

# MASTER OF BUSINESS ADMINISTRATION

## **STUDENT'S HANDBOOK FOR POST GRADUATE PROGRAMMES**

2025-2027 BATCHES

**ACADEMIC YEAR  
2025-2026**



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## **VISION AND MISSION OF THE INSTITUTE**

### **Vision**

*Indian Institute of Forest Management to be among the leading international institutions in the area of Environment, Forest and Development Management and be respected, both nationally and internationally for its outstanding contributions in the fields of education, training, research, consultancy and thought leadership.*

### **Mission**

- (i) To serve different stakeholders of Environment, Forestry and Development sectors and the society in general, through development of knowledge and its dissemination, human resource development through education and training activities and providing assistance in formulation and advocacy of relevant policies and strategies.*
- (ii) To be a national institution with international perspective and outreach.*
- (iii) To build a culture of excellence, achievement, cooperation and service within a framework of strong ethical patterns of behavior informed by universal values.*

## Director's Message



Dear Students,

It is my great pleasure to welcome you all to the beginning of an exciting new chapter in your professional and personal journey — your MBA program at IIFM Bhopal.

First, let me congratulate each one of you for securing a place in this prestigious institution. You've earned your seat here through hard work, determination, and a desire to grow — and we are honoured to have you as part of our academic community.

An MBA is much more than a degree. It is a transformation — a time to challenge your thinking, expand your perspective, and discover not just what kind of leader you want to be, but what kind of difference you want to make in the world. Over the coming months, you will learn not just from textbooks, but from each other. From faculty who bring a blend of rigorous theory and real-world insight. And from industry leaders who will share their experiences, challenges, and wisdom.

This is a place where ideas are born, tested, and brought to life. A place where we encourage not just critical thinking, but courageous thinking. I urge you to ask questions, to take risks, and to step outside your comfort zones — because that's where the most meaningful learning happens.

The world of business today is dynamic, complex, and global. Whether your passion lies in finance, marketing, entrepreneurship, strategy, or social impact — the MBA is a platform for you to grow into a leader who is not only successful but also responsible and ethical.

Let me also remind you that this journey, while academically rigorous, is also one of relationships. Form bonds with your peers. Engage with faculty. Connect with alumni. The network you build here will stay with you for life.

In closing, I'd like to leave you with a simple message: This is your time. Use it well. Learn as much as you can. Be curious. Be open. And above all, believe in your capacity to grow and to lead.

Welcome to the IIFM family. We are truly excited to see what you will create and who you will become.

Thank you, and once again — welcome to IIFM!

**Dr. K. Ravichandran**

## **POST GRAUDATE PROGRAMMES AT IIFM**

- (1) Master of Business Administration (Forestry Management)  
(MBA-FM)
- (2) Master of Business Administration (Sustainability Management)  
(MBA-SM)
- (3) Master of Business Administration (Development & Sustainable Finance)  
(MBA-DSF)
- (4) Master of Business Administration (Sustainable Development)  
(MBA-SD)

## **ACADEMIC CALENDAR FOR THE AY 2025-2026**

**(Tentative)**

<i><b>FIRST YEAR</b></i>	
Term I	July 1 to September 19, 2025
Field Work (2 Weeks)	September 22 to October 3, 2025
Term II	October 6 to December 26, 2025
Vacation	October 20 to 24, 2025
<b>Coalescence</b>	October 10-11, 2025
Term III	December 29, 2025 to March 26, 2026
<b>Foundation Day</b>	February 6, 2026
Kapataru	February 27-28, 2026
<b>Summer Internship (12 Weeks)</b>	April 1 to June 20, 2026
<b>Term-IV (Second Year - AY 2026-2027)</b>	From June 23, 2026

## **PROGRAMME EDUCATIONAL OBJECTIVES (PEOS) & PROGRAMME OUTCOMES**

Programme Educational Objectives are broad statements that describe the career and professional accomplishments that the programme is preparing graduates to achieve 3 to 5 years after the completion of the programme. Programme Outcomes are narrower statements that describe the scholastic skills and abilities that the students will have at the completion of the programme

### **MBA (FM) Programme Educational Objectives (PEOs)**

1. To inculcate higher order expertise in managerial techniques, sustainable business practices, environmental conservation, rural development, livelihood management and related disciplines.
2. To be able to provide thought leadership fostering innovative solutions to complex societal problems.
3. To imbue a deep sense of personal ethics, empathy, work-life balance, civic engagement, effective communication and societal responsibility.
4. To practice inclusiveness through recognition of gender and cultural diversity fostering team ethos and collaboration.
5. To promote knowledge discovery by developing new skills and competencies through lifelong learning.
6. To become stewards for environmental conservation and development promoting eco-sustainability practices and environmentally benign lifestyles.

### **MBA (FM) Programme Outcomes (POs)**

1. Possess a sound understanding of theoretical principles and techniques in domain specific areas of management, environment and development.
2. Understand and appreciate the interdependence and mutual interplay of ecological, economic and social systems.
3. Develop competency across business disciplines and apply core business principles to analyze, construct, implement and evaluate solutions in the business environment.
4. Ability to synthesize heterogeneous streams of knowledge to evolve a holistic and balanced perspective of sectoral challenges and problems.
5. Develop an understanding of business, data management and diagnostic tools to support managerial decision making and problem solving in sector specific situations.
6. Exhibit leadership and team skills needed for implementing and coordinating organizational activities and managing change.
7. Understand, analyze, and apply ethical frameworks to personal and organizational decision making.
8. Display professional interaction abilities and effective written and verbal communication skills.
9. Possess critical thinking skills for evaluating contrasting approaches and assessing the impact of decisions on diverse stakeholders.

## **MBA (SM) Programme Educational Objectives (PEOs)**

1. Demonstrate an understanding of comprehensive systemic analysis of sustainability issues across both physical and behavioral dimensions involving society, the environment, and the economy.
2. Professionally communicate to a range of audiences, demonstrating in-depth knowledge of the discipline and of the needs of diverse stakeholders and promote values of peace & environmental justice and introduce timely shift in traditional ways of business incorporating sustainability concerns.
3. Apply logical, critical and creative thinking to analyze, synthesize and apply analytical tools for decision making in a complex business world of issues and problems pertaining to targeted areas of sustainability.
4. Collaborate effectively with others and demonstrate intellectual independence and autonomy to solve problems and/or address sustainability issues and imperatives of industry.
5. Evolve a deeper understanding of sustainability principles and externalities among next generation of managers with the aim of creating sustainable communities thereby envisioning a better society.
6. Demonstrate a career path that shows development as a sustainability leader and engage in activities that benefit society following sustainable management practices through a combination of system thinking, leadership engagement and perspective planning.

## **MBA (SM) Programme Outcomes (POs)**

1. Ability to critically assess the interrelationships between environmental, social and economic sustainability and work as ambassadors of sustainability and agents of change.
2. Develop understanding of the inter-connection between the economics, social ethics and ecology for sustainable management.
3. Be able to use enquiry-based approach to identify, formulate and investigate problems and issues related to the management of environmental issues, using established research protocols and methodologies.
4. Analyze various approaches for conducting research in the field of sustainability management.
5. Ability to demonstrate intellectual capacity and evaluate appropriate solutions for addressing sustainability challenges and make informed decisions.
6. Demonstrate ability to play a leader in a team with an appreciation for the place of different roles and effective group practice in achieving common goal of sustainability management in industry.
7. Ability to analyze environmental issues from local, national and international concerns and work effectively, and responsibly, in a global context.

