



Indian Institute of Management Jammu
Jagti, Jammu – 181221, India

Executive Master of Business Administration
(EMBA)

4th Batch

2024-26

(EMBA Handbook)



EMBA Students Batch 2024-26

The EMBA Handbook is intended to be a resource for EMBA students and faculty. It puts forth the two-year EMBA (Blended Mode) Program structure at IIM Jammu along with the rules, regulations, and procedures applicable to the EMBA batch of 2024-26. Academic Policies like attendance criteria, evaluation system, academic discipline, examination rules, requirements for the award of degree, general rules, placement procedures, library and hostel rules are explained in detail. Students are required to comply with these strictly. In case of any clarifications or discrepancies, kindly contact the Program Office. Please do spend some time and go through the information carefully to avail all the opportunities offered by IIM Jammu. The signature of the student is required on the last page titled "Student Undertaking". The "Student Undertaking" is to be submitted to the Program Office.

Chairperson (EMBA)

Indian Institute of Management Jammu

Vision

To develop leaders and entrepreneurs who can perform globally to make a valuable difference to the Inclusive Society and the Corporate world.

- To position IIM Jammu as one of the top business school in India with global outlook imbedded with regional and national focus.
- To be known as a business school par excellence for outstanding value-based quality education, high quality research, executive education, consultancy and strong corporate as well as international linkages.
- A B-School, which will serve the humanity, the society, the state and the nation for economic growth and prosperity.

Mission

Our Core Values

- Indian Ethos and Business Ethics
- Excellence
- Innovation & Entrepreneurship
- Integrity
- Diversity and Inclusion
- Collaboration & Sustainable

Contents

1. About IIM Jammu	4
2. Overview of EMBA Program	4
3. EMBA Program Highlights.....	6
4. Introduction to Rules, Regulations and Procedures	7
5. Academic Calendar	7
6. Orientation & Preparatory Program	7
7. Registration	7
8. Blended Learning: On-campus and Online Modules	9
9. Curriculum	11
10. Global/Rural Immersion.....	13
11. Provision to Exit/ Break	14
12. International Adjunct/ Visiting Faculty.....	14
13. Attendance.....	14
14. Evaluation System & Academic Performance	16
15. Academic Discipline & Integrity	19
16. Examination Rules	22
17. Award of Degree	23
18. General Rules	24
19. Code of Conduct	25
20. Hostel.....	27
21. IIM Jammu Library	34
22. Live Projects.....	37
23. Policy of Sexual Harassment of women at Workplace	37
24. Policy on Anti-ragging at the Institute	37
25. Co-Curricular Activities.....	38
26. Alumni	38
27. Annexure-I: Academic Calendars (2024-26) of 4th batch of EMBA	40
28. Annexure- II: Course Structure for EMBA Program	42
29. Annexure- III: Orientation Program.....	45
30. Annexure- IV: EMBA Fee Structure (2024-26).....	46
31. Annexure- V: Certificate of Approval for CIS Report.....	48
32. Annexure- VI: Academic Etiquette.....	49
33. Annexure- VII: Important People and Numbers	50
34. Annexure- VIII: Application for the Event Participation Form	51
35. Annexure- IX: Application for Medical Leave etc.....	52
36. Annexure- X: Student Undertaking in compliance with the rules in the EMBA Handbook.....	53
37. Annexure- XI: Payments and Fines.....	54

1. ABOUT IIM JAMMU

The Indian Institute of Management (IIM) brand has now become synonymous with innovation, talent and zeal for success, and contribution in management. The Government of India established IIM Jammu in Jammu and Kashmir in 2016. From the very beginning, IIM Jammu has set high standards for outstanding value-based quality education, high-quality research, executive education, consultancy, and strong corporate as well as international linkages. IIM Jammu encourages contemporary research concentrating on regional, national, and international issues.

IIM Jammu offers the following programs:

(a) Doctoral Program:

- Doctor of Philosophy (Ph.D.) in Management

(b) Post-Graduate and Undergraduate Programs:

- Master of Business Administration (MBA)
- Master of Business Administration (Hospital Administration and Health Care Management)
- Executive Master of Business Administration (EMBA)
- EMBA – Corporate Affairs & Management
- Integrated Program in Management (EMBA)

(c) Executive Education:

- Open Programs
- In-company Programs
- Advance Management Programs
- On-line Certificate Programs

(d) Faculty Development Programs

- Academic Leadership Program
- Faculty Development Program
- Quality Improvement Program

IIM Jammu is operating from its 200 acres state of the art campus its state-of-the-art campus at Jagti, which is 14 Kms from Jammu City, about 16 kms. from Jammu Railway Station and 18 kms. from Jammu Airport. The Campus is a blissful mix of modern architecture, culture and heritage of Jammu and Kashmir. The institute runs its EMBA program from the Old University Campus, Canal Road, Jammu.

IIM Jammu has also established a transit Satellite campus at Srinagar. The campus is located in the heart of the Srinagar city, on NH1 Nowgam which is at a distance of 10 km from the Sheikh ul Alam international airport Srinagar. The transit campus has in-campus residence facilities and is built as a Centre of Excellence in the area of executive education and Entrepreneurship. The transit campus will also have an incubation center promoting entrepreneurship in the region. IIM Jammu Srinagar Campus leverages the locational importance of Srinagar city by offering a blend of high-quality training with a touch of heavens.

2. OVERVIEW OF EMBA PROGRAM

The Executive Master of Business Management (EMBA) in blended mode is a program for working executives with a minimum work experience of three years. There are many qualified professionals who could not pursue formal management education due to different reasons. EMBA in blended mode provides an opportunity to such experienced professionals with minimal disruption to their work routine and personal pursuits. These experienced professionals may be from industry, corporates, government organizations, armed/paramilitary forces, NGOs and entrepreneurs. EMBA (blended mode) is an intensive two-year program designed for mid/senior level professionals to enhance skills and capabilities essential at such responsible positions. Emerging Economies like India have huge potential, but the required managerial pool to tap those opportunities are in short supply. To bridge this gap, the EMBA (blended mode) program has a distinct focus on a strategic understanding of business, rooted in practical skill

development through action learning projects and industry interface.

This EMBA (blended mode) program will empower the participants with the knowledge, skill, attitude, flexibility and the ability for lifelong learning, to develop their careers to their fullest potentials. To ease the learning process for them, the program would be combining the on and off campus learning modules spread over two years. The program aims to build managerial, decision-making, analytical, and leadership capabilities of participants using a modern academic pedagogy of global standard.

S. NO.	PROGRAM LEARNING GOALS	PROGRAM LEARNING OBJECTIVES TO ENABLE PARTICIPANTS:
1.	Enhance global business acumen	a) To appraise the micro and macro business environment in India and around the globe. b) To formulate strategic responses to the VUCA environment.
2.	Develop critical and creative thinking abilities	a) To enhance problem solving and decision-making skills. b) To demonstrate managerial decision-making approach in structured / unstructured environments using conceptual and interpersonal skills.
3.	Facilitate participants to build competence	a) To enhance existing skills, aptitudes of the participants for their career development and help the participants emerge as leaders.
4.	Develop ethical and socially oriented leaders who create value for their organizations and society at large	a) To work effectively in a diverse, inclusive and cross-cultural environment. b) To develop social and ethical business leadership capabilities so that they can perform without compromising on integrity, honesty, and fairness.
5.	Enhance entrepreneurial and managerial skills	a) To develop risk taking abilities and innovative skills of the participants b) To inculcate interpersonal and managerial skills

3. EMBA PROGRAM HIGHLIGHTS

<p>Blended Mode Delivery of courses through blended learning comprising of on-campus in the physical class modules and online modules</p>	<p>Continuous Evaluation Evaluation of a participant on the basis of learning participation, quizzes, assignments and examinations</p>
<p>Campus Visits To enhance the learning experiences six days of on-campus visits in Terms I, III, IV & VI each of the six terms</p>	<p>Expert Faculty Panel Sharpen your managerial skills under the able mentorship of faculty with vast industry and academic experiences.</p>
<p>Access to E-Library The participants will have access to e-resources of IIM Jammu's Library</p>	<p>Global/Rural Immersion Global/rural learning experiences and opportunities to participants to learn from different kinds of environments.</p>

<p>Dissertation A dissertation under the faculty mentorship to understand the real-life applications of EMBA learnings</p>	<p>Alumni Status On the successful completion, the participant will be a proud member of IIM Jammu Alumni community.</p>
---	---

4. INTRODUCTION TO RULES, REGULATIONS AND PROCEDURES

Academic Standards and Code of Conduct are necessary to promote fair and orderly conduct in a community as large as the Institute. All students at IIM Jammu are required to abide by these rules and conduct themselves at all times in a manner that tends credibility to the Institute and enhances its prestige in the community at large.

This manual is designed to provide students with the norms for students' academic and personal conduct at the Institute. The Academic and administrative sections provide important information on registration, curriculum, academic performance, evaluation system, attendance, academic discipline, scholastic awards, and related issues.

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

5. ACADEMIC CALENDAR

The Academic Calendar (2024-26) of the IVth Batch of EMBA (Blended Mode) is provided in **Annexure-I**. The first-year course work is spread over three terms. The second-year course work is scheduled over three terms with elective courses and CIS and dissertation. The Program ends with the award of EMBA degree during the Annual Convocation to all those who successfully complete all requirements for the award of the degree. EMBA course structure is given in **Annexure-II**.

6. ORIENTATION & PREPARATORY PROGRAMS

The Orientation & Preparatory Programs is conducted at the beginning of the first term. All first-year students of EMBA (blended mode) are required to participate in the above programs.

The objectives of the orientation program are as follows:

- To familiarize students with IIM Jammu systems, processes, procedures and general rules.
- To acquaint students with the faculties and staff of the institute.
- To acquaint students with the teaching and learning methods used at IIMJ with special emphasis on the case method.
- To provide students an introduction to the aim and objectives of the EMBA Program of IIM Jammu

The Inauguration and Orientation Program for the EMBA batch 2024-26 is planned this year from 15th July, 2024 (**Annexure-III**).

7. REGISTRATION

The students will be required to register on the registration day before the start of each Term. The date of registration for every term is mentioned in the Academic Calendar (**Annexure-I**). The Program Office will announce the venue and other details of registration at least a week prior to the registration date. No refund is admissible on any part of the term fees if a student withdraws voluntarily, is unable to continue, not able to meet the academic standards required to continue in the Program or debarred from the Program on disciplinary grounds, after registering for the term. The guidelines for registration are as follows:

7.1 EMBA-1st Year (Term I)

The registration will be provisional subject to verification of degrees, certificates and testimonials and timely submission of requisite fees. If at a later stage, any of the degrees, certificates and

testimonials are found to be forged/incorrect, registration of student will be automatically cancelled.

All such students who have not submitted the final degree certificate should submit the same to the Program Office not later than December 31, 2024, failing which registration in the Program will be automatically cancelled.

7.2 EMBA-2nd Year (Term IV)

The registration will be provisional subject to the following:

- Student should meet the minimum academic performance standards (CGPA of 5.00 on a 10-point scale) to continue into the program.
- Timely Payment of Term fees and other dues.
- Timely return of books due to the Program Office and Library.
- Return of any other Institute's belongings borrowed by the students.
- Submission of duly filled in Registration Form.

7.3 EMBA (Term II, III, V, VI)

The registration in Term II & III will be provisional to the following:

- Student should meet the minimum academic performance standards to continue into the program.
- Timely payment of term fees and other dues.
- Submission of duly filled in Registration form.

7.4 Fee Payment Schedule

The Fee Payment Schedule for the students of the EMBA of 2024-26 batch is as follows:

Term	Fees (₹)	**Due Date	Term	Fees (₹)	**Due Date (Tentative)
I	1,64,325	July 14, 2024	IV	1,70,625	6 th June 2025
II	1,64,325	Oct 10, 2024	V	1,64,325	Sept 10 2025
III	1,64,325	Jan 16, 2025	VI	1,64,325	Dec 16, 2025

**The Due Date mentioned above is inclusive of days taken for completing the transaction i.e. actual date of credit in IIM Jammu account.

7.5 Late Registration

- A student can register for the term **ONLY** after successful payment of the Term fee. The payment receipt shall be required to be uploaded for the registration. Without payment of term fee or a valid fee payment receipt the registration will not be considered to be complete. All registrations after the due date will be considered as late registration.
- The Chairperson (EMBA) may allow a maximum of one week for late registration after which the student will not be allowed to register barring exceptional circumstances (This will be decided on case-to-case basis by Chairperson (EMBA)).
- For late registrations, within one week after the last date, with prior permission of the Chairperson (EMBA), a late fee of Rs. 2,000/- will be levied and for late registration without permission of the Chairperson (EMBA) an additional fine of Rs. 10,000/- will be imposed.
- For all late registrations during second week, after last date, an amount of ₹ 200/- per day (inclusive of Saturday/Sunday/holiday) up to the date of registration will be imposed in addition to a late registration fee of Rs. 10,000/-.
- All registrations after the second week requires approval from the Chairperson (EMBA).
- The fine on late registration is applicable regardless of the reasons for the delay.
- Students, who do not register as mentioned above nor seek permission for late registration, will have to drop the term and need to seek the permission of the Director to join the Program in the next academic year to complete the remaining academic requirements to be eligible for award of the degree. The permission of the Director will only be provided on genuine grounds. If a student seeks permission on medical grounds, then the student needs to

produce a medical certificate from the Government Hospital.

- Students are advised to collect the course material within 3-days (maximum) after registration. An additional amount of Rs.500/- will be charged for issuing the course material after the due date.
- No refund is admissible on any part of the fees, if a student withdraws voluntarily after registration, in the respective Terms.
- Promotion for second year of EMBA is provisional and will be confirmed on meeting the academic performance criteria of the first year. The Fee structure for 2024-26 is attached as Annexure IV.

