



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

Integrated Program in Management (IPM)

4th Batch

2024-29



IPM Students
Batch 2024-2029

The IPM Handbook is intended to be a resource for IPM students and faculty. It puts forth the structure of the structure of the Five-Year Integrated Program at IIM Jammu along with the rules, regulations, and procedures applicable to the IPM batch of 2024-29. 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 by September 22, 2024.

Chairperson (IPM)

Indian Institute of Management Jammu

Vision

To develop leaders and entrepreneurs who can perform globally to induce valuable differences in the Society and the Corporate world.

- To position IIM Jammu as one of the top business school in India with global outlook embedded 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.
- To create 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
- Collaboration

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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)
- Integrated Programme in Management (IPM)
- IIT Jammu- IIM Jammu Dual Degree Programme

(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 IPM 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 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 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 IPM

The Five-Year Integrated Program in Management (IPM) aims to prepare young professionals with managerial and decision-making capabilities using an ultra-modern Academic pedagogy of global standards based on a Holistic and Multidisciplinary Curriculum. The Five Year Full-time Residential Integrated Program is strategically designed with a blend of science, social science, and management courses. The program aims to integrate management education with Science, Technology, Engineering, and Mathematics (STEM). This program aims to prepare young professionals to start their careers at any point

in time by exiting the program. According to National Education Policy (NEP) 2020, a holistic and multidisciplinary curriculum would aim to develop all capacities of human beings- intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner.

Program Learning Goals (PLGs) (Competencies)

PLGs	Learners of IIM Jammu need to possess the following competencies
PLG 1	Global perspective
PLG 2	Communication (Written & Verbal)
PLG 3	Critical thinking and problem solving
PLG 4	Introductory functional business knowledge
PLG 5	Ethical and socially responsible

Program Learning Objectives (PLOs)

PLGs	PLOs	After completing this program, learners will...
PLG 1	PLO 1	Understand and evaluate cross-cultural perspectives for decision making
	PLO 2	Develop Compare and analyse Indian and Global business environments
PLG 2	PLO 3	Demonstrate effective oral communication skill
	PLO 4	Demonstrate effective written communication skill
PLG 3	PLO 5	Demonstrate ability to articulate business problems
	PLO 6	Analyse data to recommend solutions to business problems
PLG 4	PLO 7	Demonstrate functional business knowledge to enable them to work in a business organization
PLG 5	PLO 8	Ability to evaluate ethical dimensions of business decision making
	PLO9	Analyse and evaluate social dimensions of business decision making

3. 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 IIM Jammu at any time and whenever it is deemed necessary to do so, without prior notice. *Please note that the information, rules, regulations, and procedures in this Handbook are designed for the first 3 years of the IPM Programme leading to the BBA Degree. A separate MBA Handbook intended to be a resource for the prevailing MBA program will be given to the students at the beginning of the first year of the MBA program who are eligible to join the MBA Programme.*

The rules, regulations, and procedures are liable to change at the discretion of the IIM Jammu at any time and whenever it is deemed necessary, without prior notice.

4. ACADEMIC CALENDAR

The Academic Calendar of the fourth batch of IPM (2024-29) is given in **Annexure-I**. The duration of the IPM Program is five years, where the first three years of the IPM program would be based on the semester system, and the last two years would be based on the trimester system (as per the prevailing MBA course structure). The last two years will be conducted with the regular MBA Program of IIM Jammu. The successful completion of the first three years of the integrated Program leads to an award of a

Bachelor of Business Administration (BBA) Degree. The integrated Program ends with the award of an MBA degree in the Annual Convocation to all those who successfully complete all five years of the Program. The IPM course structure is given in **Annexure-II**.

5. ORIENTATION & PREPARATORY PROGRAMS

The Orientation Program was conducted at the beginning of the first semester. All first-year students of IPM are required to participate in the orientation program. The objectives of the above 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 IIM Jammu with special emphasis on the case method.
- To provide students an introduction to the aim and objectives of the IPM Program of IIM Jammu.

A *three-day* Orientation Program is scheduled from 22nd August 2024 to 24th August 2024 (**Annexure-III**). Every day, students will start their day with an early morning yoga session. Eminent speakers from Corporate, Academia, Government, and Administration will address students. Further, *four days* preparatory program will be conducted with four academic foundational modules on Business Mathematics, Accountancy, Introduction to Excel. These modules provide a common grounding for the Program irrespective of their educational backgrounds.

6. REGISTRATION

The students will be required to register on the registration day before the start of each semester. The registration date for every semester is mentioned in the Academic Calendar (**Annexure-I**). The academic 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 semester 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 semester. The guidelines for registration are as follows:

6.1 IPM - First Year (Semester 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, the registration of the student will be automatically cancelled.

Candidates who have appeared for their final examination must bring an official certificate (with seal & date) from the Head of the Institution/ Department specifying that they have completed all the requirements (including examinations, project, viva voce, etc.) for the award of 10+2 or equivalent certificate and only final result is awaited. The final examination mark sheet (showing that the candidate has passed the examination) must be submitted within 15 days of the declaration of result, and in any case, not later than December 31, 2023, failing which registration in the Program will be automatically cancelled.

6.2 IPM - Second Year

The registration will be provisional subject to the following:

- Student should meet the minimum academic performance standards in the first year to continue into the program
- Timely Payment of Semester fees and other dues

- Submission of Boot Camp Report
- Timely return of books due to the Programme Office and Library
- Return of any other Institute's belongings borrowed by the students
- Submission of duly filled in Registration Form

6.3 IPM - Third Year

The registration will be provisional subject to the following:

- Student should meet the minimum Academic performance standards in the second year to continue into the program.
- Submission of
 - a) Social Internship Project Report;
 - b) Corporate Internship Project Report; and
 - c) Confidential Evaluation Report from the Industry Expert
- Timely Payment of fees and other dues
- Timely return of books due to the Academic Office and Library
- Return of any other Institute's belongings borrowed by the students
- Submission of duly filled in Registration Form

6.4 IPM – Semester II, IV & VI

The registration in Semesters II, IV & VI will be provisional to the following:

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

6.5 IPM (Fourth & Fifth Year)

The fourth and fifth years of IPM program will be merged with the flagship MBA program of the Institute, and students will be required to meet the academic rigor of the MBA program. The students must follow the guidelines mentioned in the prevailing MBA Handbook. A minimum CGPA of 6.00 would be required to continue the MBA program.

6.6 Fee Payment Schedule

The Fee structure for IPM 2024-29 is attached as **Annexure IV**. The Fee Payment Schedule for the students of the Integrated Program in Management of 2024- 29 batch is as follows:

Semester	Fees (₹)	**Due Date (Tentative)	Semester	Fees (₹)	**Due Date (Tentative)
I	2,81,085	21.08.2024	IV	2,78,880	29.11.2025
II	2,78,775	17.01.2025	V	2,87,490	12.06.2026
III	2,81,190	13.06.2025	VI	2,78,880	14.11.2026
For 4 th and 5 th year of MBA: As per prevailing fees of MBA in that year					

Note:

- a) The course fee includes access to lectures, internet facilities, a library, tuition fee, and hostel charges.

- b) In the first year, there will be a Boot Camp which is a compulsory part of coursework bearing 4.5 credits and will be conducted at a suitable location such as Patnitop (Jammu) / Ladakh based on IPM committee decision. The students will pay the fees for the Boot Camp during the stipulated time before the boot camp date.

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

6.7 Late Registration

- A student can register for the semester **ONLY** after successful payment of the Semester fee. The payment receipt shall be required to be uploaded for the registration. Without payment of Semester 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 (IPM) 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 (IPM)).
- For late registrations, within one week after the last date, with prior permission of the Chairperson (IPM), a late fee of Rs. 2,000/- will be levied, and for late registration without permission of the Chairperson (IPM) an additional fine of Rs. 10,000/- will be imposed.
- For all late registrations during second week, after the 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 require approval from the Chairperson (IPM).
- 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 semester and need to seek the permission of the Director to join the Programme 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 semesters.
- Promotion for succeeding years of IPM is provisional and will be confirmed on meeting the academic performance criteria of the preceding year. The fee structure for 2024-29 is attached as **Annexure IV**.

7. CURRICULUM

7.1 Course Workload

Class hours for courses are determined in direct proportion to their credit units. A typical course in the IPM Program carries 4.5 credit units and involves 45 hours of classroom teaching and 10 hours of interaction time with the course instructor outside the class. The courses of lesser or more duration are assigned proportionate credits. A 4.5 credit course requires approximately 120 hours of work, both in and outside the classroom, from the student. The 45 hours of teaching in 4.5 credit courses is spread over one semester.