### **MBA (DSF) Programme Educational Objectives (PEOs)**

1. To expose participants to the contribution of sustainable finance in achieving the Sustainable Development Goals and the Paris Agreement targets. .
2. To familiarize the students with the underlying core concepts of sustainable finance, frameworks, and relevance of sustainability considerations in financial system among the key stakeholders.
3. To provide critical understanding of the role that regulation and industry initiatives (self-regulation) play in shaping sustainable finance practices.
4. To equip students with requisite analytical, design and implementation skills on various investment strategies, different sustainable finance instruments and their impact on financial returns

### **MBA (DSF) Programme Outcomes (POs)**

1. Demonstrate critical understanding of core concepts, frameworks, principles, roles, and regulations of sustainable finance.
2. Able to analyse various investment strategies, different sustainable finance instruments and their role in promoting sustainable development.
3. Critically evaluate the various principles and sustainable investment strategies and their impact on financial returns.
4. Design sustainable financial instruments/products to promote sustainable development and will able to make an impact on different sectors

### **MBA (SD) Programme Educational Objectives (PEOs)**

1. To inculcate higher-order expertise in addressing various challenges and opportunities related to sustainable development.
2. Evolve a deeper understanding of sustainable development principles and externalities with the aim of creating and envisioning a better society.
3. Apply logical, critical, and creative thinking to analyze, synthesize and apply analytical tools for decision making and problems pertaining to relevant areas of sustainable development.
4. To become stewards in collaborating effectively with different stakeholders and demonstrate intellectual independence and' autonomy to solve problems and/or address them in achieving sustainable development.

### **MBA (SD) Programme Outcomes (POs)**

1. Demonstrate advanced and integrated theoretical knowledge of sustainability concepts and Sustainable Development Goals.. .
2. Independently employ research skills, critical thinking, creative thinking, and problem solving to analyze forecasts, scenarios and develop solutions for sustainable development. .

Critically evaluate and synthesize different forms of information and data to participate in decision making consistent with the principles of sustainable development.

3. Apply knowledge and skills to demonstrate autonomy, expert judgment, adaptability, responsibility as a learner and sustainable development practitioner.

## **ACADEMIC PROGRAMMES ADMINISTRATION**

**The administration of the Post Graduate Programmes related to design, disciplinary and academic matters is the responsibility of the committee designated as PGP Committee appointed by the Director. The terms of reference of the PGP Committee include:**

- ✓ To suggest any amendment, if required, in the MBA academic rules and regulations;
- ✓ Decisions on issues requiring the interpretation of MBA rules and regulations;
- ✓ Supervision of matters related to academic discipline;
- ✓ Development of necessary guidelines for evaluating the performance of students;
- ✓ Decisions involving the expulsion of any student on grounds of unsatisfactory academic performance, misconduct and/ or moral turpitude; and
- ✓ All such matters as may be delegated to the Committee by the Director.

The Chairperson (PGP Committee) looks after the day-to-day administration of the MBA programmes and is supported by the Manager (Academic Activities) and other PGP Cell staff.

**PGP CELL**

**Room # 53**

**Intercom: 341**

**(Academic Section)**

**OFFICER INCHARGE– PGP**

**(Academic Activities)**

**Room # 51**

**Intercom # 349**

## SECTION 1

### ACADEMIC RULES AND REGULATIONS

#### **1.0 CURRICULUM DESIGN**

##### **1.1 Master of Business Administration (Forestry Management)**

The Master of Business Administration (Forestry Management) (MBA-FM) Programme is fully residential two-year Post Graduate Level Degree programmes. The programme focusses in the first year on core management education related to developmental, social, environmental and forestry concerns. Emphasis is also given in the programme on core skills and concepts in all the classroom terms of first year and in term four of the second year. The students can choose five credit elective courses each in term four and five, based on the interest of students where students want to concentrate and specialize. In addition to the classroom courses, one summer internship, one project work and one field work components are also included in the curriculum for experiential learning. The programme focusses on open learning through new elective courses added in the curriculum as per requirements.

###### **1.1.1 Structure of MBA (Forestry Management) Programme**

In Master of Business Administration in Forestry Management (MBA-FM), the students are required to complete 36 credits including 2.75 Core Skills/Ideas (2.75 Credits) , Field Work (0.75 Credit Summer Internship (2.5 Credits) and Project Work (2.0 Credit). The list of courses being offered in the classroom terms including the credit units and number of sessions for each course is given in **Annexure 1**

<b>MBA (FM)</b>		
<b>FIRST YEAR</b>		
<b>Classroom Term</b>	<b>Courses</b>	<b>Credit Units</b>
<b>Term-I</b>	Classroom Term : Compulsory Courses	6.0
	Core Skills/Ideas	1.0
<b>Fieldwork</b>	Two Weeks	0.75*
<b>Term-II</b>	Classroom Term : Compulsory Courses	6.0
	Core Skills/Ideas	0.50
<b>Term-III</b>	Classroom Term : Compulsory Courses	6.0
	Core Skills/Ideas	0.50
<b>Summer Internship</b>	Twelve weeks	2.5*
<b>SECOND YEAR</b>		
<b>Term-IV</b>	Classroom Term : Five Elective Courses of 1.0 Credit Each	5.0
	Core Skills/Ideas	0.75
<b>Project Work</b>	Eight Weeks	2.0*
<b>Term-V</b>	Classroom Term : Five Elective Courses of 1.0 Credit Each	5.0
	<b>Total Credits</b>	<b>36.00</b>

\* This credit unit is included along with the workload of the next term.

## 1.2 Master of Business Administration (Sustainability Management)

The Master of Business Administration (Sustainability Management) (MBA-SM) aims to prepare professionals with a blend of managerial, technical, analytical and social skills as well as values to address emerging sustainability issues and challenges in environmental sector. The program begins with defining sustainability management and sustainable economy. This program provides insight about how to connect environmental protection to organizational management by exploring the technical, financial, managerial, and political challenges of effectively managing resources in a sustainable way. Various courses are taught based on cases and in-depth studies, which make students to learn the basics of management, environmental policy and sustainability economics. Sustainability management matters because we have limited resources, and thus one should learn how to manage our organizations in a way that ensures that the health of our planet can be maintained and improved. This programme is therefore designed to introduce students to the field of sustainability management.

### 1.2.1 Structure of MBA (Sustainability Management) Programme

In Master of Business Administration in Forestry Management (MBA-SM) programme, the students are required to complete 36 credits, including one credit of Field Work (1.0 Credit) , Summer Internship (3.0 Credits) and Industry Project (2.0 Credits) . The list of courses being offered in the Classroom Terms including the credit units and number of sessions for each course is given in **Annexure-2**.

<b>MBA (SM)</b>		
<b>FIRST YEAR</b>		
<b>Classroom Term</b>	<b>Courses</b>	<b>Credits</b>
Term-I	Classroom Term : Compulsory Courses	6.0
Field Work	Two weeks	1.0 *
Term-II	Classroom Term: Compulsory Courses	6.0
Term-III	Classroom Term : Compulsory Courses	7.0
Summer Internship	Twelve weeks	3.0 *
<b>SECOND YEAR</b>		
Term-IV	Classroom Term : 2 Compulsory Courses + 3 elective courses + 1 CIS of 1.0 Credit Each <b>OR</b> 2 Compulsory Courses + 4 Elective Courses of 1.0 Credit Each.	6
Industry Project	Eight weeks	2.0 *
Term-V	Classroom Term : 2 Compulsory courses + 3 Elective Courses of 1.0 Credit Each.	5.0
	<b>Total Credits</b>	<b>36</b>

\* This credit unit is included along with the workload of the next term.

### **1.3 Master of Business Administration (Development and Sustainable Finance)**

The Master of Business Administration (Development and Sustainable Finance) (MBA-DSF) is aimed at developing competencies among financial professionals in designing financial instruments that create stakeholder value and thus help achieve SDGs. Sustainable finance is an emerging concept that encompasses environmental finance, social finance and corporate governance aspects in investments and lending decisions in the context of achieving sustainable development goals and the Paris climate change agreement. The underlying principle of Sustainable Finance rests on the principle of internalizing the environmental and social externalities into investment and the lending decisions. Alternatively, the broad goal of sustainable finance is to maximize the stakeholder value rather than only shareholder value. This program is designed to help students who want to understand the principles and practices of sustainable finance and would like to equip themselves with the tools and knowledge necessary to integrate ESG considerations. Students will gain an understanding of the various approaches to sustainable finance, including green bonds, Energy Finance, impact investing, and ESG integration. The programme will be delivered through a combination of lectures, case studies, and interactive discussions. Participants will have the opportunity to engage in hands-on exercises and to apply their learning to real-world scenarios.