8. BLENDED LEARNING: ON-CAMPUS AND ONLINE MODULES

The courses are delivered through blended learning comprising of on-campus in the class modules and online modules. The delivery of every 3-credit course is done using the following blend of online and on-campus modules: (a) 24 hours teaching is done in online synchronous mode, and (b) 06 hours teaching is done in the on-campus mode in physical classrooms at the IIM Jammu Campus. The end-term exam would be conducted in each term at IIM Jammu Campus. The online teaching across all the courses would be run as per the schedule circulated by the Program Office. The Term-wise blended learning plan of EMBA (in Blended Mode) program is provided below:

Blended Learning Structure of EMBA (in Blended Mode)

Term	Campus visit*	On Campus Module	Online Module	Course/ Credits
Term I	At the beginning of the Term I for 6 days	<ul style="list-style-type: none"> • Registration, Inauguration and Induction • 6 hours per course across 4 courses • 3 hours of non-credit course on Happiness and Mental Wellbeing • A total of 27 hours classroom teaching 	<ul style="list-style-type: none"> • 24 hours per course across 4 courses • 12 hours of compulsory non-credit course • A total of 108 hours of online teaching 	4 core courses of 3 credits each plus one non-credit compulsory course on Happiness and Mental Well Being
Term II	Nil	Nil	<ul style="list-style-type: none"> • 30 hours per course across 4 courses • A total of 120 hours online teaching 	4 core courses of 3 credits each
Term III	Nil	Nil	<ul style="list-style-type: none"> • 30 hours per course across 03 courses • 15 hours per course across 02 courses • A total of 120 hours online teaching 	3 core courses of 3 credits each plus 2 core courses of 1.5 credit each
	End of the Term III for 6 days	<ul style="list-style-type: none"> • End Term Exam of Term III • Elective Orientation and Subscription • CIS Discussions 	Nil	Nil
Terms	Campus visit*	On Campus Module	Online Module	Course/ Credits
Term IV	Beginning of the Term IV for 4 days	<ul style="list-style-type: none"> • 6 hours per course across 3 courses • A total of 18 hours classroom teaching 	<ul style="list-style-type: none"> • 24 hours per course across 3 courses • A total of 72 hours online teaching 	3 electives courses of 3 credits each plus CIS of 3 credits
Term V	Nil	Nil	<ul style="list-style-type: none"> • 30 hours per course across 4 courses • 120 hours online 	4 electives courses of 3 credits each

			teaching	Dissertation Starts
Term VI	Nil	Nil	<ul style="list-style-type: none"> • 30 hours per course across 4 courses • 120 hours online teaching 	4 electives courses of 3 credits each Dissertation Ends
	End of the Term VI for 3-4 days	<ul style="list-style-type: none"> • End Term Examination of Term VI • Dissertation Submission 	Nil	Nil

CURRICULUM

9.1 Course Workload

Class hours for courses are determined in direct proportion to their credit units. A typical course in our EMBA Program carries three credit units and involves 30 hours of classroom teaching and 10 hours of interaction time with the course instructor outside the class. The courses of lesser or more duration is assigned proportionate credits. A three-credit course requires approximately 100 hours of work, both in and outside the classroom, from the student. The 30 hours teaching in three credit courses is usually spread over 10-11 weeks.

9.2 First Year Program

All first-year courses are compulsory and together fetch a total of 36 credits for a student. A list of first year courses including information on assigned credit units of each course is given in **Annexure-II**.

9.3 Second Year Program

The Program Office will announce by the beginning of April 2024 the elective courses to be offered in the second year of EMBA. This will be announced on a year-to-year basis depending upon the courses offered by various functional areas.

EMBA Second Courses: A student must take 33 credit units from elective courses offered over the three terms (IV, V and VI) plus a 3 credit CIS and a 6-credit unit dissertation such that student earns:

- 12 credit units in Term IV.
- 12 credit units in Term V; and
- 18 credit units in Term VI.

For EMBA (batch 2024-26), students need to submit their choice of electives for Term IV, V & VI to the Program office latest by April 02, 2025. The indicated choices for Term IV elective courses will be firm choices. No changes in Term IV choices are permitted after the last date as announced by the Program office.

The choices for Term V and Term VI elective courses will be tentative and can be changed till the stipulated date announced later. It may be noted that the change, if any, will be allowed, subject to no existing running elective course(s) gets dropped. A student can at the most change a single elective choice per term from his/her initially subscribed list provided it doesn't result in any existing running elective getting dropped. In addition, the student may be asked to change some of his/her chosen electives in case Program Office finds that parallel scheduling of some electives while being necessary (due to non-availability of slots), is challenging on account of up to 2 students being common across any two elective courses.

The students will give elective course choices according to the procedure and timings as communicated by the Program Office. Each student must submit the elective selections to the Program Office, failing which the students will have to accept the elective allotted to him/her by the Program Office. The choice submitted by the student will final & firm through Term IV, V & VI. The students should retain with themselves a copy of the course list submitted to the office.

The existing minimum number of credit students (excluding audit student) in an elective to get floated shall be fixed across all the functional areas. Electives will not be offered if the requisite numbers of credit students do not opt for it. Similarly, an upper cap of students in an elective may be kept beyond which no students will be allowed to take the course.

The respective areas may announce prerequisites which may be in terms of minimum grade in earlier courses/terms or an earlier term course(s). Students can subscribe to the particular elective provided they fulfill its mentioned prerequisites.

The prerequisites will be intimated to the batch well in advance. The prerequisites may be modified/changed/ updated from time to time depending on the decision of the area. All students of the batch are required to abide by the prerequisites announced by the areas.

In case the Institute, due to some exigencies, decides to drop a course, the students who have subscribed to that course will be asked to register for another course to meet their requirement of electives/credits.

9.4 Value Added Compulsory Workshops

The Chairperson (EMBA)/ Program Office may, on the advice of Functional Area faculties, announce Value Added Compulsory Workshops. These workshops are done on contemporary relevant topics which as yet may not have formed part of our EMBA courses. The attendance of students in such workshops is compulsory. These workshops are included as audit workshops in the grade sheet of the term in which they are organized. Students who comply with all requirements of a workshop (including minimum attendance of 70%) will only get the benefit of inclusion of that particular workshop in their grade sheet. A student on complying with all requirements of a workshop will receive a grade of S (Satisfactory) for that workshop. Some of these workshops may desire additional payment of workshop fees over and above the regular term fees. Wherever such fees are applicable, students will be allowed to participate/attend the workshop subject to prior payment of requisite fees.

9.5 Course of Independent Study (CIS)

The objective of CIS is to provide students an opportunity to explore their own idea and do some original thinking in an area of their interest. This helps in development of Higher Order Thinking Skills (analytical, synthesis and integrative skills) of students. Additionally, CIS provides opportunity to students to acquire 'deeper' understanding of the select field of study. The chosen theme for CIS need not necessarily belong to a given functional area, and may embrace multi-functional linkages.

9.5.1. Guidelines for CIS

CIS has to be taken in Term IV by the student. A student needs to work under faculty Supervisor(s). The consent of the Supervisor(s) must be submitted to the Program Office along with the elective choices.

- (a) The CIS offers an opportunity to the student to explore a topic in-depth in an area of special interest to the student. The CIS comprises an investigation, together with the written report and interpretation thereof, of a subject accepted and approved by a member of the faculty. A CIS could either be of an exploratory type or a prescriptive type with a focus on its applicability to management situations. It may be a case study, a study of a policy problem, a historical study, development of a new method, comparison of two or more methods, formulation and testing a hypothesis relevant to some areas of management. The CIS may be a field/library-based study or both.
- (b) Report format for the CIS report will vary depending on the nature of CIS. Report format for survey studies, empirical works, etc.
 - Title Page
 - Abstract
 - Introduction
 - Literature Review – Empirical & Theoretical
 - Research Gaps & Objectives
 - Hypothesis Development
 - Methodology
 - Data and Data Sources
 - Results & analysis

- Recommendations with justification (where applicable)
- Limitations and scope for further work/study
- References

Report format for Case Studies

- Title Page
- Abstract
- Introduction
- Main Body of the paper includes all facts and issues related to the documented pedagogical innovation/ industry experience/case (this can have multiple sections depending on the requirement of the situation)
- Closing section
- Tables, Exhibits
- References
- Any non-text material like photos/videos/audios can be submitted in the form of a CD.

Case Studies should necessarily be accompanied by teaching notes which should contain:

- Synopsis of Case
- Case Positioning
- Learning Objectives
- Substantive questions & analysis
- Study Questions
- Teaching Process – including suggested dos and don'ts
- Optional Epilogue
- Optional Theory.

(c) The evaluation of a CIS will be based on the parameters suggested in (b), the adequacy of data and the language, cogency, format and getup. The evaluation scheme should be as under:

Sl. No.	Component	Weightage
1.	Proposal	10%
2.	Mid-term review (to be submitted before the mid-term exam.)	20%
3.	Final Report (to be submitted before the final-term exam.)	50%
4.	Oral Presentation	20%

The final evaluation of the work will be done by the faculty panel led by the faculty supervisor(s) on the usual 10-point letter grading system.

- (d) Two copies of the CIS report must be submitted to the Program Office on the first day of the end term examination, of the respective term.
- (e) The students are also required to make a presentation on their CIS report in a seminar open to all faculty and students of the IIMJ community.

9.5.2. Certificate of Approval

A Certificate of Approval is to be attached in the final report and the format of the certificate is annexed at **Annexure-V**.

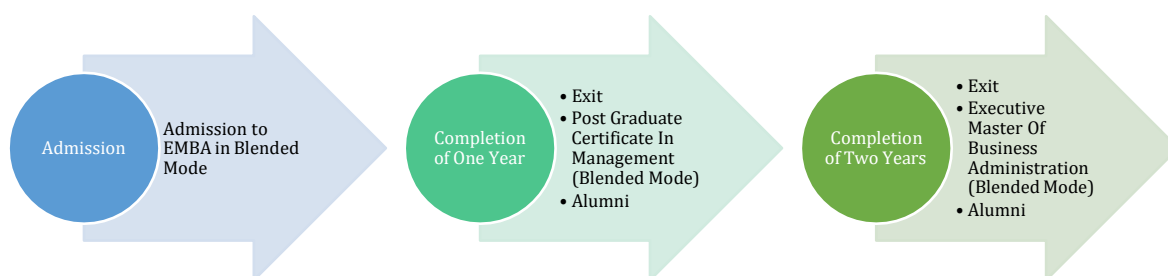
9. GLOBAL/ RURAL IMMERSION

Through the immersion program, IIM Jammu will be providing learning experiences and opportunities to its EMBA participants by providing them exposures to global/rural environments. This one-week immersion program will take place after the successful

completion of first year of EMBA. The global immersion will expose the participants to the unique learning methods followed by the international partners of IIM Jammu, whereas, the rural immersion will be immersing the participants with the knowledge and working cultures of rural India. This global/rural immersion will be enhancing the knowledge and understanding of EMBA participants on the role of different cultures and working styles in the process of business administration. The global/ rural immersion program is optional and the expenditures of the immersion program will be additional and will be charged from the participant on actual basis.

10. PROVISION FOR EXIT/ BREAK

- **Provision for Exit:** A participant may choose to exit after successfully completing the requirements of first year. He/she will be awarded with Post Graduate Certificate in Management.
- **Provision for Break:** A participant with prior approval may be given a single break of one year at the end of any trimester with a provision to join back with the next batch at the same stage of the program. These approvals will be provided on a case-to-case basis. The program needs to be completed within three years after taking a break.



11. INTERNATIONAL ADJUNCT/ VISITING FACULTY

The Institute has a strong resolve to engage world-class faculty members in its EMBA Program to provide international exposure to the students. In this regard, the Institute may invite from time to time faculty members from the Partner Institutes/ Universities under Faculty Exchange Program and other top Institutes across the globe.

12. ATTENDANCE

12.1 Each student is expected to attend a minimum of 70% of classes in each course. The 30% leeway in attendance is provided to allow for any unanticipated medical reasons/ personal reasons/ contest/ institutional work/ any other activities. If a student fails to meet the minimum specified 70% attendance requirement in one or more course(s), his/her original Grade(s) based on academic performance in those course(s) would be lowered in accordance with the grade penalty rules laid down in the following table:

Attendance % (In each course)	Grade Penalty
More than or equal to 65% but less than 70%	Grade drop (e.g. from A+ to A, B- to C, C to D, etc.)
More than or equal to 60% but less than 65%	Grade drop (e.g. from A+ to A-, B to C, C to D, etc.)
More than or equal to 50% but less than 60%	Letter Grade drop (e.g. from A+ to B+, B+ to C, C to D, etc.)
Less than 50%	F grade will be awarded

If a student gets D grade in a particular course and also gets a grade drop due to attendance shortage, 'D' will become an 'F' grade. It is important to note that students having less than 50% attendance in a course due to any reason including medical problem(s) will be awarded F grade in that course. In other words, minimum 50% attendance is required to be eligible to get a pass

grade.

12.2 General Guidelines

The Institute insists on regular and prompt attendance in classes. Attendance will be taken by the instructor directly and the students should be attentive at the time of attendance to get their presence recorded in the attendance register. Unauthorized absence from class/institute will be considered a breach of discipline and the Institute will be free to take appropriate action in such cases.

A student is required to monitor his /her attendance regularly. All doubts regarding attendance should be clarified with concerned faculty within appropriate time (at the end of each class during recess or at the end of class hours of the day). If the student is marked absent even when present, he/she should immediately inform the concerned faculty by submitting a written application justifying his/her stand.

Under extra-ordinary circumstances, students may obtain leave of absence under the following rules and procedures:

- Prior permission of the Administrative Officer (Academics) and Chairperson (EMBA) must be obtained for availing of leave.
- In case of sickness, medical certificate issued and/or countersigned by the Institute Medical Officer/Visiting Doctor or a Doctor from Government Hospital, along with the prescribed application form must be submitted to the Program Office within 3 days of joining classes after illness. No student shall be allowed to join the Program unless he/she presents a medical fitness certificate duly endorsed by the institute Medical Officer/ or Government Hospital.

Institute's Medical Officer/Visiting Doctor/Government Hospital Doctor will issue medical certificates only in case of diagnosed illness where they are convinced that the student is too ill to attend classes. These include hospitalization, communicable diseases (chicken-pox, jaundice, and typhoid) and accidental injuries (fractures and deep traumas).