7.2 First Year Program

All the first-year (Semester I & II) courses are compulsory and together fetch a total of 78.5 credits

for a student. A list of first-year courses is given in **Annexure-II**.

7.3 Boot Camp

Every IPM student will be required to undertake Boot Camp at any location decided by the institute, at the end of first year. The students have to incur the finance as per actuals. The boot camp is a 4.5 credit program which aims to provide an immersive experience to the culture and historical dimension.

7.4 Second Year Program

Similar to the first year, all the second-year (Semester III & IV) courses are compulsory and together fetch a total of 85.5 credits for a student. A list of second-year courses is given in **Annexure-II**.

7.5 Social Internship

Each student must complete a Social Internship of prescribed duration in any social sector organization (Non-Government Organizations [NGOs]/ Corporate Social Responsibility [CSR]) of his/ her choice, subject to approval by the Chairperson (Placements). This internship would be completed at the end of Semester III. The Social Internship Program is a compulsory requirement of the IPM Program of IIM Jammu.

7.6 Corporate Internship Program (CIP)

All the IPM students must complete a Corporate Internship of prescribed duration with a business enterprise of their choice, subject to approval by the Chairperson (Placements). This internship would be completed at the end of Semester IV. The placement Office will assist the students in finding suitable corporate assignments. The Corporate Internship aims at achieving the following objectives:

- (a) Widening the horizon of students by providing them an opportunity to work in real organizations
- (b) Getting the hands-on experience of day-to-day challenges of real business organizations and resolving such challenges by applying their knowledge and understanding of such situations developed through their IPM curriculum
- (c) Providing students an opportunity to network with a prospective employer and exploring possibilities of getting a pre-placement job offers
- (d) Honing the skills of students to present their Corporate Internship work in the form of Project Reports

The Corporate Internship Program is a compulsory requirement of the IPM Program of IIM Jammu. Each student would be provided a company mentor in their organization and needs to sincerely work on the assigned project/ tasks under the guidance of his/ her company mentor. Before proceeding for their corporate internship, every student is also assigned a faculty mentor from amongst the full-time faculties of IIM Jammu. Every student needs to keep their faculty guide updated on their internship work/ project progress. Post completion of their Corporate Internship, student necessarily needs to submit the following to the Program Office for registering into the Semester V:

- i. A detailed report of their internship project/ tasks in the prescribed format;

A certificate from the host organization on its letterhead certifying the completion of the Corporate Internship. No students will be allowed to register for the third year without these documents.

7.7 Third Year Program

All the courses of Semester V are compulsory; however, a choice of elective courses will be offered during the Semester VI of the IPM program. A student needs to choose a minimum of five elective courses, from the options available. The third-year courses fetch a total of 76.5 credits altogether. A list of third year courses is given in **Annexure-II**.

The Program Office will announce, during Semester V, the elective courses to be offered in the Sixth Semester of IPM. The electives offered may change on a year-to-year basis.

Apart from compulsory courses, a student during Semester VI must take five electives from various elective courses.

For IPM (Batch 2024-29), students need to submit their choice of electives for Semester VI to the Academic office latest by April 30, 2025. The indicated choices for elective courses will be firm choices. No changes in elective choices are permitted after the last date as announced by the Academic office.

Students can subscribe to any elective provided they fulfill the mentioned pre requisites which may be in terms of minimum grade in earlier courses/ semesters or overall CGPA. The respective areas may announce prerequisites in terms of minimum grade in earlier courses/semesters or an earlier semester course(s). Students can subscribe to the elective provided they fulfill its mentioned prerequisites. 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.

The minimum number of credit students in an elective to get it floated shall be 25 across all the functional areas. Electives will not be offered if the requisite number of credit students donot 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.

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.

8. INTERNATIONAL ADJUNCT/ VISITING FACULTY

The Institute has a strong resolve to engage world-class faculty members in its IPM 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 the Faculty Exchange Program from other top Institutes across the globe.

9. ATTENDANCE

9.1 General Guidelines

The Institute insists on regular and prompt attendance in classes. The instructor will take attendance 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 their attendance regularly. All doubts regarding attendance should be clarified with the concerned faculty within the 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, they should immediately inform the concerned faculty by submitting a written application justifying their stand.

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

- Students must follow the procedure specified by the institute for availing leave of absence from the campus. Students going out of station or to their local guardian for overnight stay must follow due procedure first getting his application recommended Chairperson (Student Affairs), and Administrative Officer - Academics. If a student is noticed to be out of station for overnight without prior approval, disciplinary action may be taken against him/her to the extent of debarring from appearing in the examinations. Students are advised not to visit local

guardians frequently or go out of the station as it will hamper their academic progression.

- In case of sickness, a 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 (chickenpox, jaundice, and typhoid) and accidental injuries (fractures and deep traumas).

In general, for medical treatment in Jammu city or any other city, student must be referred by the Institute's Doctor / Visiting Doctor / Health Centre. Resident Doctor's/Visiting Doctor's reference may not be required only in case of emergency.

For grounds other than sickness or family emergency, leave may not be granted for a period exceeding three teaching days. Before applying for leave, students should contact their course instructors to ensure that they are 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 evaluation segment due to his/her leave or not meeting the minimum desired attendance of 80%.

9.2 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 (IPM). We don't encourage their participation in insignificant events. They need to adhere to the following guidelines if they desire attendance in lieu of participation in events/competitions being hosted by other institutions:

- Attendance will only be provided if:
 - Competition/event is hosted by top category institution(s)/ universities/ organization(s) (IIMs, IITs and institutions of similar standing) of any stream; or
- Student is representing the state or country. Permission has to be processed at least three days before the date on which student will be missing their course session(s), by submitting an application along with the documentary proof to the Program office.
- 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.
- Institute authorities reserve the right to deny the permission to participate depending on the date(s) and nature of the event/competition for which the student is seeking exemption.
- Any component of course evaluation missed on account of participation in such events will not be reorganized for the student.

9.3 Attendance for Corporate Engagement:

Students formally participating in the corporate outreach program/Social Internships/Corporate Internships through the Placement Office would be provided up to a maximum of 10%

attendance in a course if course sessions have taken place when student is involved in the above activities. To avail above attendance, student participation has to be certified by the Placement Officer/Chairperson (Placements). We expect that a student involved in the above activities shouldn't utilize the provided 20% leeway in the attendance for personal reasons and shouldn't seek this 10% as additional remission in attendance after exhausting 20% leeway on his personal causes. All students need to take note of following regarding 10% remission due to the involvement in the above activities:

- Attendance will only be provided if the student engages in the above activities with the prior permission of the Placement Officer/Chairperson (Placements).
- Permission must 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.
- 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.
- 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.
- Any component of course evaluation missed on account of participation into such events will not be reorganized for the student.

9.4 Attendance Rules

100% attendance is mandatory. However, each student is expected to attend a minimum of 80% of classes in each course. The 20% leeway in attendance is provided to allow for any unanticipated medical reasons/ personal reasons/ contest/ placement/ institutional work/ any other activities. If a student fails to meet the minimum specified 80% 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/s)	Grade Penalty
More than or equal to 70% but less than 80%	1 Grade drop (e.g. from A+ to A, B- to C, C to D, etc.)
More than or equal to 60% but less than 70%	2 Grade drops (e.g. from A+ to A-, B to C, C to D, etc.)
More than or equal to 50% but less than 60%	1 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.

10. EVALUATION SYSTEM & ACADEMIC PERFORMANCE

10.1 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-Semester Exam	20-30%

• End Semester Exam	30-40%
• Total	100

Both Mid-Semester and End-Semester exams are compulsory for a 4.5-credit course and must constitute at least 50% of the total evaluation. For continuous evaluation during the Semester, 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 Semester examinations for every student in each Semester, failing which he/ she will be debarred from the registration for next Semester. Such students are required to continue from that Semester along with next batch. However, the student can appeal only once in each year.

All examinations (both Mid Semester and End Semester) during all the 3 years of the BBA program will be closed book. No notes/ written documents/ smart watches or any other personal belongings will be allowed to be carried in the examination room by any student.

No repeat MID/ END Semester will be allowed under any circumstances except for recorded absence in any MID/END Semester exam due to the death of immediate family (parents, spouse, siblings and children) or on medical reasons. In such cases, Chairperson (IPM) 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 Semester exam. All such cases will be decided on case-to-case basis at the end of academic semester or session. The decision of Chairperson IPM will be final.