#### **1.3.1 Structure of MBA (Development and Sustainable Finance) Programme**

In Master of Business Administration in Development and Sustainable Finance (MBA-DSF) programme, the students are required to complete 35 credits including Field Work (0.5 Credit), Summer Internship (2.50 Credits) and Project Work (2.0 Credit). The list of courses being offered in the Classroom Terms including the credit units and number of sessions for each course is given in **Annexure-3**.

<b>MBA (DSF)</b>		
<b>FIRST YEAR</b>		
<b>Classroom Term</b>	<b>Courses</b>	<b>Credits</b>
Term I	Classroom Term : Compulsory Courses	6.0
Field Work	Two Weeks	0.5*
Term II	Classroom Term : Compulsory Courses	6.0
Term III	Classroom Term : Compulsory Courses	6.0
Summer Internship	Twelve weeks	2.5*
<b>SECOND YEAR</b>		
Term IV	Classroom Term: 2 Compulsory Courses + 4 Electives of 1.0 Credit Each <b>OR</b> 2 Compulsory Courses + 3 Elective Courses + 1 CIS of 1.0 Credit Each	6.0
Project Work	Eight weeks	2.0*
Term V	Classroom Term: 2 Compulsory Courses + 4 Electives of 1.0 Credit Each <b>OR</b> 2 Compulsory Courses + 3 Elective Courses + 1 CIS of 1.0 Credit Each	6.0
	<b>Total Credits</b>	<b>35</b>
One CIS in lieu of one elective in each term 4 & 5		
* This credit unit is included along with the workload of the next term.		

## **1.4 Master of Business Administration (Sustainable Development)**

The Master of Business Administration (Sustainable Development) (MBA-SD) is aimed at a new growth path that ensures environmental conservation and social equity along with economic development in an increasingly climate challenging and unequal world. Sustainable development encourages us to protect and improve our resource base by gradually altering the production and consumption processes that are benign to both nature and human beings. Rapid industrialization and unchecked resource extraction have had a negative impact on the environment, and human well-being. In the backdrop of globalization and India's rapidly growing economy, there is need for professionals who are equipped with in-depth understanding of the interdependence of nature and human beings and skills in offering solutions that are sustainable and just. Addressing the problems and challenges of vulnerability and resilience, powerlessness, human agency, and responsibility, this programme aims at multidisciplinary approach to sustainable development and encourage inquiry into its historical, cultural, political, institutional, and gender dimensions.

### **1.4.1 Structure of MBA (Sustainable Development) Programme**

In Master of Business Administration in Sustainable Development (MBA-SD) programme, the students are required to complete 35 credits including Field Work (0.5 Credit), Summer Internship (2.50 Credits) and Project Work-(2.0 Credit). The list of courses being offered in the Classroom Terms including the credit units and number of sessions for each course is given in **Annexure-4**.

<b>MBA (Sustainable Development)</b>		
<b>FIRST YEAR</b>		
<b>Classroom Term</b>	<b>Courses</b>	<b>Credits</b>
Term I	Classroom Term : Compulsory Courses	6.0
Field Work	Two Weeks	0.5*
Term II	Classroom Term : Compulsory Courses	6.0
Term III	Classroom Term : Compulsory Courses	6.0
Summer Internship	Twelve weeks	2.5*
<b>SECOND YEAR</b>		
Term IV	Classroom Term: 2 Compulsory Courses + 4 Electives of 1.0 credit each <b>OR</b> 2 Compulsory Courses + 3 Elective Courses + 1 CIS of 1.0 Credit Each	6.0
Project Work	Eight weeks	2.0*
Term V	Classroom Term: 2 Compulsory Courses + 4 Electives of 1.0 credit each <b>OR</b> 2 Compulsory Courses + 3 Elective Courses + 1 CIS of 1.0 Credit Each	6.0
<b>Total Credits</b>		<b>35</b>
One CIS in lieu of one elective in each term 4 & 5		
* This credit unit is included along with the workload of the next term.		

## **2.0 THE AWARD OF DEGREE**

All the students who successfully completes the programme will be awarded Master of Business Administration.

## **3.0 CLASSROOM SESSIONS PER COURSE**

A one-credit course is of 30 classroom sessions of 1 hour each and half credit course is of 15 classroom sessions of 1 hour each and a quarter credit course is of 8 classroom sessions of 1 hour each. Each credit course requires from a student about 100 hours of work, both in and outside the classroom. Students may also be asked to attend workshops/seminars/special lectures by eminent personalities organised from time to time in the Institute for the overall benefit of the students.

### **3.1 Principal Instructor / Course Coordinator**

The faculty member or the first member of a team of faculty members teaching a course will be the Principal Instructor of the course. If a course is being taught entirely by a Guest Faculty that course may be coordinated by one of the faculty members of IIFM.

## **4.0 EVALUATION AND GRADING**

### **4.1 Evaluation Objective**

The objective of evaluation in the programme is to motivate the students, give necessary feedback to them on their relative performance in the class, and to ensure that minimum academic standards are attained along with overall performance. The evaluation of a student's performance and progress is a continuous process. The performance of a student in each course in classroom component shall be evaluated through a combination of components viz., quiz, assignments/projects, presentations, class participation, mid-term class test and Term exams.

The following will be the weightages for various components of evaluation.

<b>1.0 Credit Courses</b>	
<b>Components</b>	<b>Weightage</b>
End Term Examination	30-40%
Mid-term Class Test	20-30%
Quiz (Minimum 2 Quizzes to be Conducted)	10-20%
Assignment (One Group Assignment Compulsory)	10-20%
Class Participation	0-10%
<b>0.5 Credit Courses</b>	
<b>Components</b>	<b>Weightage</b>
End Term Examination	40-50%
Quiz (Minimum 2 Quizzes)	20-30%

Assignment (One Group Assignment Compulsory)	20-30%
Class Participation	0-10%
<b>0.25 Credit Courses</b>	
Components	Weightage
Assignment/Project (One Group Assignment Compulsory)	50-80%
Quiz	20-50%
Class Participation	0-10%

- There is no separate component of Class Presentation
- Assignments to be given to the students well in time so that they can submit it by the pre-decided date but no later than the end of a given term.
- Quizzes and assignments should be evenly spaced out over the term.
- Quizzes cannot be combined.
- Assignment and quizzes cannot be combined.

#### **4.2 Communication of the Evaluation and Grading to the Class**

The faculty members will ensure the following at the beginning of the course:

- (i) Communicate to the class a copy of the course outline and the course outcomes giving the detailed session-wise teaching plan, the various evaluation components to assess the course outcomes and their weightages and the methodology which will be used to determine the attainment of the course outcomes.
- (ii) Communicate assessment components that will be used for assessing the attainment of the course outcomes.
- (iv) Communicate how the course outcomes will be contributing towards the attainment of the programme outcomes.

#### **4.3 Contents of the Course Outline**

Concerned Principal Instructor/Course Coordinators will upload the course outline in academic ERP system at least one week before the commencement of classroom term. The course outline should contain session-wise teaching plan along with the course outcomes, evaluation components and their weightages, how evaluation components will be used to assess the course outcomes, references, etc. The instructor should specify the grading plan in the course outline. The Principal Instructors should ensure that the components of evaluation, the weights attached to them and the grading plan for a course taught by different instructors in different sections are identical.

The following normalised-grading pattern to be followed for all the courses:

A Grade	0-25%
B Grade	30-50%
C Grade	30-50%
D & F Grade	0-15%

In all the core and elective courses, the grading pattern will be relative, and distribution of grades should be approximately normal. While slight deviation from normality is expected and sometimes natural, deviations in either direction should be not be more than 3% in courses with greater than or equal to 30 students and 10% in either direction in courses having less than 30 students.

