as per the provisions of Academic Handbook.

7. GENERAL DISCIPLINE ON THE CAMPUS

7.1. Discipline

7.1.1 Any Act, behaviour or conduct on the part of a student adversely affecting the general discipline on the campus, vitiating thereby the academic atmosphere in the campus, such as inciting hostility, ill will, social disharmony amongst the students, indulging in vandalism or destruction of the institute's property, misbehaving with the faculty and staff members of Institute, being detrimental to the educational process of the Institute in any manner, or bringing disrepute to the Institute will be treated as *Misconduct*. Any unlawful act or indulgence in any act of public nuisance outside the institute will also be treated as *Misconduct besides allowing law to take its course*. Without prejudice to the generality of the above, the following acts/behaviour/conduct will also be treated as misconduct: (1) Consuming alcohol, smoking, and consumption of other intoxicating or contraband substances inside the campus; (2) Wilful disobedience of the rules/regulations/orders/instructions issued from time to time; (3) Breach of Hostel Rules; and (4) Cyber Crimes. Furthermore, mobile phones and recording equipment are strictly not allowed within the classroom, library, the computer centre, and various offices/places as the Institute may specify from time to time. While the use of Laptop in the library is permitted, its use in classrooms shall be as per the directions of the specific instructors.

7.1.2 Any forms of Misconduct will be dealt with severely and may entail penalties ranging up to suspension or expulsion from the programme.

7.1.3 Grade F shall be granted for any proved instance of misconduct and Indiscipline for the first time. Second Instance will account for Suspension from the Programme for 1 Year based on the severity as decided by the PGP Committee. Third Instance will mean expulsion from the Programme.

7.2. Dress Code

7.2.1 In the academic premises, students shall appear only in formal or semi-formal dresses. No student is permitted to enter any academic or administrative premises including classrooms, library, computer Centre, faculty blocks or any offices in informal or improper dress including sleeveless shirts, blouses, half pants, shorts, Bermuda, half skirts or similar other types. Any violation of this norm will be considered as misconduct and dealt with accordingly.

7.3. Disciplinary Authority

7.3.1 The disciplinary authority shall be the PGP Committee. The appellate authority on all disciplinary matters will be the Director.

7.4. Norms of Communication

7.4.1 Students are advised to strictly adhere to the following protocols in reporting classroom or academic concerns:

7.4.2 Classroom: Class representatives (CRs) or any other representative of the student body or student himself may submit in writing to the PGP Office their concerns.

7.4.3 Academic: Students are advised to first contact the concerned faculty for any academic concerns such as faculty, notes, cases etc. In case the concerns are not addressed they are required to submit in writing to the PGP Office and if the concerns are not addressed even after reporting the same to the PGP Office, it may be subsequently taken up with the Chairperson, PGP.

7.4.4 Students are advised to take note that the concerns shall be addressed within 30 days of reporting the same.

7.4.5 Any violation of the above mentioned protocols attracts stringent punishments including placement barring etc.

8. HOSTEL RULES AND REGULATIONS

8.1 Administration

8.1.1 The hostel and the mess shall be under the care of the Chairperson of Students' Affairs, who shall be responsible for the hostel and mess administration and hostel discipline with support from administrative staff. The Institute's decision shall be final in the interpretation of the rules and in all matters connected with the hostel. The Chairperson of Students' Affairs shall have powers to issue standing orders to regulate internal matters and other details not explicitly covered by these rules in relation to the hostels and student actions outside the class room.

8.2 Admission

8.2.1 Only those students of full time courses who are in the current rolls of IIM-R will be allowed to stay in the hostels as per the approved room allotment.

8.3 Allotment of Rooms

8.3.1 Rooms will be allotted as decided by the Institute.

8.3.2 Mutual exchange of rooms will not be permitted. In exceptional cases, where serious health/medical issues are involved, Chairperson of Students' Affairs, may consider a written request supported with convincing support documents for change of rooms.

8.4 Withdrawal

8.4.1 Students should on no account vacate the hostel unless they are permitted to do so by the Chairperson of Students' Affairs. Students shall obtain a clearance certificate at the end of each Term. The "No Dues Certificate" shall be issued by the Chairperson of Students' Affairs.

8.5 General Discipline

8.5.1 Students shall keep their room, its surroundings, and hostel premises clean. The rooms, doors, windows, cupboards, etc. should not be disfigured by writing or sticking handbills, posters, etc. If any damage is noticed, the inmates will have to pay the cost of repairs as decided by the Institute.

8.5.2 Students should behave with restraint and decorum at all times during their stay at IIM Rohtak.

8.5.3 Students are not allowed to remove any article from the hostel or rooms. Any Damage to the hostel property shall be immediately reported to the Chairperson of Students' Affairs. The cost of the damage will be recovered from the individual concerned. If the person is not traced, the students in the wing or floor will be held responsible for and collectively charged. In cases where Institute decides so, all the students of a particular hostel or block will be held responsible for the recovery. In case of wanton damage, in addition to recovery of the cost of repair, the Institute may impose a suitable fine and take stern disciplinary actions against those held responsible. In serious cases of destructive actions, penalty can range up to expulsion from the programme.