10.2 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 Semester 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 Semester.

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

Similarly, the Cumulative Grade Point Average (CGPA) will be calculated at the end of each semester 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 semester,

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 of less than 20 students, faculty members can deviate from the 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 IPM 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 IPM Committee approves the results.

In exceptional circumstances, IPM 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 IPM Committee (for upward or downward revision of grades) only under exceptional circumstances (i.e., in case of major deviation from the grading guidelines).

10.3 Promotion & Graduation

10.3.1 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 or from the second to the third year, (b) for award of IIM Jammu BBA degree at the end of the three years of IPM Program, and (c) to continue in the Program for the award of MBA degree.

10.3.2 In order to qualify for promotion to the second/ third year, the student's CGPA at the end of the first/ second year must not be less than 5.00 respectively. Moreover, for continuation in the Program and/ or to qualify for promotion, at no stage in the first/ second 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.

10.3.3 In order to qualify for the BBA Degree, the student's CGPA at the end of the third year must not be less than 5.00. Moreover, for continuation in the Program and/ or to qualify

for the BBA Degree, at no stage in the third 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

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

10.3.5 For the purpose of the criteria in 10.3.2, 10.3.3 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.

10.3.6 The CGPA will be on the basis of Courses taken at IIM Jammu in all SIX Semesters. However, for students participating in International Exchange Program, the CGPA shall be calculated by considering courses taken at IIM Jammu in FIVE Semesters and courses taken in the foreign university/ business school for one Semester. CGPA will be calculated for all SIX Semesters by considering the evaluation at foreign university/ business school (equivalent grade) and SGPA of the FIVE Semesters at IIM Jammu. If a student fails to qualify any course during the International Student Exchange Program, then F grade obtained in a course(s) will be considered for the purpose of Academic evaluation at IIM Jammu.

10.3.7 CGPA of IPM (BBA) 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.

10.3.8 If a student is terminated from the Program in the first, second or third year, he/she may file an appeal to the Director (Chairperson, Academic Council), who in consultation with the Academic Council may reconsider his/her case for readmission in the first, second or third year of 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 during the three years of the BBA Program. Such decisions may be placed to the Academic Council for information.

10.3.9 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 Semester in the Program will be asked to withdraw from all student committees of IIM Jammu.

10.3.10 Provision for Grade Improvement for students with “F” grade (in First/ Second year)

- (a) Students with “F” grade in any course will be provided an opportunity to improve their grade by reappearing in supplementary end-semester exam to be conducted for that course by paying requisite fee of Rs. 8,000/- per course.
- (b) Supplementary exam component will be equivalent to the component of End semester 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.

10.3.11 The Academic Council of IIM Jammu may expel a student from the Program at anytime 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 IPM Committee/ 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.

A minimum CGPA of 6.00 would be required in the BBA of IIM Jammu to continue into the MBA program of the Institute. Furthermore, in order to qualify into the MBA Program, there should not be any case of indiscipline against the student during his/her study period at IIM Jammu. The fourth and fifth years will be merged with the flagship MBA program of the Institute and students will be required to meet the academic rigor of the MBA program.

11. ACADEMIC DISCIPLINE & INTEGRITY

- 11.1** 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.
- 11.2** 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.
- 11.3** 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.
- 11.4** Bringing laptops to the classes is strictly prohibited. A laptop is allowed in the class room only upon the instructions of course faculty.
- 11.5** Mobile phones, tablets, iPads etc. are totally banned in 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 (IPM) in consultation with IPM Committee.
- 11.6** Eatables viz., tea, coffee, snacks, and any other items are strictly prohibited in the classrooms.
- 11.7** All students must attend classes, project presentations, examinations in a formal decent dress.
- 11.8** All students must attend all institutional functions as attendance will be taken by CRs and will be submitted to the Program Office.
- 11.9** 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(IPM) or Administrative Officer - Academics, shall initiate disciplinary action against any student for any alleged misconduct. The Chairperson (IPM)/ Administrative Officer - Academics and/or the IPM Committee may conduct an enquiry if needed, Chairperson (IPM)/ Administrative Officer – Academics/ IPM 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

11.10 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, malpractice and use of unfair means during mid-semester and end semester examination	First Time	Zero marks (F grade) in the course OR Termination from the program, depending on the severity of the malpractice
	Second Time	Termination from the Program
Plagiarism in Corporate Internship / Social Internship Project	Less than 30%	No Fine
	30%-40%	One grade drop
	40%-50%	Two grade drops
	Above 50%	Termination from the Program
Tampering with attendance, recording false attendance	First Time	Two Grade-cuts in respective course
	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 a particular course)	No attendance for that particular Class and Rs. 5000/- fine.
	Second Time (in a particular course)	One grade cut in the course and Rs. 5000/- fine
	Third Time (in a particular course)	F grade in the course
Producing false medical certificate for attendance	First time	Fine Upto 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 semester or end semester examination, may be terminated from the Program, with immediate effect, by the IPM Committee depending on the severity of the case and to maintain the academic sanctity.

11.11 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 (IPM) and the Administrative Officer - Academics. They along with Academic Committee ensure smooth functioning and management of classes and various academic related activities and functions of the Institute, including the discipline in the class rooms and Examination Hall.

11.12 Role of Academic Committee:

Introduction

The Academic Committee will provide support to relevant matters of IPM Program as per the instructions of Chairperson (IPM) or Administrative Officer - Academics. Academic Committee will work under the guidance of Chairperson (IPM) and Administrative Officer - Academics. Committee members shall support the 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 (IPM)/ 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 (IPM) and Administrative Officer – Academics in monitoring the compliance and implementation of the rules mentioned in the IPM 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 students 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 classroom 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 (IPM) and Administrative Officer - Academics in maintaining student discipline in the classes

12. EXAMINATION RULES

Following examination rules will be observed for Mid & End Semester examinations:

- (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 semester and End semester 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 must 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 Academic Block, other than the specified place, the same will be considered an attempt to use unfair means. Further, the 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 will be initiated. The mobile phone/ device will be returned only under the provision enumerated in 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. All examinations in IPM program will be Closed Book in nature. Bringing any other book(s) 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 classroom 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 the 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 Program 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-semester and end-semester 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 (IPM) and Administrative Officer - Academics.
- (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 Semester and End Semester 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 Semester examination answer books/ Assignments/ Project Reports/Quizzes to the students either directly or through the Program Office. However, the schedule of showing mid-semester examination answer books will be informed to the Program Office by the concerned faculty either directly or through class representative. Moreover, students need not return mid-semester examination answer books. Students not getting the mid-semester answer books should report the matter to respective class representative within two days of showing the answer books, failing which it will be assumed that all students have collected their answer books.

- (y) The faculty member will show the End Semester examination answer books in each semester (except for semester VI, where the End semester answer books are not normally shown). Clarification on evaluation of mid-semester examination can be directly sought from the faculty concerned. For End semester 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 Chairperson (IPM)/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 semester has elapsed since the examination and in no case after the Convocation.

13. AWARD OF DEGREE

The Degree – **BACHELOR OF BUSINESS ADMINISTRATION (BBA)** will be awarded to such students who in the judgment of the Academic Council of IIM Jammu have fulfilled all the conditions and requirements for the same. The BBA 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 Semester VI fee for participating in the Convocation program. All students shall attend the Convocation and must confirm their participation to the Academic Office. All students seeking BBA 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.

13.1 Awards

- Chairperson's Gold Medal is awarded to the graduating student who ranks first in Academic performance in the BBA Program.
- Director's Medal is awarded to the graduating student who ranks second in Academic performance in the BBA Program.
- Chairperson (IPM)'s Medal is awarded to the graduating student who ranks third in Academic performance in the BBA Program.

These medals are awarded to the students, subject to their attaining minimum standards of scholastic excellence specified from time to time.

13.2 Sponsored Medals

- These may be instituted over a period with communication in this regard to all community members.

13.3 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:

- Passport size photograph of self;
- Copy of transcripts of IPM from IIM JAMMU and
- Copy of birth certificate of self

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

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

13.4 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, 2nd year and 3rd year) will be charged for issue of Duplicate Transcripts.

13.5 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.

14. 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 semester. Students will be issued name cards for display on their desk in classrooms. Students are expected to keep them safe. An amount of Rs. 100 will be charged for issuing 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 classrooms and putting the same in the public domain is strictly prohibited. In the event of violation of this rule, strict disciplinary action will be taken.
- (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 immediately vacate his/her accommodation and clear all 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 & semester 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.