#### **4.4 Submission of final grade sheet**

The final grades shall be entered and published by each faculty member in the Academic ERP system as per the evaluation pattern declared in the course outline circulated to the students and to the PGP Cell at the commencement of the course. Only one letter grade should be submitted in respect of each component of evaluation. Changes in the evaluation pattern will not be permitted after the commencement of the course/term.

Before publishing the final grades of individual courses, each course coordinator shall pre-publish the marks in Academic ERP. This information shall reach each student through an automated email system. In case the student notices any entry related error in marks, the student must communicate such errors to the concerned course coordinator within 72 hours of pre-publishing of marks.

#### **4.5 Grading System and Required Standards: Classroom Terms**

##### **4.5.1 Grading System**

The grading system is based on relative grading concept on the five-point scale listed below:

A	Excellent	B	Good	C	Satisfactory
D	Low Pass	F	Fail		

In addition, plus (+) or minus (-) signs against A, B, C and D may be added to indicate varying degree of performance, thus in effect; it becomes a thirteen level evaluation. All components of evaluation will be in terms of letter grades only on the basis of relative performance and the expectations of the instructors. These letter grades will be converted separately into grade point up to two decimal places. The numerical values of letter grades are given below:

A+: 4.33	B+: 3.33	C+: 2.33	D+: 1.33
A : 4.00	B : 3.00	C : 2.00	D : 1.00
A-: 3.66	B-: 2.66	C-: 1.66	D- : 0.66

For each component of evaluation generally marks are first awarded which are then converted into letter grades with the instructor deciding the range of marks for each letter

grade. The final letter grade awarded in a course must be within the Normalization grading pattern limits as stated in 3.1.2.

To determine the final grade of a student in a course, the following procedure will be followed:

- a. Corresponding to the letter grade and percent weightage for individual components, the value (up to two decimal places) given in the conversion table (**Annexure 5**) will be assigned. A detailed example is also given in **Annexure 6**.
- b. The values so obtained by a student in various components of evaluation in a course will be added and the sum will be divided by 3 and rounded off to two decimal points to obtain the final (course) grade. The total grade point received by a student as a result of this process will determine her/his final letter grade in the course as detailed in the following table.

Between	4.33	&	3.55	:	A
	3.54	&	2.55	:	B
	2.54	&	1.55	:	C
	1.54	&	0.55	:	D
	0.54	or	less	:	F

#### **4.5.2 Grade Point Average**

Grade Point Average (GPA) for a term is the weighted average of the grade points obtained in the courses by a student in that term, the weights being the respective course credits.

#### **4.5.3 Overall Grade Point Average**

Overall Grade Point Average (OGPA) as at the end of a term, is the weighted average of the grade points obtained in all the courses registered for by a student upto and including that term, the weights being the respective course credits.

#### **4.5.4 Minimum Academic Standards**

A student who is not fulfilling the minimum academic standards as required in (i) and (ii) as given below may apply for improvement examination, as per rule 3.2.5.1 and 3.2.5.2 and can continue in the programme.

(i) For each Classroom Term

In each Classroom segment term, every student must obtain a Grade Point Average (GPA) not less than **2.00**. The GPA for each term will be computed by dividing the aggregate of the total grade points obtained by a student in various courses, including grade points earned in Summer Internship/Project Work/Field Work in a particular classroom term, by the total number of credit units in the term.

In addition to the above requirement, each student should fulfil the following conditions in each term:

- a. The student should not obtain 'F' in more than one course (full credit or half credit or 0.25 credit course);
- b. The student should not obtain 'D' in more than two courses (full credit or half credit or 0.25 credit course);
- c. If the student obtains 'F' in one course (full credit or half credit or 0.25 credit course), she/he should not obtain 'D' in more than one course (full credit or half credit course or 0.25 credit course).
- d. 'F' & 'D' grades obtained in a course in a term includes the grades obtained in Summer Internship/Project Work/Field Work in a particular classroom term.

(ii) On Yearly Cumulative Basis

Besides the above requirement at (i) above, each student should fulfil the following conditions in each academic year on cumulative basis.

- (a) A student should not obtain more than 02 'Fs' (full credit or half credit or 0.25 credit course) in each Academic Year.
- (b) A student should not obtain more than 04 'Ds' (full credit or half credit or 0.25 credit course) in each Academic Year.
- (c) If a student obtains 02 'Fs' in two courses (full credit or half credit or 0.25 credit), she/he should not obtain more than 02 'Ds' (full credit or half credit or 0.25 credit course) in each Academic Year.
- (d) 'F' & 'D' grades obtained in a course in a classroom term includes the grades obtained in Summer Internship/Project Work/Field Work in a particular classroom term.
- (e) If a student fails to meet the requirements (ii) (a to d) above, (s)he will have to appear for improvement examination to meet the academic requirements.
- (f) The above grades and rules shall be applicable for academic performance only.

#### **4.5.6 Failure in Meeting Minimum Academic Standards.**

Every student shall fulfill minimum prescribed academic requirement for each term of the programme. Those students who fail to meet the minimum academic standards in a classroom term as per Rule 4.5.4 will be governed by the following:

- (i) A student will be given only one chance to appear for improvement examination in a maximum of three courses (half credit or full credit) in any one of the terms in an academic year. For shortage of attendance cases resulting in "F" grades, the concerned student will have to repeat the course in which (s)he has shortage of attendance along with the next batch. No. separate classes will be conducted for them.
- (ii) If a student has already appeared for improvement examination in any one term in the first year and still fails to fulfill the minimum academic requirements in that term or again fails to fulfill the minimum academic requirements in another term in the same academic year, he/she can appear for additional improvement examination in the beginning of the second year of the program. If the students fail

in the additional improvement opportunity, in that case he/she shall be asked to withdraw from the program.

(iii) If a student has already appeared for improvement examination in any one term in the second year and still fails to fulfill the minimum academic requirements in that term or again fails to fulfill the minimum academic requirements in another term in the same academic year, he/she can appear for additional improvement examination in the third year along with the next batch. Further following will be applicable in the third year.

- (a) Student can appear for improvement examination in maximum of three courses (half credit or full credit or 0.25 credit) for each term and can appear for only in Term examinations for Half Credit or full credit course and in any one component in 0.25 Credit course having highest weightage.
- (b) If a student is required to appear for additional improvement examination in an elective course, and the elective course is not running in the next academic year then separate question paper will be prepared covering the syllabus of the previous year. In all other cases, the improvement examination will be along with the next batch and will cover the syllabus taught to the current batch and it will be the sole responsibility of the student to study the latest course contents.
- (c) For additional improvement examinations in the third year in any of the term the student is not required to attend the classes.
- (d) Any student who is not completing the programme due to availing of additional improvement chances will not be eligible to sit for placement in any of the years.
- (e) The maximum duration to complete the programme will be 36 months. A student will not be allowed to complete the course beyond 36 months from the beginning of the programme or the completion of the third academic year whichever is earlier.
- (f) A student who is appearing for the improvement/additional improvement will be required to pay the requisite fee and will be solely responsible for finding the dates of the examinations and also to know the contents of the course. The institute in this matter will send no communication to the student.
- (g) A student who is not able to fulfill the minimum academic standards as per 3.2.4 in a term will be provisionally admitted to the next terms and will be provisionally permitted to undergo summer training and the field work components.
- (h) If the student fails to fulfill the minimum academic standards as per 3.2.4, even after availing the additional improvement examination in third year he/she shall be treated as withdrawn from the programme on the declaration of the result.

(i) No appeals made by a student who has been treated as withdrawn from the programme due to non-fulfillment of academic requirements after availing of the above additional opportunities will be entertained.