8.5.4 Each Student will be responsible for the furniture supplied to him/her. The cost of repair of table, chair, cot, etc. (other than that due to normal wear-and-tear) will be realized from the individual student or students occupying the room. The students may bring in other articles only with the written permission from the Chairperson of Students' Affairs. Those found violating this norm will face disciplinary actions including levy of heavy fines. The articles found in rooms in violation of norms can also be confiscated.

8.5.5 Students should see that lights, fans, etc. are switched off when they are not in use or when they leave the room. Electrical installations should not be tampered with. Residents are not permitted to fit electrical fittings, heaters, and other appliances in the rooms except under exceptional circumstances with the explicit written permission of the office of Chairperson of Students' Affairs. Those found violating this norm will face disciplinary actions including levy of heavy fines. The articles found in violation of such norms can also be confiscated.

8.5.6 Cooking inside the room is strictly prohibited. Violation of this norm shall be treated as a serious misconduct.

8.5.7 Residents are expected to lock their rooms properly when they go out. The Institute is not responsible for any loss or damage of their belongings.

8.5.8 No activities other than the academic or co-curricular are permitted in the hostel.

- 8.5.9 Students are expected to behave politely with hostel staff, which includes cleaning and mess staff and security guards.
- 8.5.10 No student shall be absent for any night from the hostel without the prior permission of the Chairperson of Students' Affairs. If a student finds it necessary to leave the hostel on an emergency and is unable to meet the Chairperson of Students' affairs, he/she must before his/her departure submit in writing the reason for his/her absence to the Chairperson of Students' Affairs.
- 8.5.11 Students are not allowed to consume alcohol, cigarettes, narcotic substances or any contraband items anywhere inside the campus including mess hall and hostels. The entry of students into the IIM-R campus in intoxicated state will be treated as an act of serious misconduct and it will attract penalties including suspension or termination from the programme.

8.6 Mess

- 8.6.1 The residents of the hostel shall, from amongst themselves, elect a suitable number as representatives who will form the Mess Committee with the Chairperson of Students Affairs as a patron. The student committee shall be in charge of running the mess and the maintenance of hostel amenities. If at any time there are no elected representatives, the Chairperson of Students Affairs, shall have the power to make necessary arrangements to run the mess directly, or by nominated representatives, until representatives are duly elected.
- 8.6.2 Meals or extras will not be sent to rooms of the students.
- 8.6.3 Sick diet can be provided to the members under the advice of a Medical Officer or the Chairperson of Students' Affairs. For this, specific requests may be given to office of Students Affairs.
- 8.6.4 Under no circumstances the students will be allowed to take cups, saucers, tumblers, and other utensils of the mess to their rooms or other locations. Any violation of this norm will attract fines ranging from Rs 50 to Rs 1000 on each article on each occasion. Chairperson of Student Affairs may choose to authorise and collect such fines. The fines so collected may be used to replace the mess utensils & related articles needing replacement.
- 8.6.5 Students are expected to maintain strict discipline and order in the dining halls during the hours when meals are served. Students must be suitably attired in the dining hall (suitable attire in this case refers to any dress covering the body properly. Half pants, shorts, Bermuda; half-skirts etc. are not permitted in the mess or any other academic premises). No resident, except the representatives, shall enter the kitchen.
- 8.6.6 Mess charges will be divided proportionality among the students. Guest rates and charges for extra will be fixed by the Mess Committee from time to time and duly notified.

8.7 Payment of Dues

- 8.7.1 The mess bill along with the other establishment charges for a particular month will be notified normally on or before the 5th of the succeeding month and it is to be cleared by 10th, failing which a fine of 2% of the bill per day (or Rs.500/- per week whichever is higher) will be imposed. If, for any reason, the mess bill of any month is delayed, the students will be required to pay mess dues by 10th of the following month on a pro-rata basis.
- 8.7.2 If the hostel dues are not paid before the end of the month during which they fall due, the defaulting student will not be allowed in the mess even as guest (hostel dues include mess charges, electricity charges, water charges, etc.). In such cases the caution money shall be utilized to meet pending dues and the student will be expelled from the hostel forthwith. The student will be liable to pay the dues along with penalties imposed within 5 working days of the expulsion from hostel, failing which he/she will be suspended from the programme with the all associated consequences.
- 8.7.3 Students leaving the hostel for vacations should pay up their dues before their departure.
- 8.7.4 "No dues Certificate" will be issued from the hostel only to those students who have cleared all dues outstanding to the hostel.
- 8.7.5 A failure of the student in respect of 8.7.3 and 8.7.4 will entail the students from being debarred from registering for the subsequent Term/Year.

8.8 Guests

- 8.8.1 No student is allowed to bring a guest into the hostel for overnight stay with him/her except under exceptional circumstances where a parent or a sibling is to be accommodated on a special occasion with prior written request and approval from the Chairperson of Student Affairs. If any family member is required to stay overnight with the student, the student has to seek and obtain prior explicit formal permission of the Chairperson of Students' Affairs. Any failure in this shall be treated as a serious

misconduct. Other than overnight stay in such circumstances, no stay of an outsider in the hostel will be permitted. The student introducing a guest is responsible for all charges incurred by the guest. The Institute will notify the guest charges including rentals from time to time.

- 8.8.2 The Chairperson of Students' Affairs shall have the power to refuse permission to introduce into the hostel any particular person as a guest without assigning any reason.
- 8.8.3 The guests, if any, permitted are subject to the rules and regulations of the hostel.
- 8.8.4 The hostel will maintain a register of guests and no guest is admitted, irrespective of the permission granted by the Chairperson, unless the name and other particulars are entered in the register. The student who brings the guest will be responsible for the proper filling up of the particulars required therein.