For grounds other than sickness or family emergency, leave may not be granted for a period exceeding three teaching days. Before applying for leave, student

should contact his/her course instructors to ensure that s/he is not missing any quizzes or examinations during the leave period. No attendance will be granted for such leave. Students must refrain from approaching the visiting and full-time faculty members for any exemptions in attendance on any grounds.

The Program Office or the concerned faculty will not be responsible for the student losing any segment of evaluation on account of his/her leave or not meeting the minimum desired attendance of 70%.

12.3 Attendance for Participation in National /International Level Contests/Events:

Students can participate in prestigious events being hosted by top institutions/universities/organizations with prior approval from the Chairperson (EMBA). The participation into insignificant events is not encouraged. They need to adhere to the following guidelines if they desire attendance in lieu of participation in events/competitions being hosted by other institutions:

- i. Attendance will only be provided if:
 - a. Competition / event is hosted by top category institution(s)/ universities/ organization(s) (IIMs, IITs and institutions of similar standing) of any stream; or
 - b. Student is representing the state or country.
- ii. Permission has to be processed at least three days before the date on which student will be missing his/her course session(s), by submitting an application along with the documentary proof to the Program Office.
- iii. In an academic year, a student can be given a maximum exemption of 10% in courses whose sessions are scheduled during the period when student has participated in the event.
- iv. Institute authorities reserve rights to deny the permission to participate depending on the

- date(s) and nature of event/competition for which student is seeking exemption.
- v. Any component of course evaluation missed on account of participation into such events will not be reorganized for the student.

13. EVALUATION SYSTEM & ACADEMIC PERFORMANCE

13.1 Examinations & Continuous Evaluation

The structure of evaluation may vary from course to course. The evaluation of academic performance in each course is based on varying combinations of the following components:

• Any two or more formats (Class Tests/ Quizzes/ Project/ Assignments/ Class Participation/Presentations/ Games & Simulation etc.)	40-50%
• Mid-Term Exam	20-30%
• End Term Exam	30-40%
• Total	100

Both Mid-Term and End-Term exams are compulsory for a 3-credit course and must constitute at least 50% of the total evaluation. For continuous evaluation during the Term, faculties can choose any two or more formats from the suggested modes. The relative weightage of components for a specific course will be at the discretion of the course faculty within above prescribed ranges. The detailed evaluation scheme for every course will be conveyed to the students at the start of the course by the course instructor. Attendance is necessary for Mid and End Term examinations for every 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. However, the student can appeal only once in each year.

No repeat MID/ END Term will be allowed under any circumstances except for recorded absence in any MID/END Term exam due to the death of immediate family (parents, spouse, siblings and children) or on medical reasons. In such cases, Chairperson (EMBA) after due validation through submitted documents (death certificate or medical certificate issued and/or countersigned by the Institute Medical Officer/Visiting Doctor or a Doctor from Government Hospital) may permit student to appear in a specially arranged Mid/End Term exam. All such cases will be decided on case to case basis at the end of academic Term or session. The decision of Chairperson EMBA will be final.

13.2 The Grading System

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

Letter Grade	A+	A	A-	B+	B	B-	C	D	F
Grade Point (GP)	10	9	8	7	6	5	4	3	0

In addition to the ten-point grading scale, there are two special letter grades, namely, S and X, which stand for Satisfactory and Unsatisfactory, respectively. These are described as follows:

Satisfactory S and Unsatisfactory X Grades: A student is awarded these grades in a Pass/Fail Course or Non-Credit compulsory course; satisfactory performance is recorded as 'S' grade, and unsatisfactory as 'X' grade. Credits earned in these courses will not be counted in the calculation of the SGPA/CGPA, but when the student earns an 'X' grade in a particular course, she/he has to repeat that course. Without completing that course, the degree will not be awarded.

The Term Grade Point Average (SGPA) will be calculated by computing the sum of

grade points in respective courses multiplied by their respective credits, and dividing it by the total credits for all courses in the Term.

$$SGPA = \frac{\sum (Course\ GP * Course\ Credits)}{\sum Gradable\ Credits}$$

Similarly, the Cumulative Grade Point Average (CGPA) will be calculated at the end of each Term as a composite index of the academic performance of the student up to that stage in the Program. Therefore, it means that SGPA is an indicator of student performance for a Term, whereas CGPA is an indicator of student performance in an academic year.

The Faculty Member will assign a numeric score to each student, which will be the weighted sum of component scores. Numeric score for individual components along with class distribution of scores may be communicated to the students. Any student desires clarification on his/her numeric scores in any component can discuss and resolve the matter with the concerned course instructor(s) within two days of receiving/publishing of marks.

While submitting the final scores of students in a course to the Program Office, the Faculty Member will also specify score range for each letter grade. To avoid problem of skewness, grading pattern should follow an approximate normal distribution except that the discretion should be used while awarding grades D and F. Faculty members are required to follow the following grading guidelines for courses with total enrollment of more than 20 students:

Grade Type	Suggested percentage of students of total course strength
Letter grade A (A+, A, A-)	About 30%
Letter grade B (B+, B, B-)	About 60%
Letter grade C, D and F	About 10%

For courses with total enrollment less than 20 students, faculty members can deviate from above suggested ranges without being highly skewed towards the higher or lower letter grades.

Faculty should not directly disclose the grade ranges to the students as in exceptional circumstances the EMBA Committee may need to moderate the grade ranges before finalization of results. All grades will be circulated to the students by the Program office only after the EMBA Committee approves their results.

In exceptional circumstances, EMBA Committee would reserve the right to moderate the submitted grade ranges of courses to ensure adherence to the grading guidelines and ensure consistency of grading across sections (in case same course is taught in multiple sections). The right of moderation would be used by the EMBA Committee (for upward or downward revision of grades) only under exceptional circumstances (i.e., in case of major deviation from the grading guidelines).

14.3 Promotion & Graduation

14.3.1 CGPA and number of D & F grades will form the basis for determining if a student is eligible: (a) for promotion from the first to the second year, (b) for award of IIM Jammu EMBA degree at the end of the Program, and (c) to continue in the Program.

14.3.2 In order to qualify for promotion to the second year, the student's CGPA at the end of the first year must not be less than 5.00. Moreover, for continuation in the

Program and/or to qualify for promotion, at no stage in the first year shall the student accumulate:

- (a) F grade in more than two courses; or
- (b) D grade in any course if he/she has obtained F grade in two courses; or
- (c) D grade in more than two courses if he/she has obtained F grade in one course; or
- (d) D grade in more than four courses if he/she has not obtained F grade in any course.

14.3.3 In order to qualify for the Degree, the student's CGPA at the end of the second year must not be less than 5.00. Moreover, for continuation in the Program and/or to qualify for the Degree, at no stage in the second year shall the student accumulate:

- (a) F grade in more than one course; or
- (b) D grade in any course if he/she has obtained F grade in one course; or
- (c) D grade in more than two courses

14.3.4 Notwithstanding the provisions in 10.3.2 and 10.3.3, in order to qualify for the Degree and/or continuation in the program, the student shall not accumulate more than two F grades at any stage in the entire program.

14.3.5 For the purpose of the criteria in 10.3.2, 10.3.2 and 10.3.4, an F or D grade in any course will be treated as a full F or D irrespective of the credit weightage of the course. Failure to achieve the prescribed minimum standards of academic performance will result in the student's termination from the program.

14.3.6 The CGPA will be on the basis of Courses taken at IIM Jammu in all six Terms.

14.3.7 CGPA of EMBA Program of IIM Jammu is based on relative grading in the individual courses and hence is not convertible into percentages. However, notionally the CGPA may be multiplied by a factor of 10 to obtain a numerical percentage.

14.3.8 If a student is terminated from the Program in the first year or the second, he/she may file an appeal to the Director (Chairperson, Academic Council of IIM Jammu), who in consultation with the Academic Council may reconsider his/her case for readmission in the next academic year. The decision of the director on such an appeal will be final. However, the student has the provision to appeal only once for each of the two years.

14.3.9 Students who have been awarded an F grade (or accumulate 2 D grades) as well as a CGPA of less than 4.5 at the end of any term in the Program will be asked to withdraw from all student committees of IIM Jammu.

14.3.10 Provision for Grade Improvement for students with "F" grade

- (a) Students with "F" grade in any course/CIS will be provided an opportunity to improve their grade by reappearing in supplementary end-term exam to be conducted for that course by paying requisite fee of Rs. 8000/- per course.
- (b) Supplementary exam component will be equivalent to the component of End term exam only and will be added with performance of student in the other remaining components originally used in the course to arrive at the new final grade. The grading will be done by applying the original grading ranges used in the course.
- (c) The maximum grade which can be earned by a student through the provision of supplementary exam is 'C' grade or lower even when by applying the original grading ranges used in the course may be resulting in better grade than "C".
- (d) There is no provision for further re-examination if student secures 'F'

grade by availing the opportunity of supplementary exam.

- (e) Students who secured “F” Grade in any course and want to avail the Grade Improvement opportunity should submit the supplementary exam form available with the Program office.
- (f) Students who are awarded “F” Grade on disciplinary grounds may not be allowed to take any supplementary examination for grade improvement.

14.3.11 The Academic Council of IIM Jammu may expel a student from the Program at any time if his/her conduct is detrimental to the educational process of the institute.

A student who is expelled from or is required to leave the institute on any ground may file an appeal to the Director, who in consultation with the Academic Council may like to reconsider his/her case and take a decision accordingly. The decision of the Director on such an appeal will be final.

15. ACADEMIC DISCIPLINE & INTEGRITY

- 15.1** The Institute attaches utmost importance to strict integrity and honesty in academic work by the students. Students must maintain strict discipline in classrooms, examinations, quizzes, projects, assignments, and all other segments of academic work.
- 15.2** Resorting to copying or helping to copy in any form in examinations or quizzes or home assignments or other elements of evaluation, and/or reproducing passages from written work of others without necessary acknowledgement, and/or passing on or receiving papers in connection with any academic work to be evaluated, and/or canvassing for grades is strictly prohibited.
- 15.3** Unless otherwise specified by the concerned faculty, the students must not collaborate in any way with anybody. In other words, the answers as presented to the concerned faculty should be independent work of each student. They are advised that they should not, in their own interest, communicate their written analysis or answers of home assignments to any other students.
- 15.4** During physical classes, bringing laptops to the classes is strictly prohibited. Laptop is allowed in the class room only upon the instructions of course faculty.
- 15.5** During physical classes, mobile phones, tablets, iPads etc. are totally banned in the class and examinations unless allowed by the concerned faculty. In the incident of possession of these electronic gadgets in the class/examination hall by any student, the student may be debarred from classes/examinations, and appropriate disciplinary action will be decided by Chairperson (EMBA)/ Administrative Officer - Academics in consultation with EMBA Committee.
- 15.6** Eatables viz., tea, coffee, snacks and any other items are strictly prohibited in the class rooms.
- 15.7** All students must attend classes, project presentations, examinations in a formal decent dress.
- 15.8** All students must attend all institutional functions, for which invitations are sent to the batch, as attendance will be taken by CRs and will be submitted to Program Office.
- 15.9** Academic indiscipline: Following may be treated as (but not limited to) acts of academic indiscipline:
 - Marking or attempting to mark proxy attendance in class, canvassing for marks/grades with faculty members, approaching the faculty for relaxation in certain academic norms, use of mobile phones in class, misbehaving with a student/faculty, and creating indiscipline in class.

On receiving a complaint from an instructor against a student or acting suo-moto, Chairperson (EMBA) or Administrative Officer - Academics, shall initiate disciplinary action against any student for any alleged misconduct. The Chairperson

(EMBA)/ Administrative Officer - Academics and/or the EMBA Committee may conduct an enquiry if needed, Chairperson (EMBA)/ Administrative Officer – Academics/ EMBA Committee may impose any one or more of the following penalties depending on the severity of the case:

- Fine, public apology and community service
- Declaring the student ineligible for scholarships/award/students' bodies or participation in management festivals, international student exchange program
- Letter grade drop/ 'F' grade in one or more courses
- Barring from Placement
- Termination/expulsion from the program
- Any other punishment as deemed appropriate

15.10 Academic Malpractices:

Following will constitute academic malpractice / misconduct:

Misconduct	Incidence	Action / Penalty
*Copying in Quizzes, Take - home Assignments, Class Projects	First Time	Zero marks in that evaluation component (entire component, not in individual quiz/assignment)
	Second Time	Zero marks (F grade) in the course.
	Third Time	Termination from the Program
*Copying in mid-term and end term examination	First Time	Zero marks (F grade) in the course
	Second Time	Termination from the Program
Plagiarism in CIS/ Dissertation/ Assignments (Checked with AI detection)	Less than 20%	No Fine
	20%-30%	One grade drop
	30%-40%	Two grade drops
	Above 40%	Termination from the Program
Tampering with attendance, recording false attendance	First Time	Two course Grade-cuts in respective
	Second Time	Zero marks (F grade) in the course
	Third Time	Termination from the Program
Using cell phones/ internet in the class without permission	First Time (in particular course) a	No attendance for that particular class.
	Second Time (in a particular course)	One grade cut in the course
	Third Time (in particular course) a	F grade in the course
Producing false medical certificate for attendance	First time	Fine Up to Rs. 10,000/-
	Second time	Termination from the Program
Producing false income and academic certificates	First time	Termination from the Program

*Copying includes exchange of questions paper, answer sheet, keeping mobile, using internet etc.

Note:

- Students are advised to respect the invigilators and any kind of misconduct will disciplinary action against them.
- Any student, though caught first time for malpractice or use of unfair means

during mid-term or end term examination, may be terminated from the Program by the EMBA Committee depending on the severity of the case and to maintain the academic sanctity.

15.11 Role of Class Representatives

Class representatives form an integral part of the student community and work in collaboration with all committees and clubs to help in general administration of the activities concerning the students. These elected representatives of the batch report to Chairperson (EMBA)/Administrative Officer - Academics and the Program Office. They along with Academic Committee ensure smooth functioning and management of classes and various academic related activities and functions of the Institute, including discipline in the class rooms and Examination Hall.