A student who is not fulfilling the academic standards has to give in writing within seven days of the date of declaration of result that he/she wishes to appear for the improvement examination. If she/he wishes to apply for improvement examination, she/he may request to the Chairperson-PGP for the same within one week (7 days) from the date of the declaration of the result of the respective term. In case a student who fails to meet the minimum prescribed academic standard does not apply for improvement examination within one week (7 days) from the date of declaration of result she/he shall be treated as withdrawn from the programme and shall be communicated to him/her by the Chairperson-PGP. When the students are in the field work/summer internship, the one-week time to apply for improvement examination will be counted from the date of their arrival at the campus.

#### **4.5.7 Improvement Examination**

(a) A student will appear for improvement in term examination, at her/his own cost by the mid of the next class room term (The improvement examination will be conducted, preferably within 15 days after declaration of the result). The grades so obtained will be incorporated in the result of that particular course in which the student has appeared for improvement examination and the weightage will remain the same as communicated originally in her/his first appearance. However, in case the students obtain a lower grade & grade points/GPA in the improvement/additional improvement examinations in a particular course, the higher grade & grade points/GPA obtained by the students in the previous examination(s) of the course(s)/improvement/additional improvement examinations shall be considered for calculating the Grade Point Average (GPA) in a classroom term.

(b) A student can appear for improvement examination of the courses in which he/she obtained 'D' & 'F' grades only in a classroom term.

(c) In case 'D' & 'F' grades are not obtained by a student and the minimum prescribed GPA requirement is not fulfilled, he/she can appear for improvement examination of any course except Summer Internship/Project Work/Field Work, as per his/her choice.

(d) In case 'D' & 'F' grades are obtained by a student in Summer Internship/Project Work/Field Work and the minimum prescribed GPA requirement is not fulfilled in a classroom term and a student cannot fulfil the minimum prescribed academic standards even after appearing for improvement examination/additional improvement examination in a classroom term, in such cases the Director on the recommendation of the PGP committee may permit the students for repeating Summer Internship/Project Work/Field Work as a special case.

(e) An examination fee of Rs. 1000/- per course will be charged from the student for appearing in the improvement examination.

(f) Suitable entry shall be made in the transcript against courses passed by improvement examination.

(g) Students who receive D, F grades on account of shortage of attendance will not be eligible to write the improvement examination (irrespective of GPA). (S)he will have to repeat/complete those courses along with the next batch in the concerned classroom term.

**4.5.8 Minimum academic requirement to be fulfilled by a student to undergo Summer Internship.**

A student who has been permitted to appear in improvement examination(s) or required to appear with the next batch may be allowed to undergo Field Work (FW), Summer Internship (SI) and Project Work (PW)/Industry Project.

**4.5.9 Evaluations system for Summer Internship (SI)**

As the summer internship (SI) has a direct bearing on placements, it is expected that an IIFM student not only submits a high-quality SI report but also performs optimally at the host organization under the guidance of the Reporting Officer. Each student shall be allotted a faculty member, preferably from the faculty area having expertise in the SI to be undertaken, who shall act as a Guide for the Summer Internship study for that student. The overall performance of the student in the Summer Internship shall be evaluated based on the following:

- (a) The Institutional Normalization Grading Pattern suggested for the classroom-term courses will not apply to internal evaluation/external evaluation/overall grades of Summer Internship.
- (b) The grading system of Summer Internship shall be based on the five-point scale as given below:

A : Excellent	B : Good	C : Satisfactory	D : Low Pass	F : Fail
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In addition, plus (+) or minus (-) signs against A, B, C and D may be added to indicate varying degree of performance, thus in effect it becomes a thirteen level evaluation.

- (c) External evaluation by the Reporting Officer of the organization to which the student is attached will have a weightage of 50%.
- (d) The Reporting Officer will award one single letter grade for each student for SI. The Chairperson, SI shall communicate to the Reporting Officer a prescribed format indicating various criteria of evaluation for grading and the Reporting Officer shall award one single letter grade ranging from 'A+' to 'F' to the student(s).
- (e) Internal evaluation at IIFM is to be done by two faculty members one of whom shall be the faculty guiding the student. The weightage of various internal components will be as follows:

Evaluation Component	Faculty Guide	Faculty Evaluator
Report Evaluation	15%	15%
Presentation	10%	10%
Total	25%	25%

- (f) Each of the Internal Evaluators shall submit separate grades for report & presentations of the SI for each student on the date notified by the SI Cell.
- (g) The students shall submit a copy of the Summer Internship Draft/Final report to the organization as per their requirement and to the PSIC on the date notified by the Cell and also make presentation of the same.
- (h) Each student is expected to come out with Research paper/article, case study, technical paper or an entrepreneurial idea from the SI work and should be submitted to the PSIC cell.

**A student has to comply with the following for successful completion of SI:**

- (i) A student shall complete her/ his Summer Internship work within the stipulated time.
- (ii) Once placed, a student is not allowed to change her/ his host organization.
- (iii) Submission of the Joining Report before the deadline as notified by the PSIC is imperative
- (iv) Every student is advised to carefully go through the 'General Instructions for Report Writing' which will be provided by the Cell before the commencement of the SI.
- (v) The SI will conclude with the submission of a report by the student (along with a presentation) to the RO/ Host Organization. On completion of the SI, the organization will issue the following:
  - (a) Relieving/ No Objection/ No Dues Certificate
  - (b) Work Experience Certificate for the student
  - (c) Declaration by the organization/ RO for the SI report in the prescribed format.
- (vi) A student shall submit her/ his Summer Internship report to the PSIC on or before the specified date failing which the student may be awarded an 'F'grade for the component.

Comprehensive guidelines for Summer Internship (SI) shall be issued to all the students by PSIC. The Chairperson (SI) shall upload the component wise grades on the Academic ERP.

#### **4.5.10 Evaluation System of Project Work/Industry Project**

(a) A faculty member from the Institute, preferably from the subject area, shall act as Guide for each student to conduct the Project Work (PW)/Industry Project (IP) study. The students are expected to submit a copy of the final project work/research work report, at least three working days before the date notified for the respective presentations or on or before the date notified by the PW/IP/MRW Cell.

The following are the different components & weightage of project work evaluation.

(b) The Institutional Normalization Grading Pattern suggested for the classroom-term courses will not apply to internal evaluation/external evaluation/overall grades of Project Work.

(c) The grading system of Project Work shall be based on the five-point scale as given below:

A : Excellent	B : Good	C : Satisfactory	D : Low Pass	F : Fail
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In addition, plus (+) or minus (-) signs against A, B, C and D may be added to indicate varying degree of performance, thus in effect it becomes a thirteen level evaluation.

(d) External evaluation by the Project Work/Industry Project Advisor/Guide of the organization to which the student is attached will have a weightage of 50%.

(e) The Project Work/Industry Project Advisor/Guide will award one single letter grade for each student for Project Work/Research Work. The Chairperson, PW/IP/MRW shall communicate to the Project Work/Industry Project Advisor/Guide a prescribed format indicating various criteria of evaluation for grading and the Project Work/Industry Project Advisor/Guide shall award one single letter grade ranging from 'A+' to 'F' to the student(s).

(f) Internal evaluation at IIFM to be done by two faculty members one of whom shall be the faculty acting as guide. The different components and weightage of Project Work/Industry Project evaluation are:

Evaluation Component	Faculty Guide	Faculty Evaluator
Report Evaluation	15%	15%
Presentation	10%	10%
<b>Total</b>	<b>25%</b>	<b>25%</b>

(g) Each of the Internal Evaluators shall submit separate grades for report & presentation of the Project Work/Industry Project for each student on or before the date notified by the PW/IP/MRW Cell.

- (h) The students shall submit a copy of the Project Work/Industry Project Preliminary/Final report to the organisation as per their requirement and to the PW/RW Cell on the date notified and also make the presentation of the same.
- (i) Each student is expected to come out with Research paper/article, case study, technical paper or an entrepreneurial idea from the Project work/Industry Project and should be submitted to the PW/IP/MRW cell.
- (j) The comprehensive guidelines for Project work (PW)/Industry Project/Research Work shall be communicated to all the students by Project Work Cell/Industry Project Cell. The Chairperson, PW/IP shall upload the final grades on Academic ERP by the due date.