15. 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 in so far 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 all the institutional activities including all events, guest lectures, and compulsory batch meets. 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 concerned Chairperson.
- (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, Shorts, Bermuda, Chaddi, Chappals, sleeveless wear, bathroom slippers etc. Clean shave (or well-groomed) and neat hairdo is MANDATORY. In case of non-adherence, a fine of Rs. 5000/- will be imposed on the defaulters and No attendance will be provided/marked for that particular class and engagement.**
- (g) **Punctuality:** Students have to be present at the event venue at least 10 minutes prior to the start timing of the session. Late-arrivals, after **5 minutes** of the start of the session, will not be allowed to attend the session and will be marked absent. Further, a fine of Rs. 2000/- will be imposed.
- (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. *The fine should be paid within 7 days of intimation and a copy of the online receipt should be submitted to the concerned organizer. In case of any dispute/ discrepancies, the decision of the concerned Chairperson will be final.*
- (l) Public Acts of Intimacy: the obscene display of personal affection inside the IIM campus is strictly prohibited.

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

- Provocative or revealing clothing
- Offensive logos/texts/symbols on clothes, bags, personal items, or accessories which may hurt the sentiments of others
- 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

However, depending on the severity of the case, the students may be terminated from the program in the 1st instance only without any warning/ fine. Student must adhere to other Academic Etiquette mentioned.

16. FINANCIAL ASSISTANCE & SCHOLARSHIPS

The Vision of the Institute is to provide adequate financial aid opportunities in the future, so that no student is prevented from pursuing the Program due to financial constraints. Schemes proposed in the future may include the following:

16.1 Merit-cum-Need Based Scholarship:

IIM Jammu is committed to social welfare of the students across all academic programs. In view of this objective, merit cum need based scholarships are awarded to meritorious candidates who belong to financially weaker sections of the society. This kind of scholarships will help the students of IIM Jammu to complete their education in spite of not being able to meet the financial requirements. The eligibility criteria for such scholarships are given below:

- (a) This scholarship scheme will be extended to financially weak meritorious students who have secured a minimum CGPA of 7.00 at the end of each term/ semester without any D or F grade.
- (b) The merit-cum-need based scholarship scheme provides financial assistance based on the gross annual family income (parents, self and spouse) as below:

Family Income

Up to Rs. 3,00,000/- per annum

Above Rs. 3,00,000/- and up to Rs. 4,00,000/- per annum

Above Rs. 4,00,000/- and up to Rs. 5,00,000/- per annum

Eligibility

100% tuition fee waiver

50% tuition fee waiver

25% tuition fee waiver

- (c) The upper limit of the number of recipients of the assistance in any year shall not exceed 10% of the respective batch strength.
- (d) There should not be any case of indiscipline against the student during his/her study period at IIM Jammu.
- (e) The student must not have availed or have applied for any scholarship/financial assistance/support from any other sources.

16.2 SC/ST Scholarships

IIM Jammu facilitates scholarships awarded by different Ministries such as the Ministry of Social Justice and Empowerment, Ministry of Tribal Affairs, Ministry of Minority Affairs, etc. Students have to apply to respective ministry through NSP portal and institute facilitates the rest.

16.3 Minority Scholarship

Deserving Minority students (based on family income) eligible for Minority scholarship can apply to Ministry of minority affairs through NSP and Institute facilitates the rest.

16.4 Loan Schemes

Institute has made arrangements with bank/s to provide loans for all needy students to finance the educational expenses at IIM Jammu. Interested students may apply for the loan. The Institute will only recommend the name of the student to the loaning organization. Procurement and repayment of loans will be made by mutual agreement between the student and loaning organization. The Institute does not bear any financial or other obligation connected with the loan.

17. IIM JAMMU LIBRARY

IIM Jammu Library acts as a learning resource centre for the IIM Jammu academic fraternity. The objective of the Library is to facilitate appropriate and user-friendly access to current and relevant information for its patrons. The Library holds a rich collection of printed and electronic resources, including books, journals, E-Databases, E-journals, reports, case studies, etc. The library subscribes to more than 25+ electronic resources in various categories, including Academic & Research Literature, Company & Financial Data, eBooks, Industry Data, Market Research Reports, News Papers & Magazines and Socio-Economic Indicators. The major databases include Bloomberg Terminal, CMIE-ProwessIQ, CRISIL Research, Ebook Central - ProQuest, EMIS: Emerging markets research, data and news, FT.com, INFORMS PubSuite, ProQuest ABI/INFORM Collection, Science Direct eJournals, Statista, Taylor & Francis eJournals and Wall Street Journal (WSJ). IIM Jammu Library is a fully computerized library using 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 facilitates real-time availability of library materials from their computer terminals.

17.1 Collection

Books

The Library has a highly selective collection in Business & Management in 8000 print books and over 1.8 lakh e-books in the area of management and related subjects.

Journals

The Library subscribes to around 10 print periodicals and 10,000+ 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

17.2 **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
IPM Students	4	15 Days

17.3 **Overdue charges**

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

17.4 **General Rules of IIM Jammu Library**

- Use of mobile phones inside the library is strictly prohibited.
- No refreshments or foodstuff of any kind shall be consumed anywhere inside the library.
- 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.
- Suggestions for purchasing books and other materials and improving the library services are welcome.
- 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.
- 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.
- 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.
- Members should not sub lend the materials borrowed from the library.
- Library materials should be handled with utmost care. Nobody should write, damage and make any mark on any kind of library materials.
- The borrower is fully responsible for the books borrowed in his/her membership card.
- Absence and illness are not acceptable excuses for exemption from paying an overdue charge.
- The Librarian may recall a book at any time before its due date.

- (m) If the borrower has lost the issued book, the borrower is liable to pay the cost of the book plus the prescribed overdue charge.
- (n) 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.
- (o) 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. In case of rare and out-of-print books, price assessment made by the Librarian will be final and binding.
- (p) 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.
- (q) 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 note books, laptops, and valuable materials.
- (r) Readers leaving the library should allow the library/security staff to examine their personal belongings.

17.5 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.

17.6 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/>

17.7 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 IIM Jammu.

Major E- Resources are included on the portal: -

- ❖ ACE Knowledge Portal
- ❖ Bloomberg Market Concepts (BMC) Certification
- ❖ Bloomberg Terminal (Accessible on designated machine in Library)
- ❖ Business Source Complete (EBSCO)
- ❖ CMIE-ProwessIQ
- ❖ CMIE- States of India
- ❖ CRISIL Research
- ❖ Ebook Central – ProQuest
- ❖ Emerald Insight
- ❖ EPW Digital Archives
- ❖ EPWRF India Time Series
- ❖ EMIS: Emerging markets research, data and news
- ❖ ETPrime
- ❖ Financial Times/FT.com

- ❖ Finshots
- ❖ INFORMS PubSuite
- ❖ JSTOR Digital Archives
- ❖ PressReader (Newspaper Direct)
- ❖ ProQuest ABI/INFORM Collection
- ❖ SAGE Journals (HSS) Package
- ❖ Science Direct eJournals
- ❖ Scopus
- ❖ Springer eJournals Package
- ❖ Statista
- ❖ Taylor & Francis eJournals Package

Research Tools:

- ❖ Grammarly
- ❖ Turnitin

17.8 Remote Access

IIM Jammu Library has been subscribing all the eResources on campus-wide network and can be accessed from anywhere in the campus. It is also providing access to the subscribed eResources through its remote access portal <https://iimjlibrary.remotexs.in/> anytime anywhere/24x7.

17.9 Collaboration

IIM Jammu Library has co-operative arrangements with other IIMs & other top B-Schools Libraries of the country. This Library is a member of the Developing Library Network (DELNET) through which documents not held in the library are located and borrowed from other libraries to serve the information requirement of the users

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

18. INTERNATIONAL STUDENT EXCHANGE PROGRAM (ISEP)

IIM Jammu has developed the International Student Exchange Program (ISEP) with its partner institutions to provide a cross-cultural exposure with a mutually valuable scholarly global perspective. IIM Jammu believes these engagements would result in knowledge sharing and dissemination, and adoption of best business practices from partner institutions in academics and research.

Guidelines for ISEP:

1. The ISEP for IPM Batch 2024-29 will be undertaken in Semester VI i.e. third year of the program.
2. The IPM students will undergo a complete semester exchange where they have to spend the semester VI of their IPM at the partner institution
3. The students will enroll in the ISEP based on the merits and course norms of both IIM Jammu and the partner institution.
4. A student not getting a passing grade in a course while on the exchange will not earn any credit.
5. The credits for courses in each exchange institution/university will be released by the partner institution/university, depending on their course offerings.
7. Students failing to earn the required credits from the ISEP will not be granted the degree till they complete the academic requirements.