8.9 Holidays/Vacation

- 8.9.1 The Chairperson of the Students Affairs, may consider applications from residents for staying in the hostels during vacation on charges as notified by the Institute if their vacation academic activity (such as summer placements) requires them to be stationed at/near Rohtak.
- 8.9.2 Personal belongings of the students proceeding on vacation may be left behind in the hostel store room till they return. All such articles must be packed, properly labelled and entrusted to the hostel manager for safe custody in the store rooms earmarked for this purpose. While every effort will be made to see that the articles are kept safely, the hostel authorities are not responsible for any loss or damage caused. Students are, therefore, advised not to leave behind any costly item when they go on vacation. The institute reserves the right to allocate any room for any academic activity or undertake repair and maintenance work during holidays/vacations.
- 8.9.3 It is compulsory for every student to vacate his/her room before proceeding on summer vacation and surrender the room to the administrative staff/ Students Affairs. If any room is found locked, the hostel authorities have the right to break open the same and the cost of damages will be accounted to the respective student.
- 8.9.4 The room is to be vacated by the student in the second year within 2 working days after the last exam of Term VI unless the hostel authorities give a specific date for the same. All students are required to clear their hostel dues, penal charges, recoveries on loss or damage caused etc., to be eligible to be issued a ' No Due Certificate' required for receiving the Diploma.

8.10 Tradesmen/Vendors

- 8.10.1 No strangers will be allowed in the hostel premises for carrying out any business without license. Licenses may be issued to dhobis, cobblers, etc. on payment of a certain deposit as caution money. Students are requested not to have dealings with strangers other than licensed tradesmen/vendors on the campus. In case any stranger is seen in hostel premises, students must intimate the same immediately to the Chairperson of Students' Affairs.

9. APPEALS

- 9.1 The Director of the institute shall be the appellate authority on any orders/proceedings passed by any authority subordinate to the Director. Any appeals shall be filed within 7 days from the date of the concerned order. The decision of the Director on the appeal shall be final and binding on the student.

10. ALTERATIONS

- 10.1 The institute reserves the right to add, alter, delete or modify any of the foregoing provisions of this Handbook from time to time, to meet academic, administrative, or general exigencies, requirements or changes in policies.

11. IIM ROHTAK KNOWLEDGE RESOURCES CENTRE (LIBRARY)

11.1 IIM Rohtak Knowledge Resources Centre (KRC) aims at providing state-of-the art information resources and value added information services on all areas of management and related disciplines including information technology.

11.2 Resources: A balanced collection of hard copy and electronic forms of documents is available with the KRC, including latest management publications. Presently the KRC has diverse resources. In Addition to printed books and journals, the resources include several e-Databases and several thousands of e-journals. KRC Services include Internet search, Curriculum Support, Classroom Support and (OPAC) Online Public Access Catalogue.

11.3 Important URLs

IIM Rohtak Home Page : <http://www.iimrohtak.ac.in>

Library Catalogue : Web OPAC

The online catalogue reflects the materials that are owned by KRC. One can search it by author, title, subject, keyword, call number or ISBN and indicates the status of a particular book. The Web OPAC of the library can be accessed through link available at the Institute's website under the tab:

Facilities ➤ Knowledge Resources Centre ➤ Web Opac

For KRC membership and other queries, the KRC may be approached.

11.4 Borrowing privileges and late fee charges:

Category	Borrowing privileges		Late fee charge			
	No. of Books	Loan period (Days)	First 7 Days (after due date)	From 8 th to 21 st Day	From 22 nd to 60 th Day	Beyond 60 days
PGPM	03	15	₹ 1/day/ book	₹ 2/day/book	₹ 5/day/book	1. Membership to be suspended and compulsory return of all the books. 2. Membership suspended may be revoked after review by the KRC Committee/Competent Authority.
FPM	05	30	₹ 1/day/ book	₹ 2/day/book	₹ 5/day/book	

- a) Reminder through e-mail will be sent to borrowers for overdue items on weekly basis.
- b) The fine should be deposited at the KRC.

Books lost/damaged:

If an issued book is lost/damaged, it is to be either replaced with latest edition, along with overdue charges (overdue charges till the date book is reported lost) or compensated by double the original cost at the prevailing exchange rate. Refunding compensation money will be only 50% of the amount deposited if the book lost is found later.

11.5 E-resources

The KRC subscribes to a number of academic, company & industry databases, bibliographic databases, e-journals and newspapers to provide latest Scholarly information to authorised users (current faculty, students and staff and, in most cases, on-site visiting faculties).

Electronic resources listed on the KRC website are restricted by License Agreements to members of the IIM Rohtak community for the purpose of research, teaching, and private study. Commercial use, systematic downloading (by robots, spiders, crawlers or other automatic processes), copying or distributing of information and disclosing the user id and password are prohibited. The terms and conditions for using these resources are set out in electronic resource license agreements with each publisher. The users are requested to strictly comply with the terms and conditions, copyright and other policies for the use of resources. Users are requested to go through the Terms & Conditions/Terms of Use/Usage Agreement generally available at the bottom of the webpages of each E-Resource.