#### 4.6 **Evaluation System of Field Work (FW)**

Overall performance of the student in Fieldwork shall be evaluated based on the guidelines and evaluation system as decided by the Field Work Committee and approved by the Director. Such guidelines shall be communicated to the students before the beginning of the FW.

- (a) The Institutional Normalisation Grading Pattern suggested for the classroom-term courses will not apply to internal evaluation/external evaluation/overall grades of Fieldwork.
- (b) Grades for field work report & presentation for each student shall be submitted by two internal evaluator (as decided by the FW Committee) to the Field Work Cell.
- (c) Each student/group shall submit a copy of the Field Report, Diary & other reports required by the Field Work Cell on or before the date notified by the Cell.

The Internal Evaluators shall award only letter grades to each student as given below:

- Internal Evaluator-1 = 50% Weightage
- Internal Evaluator-2 = 50% Weightage

This component will be evaluated by the Field Work Chairperson who shall award only letter grades for each student.

- (d) The grading system of Field Work shall be based on the five-point scale as given below:

A : Excellent	B : Good	C : Satisfactory	D : Low Pass	F : Fail
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In addition, plus (+) or minus (-) signs against A, B, C and D may be added to indicate varying degree of performance, thus in effect; it becomes a thirteen level evaluation. The criteria for evaluation on the thirteen-point level shall be communicated by the Chairperson Field Work to the internal evaluator.

- (e) The comprehensive guidelines for Field Work (FW) shall be circulated to all the students by Field Work Cell. The Chairperson (FW) shall upload the final grades on Academic ERP by the due date.

## **4.7 Guidelines for Elective Courses**

### **4.7.1 MBA (Forestry Management)**

The choice of floating elective courses vests with the faculty. A student has to choose five elective courses of one credit each both in Term-IV and Term-V. The list of elective courses that shall be offered by faculty members will be shared with the students well in advance.

### **4.7.2 MBA (Sustainability Management)**

The choice of floating elective courses vests with the faculty. A student has to choose four elective courses of one credit in Term-IV and three elective courses in Term-V. The list of elective courses that shall be offered by faculty members will be shared with the students well in advance.

#### **4.7.2.1 Course of Independent Studies (CIS) During Term IV.**

A student who obtained OGPA of 3.55 and above upto Term-II can choose ONE Course of Independent Study (CIS) in lieu of an elective course in Term-IV. If a student is opting for CIS (in lieu of an elective course) in such case the student is required to choose only THREE elective courses (i.e., 3 elective courses + 1 CIS) in Term-IV.

#### **4.7.3 MBA (Development and Sustainable Finance) & MBA (Sustainable Development)**

The choice of floating elective courses vests with the faculty. A student has to choose four elective courses of one credit each in Term-IV and in Term-V. The list of elective courses that shall be offered by faculty members will be shared with the students well in advance.

#### **4.7.3.1 Course of Independent Studies (CIS) During Term V.**

A student who obtained OGPA of 3.55 and above upto Term-II can choose ONE Course of Independent Study (CIS) in lieu of an elective course each in Term-IV & V. If a student is opting for CIS (in lieu of an elective course) in such case the student is required to choose only THREE elective courses (i.e., 3 elective courses + 1 CIS) in Term-IV & V

#### **4.7.4 Guidelines for Course of Independent Studies (CIS)**

The students should work independently on the CIS project. A faculty member will act as CIS Advisor. Any publication coming out of a CIS work shall have the student as first author.

- (i) The process of CIS shall start at the beginning of term III for Term-IV and at the beginning of Term-IV for Term-V. The topic and Guide shall be finalized before the beginning of the respective classroom term.
- (ii) A faculty member can guide upto two students for CIS.

#### **4.7.5 Evaluation of Course of Independent Study**

The evaluation of CIS students will be done in two stages. In the first stage the synopsis has to be presented by the student in the presence of MBA students, the CIS advisor and one faculty from the concerned subject area, who will be the faculty evaluator for the CIS. The students are expected to submit a copy of the synopsis and final CIS report, at least three working days before the date notified for the respective presentations or on or before the date notified by the PGP Cell.

The following are the different components & weightage of CIS evaluation.

Evaluation Components	CIS Advisor		Faculty Evaluator	
Synopsis (20%)	(10%)		(10%)	
End term presentation & evaluation	Report (30%)	Presentation (10%)	Report (30%)	Presentation (10%)

The Concerned CIS Advisors & Faculty Evaluators are expected to submit the final grade of the CIS within the same date as notified for the other courses of that term.

### **5.0 SYSTEM OF EVALUATION FEEDBACK AND PROVISION FOR APPEAL BY THE STUDENTS.**

#### **5.1 System of giving evaluation feedback to the Students.**

The evaluation feedback of the quizzes, assignments, Mid Term Exam etc. will be communicated to the students by the course faculty through returning the same to the students after evaluation as and when these are conducted but not later than the start of the end term examination. However, no photocopies of the original evaluated answer sheets of any papers/courses shall be provided either to the students or to any other student/ persons on any ground.

In case a student miss internal evaluation component(s), if any, s/he shall not approach the concerned faculty for re-examination of the missed internal evaluation component. The student(s) who miss the internal evaluation component shall submit an application, along with relevant documents/reasons for missing the evaluation component, for conducting re-examination to the Chairperson, PGP and the students who are permitted by the Chairperson, PGP shall only be allowed to appear for the re-examination of the internal evaluation component(s) missed by the students.

#### **5.2 Provision of request for re-evaluation of Answer Sheets by the students.**

The Principal Instructors/Course Coordinators will pre-publish the results on the ERP system and the marks obtained by a student in various components of evaluation will be communicated to the students by email through the ERP link. After going through the results if a student feels that there are some discrepancies concerning the evaluation Mid Term & End Term Examination, the student will indicate the same in a prescribed re-evaluation form and submit it to PGP Cell within 3 working days of receiving the marks/grades. Request for revaluation of other evaluation components such as quiz, assignment, etc., shall not be considered. Student will also pay the requisite fee as prescribed, and submit copy of the receipt to the PGP Cell. The PGP Cell will forward the

form to the Principal Instructor/Course Coordinator for revaluation. The result of revaluation will be communicated to the student within 7 days of receipt of form and payment of fee. Fee of **Rs.500** per course shall be charged from the student for revaluation of the answer sheets. No requests for revaluation will be entertained after three days from the date of pre-publishing of the results on the ERP.

## **6.0 GUIDELINES FOR EXAMINATIONS**

### **6.1 Use of audio-visual during term examinations.**

The term exam answer sheets can be subjected for revaluation; therefore, the audio-visual inputs should not be used for term examinations. If the course content demands use of audio-visual for evaluation, they can be incorporated with other components of evaluation, such as quiz, assignment, etc.

### **6.2 Open book examination.**

Open book and notes examination during term exam may be avoided. However, if a Principal Instructor/Course Coordinator very strongly feels and has indicated it in the approved course outline, in that situation only one standard text book may be allowed for reference during the examination. In no case, loose notes and class notes will be permitted during term examinations.

### **6.3 General Examination Rules and Regulations**

- (a) All students should occupy their respective seats five minutes before the scheduled time. Any student found not occupying her/his allotted seat at the scheduled commencement time of the examination may be disallowed from the examination. The students should put their signature on the attendance sheet circulated.
- (b) Students are not permitted to use pencils for writing answers in examinations.
- (c) Students are not permitted to carry any of their bags/folders/notes/mobile/cell phones/ digital watch/electronic gadgets into the examination hall. All such materials, other than those specified by the instructor or the PGP Cell, must be kept outside the examination hall/classroom before the start of the examination. The student must ensure that no such material is found near their allotted seat.
- (d) The student shall not go out of the examination hall without the prior permission of the invigilator. Ordinarily no student shall be permitted to temporarily leave the examination hall while the examination is in progress. However, permission to temporarily leave the hall may be granted in exceptional circumstances.
- (e) Where the examination is for more than two hours no such permission shall be given during the first one-and-a-half hours and during the last half-an-hour of the examination.
- (f) Where the examination is of two hours or less, the students will not be permitted to leave the examination hall at all.