8. The Program Office of IIM Jammu will create grade equivalence considering the partner institution/university grading system which will be placed before the IPM Committee for recommendation. The decision of the IPM Committee in this regard will be final.
9. The students must fill the student exchange request form and duly submit it to International Relations Office to verify the details and approval from the Program Office.
10. Even with prior permission, no attendance waiver will be granted for the days missed, and fines for late registration will apply.
11. A student on exchange with a partner institution/university during IIM Jammu's Term VI will be eligible for convocation, provided the exchange term ends in line with the academic calendar of IIM Jammu.
12. The students must submit the marksheet/transcript received from the partner institution/university to the Program Office for conducting grade equivalence and generation of the IIM Jammu transcript.
13. Students of a batch, whose exchange program gets extended beyond IIM Jammu's date of convocation for that batch, will not be eligible for convocation of that year and award of medals in his/ her batch. Such students will be provided a provisional degree by IIM Jammu post completion of their exchange term. They will receive their degree certificates in the convocation conducted in the succeeding academic year.

19. 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 connections 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.

20. HOSTEL RULES

The IPM program is fully residential and all IPM 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 behavior will be based on the "good neighbor" 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 the 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

20.2 Events/Festivals Held on Campus

During major events, when a significant number of non-IIMJ 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 behavior on campus. To this effect, the non-IIMJ 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, caste 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 semester 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/Warden/Chairperson in writing/email. 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 the 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.

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 the 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 the 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 Chairperson (IPM) on the recommendation of 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 student is sick continuously for three days, he/she will keep the Warden and chairperson (students' affairs) informed of his/her condition.
- ii. If a resident falls sick, he/ she or room-mate/friend must immediately inform the hostel warden and the person on duty who will make arrangements to shift/ evacuate the student to the 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/station on vacation/holidays or otherwise the following action will be ensured:

- i. The student will submit to the Hostel Warden 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.
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 (any solid, liquid, gas form) (either consumed or found in possession of), Alcohol (either consumed or found in possession of) and Smoking substance (either consumed or found in possession of) or chewing of tobacco and its related products is strictly banned in the hostels and in the Institute's premises. The Institute is strictly intolerant to such actions and defaulters will be penalized as per the following:**
 - (a) **First Time Incident:** Rs. 50,000/- fine and cost of repair in case of damages (if any) will be imposed with a warning letter issued by the Chairperson (Student Affairs); and

- (b) **Second Time Incident:** Rs. 75,000/- fine and cost of repairing in case of damages (if any) will be imposed with a warning letter issued by the Chairperson (Student Affairs);
- (c) **Third-Time Incident:** the student will be terminated from the respective program. However, depending on the seriousness of the case, the students may be terminated from the program during 1st or 2nd instance only.
- 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 that can taken promptly.**
- i) Boys are not allowed to visit the girls' hostel and girls are not allowed to visit the boys' hostel. Common areas may be utilized for any other common activities.**
- j) Boys are not allowed to visit the girls' hostel and girls are not allowed to visit the boys' hostel. 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.
- k) 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 disciplinary action.

20.12 Security in Campus

- a) Students are required to cooperate with the institute security staff regarding 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) Visiting hours for guest(s)/acquaintance(s) are from 7.00 am to 9.30 p.m. Visitors to the Hostel are not permitted after 9.30 p.m.
- e) Visitors including parents and guardians must obtain visitors pass from the Security Office IIM Jammu, even to enter the visitors lounge in the hostels.
- f) The security guards will refuse entry without passes. In the absence of visitor's pass, residents have to meet their visitor only outside the campus.
- g) 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.

- h) All residents should return to the campus by 10.00 p.m. At 10.00 p.m. campus 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 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.
- 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. STUDENT CATERING

21.1 The Institute provides infrastructure for the mess facilities to the students. One-year contract for provision of meals has been given to a vendor after following a due process of hiring. Over a period of time, the management of the mess facilities should be done by the elected member(s) of the students' community.

21.2 Students are expected to take their meals in the Students' Mess.

21.3 The Dining Hall has a self-service system. Diners are expected to pick up their meals from service counters and leave the used plates, etc. at the place specified.

21.4 Students are advised not to take any utensils, furniture or any other items from the Student Mess.

21.5 The Mess will be open for service during the following hours (timing may change with prior notice)

	<u>On week days</u>	<u>Sundays & Other Inst. Holidays</u>
Breakfast	07.30 - 10.00 a.m.	8.00 - 10.00 a.m.
Lunch	12.30 - 2.30 p.m.	12.30 - 02.30 p.m.
Tea	05.00 - 6.30 p.m.	05.00 - 6.30 p.m.
Dinner	08.00 - 10.00 p.m.	08.00 - 10.00 p.m.

21.6 For guests and extra mess facilities, students should enter the extra item/meal in the book kept for extras. Failure to make the entry will result in a fine of Rs.20/- in addition to the cost of the

item/meal.

21.7 Sick Diet

The mess in-charge will work out the rules in consultation with Student Affairs. These would be brought in force after a notification.

22. PAYMENT OF MESS BILL AND HOSTEL FEES

- 22.1** The students must pay their mess bills and other charges during the academic year under the schedule of payment and terms and conditions laid down.
- 22.2** Mess charges are billed on the basis of actual expenses incurred. Mess Bills for every month will have to be paid before the 7th of the next month.
- 22.3** If a student goes out of town or takes his/her meals outside the Mess for more than 2 consecutive days he/she will be allowed a mess rebate of 75% of the mess expenses on the days of absence, provided absence from campus is duly authorized by the Chairperson (Students' Affairs). Students should ensure that they provide 24 hours prior notice in writing for this. Exemption from Mess-Charges is allowed only for full days. Exemption for part of a day will not be entertained.
- 22.4** Refund is not admissible on mess charges.

23. JOURNEY CONCESSIONS

- 23.1** Railways and Airlines allow student's concessions for journeys during official Institute vacations to hometown and return.
- 23.2** The Students' Affairs Office will help arrange concessions for students who apply for the same and submit the required information in the prescribed format. These concessions are issued to students who satisfy the age restrictions on the date of the journey, and are only for return journeys between Jammu and the hometown declared by the student.

24. CO-CURRICULAR ACTIVITIES

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

25. ALUMNI

IIM Jammu accords an alumni status to all its students who successfully complete the full time IPM program at the Institute. On successful completion of the full time IPM 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 "AlmaConnect" 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**

26. GENERAL RULES FOR BOOT CAMP AND OUTSIDE TRIPS

As per the academic curriculum of IIM Jammu, every student has to undergo boot camp at the end of 1st year (Semester II). The Boot Camp is a mandatory 4.5 credit course which aims to provide an immersive experience of the cultural and historical dimensions. This also aims at building team spirit, group dynamics, and individual attitudes toward problem-solving. The Boot Camp is organized by the Institute in some other city where a holistic experience may be given to the students.

The Institute may organize such other programs either to impart immersive experiences to students or to provide recreational experiences to the batch.

Considering all such activities are institutional activities, the arrangements will be made by the Institute. All students are bound to adhere to the policies are stipulated below:

- **Travel will be by Institute provided bus/ vehicle.** The bus/ vehicle must be kept clean. Noise should be kept to a minimum, while traveling, so that your driver is not distracted.
- **All students shall carry their **Institute ID card** and **Aadhaar Card**, as proof of Identity, along with them.**
- **Students are advised to take care of their personal belongings viz Bags, Wallets, etc.** They should not bring with them valuable property or large sums of cash. The Institute will not be responsible for loss of any such item(s) and no complaint to this regard will be entertained.
- **Follow faculty and staff members directions at all times.** Students are expected to be respectful to faculty members, staff members and peers.
- **Students are required and expected to conduct themselves in a mature and considerate manner in the**

Boot Camp. They should conduct and express themselves in a way that is respectful to all individuals.