11.5.1 E- Databases:

To Access the Online databases, links are available on the Institute's website under the tabs:

Facilities➤ **Knowledge Resources Centre**➤ **E-databases**

URL: <http://www.iimrohtak.ac.in/>

Most of the e-resources are accessible through IP, while some require log-in ID and password.

For E-resources Required Registration: please register from concern website.

For E-resources Required Username and Password: please contact the KRC

Subscribed E-databases

Sl.	Database	Access
1	<u>ABI/Inform:Proquest</u>	Institute's Network
2	<u>ACE Equity</u>	Offline (Desktop application Please contact library install offline database.)
3	<u>Ace Knowledge & Research Portal</u>	Institute's Network
4	<u>ACE Mutual Funds</u>	Offline (Desktop application Please contact library install offline database.)
5	<u>ACM Digital Library*</u>	Institute's Network
6	<u>Capitaline</u>	Institute's Network
7	<u>CRIS INFAC (CRISIL)</u>	Required registration. Please contact KRC
8	<u>EBSCO: Business Source Complete</u>	Institute's Network
9	<u>Emerald Insight</u>	Institute's Network
10	<u>EMIS Emerging Markets</u>	Institute's Network
11	<u>Grammarly</u>	Institute's Network (Required ID & Password or create new user)
12	<u>Indiastat.com</u>	Institute's Network
13	<u>Inform's Pub-suite Package</u>	Institute's Network
14	<u>INSIGHT</u>	Institute's Network
15	<u>ISID Database*</u>	Institute's Network

16	<u>J-Gate Plus*</u>	Institute's Network
17	<u>JSTOR*</u>	Institute's Network
18	<u>Oxford University Press*</u>	Institute's Network
19	<u>Prowessdx (CMIE)</u>	Institute's Network (Required ID & Password or create new user)
20	<u>PsyARTICLES(APA)</u>	Institute's Network
21	<u>Sage HSS Package</u>	Institute's Network
22	<u>ScienceDirect (Elsevier)</u>	Institute's Network
23	<u>South Asia Archive**</u>	Institute's Network
24	<u>SpringerLink</u>	Institute's Network
25	<u>Taylor & Francis</u>	Institute's Network
26	<u>Web of Science*</u>	Institute's Network
27	<u>Wiley Online Library</u>	Institute's Network
28	<u>World eBook Library**</u>	Institute's Network

*Online Databases through e-Shodh Sindhu (eSS): Consortium for Higher Education Electronic Resources, MHRD

** Provided by National Digital Library (NDL)

Brief Information about the Databases is available at following URL:

URL: <http://www.iimrohtak.ac.in/wp-content/uploads/2011/05/About%20the%20databases.pdf>

11.6 E-journals

To Access the Online Journals, links are available on the Institute's website under the tabs
Knowledge Resources Centre > **Online Journals**

Facilities >

URL: <http://www.iimrohtak.ac.in/>

Subscribed Online Journals

Sl.	Name of the Journals
1	<u>Asian Case Research Journal/ Free with print</u>
2	<u>Asian Journal of Management Cases/ Free with Print</u>
3	<u>California Management Review/ Free with print</u>
4	<u>Dalal Street Investment Journal / Free with print- Required ID & Password</u>
5	<u>Economic and Political Weekly/ EPW</u>
6	<u>Foreign Trade Review/ Free with print</u>
7	<u>MIT Sloan Management/ Free with print- Required ID & Password</u>
8	<u>Nature: International Weekly Journal of Science/ Springer</u>

11.7 Subscribed E-newspaper

1	<u>The Wall Street Journal/ Required ID & Password</u>
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11.8 Print Journals

Sl	Title of the Journals (International)	Sl.	Title of Magazines
1	Asian Case Research Journal	1	Business India

2	Asian Journal of Management Cases	2	Business Today
3	Harvard Business Review	3	Business World
4	MIT Sloan Management Review	4	Capital Market
5	California Management Review	5	Data Quest
Sl.	Title of the Journals (National)	6	Forbes Asia
1	Dalal Street investment Journal	7	Fortune India
2	Economic & Political Weekly	8	Front Line
3	Foreign Trade Review	9	India Today
4	SEBI & Corporate Laws	10	Outlook
5	Indian Journal of Industrial Relations	11	Outlook Business
6	Indian Journal of Training and Development	12	Outlook Money
7	RBI Bulletin	13	The Economist

11.9 KRC users are expected to follow the KRC norms including observance of copyright norms. Any student violating the KRC norms will attract appropriate penalties.

12. IIM-R IT RESOURCES CENTRE (ITRC)

12.0 The Post Graduate Programme at IIM-R leverages on the use of modern information technology resources. These resources and services have been improved regularly.

12.1 Information Technology Setup

12.1.1 Computing facilities at IIM Rohtak uses powerful computers for providing support for diverse computing requirements, access to databases and archives for rapid retrieval of relevant information and for updating and dissemination of academic and research material. The IT setup at IIM-R comprises of a multi layered architecture, the lowest layer of which is made up of personal computers and workstations. The next layer consists of File servers and Database servers. The third layer consists of Web server, other high-end servers/computers required for high-resource demanding tasks. The Academic building, including hostel in the campus are part of the campus LAN and all the services available on the LAN can be accessed from any System. EMC Storage.

12.1.2 The WI-Fi has been enabled to provide mobility to the users in accessing various services available on Institute's network. Classrooms Academic Block, Library, Computer Centre and Seminar Hall and Hostels have been enabled with indoor wireless network.