- (g) Not more than one student shall be permitted temporary absence from the examination hall at any given time.
- (h) The student should not refer to any book, paper or other notes, mobile phone, electronic gadgets, except where open book examination is conducted and permission has been granted by the course coordinator for the same.
- (i) Consultation with another student in any form is prohibited. Anyone who wilfully provides assistance to fellow students will also be considered as guilty of violation of rules. When the examination is in progress, if any student is found to be 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.
- (j) The students must hand over their answer sheets to the invigilator before leaving the examination hall. Under no circumstances, the answer books are to be taken out of the examination hall.
- (k) Unused supplementary sheets should be returned to the invigilator along with answer sheets. Appropriate action will be taken against those who are in possession of unused supplementary sheets.
- (l) Concerned Principal Instructors/Course Coordinators (as Invigilators) have been authorised to summarily disqualify any student who is found to contravene any of these instructions or resort to any unfair means.
- (m) There will not be any make up/re-examination because of absence from term examinations on any ground. Students on authorised leave on medical ground or otherwise may be given an opportunity to repeat course(s) or appear in an examination in the same or next academic session with the next batch, if so permitted by the PGP Committee.
- (n) Students should not write anything (except name and roll number) pertaining to the subject matter on the question paper. The students should not tear-off any page from the main/supplementary answer sheets.
- (o) Students should not write anything other than the answers to questions asked in the relevant question paper (notwithstanding rough work related to the exam). Any mark, inscription, annotation, remarks, appeal that purportedly reveals or attempts to reveal the identity of the examinee or is directed to influence the examiner in any extraneous manner with an intention to compromise the spirit of an impartial evaluation system will be treated as unfair means and will be dealt with as per Rule 5.0
- (p) Breach of examination rules and regulations will be dealt with strictly including award of 'F' Grade in the concerned course or even expulsion from the programme as outlined under the disciplinary norms mentioned in Rule 10.0.
- (q) In case of online exams, all students are expected to log in the designated exam portal at least 10 minutes before the start of the exam time to avoid any last minute login related issues.
- (r) Using Unfair Means (UFM) – please refer to Rule 10.1 of this section.

## **7.0 APPROVAL OF TERM WISE GRADES**

The results of all the terms will be approved by the PGP committee and will be ratified by the Faculty Council. The Chairperson-PGP will communicate the result to the students. If there is a clear-cut case of not meeting the standards of academic requirement by any student, that student can be asked to withdraw from the MBA programmes by the PGP Chairperson after approval by the Director.

## **8.0 NO DUES CERTIFICATE**

All the MBA 2025-2027 batch students should complete the “No Dues Certificate NOC)” process by the end of Term-V & submit the same to the PGP Cell before leaving the campus.

## **9.0 ATTENDANCE REQUIREMENT**

- (a) It is expected that students attend all the classes in each term of the course.
- (b) A student has to ensure minimum 90% attendance (27 sessions in a 30 sessions full credit course and 13 sessions in a 15 session half credit course and 6 sessions in a quarter credit course) in every classroom terms per course. The absence in the above 10% sessions will not require any documentation.
- (c) A further relaxation of 10% (3 sessions in a full credit course, 2 sessions in a half credit course & 1 session in a quarter credit course) may be considered only under the following cases subject to submission of application by the student & relevant documents.
  - Hospitalisation of students (It will require all relevant documents to be submitted to the PGP Cell).
  - Critical illness of the students, subject to submission of certificate from the Institute's doctor.
  - under rare cases/medical reason which involves hospitalization/acute illness/unforeseen tragedy in family/family issues like marriage etc., subject to submission of relevant documents/proof in support of the application.
- (d) Under no circumstances the absenteeism of the students should be more than 20% (including b & c above).
- (e) A student having not meeting to the above criteria will have the following grade cuts:

No. of Sessions not Attended in courses			Grade Cut	Grade Cut	Grade Cut
1 Credit	0.5 Credit	0.25 Credit	1 Credit Course	0.5 Credit Course	0.25 Credit
3	2	1	0	0	0
3+1	2+1	1+1	0.35 Grade Points	0.18 Grade Points	0.09 Grade Points
3+2	2+2	-	0.55 Grade Points	0.28 Grade Points	-
3+3	-	-	0.75 Grade Points	-	-
7 & above	5 & above	3 & above	F Grade	F Grade	F grade

- (f) If a student has obtained 'F' Grade in a particular course in addition to that a student has attendance shortage in that particular course, then the grade cuts will be made from the total grade points obtained by the student in that term and she/he will not be allowed to appear for improvement in that course.
- (g) The attendance of each course is recorded on the ERP by the faculty concerned which is also visible to the students on a daily basis. The students must bring to the notice of the concerned faculty regarding any discrepancy within 2 working days of the session in which the discrepancy was found. Keeping track of attendance will be the sole responsibility of the student and PGP Cell or any faculty member will not send any separate communication to the students in this regard.
- (h) The students obtaining 'F' grades or more than two "D" grades on account of shortage of attendance and fails to fulfil the minimum prescribed academic standards on account of 'F' grades or "D" grades obtained due to shortage of attendance will have to come in the third year and repeat the term for the subjects in which they had shortage of attendance to fulfil the minimum prescribed academic standards in a particular classroom term. The students will have to pay the requisite fee for the same on pro rata basis as decided and communicated by the PGP Cell.
- (i) No re-examination or make up examination or improvement examination will be allowed to the students who obtained "F" & "D" grades on account of shortage of attendance and fails to fulfil the minimum prescribed academic standards on account of "F" or 'D' grade obtained due to shortage of attendance.
- (j) It shall be the sole responsibility of the student to contact the PGP Cell and write exams. Hostel facilities shall not be provided to the students in such cases.
- (k) No appeals against the grade cuts will be entertained.
- (l) Students submitting the required documents for attendance consideration within the limits as specified above must ensure that they are submitted in hard copies to the PGP Cell within 3 days of availing the leave. These will also apply to the documents submitted with respect to involvement in any Institute activities duly endorsed by the concerned faculty in-charge/chairperson within 3 working days of the end of the concerned term.

### **9.1 Attendance for Extra Classes**

One credit course comprises of 30 sessions and half credit course comprises of 15 sessions and quarter credit course is of 8 sessions. Official attendance (for the purpose of the minimum attendance requirement) will contain attendance for only 8 sessions for quarter credit course, 15 sessions for half credit course and 30 sessions for one credit course. Attendance for any extra class should not be part of the official attendance sheet. Attendance for all the courses shall be marked on the Academic ERP which shall also be visible to the students.