15.12 Role of Academic Committee:

Introduction

Academic Committee will provide support to relevant matters of EMBA Program as per the instructions of Chairperson (EMBA) or Administrative Officer - Academics. Academic Committee will work under the guidance of Chairperson (EMBA) and Administrative Officer - Academics. Committee members shall support Program Office in seeking the commitment of faculty and administrators in ensuring that academic priorities are unambiguously stated and consistent with the overall educational mission of the Institute. This committee acts as a facilitator between students and the faculty members.

Objectives

The primary objective of the Committee is to facilitate all the activities related to academics between the various stakeholders of the Institute namely Program Office, Faculty body and Students.

Activities

- Support Program Office in Organizing Guest lectures, Panel Discussions and open-houses etc.
- Communicate to all concerned about the Time Table changes (if any)
- Distribution of Study material/cases of relevant courses to all concerned as suggested by Program Office.
- Support the Program office in organizing institutional activities viz. Orientation Program, Annual convocation, etc.
- Counselling and guidance to junior batch students during selection of electives
- Support junior students in Selection of Electives.
- Support Chairperson EMBA/Administrative Officer - Academics to identify professional, educational or institutional issues that may be of concern to academic effectiveness.
- Conduct an annual self-evaluation of the performance of the Committee, and the effectiveness and compliance with this charter.
- Periodically review and assess the effectiveness of the library resources and give recommendations to the Library in-charge through Program Office.
- To support Chairperson EMBA and Administrative Officer – Academics in monitoring the compliance and implementation of the rules mentioned in the EMBA handbook. The members have to act in collaboration with the class representatives of the batch.
- Responsibility to inform Program Office to frame penal actions for the students who may be held guilty of non-compliance of institute rules.
- Counsel the students regarding the class timings and report to Program Office, if any student is entering the class late, so that proper action can be taken to maintain discipline.
- Weekly report on any suggestion/feedback regarding the attendance,

maintenance of class room and any other academic related issues.

- Ensure that the students are dressed in formal attire/smart casuals during the class hours depending on the requirement.
- Support Chairperson (EMBA) and Administrative Officer - Academics in maintaining student discipline in the classes.

16. EXAMINATION RULES

Following examination rules will be observed for End Term examinations which will be in physical form:

- a. Students must carry their institute identity cards during the examinations.
- b. Dress Code- Decent Casuals/ formals, [anything like boxers, bathroom slippers, sleeveless wear etc. which is detrimental to student's image as a management professional, is not acceptable]
- c. All students must occupy their respective seats as per the seating plan 15 minutes before the starting time for Mid-term and End-term exams. Any student found shuffling the seating arrangement, or not occupying his/her seat at the scheduled commencement time for the examination may be debarred from the examination.
- d. Doors of the Examination Hall will be closed five minutes prior to the commencement of the examination. Late comers will be allowed only after 15 minutes from the time of start of the examination.
- e. If any of the students arrive in the examination hall after 30 minutes from the start of the exam, they will not be allowed to take the exam and have to contact the Exam committee immediately.
- f. Students must put their signatures and the serial number(s) of the answer books/ supplementary sheets on the attendance sheet. Answer sheets without name/roll numbers may not be evaluated.
- g. Students are not permitted to use pencils for writing answers in examinations.
- h. Students are not permitted to carry any of their mobile phones/bags/folders/ notes into the examination hall. All such materials, other than those specified by the instructor to the Program Office, must be kept outside the examination halls, before the start of the examination. If any such material is found on the chair flap or lower rack of the student's chair, or anywhere in or around the Program Office Block, other than the specified place, the same will be considered an attempt to use unfair means. Further, mobile phone found in possession during the examination, will be confiscated
- i. Any violation of the above will be severely dealt with. If found, the same will be confiscated and appropriate action would be initiated. The mobile phone/ device will be returned only under provision 13.3 of this manual.
- j. No answer book(s) or question paper(s) will be issued to any student as long as he/she is in possession of any book/notes/bags, etc. However, with the permission of the instructor(s) concerned, prescribed books are allowed to be brought in for an open book examination. Bringing any other book(s) (for open book examination) will also be considered as adopting unfair means.
- k. Ordinarily no student would be permitted to temporarily leave the examination hall while the examination is in progress. Permission to temporarily leave the hall may be granted in exceptional circumstances.
- l. No student shall be permitted temporary absence from the examination hall during the first 45 minutes of an examination.
- m. No student shall be permitted temporary absence from the examination hall during the last 30 minutes of an examination.
- n. Not more than one student shall be permitted temporary absence from the examination hall at any given time.

- o. The period of permitted temporary absence from the hall must be recorded in the sheet provided in the examination hall and must not exceed 2 minutes.
- p. Any student finishing the examination early and leaving the examination room early must leave the class room area immediately. Silence must be maintained when arriving for or leaving from an examination.
- q. When the examination is in progress, if any student is found discussing anything with another student, either in or outside the examination hall, the same will also be treated as adopting unfair means. Strict vigilance and random checking will be done in this regard, and severe punishment will be imposed whenever a student is found to be violating these regulations.
- r. Exchange of calculators, mathematical and other tables, charts, books/ notes/ cases etc., is not permitted during examinations.
- s. Instructors/Invigilators have been authorized to summarily disqualify any student who is found to violate any of these instructions or resorting to any unfair means.
- t. Use of unfair means in examinations will be treated as a serious disciplinary offence wherein the student may be debarred from writing the exam and may have to repeat the course in following academic year. Such a student may be declared ineligible for promotion/ placement/ award of degree until successful completion of the examination. If the student is found to be using unfair means in examinations again, the student's registration in the EMBA may be terminated and the student may be expelled from the program.
- u. Under no circumstances, the answer books are to be taken out of the classrooms/ examination halls. Handing in the answer books will be the sole responsibility of the student.
- v. There will be no compensatory examination on account of absence from mid-term and end-term examinations on any ground. Thus, any absentee will be awarded '0' (zero) marks on account of absence in any component of the evaluation scheme. Students on medical and authorized leave may, however, be given an opportunity to repeat course(s) in the next academic session, or appear in a special examination if so permitted by the Chairperson (EMBA).
- w. All students are required to submit compulsory feedback for faculty members, in the prescribed format floated by the Program Office, just before the Mid Term and End Term examinations. Faculty feedback is crucial and a critical aspect of IIM Jammu so all students should use it wisely. It is expected that all students to be true and honest while giving in responses. All the responses will be anonymous and the response of the individual will be kept confidential. **All such students who do not submit the faculty feedback, as per promulgated date and time, will not be allowed entry into the examination.**
- x. The concerned faculty members will show evaluated Mid-Term examination answer books/ Assignments/ Project Reports/Quizzes to the students either directly or through the Program Office. However, schedule of showing mid-term examination answer books will be informed to the Program Office by the concerned faculty either directly or through class representative.
- y. The Program Office will show the End-Term examination answer books in the following term (except for VI, where the End-Term answer books are not normally shown). Clarification on evaluation of mid-term examination can be directly sought from the faculty concerned. For End-Term examinations, students should submit the clarification desired, if any, in writing. Students will not contact the faculty members directly for clarification unless permitted by the Administrative Officer - Academics in exceptional circumstances. Requests for re-evaluation of answer books are strictly prohibited. Only those answer sheets, where there are totaling errors or unchecked answers, will be forwarded to the concerned faculty by the Program Office. Requests for seeing evaluated answer books shall not be entertained after one full term has elapsed since

the examination and in no case after the Convocation.

17. AWARD OF DEGREE

The Degree – EXECUTIVE MASTER OF BUSINESS ADMINISTRATION will be awarded to such students who in the judgment of the faculty council have fulfilled all the conditions and requirements for the same. The Degree will be awarded at the Institute's Annual Convocation, which is held towards the end of each academic year as indicated in the Academic Calendar.

All students qualifying for the Degree shall pay a fee along with the 2nd Year Term VI fee for participating in the Convocation program. All students shall attend the Convocation and must confirm their participation to the Program Office. All students seeking Degree must clear all the dues and submit the clearance from various departments on prescribed form, at least two full working days before the Convocation.

Those seeking the award of Degree in absentia must intimate Program Office before the Convocation and will have to pay an additional in-absentia fee of Rs.1000/-. The Institute has provision for issuing duplicate Degree in some restricted cases.

17.1 Policy for issuing duplicate Degree

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

- A passport size photograph of self;
- Copy of transcripts of EMBA from IIM JAMMU and
- Copy of birth certificate of self

The present Chairperson (BOG), the Director and the Chairperson (EMBA), will sign the duplicate Degree.

An amount of Rs. 5000/- (INR Five Thousand only) will be charged for the issue of duplicate Degree

17.2 Policy for Issuing Duplicate Transcripts (Grade Card/Certificate)

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

17.3 Policy for Issuing Duplicate Identity Card

In case of lost identity cards, the duplicate cards may be issued on fulfillment of the following requirements:

- (a) A copy of the FIR lodged in a police station.
- (b) A fine of Rs. 500/-.

However, in case of damaged identity cards, students will be required to deposit the damaged card along with a fine of Rs. 500/- for issue of a duplicate identity card.

18. GENERAL RULES

- a. The case method of instruction depends upon the confidence of the organizations on which cases are written. Case names and data are frequently disguised. Students should ensure that the confidentiality of the data obtained for educational purposes is not violated in any way.
- b. All First-Year students will occupy fixed seats in class as specified in the seating chart, which will be put up at the beginning of the term. Students will be issued name cards for display on their desk in classrooms. Students are expected to keep them safely. An

amount of Rs. 100 will be charged for issuing of a duplicate name card.

- c. Students are not permitted to bring their mobile phones in the classrooms. If found possessing a mobile phone, the same will be confiscated by the faculty and deposited in the Program Office. The phones (including the SIM card) will be returned only after three working days and on payment of a fine of Rs. 5000/-.
- d. Tele-recording of any event in the class rooms and putting the same in the public domain is strictly prohibited. In the event of violation of this rule, strict disciplinary action will be taken
- e. Smoking is strictly prohibited in IIM Jammu Campus premises. Action will be taken on the reported cases.
- f. A student who leaves or is asked to leave the Institute must clear his/her dues from all departments/sections/clusters of the Institute using the No-Dues form available in the Program Office within 30 days, failing which they are not entitled to any kind of reimbursements.
- g. Students must take all care to ensure the correctness of information while making declaration at any point of time in the institute. Wrong declaration may lead to the student's termination from the Program.
- h. Students are advised to take care of their personal belongings viz Laptops, Bags, Wallets, Books & course material, etc. The Program Office will not be responsible for loss of any such item(s) and no complaint to this regard will be entertained.
- i. Students are advised to retain record of the fee paid, prescription, medical certificates & term grade-sheets, etc. as they may be required for various purposes later on (either during the Program or even afterwards).
- j. The decision of the Director in matters of interpretation of the rules will be final and binding on all concerned.

19. CODE OF CONDUCT

- a. Resorting to copying or helping to copy in any form, in examinations or quizzes or home assignments or other elements of evaluation; reproducing passages/phrases from written work of others without necessary acknowledgement; passing or receiving papers in connection with any academic work to be evaluated or canvassing for grades is prohibited.
- b. Academic dishonesty in any form, whatever minor it may be, will lead to severe penalties including expulsion. Penalties will not be waived in any case, even when it is the first instance of dishonesty by the student
- c. Unless otherwise specified by the faculty concerned, the students must not collaborate in any way insofar as their writing effort is concerned in connection with home assignments. In other words, the answers as presented to the faculty concerned should be the independent work of each student. Students are advised that they should not, in their own interest, communicate their written analysis or answers in home assignments to any other student. Students are advised not to pass on their examination answer papers and written assignments to the next batch or seek such material from the senior batch. Copying from past year's assignments is strictly prohibited.
- d. Notwithstanding anything contained in these rules, no discussion of any sort will be permitted in the examination halls; and the faculty members, if they think fit, may disallow or restrict discussion or consultation about the home assignments and examinations or may adopt any other measure to prevent the use of unfair means in any segment of evaluation.
- e. **Attendance:** It is mandatory for all the students to be present for such institutional activities including events, guest lectures, and compulsory batch meets for which invitations are sent. A fine of Rs. 2000/- will be imposed on the absentees. The list of such students will be shared by the concerned organizer and with the approval of the

undersigned the same will be communicated to the Accounts department. The fine will have to be paid online within the stipulated period to avoid any further penalty as decided by the organizers. *Excused Absence:* Any exemption for institutional work should be with the prior approval of the competent authority or the event convener. Exemption will also be given on strict medical grounds and a medical certificate would be required for the same from a recognized government hospital. An intimation of such absence should be communicated to the organizers before the start of the event and a copy of same should be marked to the Chairperson and the Administrative Officer - Academics.

- f. **Dress Code:** IIM Jammu expects students to dress appropriately and encourages them to behave as the occasion demands. Students will be required to dress formally from time to time and shall be notified of this in advance. Students would be communicated about the dress code for the events and the same has to be adhered by the students. For industry guest lectures the formal business dress code should be strictly followed. However, for all the events where Director/Faculty Members or Outside Guests will also be present, business casuals should be the dress code. In no such events, students should wear Pajamas, Lowers, Boxers, Chappals etc. Clean shave (or well-groomed) and neat hairdo is MANDATORY. In case of non-adherence, a fine of Rs. 500/- will be imposed on the defaulters.
- g. **Punctuality:** Students have to be present at least 10 minutes prior to the start timing of the session. Late-arrival would be considered as absent only and accordingly the fine would be imposed i.e. Rs.2000/-.
- h. **Use of mobile phones or any other electronic gadgets,** by anyone, except the event organizers/coordinators, is not allowed during the event. A fine of Rs. 5000/- will be imposed in case found violating this norm. It is strongly advised that the mobile phones should be kept on silent mode (not even on vibrating mode). If accidentally also the mobile phone rings during the event, it would be considered as violation of the norm.
- i. **Any other non-disciplinary action** like sleeping, cross-talk, asking disrespectful/objectionable questions to the guest etc. will be penalized Rs. 5000/-. The coordinators of the event would share the list of such students immediately after the event.
- j. Fine will be imposed on each and every violation committed, separately, during the event.
- k. For guest lectures, students are advised to go through the profile of speaker and be prepared for the topic beforehand. Students should ask only relevant questions during the guest lecture as it would earn a good reputation for our institute among the industry people.
- l. Public Acts of Intimacy: obscene display of personal affection inside the IIM campus is strictly prohibited.