- All students are expected to dress appropriately and use good common sense.
- No altercation or argument with anybody during the trip will be accepted. In case of any issue, please report to faculty and staff members accompanying the students.
- It is mandatory for all students to stay in the hotels arranged by the Institute. No exception in any case will be granted.
- Students must occupy rooms specifically allotted to them. They are not allowed to change/ swap rooms.
- Treat your hotel room with respect. Keep your room neat and tidy.
- No student should stay away from his/her allotted room in the hotel during the night. Any violation in this regard will be viewed very seriously.
- No student is expected to wander off on his/ her own in the hotel or outside the hotel. Anyone found violating will be viewed seriously.
- No student will be allowed to leave the hotel premises / the venue of the activities without seeking the permission of faculty/staff member.
- All students should at all times adhere to the itinerary laid down by the Institute and be punctual in observing any time schedule which may be given.
- Be aware of your surroundings and exercise good judgment at all times.
- Students should show a proper respect for all property, public and private. They should avoid leaving areas in disorder or creating litter.
- **Substance abuse (either consumption or possession of alcohol/ intoxicating materials) and smoking or chewing of tobacco and its related products is strictly banned during the Boot Camp or any other outside trip organized by the Institute. Defaulters will be penalized heavily along with immediate termination from the program.**
- Don't engage in behavior that disrupts or interferes with the learning objectives of the Boot Camp. Behavior such as, but not limited to, using offensive language, creating distractions or disturbances, and not adhering to the protocols of the Boot camp would be considered disruptive behavior to the learning objectives.
- All students should carry masks with them at all times.

Note:

The above rules are the minimal guidelines for your Boot Camp. Your faculty or staff member may have additional regulations. Any infraction of the regulations may result in strict disciplinary action which may lead to immediate suspension or termination from the program.

INDIAN INSTITUTE OF MANAGEMENT JAMMU		
IPM 1st YEAR ACADEMIC CALENDAR, Batch 2024-29		
Semester I		
(21-Aug-24 to 10-Jan-25)		
Activity	Date	Day
Registration	21-Aug-24	Wednesday
Inauguration	22-Aug-24	Thursday
Orientation	22-Aug-24 to 24-Aug-24	Thursday to Saturday
Janmashtami	26-Aug-24	Monday
Preparatory Classes	27-Aug-24 to 30-Aug-24	Tuesday to Friday
Commencement of Sem-I Classes	02-Sep-24	Monday
Rajbhasha Diwas	14-Sep-24	Saturday
Milad-Un-Nabi	16-Sep-24	Monday
Gandhi Jayanti	02-Oct-24	Wednesday
Dussehra	12-Oct-24	Saturday
National Unity Day	31-Oct-24	Thursday
Diwali	31-Oct-24	Thursday
Mid Semester Exam	04-Nov-24 to 08-Nov -24	Monday to Friday
Guru Nanak's Birthday	15-Nov-24	Friday
Display of Answer Scripts Semester - I (Mid Semester) by course faculty to the students	21-Nov-24 to 22-Nov-24	Thursday to Friday
Submission of Semester - I (Mid Semester) Marks and Answer sheet to Program Office	25-Nov-24	Monday
Constitution Day	26-Nov-24	Tuesday
Mid Term Result	27-Nov-24	Wednesday
Empyrean	13-Dec-24 to 15-Dec-24	Friday to Sunday
Classes End	28-Dec-24	Saturday
End Term Exams	06-Jan-25 to 10-Jan-25	Monday to Friday
National Youth Day	12-Jan-25	Sunday
Display of Answer Scripts Semester – I (End Semester) by the course faculty to students	23-Jan-25 to 24-Jan-25	Thursday to Friday
Submission of Final Grade Sheet and Answer Sheet to the Program Office	27-Jan-25	Monday

End Term Result	31-Jan-25	Friday
Semester II		
(20-Jan-2025 to 23-May-2025)		
Activity	Date	Day
Registration	17-Jan-25	Friday
Classes Begins	20-Jan-25	Monday
Parakram Diwas	23-Jan-25	Thursday
Republic Day	26-Jan-25	Sunday
Maha Shivaratri	26-Feb-25	Wednesday
Women's Day	08-Mar-25	Saturday
Holi	14-Mar-25	Friday
Mid Semester Exam	17-Mar-25 to 21-Mar-25	Monday to Friday
Id-ul-Fitr	31-Mar-25	Monday
Display of Answer Scripts Semester – II (Mid Semester) by the course faculty to students	03-Apr-25 to 04-Apr-24	Thursday to Friday
Submission of Semester - II (Mid Semester) Marks and Answer Sheet to Program Office	08-Apr-25	Tuesday
Mid Semester Result	09-Apr-25	Wednesday
Mahavir Jayanti	10-Apr-25	Thursday
Good Friday	18-Apr-25	Friday
Classes End	09-May-25	Friday
End Semester Exam	19-May-25 to 23-May-25	Monday to Friday
Boot Camp	26-May-25 to 31-May-25	Monday to Saturday
Display of Answer Scripts Semester – II (End Semester) by the course faculty to students	05-Jun-25 to 06-Jun-25	Thursday to Friday
Submission of Marks and Answer Sheet to the Program Office	09-Jun-25	Monday
Declaration of Semester - II Result	11-Jun-25	Wednesday
Semester III		
Activity	Date	Day
Registration	13-Jun-25	Friday
Classes Begins	16-Jun-25	Monday

Annexure-II

Course Structure of IPM Program

The duration of the IPM Program is five years, where the first three years of the IPM program would be based on the semester system and the last two years would be based on the trimester system (as per the prevailing MBA course structure). At the end of 1st year, students will undertake Boot Camp at Ladakh. In the 2nd Year, students will complete a Social and Corporate internship. During the 3rd year, the students will enroll in an international exchange program with one of the partner institutions based on merit and course norms. Additionally, in the 3rd Year of the program, students will have the option to select a sector-specific specialization. The course structure after the sixth semester will be merged with the flagship MBA program of the Institute and students will be required to meet the academic rigor of the MBA program. The curriculum for the first three years is as follows:

Semester I <ul style="list-style-type: none"> Economics for Business I Accountancy Business Mathematics I Principles and Practices of Management Principles of Computational Thinking Introduction to Sociology Business Communication I Indian and World History Happiness and Mental Wellness Physical Training and Sports 	Semester II <ul style="list-style-type: none"> Economics for Business II Cost Accounting Business Mathematics II Marketing management I Critical Thinking and Problem Solving Introduction to Psychology Business Communication II Management Information System Performing Arts Physical Training and Sports 	Semester III <ul style="list-style-type: none"> Indian and Global Economy Marketing Management II Financial Management Introduction to HRM Indian and World Geography Introduction to data analytics Creativity and Innovation Foreign Language I Visual Arts 	Semester IV <ul style="list-style-type: none"> Consumer Behavior Financial Systems and Markets Business Research Methods Emerging Technologies in Business Environmental Science Indian Polity Introduction to Operations Management Digital Culture
Semester V <ul style="list-style-type: none"> Developmental Economics Branding & Advertising Business Ethics and Values Supply Chain Management Industrial Relations and Labour laws New Venture Planning Organizational Behavior Foreign Language II 	Semester VI <ul style="list-style-type: none"> Talent and Leadership Development Business Laws Public Policy ELECTIVE 1 ELECTIVE 2 ELECTIVE 3 ELECTIVE 4 ELECTIVE 5 		

Elective Courses:

Marketing <ul style="list-style-type: none"> Sales & Distribution Integrated Marketing Communication B2B Product & Brand Management Pricing 	<ul style="list-style-type: none"> Services Marketing Retail Management E Commerce & Digital Marketing Relationship Marketing Digital Marketing and Social Media 	Finance & Accounting <ul style="list-style-type: none"> Taxation Management Bank Management Working Capital Management Security Analysis and Portfolio Management 	<ul style="list-style-type: none"> Project Appraisal and Finance International Finance Business Analysis and Valuation Financial Derivatives
IT Systems & Analytics <ul style="list-style-type: none"> Fundamentals of Business Intelligence Basics of E Commerce Advanced Programming AI for Business 	<ul style="list-style-type: none"> Business Data Mining & Machine Learning Digital Business Model Advanced Analytics IT Strategy 	Operations, Supply Chain & Decision Sciences <ul style="list-style-type: none"> Project Management Operations Strategy & Technology Management Supply Chain Modelling Logistics Management 	<ul style="list-style-type: none"> Service Operation Management Revenue Management & Dynamic Pricing Production & Inventory Control Strategic Service Management
OB & HRM <ul style="list-style-type: none"> Industrial Psychology Managing Organizational Change Managing Self and career Performance Management and Reward System 	<ul style="list-style-type: none"> Motivation Conflicts and Negotiations Psychological & Psychometric Testing HR Analytics and Information System 		

- **Social Internship:**

Each student must complete an internship of prescribed duration in any social sector organization (Non-Government Organizations [NGOs]/ Corporate Social Responsibility [CSR]) of his/ her choice, subject to approval by the Chairperson (Placements). This internship would be completed at the end of Semester III.