12.2 Hardware Infrastructure

12.2.1 There are more than 135 (i3 and i5) High End personal computers connected over the campus LAN under some of the latest Network Operating Systems running on some of the latest high-end Quaid core, Xeon based Servers.

12.2.2 Network printing facility is available on a wide variety of printers such as Heavy Duty color Multi-Function Network Laser Printers. These printers are accessible from hostel. Other equipment available in Computer Centre includes Notebooks, CD/DVD Writers, High quality Scanners and LCD Projectors.

12.2.3 Video Conferencing facility is available for remote sessions from corporate executives and from partner institutions.

12.3 Campus Network

12.3.1 The Academic buildings in the campus are interconnected through a 6 core SMF Gigabit Fiber Optic and a dedicated Internet backbone of 100 Mbps, connected through NKN network. The connectivity to Desktops is using 4 pair CAT 6 UTP cable ensuring a dedicated 100Mbps bandwidth at desktop level. The computer centre acts as the main hub of the network and hosts a layer 3 backbone switch. The workgroup switches are located in the respective buildings. All the hostel rooms are also connected to the campus LAN.

12.4 Platform

12.4.1 An environment of wide variety of operating systems such as Windows7 Professional, Windows vista Windows Server 2008 R2 and Red Hat Enterprises Linux 6 has been established in IIM-R to make students familiar with latest operating systems.

12.5 Software Tools

12.5.1 A wide range of latest software tools and office automation packages such as Windows 7, 8.1. Microsoft Project 2013, Microsoft Windows Server 2008 R2, SQL Server 2014, Oracle Software subscriptions: Advanced Computer Science subscriptions, including Oracle11g Database, Microsoft Dynamics Academic AX 2012 Alliance Subscriptions Membership, IBM SPSS version 24, IBM SPSS Amos version 24, Finance Database: Bloomberg Database, CMIE Databases : ProwessIQ, Capex, EViews 8, SAS 9.4 with Enterprises Miner, Oracle Crystal Ball, MINITAB 17, ATLUS-Ti, NVivo 11 Plus and Turnitin.

12.6 Central File Storage

12.6.1 Each user is provided with 1GB of storage for mail and 500 MB storage for user profile.

12.7 Student IT Committee

12.7.1 A student IT committee comprising of 2-3 students from each batch is constituted every year by the PGP office and ITRC of the Institute. This committee assists students in all matters related to IT. The committee also brings various user issues related to IT matters to the notice of the ITRC for necessary action at the ITRC's end and acts as an interface between the students and the ITRC. Any problem being faced by the students in accessing various services may be reported to this committee. Students may also report such matters to ITRC Help Desk so that the same are immediately taken care of.

12.8 Support from the ITRC:

12.8.1 ITRC is committed to provide uninterrupted services to all users of IIM-R and extends support to all users to ensure trouble free access to the services.

12.9 IT USAGE POLICY

12.9.1 The Institute provides computing and networking facilities for use by the Faculty, staff, students and Executive Programme Participants for academic, research, and administrative purposes. These facilities also include e-mail usage, provided that it has no offensive or abusive character. These facilities are no way meant for bandwidth intensive use such as downloads for entertainment.

12.9.2 This policy provides guidelines for the appropriate use of computing and network resources. The Institute will take disciplinary and legal measures against any user who is proven to have abused or disregarded the policy.

12.9.3 Use Policy

A. Purposes

A.1 The institute provides computing and network resources only for purposes directly in relation with its mission, i.e. academic, research, and institute's administrative activities.

A.2 Users are not permitted to use computing and network resources for illegal or unlawful activities.

A.3 Users are not permitted to use computing and network resources for commercial activities.

A.4 Users are not permitted to use computing and network resources for entertainment purposes.

B. Authorization

B.1 User must not access computing and network resources without proper authentication procedure or intentionally enable others to do so.

B.2 The owner of a user account can only use that user account

B.3 User are forbidden to communicate their password or otherwise give access to their account or any computing or network resource to any other user/third party

B.4 Any anomaly discovered in the authentication procedure must be reported to the computer centre staff so that the same can be investigated to make corrective actions.

C. Resource Integrity

C.1 User must not attempt to modify or remove computing network equipment, software or peripherals they do not own, without proper authorization

C.2 Users must not:

- Develop, use, disseminate malicious programs, computer viruses, and worms,
- Disrupt the activities of other computers or users,
- Try accessing other's private data or restricted portions of the computing or networking system,
- Damage the software or hardware components of the system.

C.3 The computing and network resources are shared by all users and are of finite capacity. Users must therefore not make any capacity and performance degrading usage of the resources. Such usage includes but is not limited to:

- Sending of chain-letters or excessive messages, either locally or off-campus,

- Using network protocol, using an excessive amount of bandwidth,
 - Printing excess copies of documents,
 - Running grossly inefficient programs when efficient alternative are known by the user to be available,
 - Unauthorized modification of system facilities, operating systems, or disk partitions,
 - Attempting to crash or tie up computing and network resources,
 - Damaging or vandalizing computing and network facilities, equipment, and software or computer data.
- C.4 Users are allowed to use the computing and network resources only for academic purposes. Users should not engage in inappropriate or idle use of the resources nor block their access to other users.