When students are in public places in the campus the following are unacceptable:

- i. Provocative or revealing clothing
 - ii. Offensive logos/texts/symbols on clothes, bags, personal items or accessories which may hurt the sentiments of others
 - iii. Clothing or accessories that may create a health or safety hazard for themselves or others
- Consequences of violation of the above:

1 st Instance	Written warning. Students may be asked by the Faculty members to leave the class and come appropriately dressed.
2 nd Instance	Fine of Rs 1000
3 rd Instance	Fine of Rs 5000+ informing the parents
4 th Instance	Expulsion from the program

20. HOSTEL RULES

The Post-Graduate Program is fully residential and all the MBA students are required to stay in the hostel unless exempted from this condition, in special cases, by the competent authority. The guiding principle for hostel behaviour will be based on the “good neighbour” principle. Students are expected to show due sensitivity to the needs of others.

20.1 Dos & Don'ts for Hostel

20.1.1 Do's

- a. Lock your room always, even when going out for short durations
- b. Keep your valuables and cash under lock
- c. Take special care of your mobiles, laptops etc.
- d. Maintain silence hours (10 pm to 7 am) every day
- e. Read the notice board (both at your institute and the hostel) regularly
- f. Contact your Hostel Supervisor (HS) or Warden or Security officer in case of any problem
- g. Enter your complete details in the register at security desk while leaving the hostel for more than a day
- h. Obtain visitors pass well in advance for your visiting parents/relatives from the Administrative office/hostel supervisor
- i. Dine in the mess on the campus and pay your mess bills on time
- j. Protect yourself against communicable diseases
- k. Follow the code of conduct for the students

20.1.2 Don'ts

- a. Don't Cook in your rooms
- b. Don't keep or feed pets in your room or campus
- c. Don't play loud music (in your room or campus)
- d. Don't play or create disturbance in the corridors
- e. Don't conduct or attend parties (in your room or anywhere on the campus)
- f. Don't smoke, consume alcohol or indulge in substance abuse
- g. Don't indulge in ragging
- h. Don't keep or play televisions in your rooms
- i. Don't keep valuables or heavy cash in your rooms
- j. Don't damage institute's property or assets. If found guilty, you will be liable to pay fine equivalent to the prevailing market price of the damaged property/asset
- k. Don't act in a manner that offends the local cultural, social values, local sensibilities and rule of the land.
- l. Don't loiter anywhere inside or outside the hostel campus.
- m. Don't permit proxy/dummy room-mates in your room
- n. Don't permit non-residents to stay in or use your room
- o. Don't light lamps /candles, carry crackers or burn/burst crackers in and around the hostel premises

- p. Don't use portable air conditioner, room heater, electric kettle and other heavy electric appliances. If you are found using these prohibited items, you will be liable to pay fine of Rs. 5000/-
- q. Don't waste water or electricity
- r. Don't violate hostel rules
- s. Possession of firearms/weapons/poisonous substances of any kind in the hostel is strictly forbidden, which may lead to termination from the program.
- t. Students indulging in verbal abuse/physical fights or violent behaviour, either by themselves or with fellow friends, shall not be tolerated and strict disciplinary action will be taken against them.

The students, indulging in verbal abuse/physical fights or violent behaviour, will be penalized as follows:

- i. **First Time Incident: Rs. 25,000/-** fine and cost of repair in case of damages (if any) will be imposed with a warning letter issued by the Chairperson (Student Affairs);
- ii. **Second Time Incident: Rs. 50,000/-** fine and cost of repairing in case of damages (if any) will be imposed with a warning letter issued by the Chairperson (Student Affairs);
- iii. **Third Time Incident:** the student will be terminated from the respective program.
- iv. Depending on severity of the action, higher fines may also be imposed.

20.2 Events/Festivals Held on Campus

During major events, when a significant number of non-IIM Jammu students are expected to be residing on the campus, it is surely the responsibility of the organizing committees to ensure stringent conformance to the codes/norms of behaviour on campus. To this effect, the non-IIM Jammu students would have to agree to conform to the rules in writing at the time of registration.

20.3 Hostel Rooms

20.3.1 Allotment/ Vacation/ Shifting

Hostel allocation is done to promote interaction amongst students of diverse backgrounds (region, qualification, work experience, religion, language, culture, etc.) and is at the discretion of the Warden(s)/ CAO on condition that the student agrees to abide by all the rules and regulations of the hostel. The Chief Administrative Officer/Warden may refuse hostel facilities without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds. Students may be required on disciplinary grounds to vacate their rooms at short notice. Similarly, students may be required to shift to alternate accommodation at short notice due to administrative reasons. The Hostel Management reserves the right to break open any room which is not vacated, pack up the contents and store it. No complaints of breakage or loss will be entertained. Important rules regarding the Hostel Rooms are as under:

- i. The hostel facilities fee/deposit may be paid at the time of counselling or registration/admission.
- ii. It is mandatory for all students to stay in the hostels and be a member of the mess in the hostel.
- iii. Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the Warden/Hostel Supervisor.
- iv. Change of accommodation from one hostel to another during a term is not permitted.
- v. Allotment made to a student is subject to cancellation if he/she fails to occupy the room in the prescribed time. Students will also forfeit their rooms if they fail to clear all their dues to the hostel by the decided date.
- vi. The warden reserves the right to break open rooms in case of any violation of Hostel rules, suspected unlawful activities or on the basis of security risk perceived.

- vii.** Every attempt will be made to provide hostel accommodation to all students. However, once a student vacates the hostel, he/she will not be re-allotted hostel accommodation for a minimum period of 6 months during the period of the program.
- viii.** The rooms allotted to the students at the time of admission are for a limited period of up to one year or less. Residents are required to shift to other blocks/ rooms as and when informed by hostel authorities. This shifting may be necessitated due to administrative reasons and students are required to co-operate. Residents must occupy rooms specifically allotted to them. Residents shall not change over to any other room except with the written permission of the Warden. Allotment of a room made to any student is subject to cancellation if he/ she fails to occupy it in the stipulated time or is found absent from the room without prior information or any valid reason. Residents will also forfeit their allotment if they fail to clear all their dues to the hostel by the scheduled date.
- ix.** Residents who wish to vacate the hostel must meet the Hostel Supervisor for necessary formalities/advice. Permission of the student's Parents and Hostel In-charge along with certain documentation is mandatory. While planning to vacate the hostel, refund rules given at the end of this book must be consulted.
- x.** When there is a vacant seat in the room, the duplicate key of the room must be deposited with the Supervisor of the block to facilitate allotment of the vacant seat to another student.
- xi.** No student should stay away from his/her room during the night except with prior written permission of the Chairperson (Student Affairs). Any student, who wishes to leave the campus temporarily or otherwise, should obtain the permission of Supervisor in writing. Those applying for permission must state the date and time of his/her intended departure and return as well as the destination and enter all these details in the in-out register maintained in Security at gate.
- xii.** All visitors including parents/guardians must be entertained only in the visitors lounge and during visiting hours only. A visitor's pass will be obtained from the office of the Security, well in advance by concerned student.
- xiii.** Any damage/breakage to hostel property will be charged to the occupants of the room/block with a fine equivalent to the prevailing market price of the damaged property/asset. Disciplinary action will also be initiated.
- xiv.** All instructions/notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board every day to acquaint themselves with latest information/orders.
- xv.** Fire Hazards and Safety: Candles and incense are a fire hazard and are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the Hostel premises throughout the year. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines, if any, before leaving their rooms. This is necessary to avoid an inadvertent fire.
- xvi.** In case of Fire: Residents must call/alert the Hostel Supervisor(s)/Warden(s)/Security Staff(s).
- xvii.** The Hostel Warden or his representative may enter any room for verification at any time of the day or night.
- xviii.** The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or any valid reason. This will, however, be carried out by the security person in the presence of the hostel Supervisor, Security Officer and one more person at the

discretion of the Warden. On such occasions, the items in the room will be listed by these officials and kept in the store room. A verbal report, followed by a written report will be sent to the higher Authorities.

- xix.** All hostel inmates must report any disciplinary matter or problems concerning them or their room-mate/neighbour(s) coming to their notice to the Hostel Supervisor. In case their room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the Hostel Supervisor.
- xx.** Giving the room keys to any person (except the Hostel Supervisor) in good faith is at their own risk. The management will not take any responsibility for any loss of costly articles/money.
- xxi.** Insurance of Laptops/Valuables: It is the responsibility of the Hostel residents to get their laptops and valuables, if any, insured by themselves.
- xxii.** Security of ATM/Debit cards/Credit Card: All students must take care of their ATM/Debit cards. They are advised not to disclose their PIN to anybody- even to their best friends.
- xxiii.** Waiting List for changing Hostels/Rooms: Students desirous of shifting to different rooms within their present Hostels or wishing to shift to other Hostels must put their names in the “Waiting List” being maintained at respective Hostels and the Supervisor. Such students will be accommodated based purely on the waiting list seniority.
- xxiv.** The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.
- xxv.** In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the floor/hostel, as decided by the Warden.
- xxvi.** The resident shall not move any furniture from its proper allotted place and not damage them in any way. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Hostel supervisor, failing which he/she will be charged a penal rent as decided by the Warden.
- xxvii.** The resident shall not remove any fittings from any other room and get them fitted in his/her room.

20.3.2 Maintenance of Rooms

- i.** The rooms have been distempered and painted as per schedule and will be maintained regularly by the management as per the maintenance schedule. Residents are not permitted to re-paint or do any alteration of any nature without the written permission of Hostel Supervisor.
- ii.** All maintenance complaints/requirements will be attended to by JE. Complaint(s) must be entered in the register(s) available with JE and Supervisors of their hostels. The complaints will be attended to expeditiously and are monitored by the Hostel Supervisor. Residents are not permitted to employ any outsiders for any such job without the permission of Hostel Supervisor.
- iii.** Residents must bring to the notice of the Hostel Supervisor any failures/breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The service of an electrician is available round the clock for attending to any defect in the electric system or fittings. When leaving the room, the occupants must take care to see that all the electrical appliances are switched off. Every effort must be made to economize the use of electricity.

- iv. The rooms and surroundings must be kept clean. The service of the cleaners must be obtained to ensure that the rooms are swept and cleaned while the residents are in the room. The housekeeping supervisors are at the service of residents. Residents are responsible for the cleanliness of their rooms. They should see that the rooms are properly swept every day. All waste paper and refuse must be placed in receptacle provided for that purpose.
- v. The electric points provided in each room are to be used for connecting table lamps. Use of any domestic electric appliance etc. is not permitted. Infringement of these rules will be severely dealt with. For the use of authorized electric appliances permission may be obtained from Warden/Hostel Supervisor. Any private unauthorized electric appliance found in any of the rooms without permission will be confiscated and disciplinary action initiated.
- vi. Small air coolers are allowed inside the hostel room with prior permission from the hostel warden/supervisor and for that the resident has to pay Rs. 1000/- per month.
- vii. Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported through Housekeeping Supervisors/Hostel Supervisor.

20.4 Timings – Leaving campus

The students are not allowed to leave or enter in the campus after 10.00 p.m. Students who wish to go to any place such as Railway station, Airport etc. for the night trains or flights must take prior permission at least one day in advance from the Chairperson (Student Affairs) or the concerned activity head.

20.5 Visitors

Visiting hours for guest(s)/acquaintance(s) are from 7.00 am to 9.30 p.m. Visitors including parents and guardians must obtain visitors pass from the Security Office IIM Jammu, even to enter the visitors lounge in the hostels. The security guards will refuse entry without passes. Except the residents no one else including parents are permitted to stay in the students' room.

20.6 Complaints and Suggestions

- i. All complaints regarding repairs/maintenance in the Hostels must be entered personally by the students in “Complaint Registers” maintained in all the Hostels. These complaints are attended to expeditiously by JE (Electrician) staff. All complaints are also monitored regularly by the Hostel Supervisor.
- ii. Residents of the hostels are not permitted to convene meetings of any sort in the Hostel premises without the prior permission of the Warden. Disobedience of this rule will be dealt severely.
- iii. There are “Suggestion Boxes” kept in all the hostels for suggestions, if any, from the residents. For this, residents may drop their suggestions and complaints, duly signed with their names and roll numbers, in these Suggestion Boxes which are opened periodically. Appropriate action will be taken on all suggestions/ complaints and a feedback given to the student(s). No cognizance of anonymous suggestions/complaints will be taken.
- iv. The Hostel Supervisors/Wardens are available round-the-clock on telephone, and may be contacted in case of any emergency. Their telephone numbers are given for your reference/security and are also displayed at various places in all the Hostels.

20.7 Medical Facilities

- i. If a resident falls sick, he/ she or room-mate/friend must immediately inform the hostel warden and the person on duty who will decide to shift/ evacuate the student to the Institute's Health Centre (Sanjeevani)/ nearby hospital and look after him/her. All cases of sickness must be immediately reported to the Medical Officer/Enlisted Hospital for necessary treatment. Information regarding any resident falling sick or getting admitted in the hospital must be relayed to the hostel/institute authorities on priority.

20.8 Absence from Hostel

When a resident of the hostel wishes to leave the hostel the following action will be ensured:

- i. The student will submit to the a signed application on the laid down format duly countersigned and stamped by his/her college authorities. Once permission is accorded by the Supervisor, the students will also ensure the following mandatory action is done before leaving the hostel. The application forms can be obtained from either their hostel Supervisor/Administrative Office.
- ii. Hostel residents will make a necessary entry in the IN-OUT Register available in Security at Gate. It is mandatory to record departure/return date and time and place to which they are going along with the postal address and telephone/mobile number.
- iii. Disciplinary action/penal fines will be levied on defaulters.