- **Corporate Internship:**

Each student must complete a business internship of prescribed duration with a business enterprise of his/her choice, subject to approval by the Chairperson (Placements). This internship would be completed at the end of Semester IV.

- **Boot Camp at Ladakh:**

At the end of 1st year, students will undertake Boot Camp at Ladakh. The boot camp program aims to provide an immersive experience to the culture and historical dimension.

- **International Exchange Programme (IEP):**

During the 3rd year, the students will enroll in an international exchange program with one of the partner institutions based on merit and course norms. The international exchange program will provide global exposure to the student to study in the international partner institutions subject to the course norms.

Exit Options:

Students would be provided an exit option with a BBA degree/ certificate subject to completing the required norms. This program has been strategically designed with multiple exit options to allow the students to exit from the program after completing each year up to the third year as per the New Education Policy 2020.



Eligibility to continue into the MBA program:

A minimum CGPA of **6.00** would be required in the BBA of IIM Jammu to continue into the MBA program of the Institute. Furthermore, in order to qualify into the MBA Program, there should not be any case of indiscipline against the student during his/her study period at IIM Jammu. The fourth and fifth years will be merged with the flagship MBA program of the Institute and students will be required to meet the academic rigor of the MBA program.



Indian Institute of Management Jammu

Orientation Program

August 22 - 24, 2024

Venue: Mandapam (Auditorium), IIM Jammu

4th Batch of IPM (2024-29)

Day 1: August 22, 2024 (Thursday)

(Overall Coordinator: Dr. Ashish Kumar)

06:00 am – 07:00 am	: ‘Maximize Happiness and Mindfulness’ by Mr. Sahil Mehra , Yoga Guru (Canal Road Campus) (Coordinator: Team Anandam)
08:30 am	: Depart for Jagti Campus
9:00 am – 10:30 am	: Campus Tour
10:30 am – 11:15 am	: Inaugural Program (Master of ceremony – Dr. Anuja Akhouri)
10:30 am – 10:32 am	: Program Inauguration by Lighting of Lamp
10:32 am – 10:35 am	: Saraswati Vandana by the 2nd Year IPM Students
10:35 am – 10:40 am	: Presentation on Students Profile by Dr. Rashmi Ranjan Parida , Chairperson (Admissions)
10:40 am – 10:45 am	: ‘Introduction of IPM Program’ by Dr. Ashish Kumar , Chairperson (IPM), IIM Jammu
10:45 pm – 10:55 am	: ‘Academics at IIM Jammu’ by Prof. Jabir Ali , Dean (Academics), IIM Jammu
10:55 am – 11:10 am	: ‘Welcoming the New Batch’ Prof. B.S. Sahay , Director IIM Jammu
11:10 am – 11:14 am	: Vote of Thanks by Dr. Niti Shekhar , Co-chairperson (IPM), IIM Jammu
11:14 am – 11:15 am	: National Anthem
11:15 am – 11:30 am	: Break
11:30 am – 12:00 pm	: ‘Academic Rigor, Pedagogy and Expectation from Students’ by Dr. Ashish Kumar , Chairperson (IPM), IIM Jammu
12:00 pm – 01:00 pm	: ‘Academic Regulations, Academic Discipline and Student Handbook’ by Mr. Arup Bhattacharya , Administrative Officer – Academics, IIM Jammu

- 01:00 pm – 02:00 pm : Lunch**
- 02:00 pm – 02:45 pm : ‘Administrative Support, Discipline and Security on the Campus’ by **Cmdr Kesavan Baskkaran (R)**, Chief Administrative Officer (CAO), IIM Jammu**
- 02:45 pm – 03:30 pm : ‘Student Life at IIM Jammu’ by **Dr. Rajkumar V.**, Chairperson (Student Affairs) and **Dr. Ashish Kumar**, Chairperson (IPM), IIM Jammu**
- 03:30 pm – 3:45 pm : Break**
- 03:45 pm – 04:30 pm : ‘International Accreditation & Ranking’, **Dr. Raj Kumar V.**, **Dr. Gaana J.**, **Dr. Rambabu Lavuri****
- 04:30 pm – 05:15 pm : ‘Social and Corporate Internships’ by **Dr. Rashmi Ranjan Parida**, Chairperson (Placement) **Dr. Baljeet Singh**, Co-chairperson Placement and Mr. Atanu Datta**
- 05:15 pm – 06:00 pm : Evening Snacks**
- 06:00 pm – 07:00 pm : Interaction with Council, Committee and Club Members**
- 07:00 pm : Depart for Canal Road Campus**
- 08:00 pm – 09:00 pm : Dinner at Canal Road Campus**

Day 2: August 23, 2024 (Friday)

(Overall Coordinator: Dr. Niti Shekhar)

- 06:00 am – 07:00 am : ‘Maximize Happiness and Mindfulness’ by **Mr. Sahil Mehra**, Yoga Guru (Canal Road Campus)
(Coordinator: Team Anandam)**
- 08:30 am : Depart for Jagti Campus**
- 09:30 am – 10:15 am : ‘International Student’s Exchange Program and Working in a Cross-Cultural Environment’ by **Dr. Sarbjit Singh**, Chairperson (International Relations), IIM Jammu**
- 10:15 am – 10:45 am : ‘IT Infrastructure, Policies and Future Plans’ by **Dr. Nitin Upadhayay**, Chairperson (IT)**
- 10:45 am – 11:00 am : Break**
- 11:00 am – 12:00 pm : ‘Understanding Logistics: The Journey from Warehouse to Delivery’ by **Mr. Prashant Kalra**, Senior Director, Delhivery
(Coordinator: Dr. Sarbjit Singh)**
- 12:00 pm – 01:00 pm : ‘Future roadmap to budding MBA Grads’ by **Mr. Akbar Jafri**, Director, Deloitte
(Coordinator: Dr. Praveen Kumar)**
- 01:00 pm – 02:00 pm : Lunch**
- 02:00 pm – 03:00 pm : ‘Enabling Business with Digital Transformation’ by **Mr. Tarun Kapoor**, VP - Digital Transformation, Mankind Pharma
(Coordinator: Dr. Sundar R.)**

- 03:00 pm – 04:00 pm : ‘Successful Transition: From campus to corporate’ by **Mr. Pradeep Chavda**, Senior Director - Global HR Transformation, Sodexo
(Coordinator: Dr. Vivek Mishra)
- 04:00 pm – 04:15 pm : Break**
- 04:15 pm – 04:45 pm : ‘Knowledge Management Center’ by **Mr. Shailesh Lohiya**, Librarian IIM Jammu
- 04:45 pm – 05:15 pm : ‘Finance & Accounts Services’, **Shri Rajat Jain**, Financial Advisor & Chief Accounts Officer, IIM Jammu
- 05:15 pm – 06:00 pm : Evening Snacks**
- 06:15 pm : Depart for Canal Road Campus**
- 07:00 pm – 08:00 pm : **Interaction** with Students of 2nd and 3rd Year, IPM
- 08:00 pm – 09:00 pm : Dinner**

Day 3: August 24, 2024 (Saturday) (Overall Coordinator: Dr. Somu Gorai)

- 06:00 am – 07:00 am : ‘Maximize Happiness and Mindfulness’ by **Mr. Sahil Mehra**, Yoga Guru (Canal Road Campus)
(Coordinator: Team Anandam)
- 08:30 am : Depart for Jagti Campus**
- 09:30 am – 01:00 pm : Inbound & Outbound Activities for students facilitated by **faculty members** from **OB & HR and Communication area**
- 01:00 pm – 02:00 pm : Lunch**
- 02:00 pm – 03:00 pm : ‘Business startup and funding for Entrepreneurs’ by **Dr. Muqbil Burhan, Dr. Mahesh Gadekar** and **Dr. Vivek Sharma**, Center for Innovation & Entrepreneurship, IIM Jammu
- 03:00 pm – 04:00 pm : ‘Academic learnings to Corporate Yearning’ by **Ms. Sonal Kamal Joshi**, Associate Director - Global HR Shared Services, WTW
(Coordinator: Dr. Somu Gorai)
- 04:00 pm – 04:15 pm : Break**
- 04:15 pm – 05:30 pm : Valedictory Function**
- 04:15 pm – 04:25 pm : Address by **Dr. Ashish Kumar**, Chairperson (IPM), IIM Jammu
- 04:25 pm – 04:35 pm : Address by **Prof. Jabir Ali**, Dean (Academics), IIM Jammu
- 04:35 pm – 05:10 pm : IPM Students Reflection
- 05:10 pm – 05:25 pm : Address by **Prof. B.S. Sahay**, Director, IIM Jammu
- 05:25 pm – 05:24 pm : Vote of Thanks by **Dr. Niti Shekhar**, Co-chairperson (IPM), IIM Jammu
- 05:24 pm – 05:25 pm : National Anthem