D. Privacy

- D.1 Users are forbidden to use other accounts other than their own.
- D.2 Users are forbidden to access files, emails, or any other form of data not belonging to them

E. Email Usage

- E.1 Users are forbidden to create and transmit email containing offensive, obscene, indecent, aggressive, menacing, harassing, defamatory, intimidating, unlawful, racist, and other unethical messages.
- E.2 Users are forbidden to send email that does not correctly identify the sender, attempt to hide or disguise the identity of the sender, or attempt to hide or disguise the identity of the sender.
- E.3 Users are forbidden to transmit or forward any email intended to encourage the propagation of copies of it (e.g. chained letter).
- E.4 Users are forbidden to flood the mailbox of other users with numerous or large messages with the intention to paralyze their mail system.
- E.5 Users are forbidden to spread virus or worms or malicious programs through emails.
- E.6 Users are forbidden to use the email facilities of the Institute for commercial activity

F. Personal Web

- F.1 Publishing personal homepages is allowed only on designated servers.
- F.2 Personal homepages must not be used for commercial purposes
- F.3 Personal homepages must not be used to disseminate offensive, obscene, indecent, aggressive, menacing, defamatory, harassing, intimidating, unlawful, racist, or otherwise unethical information.
- F.4 Users are forbidden to publish content detrimental to the institute on their personal homepages.

G. Copyright and Licenses

- G.1 All software used on any of the IIM-R computers must be properly licensed.
- G.2 Users must not infringe on any intellectual property right while using the Institute's computing and network resources.

H. Internet Usage Policy

- H.1 The institute provides internet facility for use by the students. The facility is meant only for academic and research purposes and is no way meant for bandwidth intensive use such as downloading of illegal, unethical and entertainment materials
- H.2 This policy provides guidelines for the appropriate use of internet facility. The institute will take disciplinary measures against any user who has been proven to have abused or disregarded this policy

H.3 Purpose of the Policy

- H.3.1 The purpose of the policy is to establish rules to ensure that usage of the internet complies with Institute policy, to protect the institute against damaging legal consequences, and to educate the individuals who may use the internet with their responsibilities associated with such use.

H.4 Purpose for proving Internet facility

- H.4.1 The institute provides internet facility only for the purposes directly in relation with its mission, i.e. academic, research, and institute's administrative activities.
- H.4.2 The use of IIM-R's internet facility is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege.

H.5 Access Privileges

H.5.1 Users are not permitted to use the facility for illegal, unethical, and unlawful activities.

H.5.2 Users are not permitted to use the facility for commercial activities.

H.5.3 Users are not permitted to use the facility for entertainment purposes

H.5.4 Website/URL Blocking:

H.5.4.0 The websites classified under any of the following categories will not be accessible.

H.5.4.1 **Potentially Liabile sites:** Sites containing contents related with drugs, abuse, hacking, illegal or unethical acts, racism and hate, violence, marijuana, proxy avoidance, and Phishing

H.5.4.2 **Controversial Sites:** Sites containing content related with Adult Material, Gambling, Extremist groups, Nudity and Pornography, and weapons.

H.5.4.3 **Potentially Bandwidth consuming sites:** Sites providing internet Radio and TV and Internet Telephony facilities

H.5.4.4 **Potential Security violating Sites:** Sites promoting Malware and Spyware

H.5.4.5 **General Internet Sites:** Sites about homosexuality

H.5.5 **File Download Blocking**

a. Downloading of files such as BAT, EXE, COM, SCR, PIF, CPL, etc. is not permitted due to the threat of spreading virus through such files.

b. Downloading of bandwidth consuming/entertainment content is not permitted; hence, downloading of files such as AVI, MOV, MPG, MPEG, WMV, MP3, RM, etc. is not allowed.

H.6 **User Access Quota**

H.6.1 User wise download quota may be fixed if the resources are overloaded.

H.7 **Exemptions:**

H.7.1 **Website/URL Exemptions:** Some sites that are blocked under any specific category mentioned in 1.8.3.4 above may be unblocked based on requests after evaluating them, if found acceptable.

H.8 **Monitoring**

H.8.1 IIM-R has software and systems in place that can monitor and record all internet usage. All user activities with respect to internet usage are therefore subject to logging and review

H.9 **Periodic Reviews**

H.9.1 Usage Compliance Reviews

To ensure compliances with this policy, periodic review will be conducted. These reviews will include testing the degree of compliances with usage policies

H.9.2 Policy Maintenance Review

Periodic reviews will be conducted to ensure the appropriateness and the effectiveness of usage policy. These reviews may result in the modification, addition, or deletion of usage policies to better suit users' information needs.

12.9.4 Operational Policy & Procedures

12.9.4.0 Upon request and with authorization by administration/PGP, users will be granted the privilege to use the computing and network resources.

12.9.4.1 Every authorized user is given an account and is allocated associated hardware/software resources.

12.9.4.2 To defray the additional operating cost, sponsored projects in the institute are charged for some usage such as printing, at approximately cost rate, for the use of these resources.

12.9.4.3 To the extent possible with its hardware, software, and manpower resources, the institute maintains backup of user files and implements system security safeguards as well as capacity and performance enhancing measures.

12.9.4.4 On termination of a user account, the account will be kept active for a period of one month during which the user has to transfer files/emails to another host.