20.9 Noise Levels in the Hostel

- i. Anything which interferes with student's studies must be avoided at all times. "Silence Hours" will be observed from 10.00 p.m. to 7.00 a.m. on all days. No noise of any sort will be permitted during the "Silence Hours". Serious action will be taken on the breach of this rule. Residents must not go to others' rooms and disturb the inmates. Complaints from other residents will be investigated and action taken accordingly.
- ii. Playing of loud music and disturbing the quiet atmosphere by any other means is not permitted as it disturbs the fellow hostel mates. You may use earphones while listening to music. Playing any kind of outdoor games inside the hostels/corridors is not permitted.

20.10 Prohibitions in Hostel

- a) Students are requested to avoid singing aloud, shouting or making any types of noises which are likely to distract the attention of those who may be studying in their rooms or hostel libraries.
- b) Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
- c) Cooking in hostel rooms is not permitted.
- d) Substance abuse, consumption of alcohol, and smoking or chewing of tobacco and its related products is strictly banned in the hostels and in the Institute's premises. Defaulters will be penalized as per the following:
 - i) **First Time Incident: Rs. 25,000/-** fine and cost of repairing in case of damages (if any) will be imposed with a warning letter issued by the Chairperson (Student Affairs); and
 - ii) **Second Time Incident: Rs. 50,000/-** fine and cost of repairing in case of damages (if any) will be imposed with a warning letter issued by the Chairperson (Student Affairs);
 - iii) **Third Time Incident:** the student will be terminated from the respective program.
- e) Partying in the rooms, in the corridors or anywhere in the hostel is not permitted whatever may be the occasion.
- f) No televisions are permitted to be kept in the hostel rooms by the students.
- g) The residents are forbidden to keep any heavy cash/valuables in the room. The resident is responsible for the safety of his/her items inside the rooms. They may deposit all sums of money not immediately required by them for their expenses in the local Banks.
- h) Ragging in any form is banned inside and outside the campus. Strict action will be taken against the defaulters. No leniency will be shown to the offenders. Suspension and/or withdrawal from the hostel/college is one of the actions taken promptly.
- i) The entry of all boys is strictly forbidden inside the girls' hostel. However, girls are allowed to visit the boys' hostel from 7.30 am till 10 pm. No additional permission from girls to stay beyond 10 pm will be entertained. Common areas may be utilized for any other common activities.

In case of a violation of the stated rule, defaulters will be penalized as per the following:

- i. **First Time Incident: Rs. 25,000/-** fine and with a warning letter issued by Chairperson (Student Affairs);
 - ii. **Second Time Incident: Rs. 50,000/-** fine and one-month suspension from all academic activities; and
 - iii. **Third Time Incident:** the student will be terminated from the respective program.
- j) Students must keep themselves aware of the laws regarding sexual harassment. Any case of sexual harassment in any form by any member of the campus community will be severely dealt with by the administration. Notice on Sexual Harassment may be read on notice board of the Institute.

20.11 Vehicles

No vehicle is allowed inside the campus or hostel premises. If a student is found in possession of vehicle inside the campus, he/she will be liable for the disciplinary action.

20.12 Security in Campus

- a) Students are required to cooperate with the institute security staff regarding the security issues. No altercation or argument with security staff is accepted.
- b) The students shall carry their ID cards while leaving the campus, and shall inform the security desk and enter the details in the register regarding the destination, contact number and expected time of return.
- c) The students are requested to view this measure not as an intrusion into their affairs, but merely as a security precaution for their own safety.
- d) **Hostel entrances:** Except the residents no one else including Parents are permitted to stay in the students' room. Visitors will be permitted to enter their wards hostel rooms only if the student is present.
- e) All residents should return to the campus by 10.00 p.m. after which the gates will be closed.

20.13 Violations

Any violation of the above hostel rules will be viewed very seriously. Minor violation will be managed by the Hostel Supervisor with the assistance of the hostel administration. He/she will be imposed penalties and / or fines as appropriate. Major violations, will be dealt with by the institute administration. The punishment in case of major violations may include, but not be limited, to expulsion and / or legal proceedings.

20.14 Policy on Sexual harassment of woman at workplace (Prevention, Prohibition & Redressal)

IIM Jammu is Sexual Harassment free campus, for any such cases or events students are advised to seek support from Chairperson (Student Affairs) or any female member (Faculty & Staff) of the institution. Notice on Sexual Harassment may be read on notice board.

In order to handle such grievances an Internal Complaint Committee has been formed with the approval of the Competent Authority for assessing and conclude the issues. For any complaints/grievances, the students may write to iccchairperson@iimj.ac.in.

20.15 Policy on Anti-ragging at the Institute

Ragging of any form is strictly prohibited inside and outside the IIM Jammu campus. The anti-ragging Committee constituted for this purpose by the Institute is empowered to take immediate action against any untoward incident and counsel the fresher. Students seeking Admission shall have to furnish an undertaking in this regard. To enhance familiarity and acclimatize the new students to the academic and social environment of the campus, the Institute organizes an orientation session in the first week of the new academic calendar.

The students taking Admission at IIM Jammu will be required to give an undertaking in the proforma, signed by the candidate and his/her parent/guardian to the effect that he/she is aware of the Institute's approach towards Ragging and the punishment to which he/she shall be liable if found guilty of Ragging.

All the students admitted under the Institute will have to observe and abide by the discipline rules

prescribed by the Institute / Institute. He/she will submit to the disciplinary jurisdiction of the Head of the Institution and other competent officers or authorities or bodies of the Institute as the case may be. In this respect, he/she has to submit the declaration in the proforma at the time of Admission.

Ragging constitutes one or more of any of the following acts as listed in the UGC regulation on Ragging:

- Any conduct by any student or students, whether by words spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness to fresher or any other student.
- Indulging in rowdy or indisciplined activities by any student or student causes or is likely to cause annoyance, hardship, physical or psychological harm, or raise fear or apprehension in any student.
- Forcing student/s to do any act which they will not in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment to adversely affect the physique or psyche of such to freshers or any other students.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse, including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm, or any other danger to health or person.
- Any act or abuse by spoken words, emails, posts, and public insults would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfort to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority by a student over any fresher or any other student.

The following administrative actions may be initiated in the event of Ragging:

- Suspension from attending Classes and Academic privileges
- Withholding/Withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any Test/Examination or other Evaluation process.
- Withholding Results.
- Debarring from representing the Institution in any Regional, National, or International Meet, Tournament, Youth Festival, etc.
- Suspension/Expulsion from the Hostel.
- Rustication from the Institution for a period ranging from one-four semesters.
- Cancellation of Admission.

Expulsion from the Institution and consequent debarring from Admission to any other institution for a specified period.

21. IIM JAMMU LIBRARY

IIM Jammu Library acts as a learning resource center for the IIM Jammu academic fraternity. The objective of the library is to facilitate appropriate and user-friendly access to current and relevant information to its patrons. The Library holds a rich collection of printed as well as electronic resources which include Books, Journals, e-Databases, e-Journals, Reports, Case

Studies, etc. The library is subscribing important electronic resources like EBSCO-Business Source Complete, Elsevier ScienceDirect e-Journals, Emerald Insight eJournals, INFORMS eJournals, ACE Equity Databases, Bloomberg Terminal, Euromonitor Passport, Statista, EPWRF India Time series, etc. The Library is also subscribing other eResources as per the need of the B-School users like ET Prime, Magzter and Business Standard Digital Archive.

IIMJ Library is fully computerized library and using an Open Source Software KOHA-LMS for its housekeeping operations. The Library offers convenient campus-wide access to digital resources through its subscription to e-databases & e-journals and also facilitates in finding out the real-time availability of library materials from their own computer terminals.

21.1 Collection

Books

The Library has a highly selective collection in Business & Management in print books and over 1.6 lakh e-books in the area of management and related subjects.

Journals

The Library subscribes to around 30 print periodicals and 4,000 e-journals available in full-text through the online databases subscribed by the library.

OPENING HOURS

Monday – Saturday

Reading & Consultation	:	09:30 AM to 10:00 PM
Issue/Return of books	:	10:00 AM to 06:00 PM

21.2 Member Privileges

The library is primarily intended for use by faculty, students, administrative, research and other members of the Institute. The categories of members and their privileges are as follows:

Category	Entitlement for Books	Loan Duration
EMBA Students	4	15 Days

21.3 Overdue charges

An amount of Rs 5/- per day per book will be charged if books are not returned within the stipulated period.

21.4 General Rules of IIM Jammu Library

- 21.4.1 Use of mobile phones inside the library is strictly prohibited.
- 21.4.2 No refreshments or foodstuff of any kind shall be consumed anywhere inside the library.
- 21.4.3 Keeping in mind that the library is a place of individual study and research, members should maintain an atmosphere of dignity, peace and silence within the library premises.
- 21.4.4 Suggestions for purchasing books and other materials and improving the library services are welcome.
- 21.4.5 If necessary, the librarian can cancel the membership and refuse admission to anyone who violates the rules and regulations of the library or indulges in any other type of misconduct.
- 21.4.6 The reader should check the books before borrowing to ensure that these are not damaged. If a book is found to be damaged or certain pages are missing, the borrower should get this statement recorded on the book, otherwise he/she shall be held responsible for the damage, discovered at the time of returning the books.

- 21.4.7 Members should return all materials borrowed from the library before proceeding on any kind of long leave. Any member going out of the campus for more than a fortnight will ensure that the library has access to the books issued to him/her.
- 21.4.8 Members should not sub lend the materials borrowed from the library.
- 21.4.9 Library materials should be handled with utmost care. Nobody should write, damage and make any mark on any kind of library materials.
- 21.4.10 The borrower is fully responsible for the books borrowed in his/her membership card.
- 21.4.11 Absence and illness are not acceptable excuses for exemption from paying an overdue charge.
- 21.4.12 The Librarian may recall a book at any time before its due date.
- 21.4.13 If the borrower has lost the issued book, the borrower is liable to pay the cost of the book plus the prescribed overdue charge.
- 21.4.14 If a book belonging to a set of Multi Volume is lost, the borrowers will replace the entire set at their own cost and take the remaining books of the set in the library with them.
- 21.4.15 Mutilations, markings or removal of pages will be considered as "damage". Such documents, as also the lost ones, will have to be replaced or paid for at the current price. Incase of rare and out-of-print books, price assessment made by the Librarian will be final and binding.
- 21.4.16 Books or other materials taken from the stacks should not be re-shelved by the readers but should be left on the tables reserved for this purpose. Please remember that a book misplaced is a book lost.
- 21.4.17 While entering the library, readers should leave their personal belongings, such as bags, brief-cases, personal books, and parcels near the counter reserved for this purpose. However, they can carry loose papers and notebooks, laptops, and valuable materials.
- 21.4.18 Readers leaving the library should allow the library/security staff to examine their personal belongings.
- 21.4.19 Smoking in the library is strictly prohibited.

21.5 No-dues Certificate

While leaving the institute after completion of the course, all students are required to obtain a "No-dues certificate" from the library in order to ensure that they owe no dues to the library.

21.6 Online Public Access Catalogue (OPAC)

The library offers convenient campus-wide access to find out the real-time availability of library materials from their own computer terminals. Users may search the status of available documents in the library collection at <http://koha.iimj.ac.in/>

21.7 Electronic Library

The electronic library is accessible across the campus-wide network at <http://library.iimj.ac.in/>. The electronic library allows users to access Online Catalogue for print books and connect with to access all subscribed e-Resources from anywhere, anytime on campus-wide network of IIMJammu.

Major E- Resources are included on the portal: -

- ❖ ACE Knowledge Portal
- ❖ Bloomberg Terminal (Accessible on designated machine in Library)
- ❖ Business Source Complete (EBSCO)
- ❖ Business Standard Digital Access
- ❖ CRISIL Research

- ❖ Ebook Central - ProQuest
- ❖ Elsevier Science Direct E-Journals
- ❖ Emerald Management E- Journals
- ❖ EPW Digital Archives
- ❖ EPWRF India Time Series
- ❖ INFORMS PubSuite
- ❖ Magzter- Digital Newsstand
- ❖ Statista

To know more about the library collection, services, rules, regulations, etc. please visit the “IIMJ Library” section in the e-library site at <http://koha.iimj.ac.in/>

22. LIVE PROJECTS

Live project means doing the project on a real problem being faced by a company. Being located in Jammu, IIM Jammu has an advantage of being connected to business organizations located in the Jammu region. These projects can be very important, and you'll get to mention them on your CVs during placements. Institute consciously tries to initiate its class sessions early in the day so that student can get time to establish connection with companies around and work on live projects. Anytime kept free by the institute can be used for engaging in live projects. However, there is no provision of condoning attendance requirements of courses on account of any engagements w.r.t to the live projects.

23. POLICY ON SEXUAL HARASSMENT OF WOMAN AT WORKPLACE (PREVENTION, PROHIBITION & REDRESSAL)

IIM Jammu is Sexual Harassment free campus, for any such cases or events students are advised to seek support from Chairperson (Student Affairs) or any female member (Faculty & Staff) of the institution. Notice on Sexual Harassment may be read on notice board.

In order to handle such grievances an Internal Complaint Committee has been formed with the approval of the Competent Authority for assessing and conclude the issues. For any complaints/grievances, the students may write to icchairperson@iimj.ac.in.

24. POLICY ON ANTI-RAGGING AT THE INSTITUTE

Ragging of any kind is strictly prohibited inside and outside the IIM Jammu campus. The Anti-Ragging Committee constituted for this purpose by the Institute is empowered to take immediate action against any untoward incident and counsel the fresher. Students seeking Admission shall have to furnish an undertaking in this regard. To enhance familiarity and acclimatize the new students to the academic and social environment of the campus, the Institute organizes an orientation session in the first week of the new academic calendar.

The students taking Admission at IIM Jammu will be required to give an undertaking in the proforma, signed by the candidate and his/her parent/guardian to the effect that he/she is aware of the Institute's approach towards Ragging and the punishment to which he/she shall be liable if found guilty of Ragging.