05:30 pm – 06:15 pm : Evening Snacks

06:15 pm : Depart for Canal Road Campus

07:30 pm – 08:30 pm : Cultural Program by Malhar Cultural Committee

08:30 pm – 09:30 pm : Dinner

***** End *****

Annexure-IV

IIM Jammu Fee Structure for IPM 2024-29 (All figures in INR)

Sl. No.	Academic Year	Particulars	Semester 1	Semester 2	Total Fee (INR)
1	First year	Tuition fee	1,78,500	1,78,500	3,57,000
		Other academic/non-academic expense*	1,02,585	1,00,275	2,02,860
		Total fee	2,81,085	2,78,775	5,59,860
2	Second year	Tuition fee	1,78,500	1,78,500	3,57,000
		Other academic/non-academic expense*	1,02,690	1,00,380	2,03,070
		Total fee	2,81,190	2,78,880	5,60,070
3	Third year	Tuition fee	1,78,500	1,78,500	3,57,000
		Other academic/non-academic expense*	1,08,990	1,00,380	2,09,370
		Total fee	2,87,490	2,78,880	5,66,370
4	Fourth year	As per prevailing MBA of first year			
5	Fifth year	As per prevailing MBA of second year			

***Other Academic/Non-Academic expenses includes Academic support, Library fees, Hostel fees, IT Infrastructure, Student welfare, Alumni fees, Health Insurance etc.**

Caution Deposit (Refundable) of Rs. 20,000 has to be paid at the time of admission (in addition to Fees and Expenses mentioned).

Mess Bills is to be paid as per actuals.

Academic Etiquette

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

- Reach class-room on time. Late comers beyond 5 minutes from the start of the session will not be allowed in the classroom.
- Entering the classroom late or leaving the classroom prior to the end of class would be considered a disruption to the learning environment
- All students are required to submit compulsory feedback for faculty members, in the prescribed format floated by the Program Office, just before the Mid Semester and End Semester 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.**
- 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 purpose
- 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 behavior that disrupts or interferes with the learning environment. Behavior 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 behavior to the learning process.

Annexure-VI

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. Ashish Kumar	Chairperson (IPM)	chairpersonipm@iimj.ac.in
Dr. Parvathy B	Chairperson (MBA)	chairpersonmba@iimj.ac.in
Dr. Rashmi Ranjan Parida	Chairperson (Placement)	chair.placecom@iimj.ac.in
Dr. Rashmi Ranjan Parida	Chairperson (Admissions)	chairpersonadmissions@iimj.ac.in
Dr. V. Raj Kumar	Chairperson (Students' Affairs)	chair.studentaffairs@iimj.ac.in
Dr. Sarbjit Singh	Chairperson (International Relations)	chair.internationalrelations@iimj.c.in
Dr. Pradeep Kumar Tarei	Chairperson (Alumni Affairs)	chairpersonalumni@iimj.ac.in
Dr. Gaana J	Hostel Warden (Girls)	girlshostelwarden_maincampus@iimj.ac.in
Dr. Jai Kamal	Hostel Warden (Boys)	boyshostelwarden_maincampus@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	ao.academics@iimj.ac.in

Program Office Staff

Name	Designation	Email	Phone
Mr. Lakhbir Pathania	Office Assistant	oa.ipm@iimj.ac.in	0191-3510313
Mr. Sunil Kumar Thakar	Lower Division Clerk	ipm@iimj.ac.in	
Mr. Vinay	MTS	-	
Mr. Rahul	MTS		
Mr. Rakshit	MTS		

IIM Jammu- Anti Ragging Committee

Name	Mobile	Email address
Dr. V Raj Kumar (Chairperson)	9884138434	raj@iimj.ac.in
Dr. Apurva	9560670053	apurva@iimj.ac.in
Dr. Parvathy B	8197428037	parvathy@iimj.ac.in
Dr. Prakrit Silal	6291267407	prakrit@iimj.ac.in
Cmdr. Kesavan Baskkaran	8588872081	cao@iimj.ac.in

Scholarships at IIM Jammu

Name	Type of Scholarship	Email address
Mr. Simranjeet Singh	<ul style="list-style-type: none"> Government Scholarship on NSP Portal State Scholarships Scholarships from other organizations 	scholarships@iimj.ac.in
Mr. Sandeep Singh Jamwal	<ul style="list-style-type: none"> Merit Cum Need Based Scholarships of IIM Jammu Merit Cum Need Based Scholarships for attending International Students Exchange Program and Academic International Events 	mcnbscholarships@iimj.ac.in

Helpline Numbers

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: _____

Roll No. and Section: _____

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> (please verify the information and provide your observations)

Whether recommended by the Chairperson (Student Affairs') and Hostel Warden?

Particular	Whether recommended or not? (with signatures)
Hostel Warden	
Chairperson (Student Affairs')	
Administrative Officer - Academics	

Whether approved or not by the Chairperson (IPM)?

Chairperson (IPM)	
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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: _____

Program _____

Batch _____

Roll Number and Section: _____

Period of Leave (Date and Time): From _____ to _____

Total No. of Sessions Missed: _____

Describe the reason for leave (Attach documentary proof viz., medical certificate etc. along with email from parents)

Signature of the Student with Date

<u>For use of Program Office</u> (Please verify the information and provide your observations)	
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Particular	Signature and Date
Administrative Officer – Academics or Authorized Person in Program Office	
Chairperson (Student Affairs) or Authorized Person in Student Affairs Office	

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 Student Affairs Office through Program Office 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 80%.

In general, for medical treatment in Jammu city or in any other city, student must be referred by the Institute's Doctor/ Visiting Doctor / Health Centre. Resident Doctor's/Visiting Doctor's reference may not be required only in case of emergency.

Indian Institute of Management Jammu

Student Undertaking with respect to the IPM Handbook

I, _____ have received & read the IPM Handbook for Batch 2 (2024-29) of IIM Jammu carefully and have understood its contents and their ramifications. I will always uphold the values and honour 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 IPM 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 IPM Programme. I also agree that in case of any dispute or differences about the IPM 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: IPM

Roll Number: _____ Email ID: _____

Address for Correspondence: _____

Your Contact Details:

Mobile Number(s): _____

Contact Details of Your Parents/Guardians:

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

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

For Office Use:

Date of Receipt: _____

Annexure- X

Payments and Fines

Sl. No.	Activity/ Events	Payments/ Fines (In Rs.)	Remarks
1	Late Registration (with prior permission of the Chairperson (IPM))	2000	
2	Late Registration (without permission of Chairperson (IPM))	10000	
3	Collecting the course material after the due date.	500	
4	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	
5	Issuance of duplicate fee receipt	100	
6	Supplementary Examination fee	8000	
7	Producing false medical certificate for attendance	10000	
8	Award of Degree in absentia in-absentia fee (excluding postal charges)	1000	
9	Issuance of duplicate Degree	5000	
10	Issuing Duplicate Transcripts (Grade Card/Certificate)	1000	
11	Issuance Duplicate Identity Card	500	
12	Issuance Duplicate Name plate	100	
13	Students caught using mobile phone in the classrooms	5000	
14	Caught violating code of conduct (under Public Acts of Intimacy)	1000	for 2 nd instance
15	Caught violating code of conduct (under Public Acts of Intimacy)	5000	for 3 rd instance
16	Caught violating code of conduct (under dress code)	1000	for 2 nd instance
17	Caught violating code of conduct (under dress code)	5000	for 3 rd instance
18	Overdue charges (under library book returning policy)	5	per book - per day
19	Usage of electric appliances (as per don'ts for hostel)	5000	
20	Prior Permission to use Air coolers in hostel rooms	1000	per month
21	Fines will be imposed on defaulters of substance abuse, (either consumed or found in possession of) of alcohol, smoking or chewing of tobacco and its related products	25,000	for 1 st instance
22		50,000	for 2 nd instance
23		Student will be terminated from the respective program	for 3 rd instance

24	Caught violating Hostel rules (Visiting other 'hostel / overnight stay)	25,000	for 1 st instance
25		50,000	for 2 nd instance
26		Student will be terminated from the respective program	for 3 rd instance

PROGRAMME OFFICE

Indian Institute of Management Jammu, Old University Campus,
Canal Road, Nawabad, Jammu, J & K, 180016, India

Phone: +91-191-2585836

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