12.9.4.5 After a user account has been terminated, the user can access his/her emails through IIM-R web mail system for a period of one month during which the user has to inform his/her alternate email ID for setting mail forwarding and transfer emails to another host.

- 12.9.4.6 IIM-R will try to maintain students' email ID at IIM-R for mail relay to other email server for 1 week. When they leave the institute, the same cannot be exercised as a right; hence, the ID is disabled after 1 week.

12.9.5 Security

- 12.9.5.0 The user is responsible for the security of the personal account that he/she is given on the IIM-R network.
- 12.9.5.1 Each user is given a user account and a corresponding password initially assigned by the ITRC. The user must protect his/her account by immediately changing the initial password. The password chosen must be at least 6 characters long and must include upper and lower case letters, numbers, and punctuation marks. The user must approach the ITRC immediately after getting his/her account to change his/her password to avoid unauthorized access.
- 12.9.5.2 The account given to the user is personal. In no circumstances, can the user give access to his/her account to any other individual, nor must the user disclose his/her password to others.
- 12.9.5.3 The user must not leave a computer while being logged in to the computer network. Such an unattended computer may be used by others to gain access to the user's account.
- 12.9.5.4 Each user on the network is provided with two personal disk storage resources: one is 'profile folder' in the 'Active Directory Server' which is personal to the user and other one is 'public folder'. The profile folder provides private access and is restricted exclusively to the user owning it. The 'public' folder, however, is accessible by others to read the contents, but no user can alter the contents of other's public folder.
- 12.9.5.5 The user is responsible for the files that are stored in his/her account both in home and public folders. It is user's responsibility to check that no unwanted files are stored in his/her account. In case any unwanted file is detected, the user must inform the ITRC staff. User quota has been implemented on disk usage.
- 12.9.5.6 Please delete unwanted files periodically, as hard disk space is precious.
- 12.9.5.7 If the above rules are not followed, the account of the user may be terminated and no further account will be given to user on IIM-R network
- 12.9.5.8 If security is violated because the user neglects to follow the above rules, the user will be responsible for the damages caused to the IIM-R network.

12.9.6 Printing Policy

- 12.9.6.0 Computing Lab in IIM-R has printers available for use from 7:30 am to 11:00 pm.
- 12.9.6.1 Printers are fragile and expensive equipment, hence, users should take good care of them.
- 12.9.6.2 The access to the printer is restricted through the printing server, which is the domain controller of IIM-R domain. Users have to login and authenticate to the domain before they can use the printer.
- 12.9.6.3 Printing is done on the basis of advanced payments as per the user's printing requirements. Charges for black & white print/copy are Rs.1 for one A4 size page and Rs.2 for one A3 size page. Similarly, charges for colour print/copy are Rs.5 for one A4 size page and Rs.12 for one A3 size page. All print requests are logged – hence, if any user wants printing usage report it can be generated.
- 12.9.6.4 Printing paper, toner and other consumables are provided by IIM-R. In case of shortage of any consumables in the labs, students can contact ITRC.

12.9.7 ITRC Usage

- 12.9.7.0 In order to maintain a conducive environment inside the ITRC, students are requested to observe the following:
- 12.9.7.1 Keep chairs in Order
- 12.9.7.2 Observe strict silence in the Lab
- 12.9.7.3 Discussions and student meetings should not be undertaken inside ITRC.
- 12.9.7.4 Do not keep your belongings on ITRC table.
- 12.9.7.5 Keep waste papers, etc. in the baskets provided in the ITRC.
- 12.9.7.6 No food or drink is allowed inside the ITRC.
- 12.9.7.7 Playing computer **games** in ITRC is **strictly prohibited** and will be treated as a serious matter leading to disciplinary action against the person found guilty
- 12.9.7.8 While leaving ITRC, please **logout** from the PC to avoid misuse of your account by others.

12.9.8 Classroom Equipment

- 12.9.8.1 Each classroom has been provided with a computer and a projector. Projectors are generally ceiling mounted. The following rules apply to the use of classroom equipment:
- 12.9.8.2 Projectors are fragile and expensive equipment; hence, users should take good care of them
- 12.9.8.3 NEVER change the connection between the video projector and computer; they may result in electric shock that can damage these expensive equipment.
- 12.9.8.4 Don't turn off the computer after each class to save time in between classes.
- 12.9.8.5 The projector is controlled with the remote control only
- 12.9.8.6 To save the lamp life, turn off the video projector when not in use.
- 12.9.8.7 Any Violation of ITRC rules/norms will be considered as misconduct and will attract penalties ranging up to expulsion from the programme.