All the students admitted under the Institute will have to observe and abide by the discipline rules prescribed by the Institute / Institute. He/she will submit to the disciplinary jurisdiction of the Head of the Institution and other competent officers or authorities or bodies of the Institute as the case may be. In this respect, he/she has to submit the declaration in the proforma at the time of Admission.

Ragging constitutes one or more of any of the following acts as listed in the UGC regulation on Ragging:

- Any conduct by any student or students, whether by words spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness to fresher or any other student.
- Indulging in rowdy or indiscipline activities by any student or student causes or is likely

to cause annoyance, hardship, physical or psychological harm, or raise fear or apprehension in any student.

- Forcing student/s to do any act which they will not in the ordinary course, and which has the effect of causing or generating a sense of shame, or torment or embarrassment to adversely affect the physique or psyche of such to freshers or any other students.
- Any act by a senior student that prevents disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse, including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm, or any other danger to health or person.
- Any act or abuse by spoken words, emails, posts, and public insults would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfort to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority by a student over any fresher or any other student.

The following administrative actions may be initiated in the event of Ragging:

- Suspension from attending Classes and Academic privileges
- Withholding/Withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any Test/Examination or other Evaluation process.
- Withholding Results.
- Debarring from representing the Institution in any Regional, National, or International Meet, Tournament, Youth Festival, etc.
- Rustication from the Institution for a period.
- Cancellation of Admission.
- Expulsion from the Institution and consequent debarring from Admission to any other institution for a specified period.

25. CO-CURRICULAR ACTIVITIES

- 24.1** The Institute encourages the participation of students in co-curricular activities, without prejudice to academic work.
- 24.2** The Student Affairs will announce details on the organizational arrangements for the conduct of co-curricular activities.

26. ALUMNI

IIM Jammu accords an alumni status to all its students who successfully complete the EMBA program at the Institute. On successful completion of the EMBA program, the students are awarded with a life time alumni id with IIM Jammu domain name. The outgoing students are required to login to the official alumni portal “Alma Connect” of IIM Jammu. On boarding to the portal is mandatory and is aligned to the Institute “No-dues” policy. All outgoing students are required to join and strengthen the alumni network of IIM Jammu.

The benefits of being an Alumni of IIM Jammu will be as following:

- IIM Jammu Alumni Tag for Life: Students will get the IIM Jammu Tag which will be valid for entire life.
- Official IIM Jammu Email ID: Students will receive the official email ID from IIM Jammu. This will be like student’s personal id which they can use for life.
- Institute Connection: The alumni will regularly get updates about the Institute events, progress and initiatives that the Institute will keep taking in due course of time.
- Job Opportunities: Regular posting of jobs from the alumni network. This not only allows a

visibility of market options but also ensures a discussion in the alumni network on the suitability of profiles. The alumni discuss the latest trends in the job market and the kind of skill sets required.

- Support at IIM Jammu (Main campus and Off Campus): The Institute allows the usage of various institute facilities (on main as well as off campus) at very nominal charges for its alumni.
- Be a Part of Alumni Group: Stay connected with your alma mater.

The Institute also expects the following from its Alumni:

- Keep the IIM Jammu Flag soaring high: Represent the Indian Institute of Management Jammu with pride, respect, professionalism and appropriate behaviour.
- Not misuse the 'Alumni' status in such a way that it brings down the name and pride of Indian Institute of Management Jammu
- Not violate any moral and ethical code of conduct that may jeopardize the name of Indian Institute of Management Jammu.
- Not use the information about events, programs and individuals of Indian Institute of Management Jammu for soliciting or marketing personal products or services.
- Be an active member of the alumni network
- Respect the trademarks and use material of the institute for the purpose they were intended only.
- Agree that the decision to issue, dissolve or revoke the Alumni status will be sole prerogative of Indian Institute of Management Jammu.
- To contribute to the Institute building exercise in whatever manner that they can

Annexure I

The Academic Calendar of Term IV, V and VI will be announced during Term III depending on the number of electives offered and chosen by the students.

INDIAN INSTITUTE OF MANAGEMENT JAMMU

EMBA ACADEMIC CALENDAR, 2024 – 2025 (Batch 2024 – 26)

Term I

(14 July 2024 to 06 October 2024)

Activity	Date	Day
Registration	14-Jul-24	Sunday
Inauguration	15-Jul-24	Monday
Orientation	15-Jul-24	Monday
Commencement of Term I Classes (Off-line at IIM Jammu Campus)	16-Jul-24 to 20-Jul-24	Tuesday to Saturday
Muharram	17-Jul-24	Wednesday
Independence Day	15-Aug-24	Thursday
Mid Term Examination (Online)	16-Aug-24 to 18-Aug-24	Friday to Sunday
Display of Answer Scripts Term I	23-Aug-24 to 25-Aug-24	Friday to Sunday
Janmashtami	26-Aug-24	Monday
Submission of Term I Mid-Term Marks to Program Office	30-Aug-24	Friday
Declaration of Term I Mid-Term Result	02-Sep-24	Monday
Rajbhasha Diwas	14-Sep-24	Saturday
Id-e-Milad	16-Sep-24	Monday
Classes End	22-Sep-24	Sunday
Mahatma Gandhi Jayanti	02-Oct-24	Wednesday
End Term Examination (Online)	04-Oct-24 to 06-Oct-24	Friday to Sunday
Display of Term I Answer Scripts	11-Oct-24 to 12-Oct-24	Friday to Sunday
Submission of Term I Final Grades and Answer Scripts to Program Office	18-Oct-24	Friday
Declaration of Term I Result	20-Oct-24	Monday

Term II

(10 October 2024 to 12 January 2025)

Activity	Date	Day
Registration	10-Oct-24	Thursday
Commencement of Term II Classes (Online)	11-Oct-24	Friday
Dussehra	12-Oct-24	Saturday
National Unity Day	31-Oct-24	Thursday
Diwali	31-Oct-24	Thursday
Guru Nanak's Birthday	15-Nov-24	Friday
Mid Term Examination (Online)	22-Nov-24 to 24-Nov-24	Friday to Sunday

Display of Term II Answer Scripts	29-Nov-24 to 01-Dec-24	Friday to Sunday
Submission of Term II Mid-Term Marks to Program Office	06-Dec-24	Friday
Declaration of Term II Mid-Term Result	09-Dec-24	Monday
Empyrean 2024-25	13-Dec-24 to 15-Dec-24	Friday to Sunday
Christmas Day	25-Dec-24	Wednesday
Classes End	29-Dec-24	Sunday
End Term Examination (Online)	10-Jan-25 to 12-Jan-25	Friday to Sunday
National Youth Day	12-Jan-25	Sunday
Display of Term II Answer Scripts	17-Jan-25 to 19-Jan-25	Friday to Sunday
Submission of Final Grades and Answer Scripts to Program Office	24-Jan-25	Friday
Declaration of Term II Result	27-Jan-25	Monday
Term III		
(16 January 2025 to 30 April 2025)		
Activity	Date	Day
Registration	16-Jan-25	Thursday
Commencement of Term III Classes (Online)	17-Jan-25	Friday
Parakram Diwas	23-Jan-25	Thursday
Republic Day	26-Jan-25	Sunday
Mid Term Examination (Online)	01-Mar-25 and 02-Mar-25	Saturday and Sunday
Display of Term III Answer Scripts	07-Mar-25 to 09-Mar-25	Friday to Sunday
Women's Day	08-Mar-25	Saturday
Submission of Term III Mid-Term Marks to Program Office	13-Mar-25	Thursday
Declaration of Term III Mid-Term Result	17-Mar-25	Monday
Holi	14-Mar-25	Friday
Ram Navami	06-Apr-25	Sunday
Classes End	13-Apr-25	Saturday
End Term Examination (Off-line at IIM Jammu Campus)	28-Apr-25 to 30-Apr-25	Monday to Wednesday
Elective Orientation (Term IV, V and VI)	01-May-25	Thursday
Elective Subscription/ Mentor-Mentee Discussion for CIS	02-May-25	Friday
Submission of Final Grades and Answer Scripts to Program Office	12-May-25	Monday
Declaration of Term III Result	14-May-25	Wednesday

Course Structure of EMBA Program

The two-year program consists of rigorous core/foundation and specialization courses delivered in a blended mode combining online and on campus modules. The program entails a total of 78 (72 course credits + 6 dissertation credits) credits spread over 6 trimesters, wherein one credit corresponds to 10 contact hours.

The break-up of 78 credits is provided below:

- In the first year, a participant must successfully complete 36 credit units through the core courses, spread over Terms I, II, and III.
- In the second year, a participant must successfully complete 42 credit units through his/her choice of elective courses spread over Terms IV, V, and VI and a dissertation.

	Term – I	Term – II	Term -III	Total Credits
Year 1	4 core courses plus, one compulsory non-credit course	4 core courses	5 core courses	
Credits	12	12	12	36 (360 hours)
	Term – IV	Term – V	Term – VI	
Year 2	3 electives plus one CIS	4 electives plus Dissertation (Faculty supervised)	4 electives plus Dissertation (Faculty supervised)	
Credits	12	12	18	42 (420 hours)
Total Credits				78 (780 hours)

Note: CIS and Dissertation are assigned 3 and 6 credits, respectively. A single dissertation will be spread over term V and VI.

➤ Year 1: Core Courses

Term I	Term II	Term III
<ul style="list-style-type: none"> • Economics for Managers • Organizational Behaviour • Quantitative Techniques for Managers • Management Accounting • Happiness and Mental Well Being 	<ul style="list-style-type: none"> • Marketing Management • Business Modelling • Operations Management • Business Research Methods 	<ul style="list-style-type: none"> • Corporate Finance • Strategic Management • Human Resource Management • Ethics, Governance & Legal Aspects of Business • Entrepreneurship & New Venture Planning

➤ **Year 2: Elective Courses (tentative)**

❖ **Term IV**

<p>Business Policy & Strategy</p> <ul style="list-style-type: none"> • Strategic Innovations & Design Thinking 	<p>Economics & Business Environment</p> <ul style="list-style-type: none"> • Circular Economy and Business Sustainability • Econometrics for Managers • Behavioural Economics
<p>Finance & Accounting</p> <ul style="list-style-type: none"> • Advanced Financial Reporting & Analysis • Corporate Tax Planning • Investment Analysis and Portfolio Management • Financial Derivatives • Investment Banking & Business Valuation • Private Equity and Venture Capital • Wealth Management 	<p>IT Systems & Analytics</p> <ul style="list-style-type: none"> • Blockchain Strategy • Business Intelligence and Data Modelling • Digital Transformation using AI and Emerging Technologies • Cognitive computing and Neuromanagement
<p>Marketing</p> <ul style="list-style-type: none"> • Consumer Behaviour • Sales and Distribution Management • Advanced Marketing Research • Services Marketing • Customer Relationship Management 	<p>OB & HRM</p> <ul style="list-style-type: none"> • Talent Acquisition • Indian Management Thought • Conflict Management & Negotiation • Industrial Relations and Labour Law
<p>Operations & Supply Chain</p> <ul style="list-style-type: none"> • Project Management • Supply Chain Management • Big Data Analytics 	

❖ **Term V**

<p>Business Communication</p> <ul style="list-style-type: none"> • Corporate Linguistics 	<p>Economics & Business Environment</p> <ul style="list-style-type: none"> • Agribusiness and Agri-entrepreneurship • Economics and Business Policy • Business, Development Policy and Growth • Economics of Strategy
<p>Finance & Accounting</p> <ul style="list-style-type: none"> • Accounting & Finance Analytics • International Finance • Commercial Bank Management • Financial Risk Management • Financial Statement Analysis • Project Finance • Fixed Income Securities & Debt Markets 	<p>IT Systems & Analytics</p> <ul style="list-style-type: none"> • Healthcare Analytics • Technology and Innovation Management • E-Commerce • Peoples Analytics

<p style="text-align: center;">Marketing</p> <ul style="list-style-type: none"> • Digital Marketing • Marketing Analytics • B2B Marketing • Product and Brand Management • International Marketing 	<p style="text-align: center;">OB & HRM</p> <ul style="list-style-type: none"> • Learning & Development • Leadership Development • Performance Management Systems
<p style="text-align: center;">Operations & Supply Chain</p> <ul style="list-style-type: none"> • Lean Enterprise • Supply Chain Analytics • Service Operations Management • Multi-criteria Decision Making 	

❖ **Term VI**

<p style="text-align: center;">Business Policy & Strategy</p> <ul style="list-style-type: none"> • Mergers & Acquisitions • Strategy Simulations using CESIM 	<p style="text-align: center;">Economics & Business Environment</p> <ul style="list-style-type: none"> • Commodity Future and Options • Public Policy • International Trade and Finance
<p style="text-align: center;">Finance & Accounting</p> <ul style="list-style-type: none"> • Strategic Cost Management • Management Control Systems • Insurance Management • Alternative Investment Markets • Behavioural Finance 	<p style="text-align: center;">IT Systems & Analytics</p> <ul style="list-style-type: none"> • Big Data, Cloud and IOT Analytics • Robotic Process Automation • Advanced Data Science and Artificial Intelligence • Cybersecurity, Ethics and Data Privacy for Managers
<p style="text-align: center;">Marketing</p> <ul style="list-style-type: none"> • Rural and Agricultural Marketing • Pricing • Strategic Marketing • Integrated Marketing communication 	<p style="text-align: center;">OB & HRM</p> <ul style="list-style-type: none"> • Game People Play • Counselling Skills for Managers • Current and Emerging Issues in HR
<p style="text-align: center;">Operations & Supply Chain</p> <ul style="list-style-type: none"> • Total Quality Management • Operations Strategy 	

Note: Each course will be offered only when minimum number of required participants opt for it.



Indian Institute of Management Jammu

Orientation Program July 15 – 20, 2024

5th Batch of Ph.D. (2024- 28)
&
3rd Batch of Ph.D. (WP) (2024-28)
&
9th Batch of MBA (2024- 26)
&
3rd Batch of MBA (HA&HM) (2024-26)
&
4th Batch of EMBA (2024-26)

Day 1: July 15, 2024 (Monday)

(Overall Coordinator – Dr. Parvathy B)

- 06:00 am – 07:00 am : ‘Maximize Happiness and Mindfulness’ by Shri Sahil Mehra, Yoga Guru
(Coordinator: Team Anandam)
- 09:00 am – 11:00 am : Self-Introduction by Faculty Members and new Batch Students
(Coordinator: Dr. Manu Bansal and Dr. Apurva)
- 11:00 am – 12:00 Noon : Inaugural Program
(Master of ceremony – Dr. Anuja Akhouri)
- 11:00 am – 11:03 am : Program Inauguration by Lighting of Lamp
- 11:03 am – 11:05 am : Saraswati Vandana by the 2nd Year Students
- 11:05 am – 11:07 am : Presentation on Students Profile by Dr. Rashmi Ranjan Parida, Chairperson
(Admissions)
- 11:07 am – 11:10 am : ‘Academics at IIM Jammu’ by Prof. Jabir Ali, Dean (Academics)
- 11:10 am – 11:15 am : ‘Welcoming the New Batch’ by Prof. (Dr.) Shakti Gupta, Director AIIMS
Jammu

- 11:15 am – 11:20 am : ‘Welcoming the New Batch’ by Prof. Manoj Singh Gaur, Director IIT Jammu**
- 11:20 am – 11:25 am : ‘Welcoming the New Batch’ by Prof. B.S. Sahay, Director IIM Jammu**
- 11:25 am – 11:35 am : Dr. Milind Kamble, Chairman, BoG, IIM Jammu to preside over the function and deliver the presidential address**
- 11:35 am – 11:55 am : Hon'ble Minister of State (Independent Charge) Government of India, New Delhi, Dr. Jitendra Singh, will be the Chief Guest and deliver his words of wisdom to the new batch**
- 11:55 pm – 11:59 pm : Vote of Thanks by Dr. Ashish Kumar, Chairperson (Student Affairs), IIM Jammu**
- 11:59 pm – 12:00 Noon : National Anthem**
- 12:00 Noon – 01:00 pm : Session by Lt. Gen. Navin Sachdeva, AVSM, SM, GOC, 16 Corps Nagrota, J&K
(Coordinator: Dr. Nitin Upadhyay and Dr. Rambabu Lavuri)**
- 1:00 pm – 02:00 pm : Lunch**
- 02:00 pm – 03:00 pm : Session by Shri R.R. Swain, Director General of Police, Jammu and Kashmir
(Coordinator: Dr. Mahesh Gadekar and Dr. Sumesh P.S)**
- 03:00 pm – 04:00 pm : ‘First Steps Towards Management World’ by Ms. Mekhla Sinha, Executive Director, GHRDC
(Coordinator: Dr. Anuja Akhouri and Dr. M. Vijay Prabhakar)**
- 04:00 pm – 04:15 pm : Break**
- 04:15 pm – 05:15 pm : ‘Academic Rigor, Pedagogy and Expectation’ from Students by Dr. Rambalak Yadav, Chairperson (Doctoral Program)/ Dr. Parvathy B, Chairperson (MBA)/ Dr. Harsha Jariwala, Chairperson (MBA (HA&HM))/ Dr. Archana Sharma, Chairperson (EMBA)**
- 05:15 pm – 06:00 pm : ‘Academic Regulations, Academic Discipline and Student Handbook’ by Shri Arup Bhattacharya, Administrative Officer – Academics**
- 06:00 pm – 07:00 pm : Evening Snacks & Networking**
- 07:00 pm – 08:30 pm : Interactions with Council and Committee Students 2nd Year
(Coordinator: Office of the Student Affairs)**
- 09:00 pm – 10:00 pm : IIM Jammu Family Dinner with Students**

IIM Jammu Fee Structure for EMBA, Batch 2024-26
(All figures in INR)

First Year

EMBA 2024-26 (1st Year)	Term – I	Term – II	Term – III	Total
Tuition Fee	1,10,250	1,10,250	1,10,250	3,30,750
Other Academic/non-academic expense*	54,075	54,075	54,075	1,62,225
Total Fee	1,64,325	1,64,325	1,64,325	4,92,975

Second Year

EMBA 2024-26 (2nd Year)	Term – IV	Term – V	Term – VI	Total
Tuition Fee	1,10,250	1,10,250	1,10,250	3,30,750
Other Academic/non-academic expense*	54,075	54,075	54,075	1,62,225
Alumni Fee	6,300	-	-	6,300
Total Fee	1,70,625	1,64,325	1,64,325	4,99,275
Total Fees for the Program	9,92,250			

- The candidate has to deposit one-time refundable caution money of Rs. 20,000/- along with the Term-I fee.
- The program fee includes access to synchronous online lectures, on-campus lectures, access to the academic facilities and the cost of the boarding during the on-campus module, and it excludes the cost of the immersion program.
- Participation in the immersion program (Global/Rural) is optional. Global/ rural immersion fee will be charged on actual basis.
- Fee Concessions of 20% for Indian military and paramilitary forces is given subject to submission of relevant documents.

Indian Institute of Management Jammu Certificate of Approval for CIS Report

The CIS Report titled “.....” submitted by “.....” is hereby approved as a certified study in Management carried out and presented in a manner satisfactory to warrant its acceptance as a prerequisite for the award of Executive Master of Business Administration Program for which it has been submitted. It is understood that by this approval the undersigned does not necessarily endorse or approve any statement made, opinion expressed, or conclusion drawn there in but approve the CIS Report only for the purpose it is submitted.

Signatures of Faculty Guide

Academic Etiquette

Students are advised to take note of following guidelines and adhere to them strictly when on campus:

- Reach class-room on time. Late comers will not be allowed. Entering the classroom late or leaving the classroom prior to the end of class would be considered a disruption to the learning environment.
- Eatables (tea/coffee, cold drinks, snacks, etc.) are strictly prohibited inside the class-rooms.
- Mobile phones are strictly prohibited in the class rooms and examination hall.
- Tele-recording of any event in the class rooms without formal permission from the concerned faculty and putting the same in the public domain is strictly prohibited.
- Smoking is strictly prohibited in the IIM Jammu campus.
- Do not shout/speak loudly in the classroom area.
- Do not use the class-room computers and other electronic gadgets for non-academic purposes.
- Ensure to collect books/other things before leaving the class-rooms. Class rooms will not be opened after office hours.
- Students are required and expected to conduct themselves in a mature and considerate manner. Students should conduct and express themselves in a way that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class.
- Don't engage in behaviour that disrupts or interferes with the learning environment. Behaviour such as, but not limited to, talking in class while the faculty member or other students are speaking, using offensive language, creating distractions or disturbances, sleeping, reading unrelated materials, and moving about the classroom would be considered disruptive behaviour to the learning process.

Important People and Numbers

IIM Jammu Administration

Name	Designation	Email
Prof. B.S. Sahay	Director	director@iimj.ac.in
Prof. Jabir Ali	Dean (Academics)	dean.academics@iimj.ac.in
Dr. Archana Sharma	Chairperson (EMBA)	chairpersonemba@iimj.ac.in
Dr. Rashmi Ranjan Parida	Chairperson (Admissions)	chairpersonadmissions@iimj.ac.in
Dr. Ashish Kumar	Chairperson (Students' Affairs)	chair.studentaffairs@iimj.ac.in
Dr. Sarbjit Singh	Chairperson (International Relations)	chair.internationalrelations@iimj.ac.in
Dr. Jaganth G.	Chairperson (Alumni Affairs)	chairpersonalumni@iimj.ac.in
Mr. Shailesh K. Lohiya	Librarian	librarian@iimj.ac.in
Cmdr Kesavan Baskaran (R)	Chief Administrative Officer	cao@iimj.ac.in
CA. Rajat Jain	FA & CAO (Finance & Accounts)	FA-CAO@iimj.ac.in
Mr. Arup Bhattacharya	Administrative Officer – (Academics/ Programs)	ao.academics@iimj.ac.in

Program Office Staff

Name	Designation	Email	Phone
Mr. Sandeep Singh Jamwal	Upper Division Clerk	udc-2@iimj.ac.in	0191-2585836
Ms. Jyoti Upadhyay	MT	mt.-1@iimj.ac.in	

IIM Jammu- Anti Ragging Committee

Name	Mobile	Email address
Dr. Kulwinder Kaur (Chairperson)	+91 9501551937	kulwinder@iimj.ac.in
Dr. Jai Kamal (Co-Chairperson)	+91 8218716035	jai@iimj.ac.in
Dr. Kapil Manohar Gumte	+91 9167188025	kapil@iimj.ac.in
Dr. Sudip Das	+91 7829915597	sudip@iimj.ac.in
Cmd. Kesavan Baskaran (R), CAO Convenor of the Committee	+91 8588872081	cao@iimj.ac.in

Helpline Numbers

Police Station Nagrota	0191 2673025
Police Station (Women Cell, Canal Road)	0191 250 1537
Police Station (Bakshi Nagar)	0191 258 0102
Fire Brigade (Gandhi Nagar)	0191 243 5283
Emergency Van	0191 2585837

Indian Institute of Management Application for the Event Participation Form

Name: _____

Enrolment Number: _____

Name of Event: _____

Describe process of selection for the event (attach the invitation from the organizers).

Describe how you or/and IIMJ will be benefitted from your participation in the event?

Duration for which you will be missing class sessions if you are allowed to participate in the event (including the travel period)? From _____ to _____

Provide course-wise number of sessions which will be conducted in the above period

Course Name	Current percentage of attendance in the course	Number of sessions which will be conducted in the above period	<i><u>For use of Program Office</u></i> <i>(please verify the information and provide your observations)</i>

Whether recommended by the Chairperson (Student Affairs’) and Administrative Officer - Academics?

Particular	Whether recommended or not? (with signatures)
Administrative Officer - Academics	

Whether approved or not by the Chairperson (EMBA)?

Chairperson (EMBA)	
--------------------	--

Student needs to submit the participation or any other certificate received from the organizers to avail maximum upto 10% of attendance in courses for which sessions would be conducted during the above period on his joining back after his/her participation in the event.

Indian Institute of Management Application for the Medical Leave/Family Emergency

Name: _____

Enrolment Number: _____

Period of Leave: From _____ to _____

Describe the reason for leave (Attach documentary proof viz., Medical certificate etc.)

Whether recommended by Administrative Officer - Academics?

Particular	Whether recommended or not? (with signatures)
Administrative Officer - Academics	

Whether approved or not by the Chairperson (EMBA)?

Chairperson (EMBA)	
--------------------	--

Note:

For grounds other than sickness or family emergency, leave may not be granted for a period exceeding three teaching days and even can be denied. Before applying for leave to the Chairperson (EMBA), student should contact his/her course instructors to ensure that s/he is not missing any quizzes or examinations during the leave period. No attendance will be granted for such leaves. Students must refrain from approaching the visiting and full-time faculty members for any exemptions in attendance on any grounds.

The Program Office or the concerned faculty will not be responsible for the student losing any segment of evaluation on account of his/her leave or not meeting the minimum desired attendance of 70%.

Indian Institute of Management Jammu

Student Undertaking with respect to the EMBA Handbook

I, _____ have received & read the EMBA Handbook for Batch 2 (2023-25) of IIM Jammu carefully and have understood its contents and their ramifications. I will always uphold the values and honor of IIM Jammu. I promise to fulfil my responsibilities as a student and a human being and treat my colleagues, Staff and Faculty with dignity and respect. I hereby declare that I will abide by the rules, regulations and procedures laid out in the EMBA Handbook and in case of a violation, consent to action, in accordance with the Institution's decision. I agree that IIM Jammu has the right to make any changes as it may deem fit in terms of the EMBA Program content, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. I also agree that in case of any dispute or differences about the EMBA program, the decision of the Director of IIM Jammu will be final and binding on all the participants.

I understand that if I adopt any unfair means in admission process and during program, then my admission will be cancelled, and all fees paid will be forfeited.

Signature: _____

Name: _____
(First Name) (Middle Name) (Last Name)

Date of Birth: (dd/mm/yy) _____

Program: EMBA

Roll Number: _____ Email ID: _____

Address for Correspondence:

Your Contact Details:

Mobile Number(s): _____

Contact Details of Your Parents/Guardians/ Spouse:

Mobile Number(s) of your Father, Mother/ Guardian/ Spouse:

Email(s) of your Father, Mother & Guardian: _____

For Office Use:

Date of Receipt:

Signature of MT (EMBA):

Payments and Fines

Annexure- XI

Sl. No.	Activity/ Events	Payments/ Fines / Charges (In Rs.)	Remarks
1	Late Registration (with prior permission of the Chairperson (EMBA))	2000	
2	Late Registration (without permission of Chairperson (EMBA))	10000	
3	Collecting the course material after the due date.	500	
4	Late payment of Registration Fee (Payment within one week after last date)	1000	
5	Payment during second week after last date: ₹ 200/- per day (inclusive of Saturday/Sunday/holiday) up to the date of actual payment of total fee.	200	
6	Issuance of duplicate fee receipt	100	
7	Fee for audit course (full credit course)	10000	
8	Fee for audit course (half credit course)	6000	
9	Supplementary Examination fee	8000	
10	Producing false medical certificate for attendance	10000	
11	Award of Degree in absentia in-absentia fee (excluding postal charges)	1000	
12	Issuance of duplicate Degree	5000	
13	Issuing Duplicate Transcripts (Grade Card/Certificate) (per set - 1st & 2nd year)	1000	
14	Issuance Duplicate Identity Card	500	
15	Issuance Duplicate Name plate	100	
16	Students caught using mobile phone in the classrooms	5000	
17	Caught violating code of conduct (under Public Acts of Intimacy)	1000	for 2nd instance
18	Caught violating code of conduct (under Public Acts of Intimacy)	5000	for 3rd instance
19	Caught violating code of conduct (under dress code)	1000	for 2nd instance
20	Caught violating code of conduct (under dress code)	5000	for 3rd instance
21	Overdue charges (under library book returning policy)	5	per book - per day

PROGRAM OFFICE

Indian Institute of Management Jammu, Permanent Campus,
NH-44, Jagti, Nagrota, Jammu, J&K, 181221, India

Phone: +91-191-2585836

Email: emba@iimj.ac.in Website: www.iimj.ac.in