13. FACULTY DETAILS

FULL TIME FACULTY

S.No	Name	Designation	Room	Phone	Extn	Email ID
1	Dr. Agam Gupta	Assistant Professor	13	228545	545	agam.gupta@iimrohtak.ac.in
2	Dr. Agrata Pandey	Assistant Professor	13	228532	532	agrata.pandey@iimrohtak.ac.in
3	Dr. Amol Singh	Assistant Professor	14	228516	516	amol.singh@iimrohtak.ac.in
4	Dr. Arpita Khare	Assistant Professor	3	228506	506	arpita.khare@iimrohtak.ac.in
5	Dr. Anand Sharma	Assistant Professor	14	228524	524	anand.sharma@iimrohtak.ac.in
6	Dr. Archana Patro	Assistant Professor	14	228547	547	archana.patro@iimrohtak.ac.in
7	Dr. Archit V. Tapar	Assistant Professor	14	228556	556	archit.tapar@iimrohtak.ac.in
8	Prof. Dheeraj Sharma	Director	105	274050	250	director@iimrohtak.ac.in
9	Dr. Divya Sharma	Assistant Professor	13	228527	527	divya.sharma@iimrohtak.ac.in
10	Dr. Deepika Jain	Assistant Professor	109	228557	557	deepika.jain@iimrohtak.ac.in
11	Dr. Gourav Dwivedi	Assistant Professor	109	228558	558	gourav.dwivedi@iimrohtak.ac.in
12	Dr. Koustab Ghosh	Assistant Professor	109	228525	525	koustab.g@iimrohtak.ac.in
13	Dr. Mahua Guha	Assistant Professor	210	228518	518	mahua.guha@iimrohtak.ac.in
14	Dr. Manas Tripathi	Assistant Professor	210	228554	554	manas.tripathi@iimrohtak.ac.in
15	Dr. Praveen R. Srivastava	Assistant Professor	210	228507	507	praveen.ranjan@iimrohtak.ac.in
16	Dr. Palka Chhillar	Assistant Professor	201	228537	537	palka.chhillar@iimrohtak.ac.in
17	Dr. Peeyush Pandey	Assistant Professor	201	228526	526	peeyush.pandey@iimrohtak.ac.in
18	Dr. Pavitra Mishra	Assistant Professor	201	228534	534	pavitra.mishra@iimrohtak.ac.in
19	Dr. Rama Shankar Yadav	Assistant Professor	202	228515	515	rs.yadav@iimrohtak.ac.in
20	Dr. Ritu Yadav	Assistant Professor		228548	548	ritu.yadav@iimrohtak.ac.in
21	Dr. Rojers P Joseph	Assistant Professor	202	228504	504	rojers.joseph@iimrohtak.ac.in
22	Prof. Sanjay Jharkharia	Professor	202	228533	533	sanjay.jharkharia@iimrohtak.ac.in
23	Dr. Satyendra Kumar Gupta	Assistant Professor	206	228508	508	satyendra.gupta@iimrohtak.ac.in
24	Dr. Shirsendu Nandi	Assistant Professor	206	228517	517	shirsendu.nandi@iimrohtak.ac.in
25	Dr. Shivendra K Pandey	Assistant Professor	207	274054	254	sk.pandey@iimrohtak.ac.in
26	Dr. Sumedha Chauhan	Visiting Assistant Professor	207	228530	530	sumedha.chauhan@iimrohtak.ac.in
27	Dr. Smita Joshi	Assistant Professor	208	228513	513	smita.joshi@iimrohtak.ac.in
28	Dr. Venkatesha Murthy	Assistant Professor	203	228529	529	venkatesh.murthy@iimrohtak.ac.in

ADMINISTRATION

ACADEMIC ADMINISTRATION

Particulars	Name	Designation	Contact Number
Faculty Council	Prof. Dheeraj Sharma	Director & Chairperson, Faculty Council	274050
Admission	Dr Praveen Ranjan Srivastava	Co-Chairperson, Admission	228507
	Dr. Anand Kumar Sharma	Co-Chairperson, Admission	228524
	N. Mahesh Kumar	A.O. (Programme)	228511
	Mr. Ashwani Kumar Sharma	Manager Admissions & Administration	228555
FPM	Dr. Agam Gupta	Co-Chairperson, FPM	228537
	Dr. Satyendra Kumar Gupta	Co-Chairperson, FPM	228508
	Mr.N Mahesh Kumar	A.O. (Programme)	228511
	Mr.Sandeep Singh	A.P.O	228527
Placement	Dr. Divya Sharma	Co-Chairperson, Placement	228507
	Dr. Rama Shankar Yadav	Co-Chairperson, Placement	228534
	Ms. Gunit Kaur Sethi	Chief Corporate Relations	228527
	Mr Argha Chatterjee	Officer Placement	228512
ePGP	Dr. Shivendra Kumar Pandey	Co-Chairperson Executive Education	274054
	Dr. Archit V Tapar	Co-Chairperson	228556
	Mr. Jagjit Singh Talwar	A.O. (Programme)	228528
PGP	Dr. Amol Singh	Co-Chairperson PGP	228516
	Dr. Archana Patro	Co-Chairperson PGP	228547
	Mr. Mahesh Kumar	A.O. (Programme)	228511
	Ms Manumriti Dabas	Office Assistant	228511
Students' Affairs	Dr. Venkatesh Murthy	Co-Chairperson	228529
	Dr. Peeyush Pandey		228526
	Dr. Deepika Jain		228557
	Mr. Ashwini Kumar Sharma	Hostel Manager	228555

GENERAL ADMINISTRATION

Office	Name	Designation	Contact Number
Directorate	Prof. Dheeraj Sharma	Director	274050
	Mr. Krishna Bansal	Junior Superintendent	274050
Administration	Colonel. Tilak Bose	CWO & Chief Administrative Officer	274052
	Mr. Suresh Khatri	Superintendent	228503
Finance & Accounts	Mr. Ashok Kumar Verma	FA & CAO	274053
Knowledge Resources Centre (KRC)	Mr. Kamal Kishore Joshi	Librarian	228509
IT Resources Centre (ITRC)	Mr. Kamlesh K. Pal	System Administrator	228510