## 9.2 Attendance during Summer Internship

- (a) It is mandatory for the students to have 100% attendance in the host organisation during the Summer Internship.
- (b) However, absence occasioned by medical/ personal/ unforeseen emergency/ exigency at host organisation which has been duly notified to and approved by the Reporting Officer and Chairperson SI may be permitted upto two days.
- (c) A student not adhering to the criteria (1) and (2) above will have the following grade cuts from the grades points obtained in the external evaluation component:

No of Days Absence at Host Organisation	
Days	Grade Cut
1	0.35 Grade Point
2	0.55 Grade Point
3	0.75 Grade Point
4 & above	F Grade

- (d) It is mandatory for the students to have 100% attendance in pre-internship and the post-internship sessions (briefings, presentations etc.) held at IIFM.
- (e) However, absence occasioned by medical/personal/unforeseen emergency/ exigency in pre-internship and the post-internship sessions which has been duly notified to and approved by the Chairperson SI may be permitted upto two sessions.
- (f) A student who is not adhering to the criteria (4) and (5) above will have the following grade cuts from the grades points obtained in the internal evaluation component:

Absence from Pre and Post Internship Sessions	
Sessions	Grade Cut
1	0.35 Grade Point
2	0.55 Grade Point
3	0.75 Grade Point
4 & above	F Grade

## 9.3 Attendance during Project Work/Industry Project

9.4

- (a) It is mandatory for the students to have 100% attendance in the host organisation during the Project Work/Industry Project
- (b) However, absence occasioned by medical/ personal/ unforeseen emergency/exigency at host organisation which has been duly notified to and approved by the Project Work/Industry Project Advisor/Guide and Chairperson Project Work may be permitted up to two days.
- (c) A student who is not adhering to the criteria (a) and (b) above will have the following grade cuts from the grades points obtained in the external evaluation component:

No of Days Absence at Host Organisation	
Days	Grade Cut
1	0.35 Grade Point
2	0.55 Grade Point
3	0.75 Grade Point
4 & above	F Grade

- (d) It is mandatory for the students to have 100% attendance in all pre and the post-Project Work/Industry Project sessions (briefings, presentations, etc.) being held at IIFM.
- (e) However, absence occasioned by medical/ personal/ unforeseen emergency/exigency in pre/post briefing/presentation sessions which has been duly notified to and approved by the Chairperson Project Work/Industry Project may be permitted up to two sessions.
- (f) A student who is not adhering to the criteria (d) and (e) above will have the following grade cuts from the grades points obtained in the internal evaluation component:

Absence from Pre and Post Project Work Sessions	
Sessions	Grade Cut
1	0.35 Grade Point
2	0.55 Grade Point
3	0.75 Grade Point
4 & above	F Grade

## 9.5 Attendance during Field Work

- (a) It is mandatory for the students to have 100% attendance in the field work place/host organisation during the field work.
- (b) However, absence occasioned by medical/ personal/ unforeseen emergency/exigency at host organisation which has been duly notified to and approved by the Fieldwork Chairperson may be permitted up to two days.
- (c) A student who is not adhering to the criteria (1) and (2) above will have the following grade cuts from the grades points obtained in the external evaluation component:

No of Days Absence at Host Organisation/Field Tour	
Days	Grade Cut
1	0.18 Grade Point
2	0.28 Grade Point
3	0.38 Grade Point
4 & above	F Grade

## **9.6 Attendance during Institutional Activities/Programmes/Events**

It is mandatory for the students to have 100% attendance during Institutional Activities/Programmes/Events held at the Institute. These include the talk series by alumnus/guest lectures/visits and talks by eminent personalities/placement & personality grooming session/language aptitude sessions and various other sessions.

Absence from such Institutional Activities/ Programmes/Events will lead to:

- (a) In the first instance, issuance of a letter calling for explanation to the student and imposition of appropriate penalty as approved by the Competent Authority which will be also communicated to the student's parent/guardian.
- (b) In case of recurrence of such absence the student's parent/guardian will be called to the campus and the student will give an undertaking in the presence of the parent/guardian not to repeat such behaviour.
- (c) In case of further recurrence of absence, the student will be directed to withdraw from the programme. If the student does not withdraw from the programme on being so directed, he/she will be liable for expulsion from the programme and the Institute.

## **9.7 Proxy Attendance**

Practising proxy attendance is a serious offence and suitable disciplinary action shall be taken by the PGP Disciplinary Committee. If the actual perpetrator could not be identified, the entire class will be made responsible for the offence and PGP Committee will recommend suitable disciplinary action.

## **9.8 Presence in the campus**

- (a) All students are required to stay on campus during the entire duration of the programme.
- (b) Students can leave the campus only during Vacations, Summer Internship, Project Work and Field Work
- (c) Students should leave the campus only with prior authorization and permissions during vacations.
- (d) If any student stays outside the campus overnight without proper authorisation, he/she will be:
- (e) In the first instance, issued a letter calling for explanation to the student and imposition of appropriate penalty as approved by the Competent Authority which will be also communicated to the student's parent/guardian.
- (f) In case of recurrence of such absence the student's parent/guardian will be called to the campus and the student will give an undertaking in the presence of the parent/guardian not to repeat such behaviour.

(g) In case of further recurrence of absence, the student will be directed to withdraw from the programme. If the student does not withdraw from the programme on being so directed, he/she will be liable for expulsion from the programme and the Institute.

#### **9.8 Recording of Attendance**

The attendance shall be taken in a manner as duly notified by the PGP Cell from time to time.

#### **9.9 Use of Mobile Phones and Laptops in Classrooms and during Institutional Activities/Programmes/Events**

Students are strictly forbidden from carrying mobile phones and laptops to the classrooms and during Institutional Activities/ Programmes/Events unless specifically instructed to carry them. Appropriate disciplinary action will be taken in case of unauthorised use of mobile phones and laptops.

#### **9.10 Adherence to Class Time Table**

- (a) The announced time table should be strictly adhered to.
- (b) The rescheduling of the classes shall be permitted only in exceptional cases with prior notice.
- (c) However, swapping of classes with other faculty members shall be allowed with due intimation to the PGP cell.

### **10.0 DISCIPLINARY NORMS**

#### **10.1 Academic Discipline and General Conduct**

Apart from the Academic norms set above, every student is required to fulfil the following disciplinary norms:

- (a) The Institute expects its students to conform to strict norms of integrity, honesty and good conduct in all their dealings. It also expects the students to abide by the rules of the Institute both in letter and spirit.
- (b) A gender sensitive environment creates the right conditions for fullest utilization of human potential. IIFM advises all its students to exercise utmost vigilance in this regard and not engage in any behaviour that disrupts gender amity on the campus. Any breach of the above, will attract appropriate disciplinary action.
- (c) As per directions of the Hon'ble Supreme Court, ragging in technical institutions is unacceptable activity and deserves severe punishment. Hence, all the students of IIFM are expected not to indulge in any form/way of ragging activities. Strict vigilance and random checking will be undertaken by the anti-ragging committee/squad, and severe punishment will be imposed, including expulsion from the institute, whenever a student is found to be violating the Hon'ble Supreme Court's directions by indulging himself/herself in the act of ragging.

- (d) This is a residential programme and all students are required to stay in the campus hostel.
- (e) Smoking and consumption of alcoholic beverages on the campus is strictly prohibited.
- (f) The students shall attend all sessions of each course in each classroom term, lectures by guest faculty, and other programmes, which may be arranged by the Institute for the students.
- (g) Attendance in the Fieldwork segments, Summer Internship and Project Work module shall be as per the rules of the Institute and the organisations to which the students are attached.
- (h) The students shall ensure high ethical standards and integrity. Adoption of dishonest and unfair means at any stage of the programme will attract severe penalty and may lead to expulsion from the Institute.
- (i) The Institute attaches utmost importance to integrity and honesty in all academic activities of the students. The students must maintain strict discipline in the classroom; in writing assignments; undertaking Field Work and Summer Internship; appearing in examinations, tests, quizzes, take-home assignments, and all other segments of academic work. Resorting to copying or helping other students to copy in any way in the examination halls, quizzes, home assignments or any other elements of evaluation or passing or receiving papers in connection with any academic work to be evaluated or canvassing for grades is strictly prohibited. Unless otherwise specified by the instructor, the students shall not collaborate in any way so far as their writing effort is concerned in connection with home assignments. Students should not bring any reading material in hard copy or soft copy to the examination hall during the examination. Students who are in possession of any reading material in hard copy or soft copy whether related to the examination or not, will be treated as adopting unfair means (UFM) in the examination and shall be awarded "F" grade in the said examination. A student awarded "F" Grade due to Unfair Means is not eligible for repeating the particular course at any point of time.

Use of unfair means in any evaluation components, including the Mid Term and End Term examinations will attract disciplinary action and the punishment will include award of an 'F' grade (Zero Grade Points) in the concerned course with suitable entry in the grade sheet/expulsion from the program. If a student is found to have adopted unfair means in the Mid Term Examination, he/she shall be awarded "F" grade (Zero Grade Points) in the Mid Term Examination component only and if a student is found to have adopted unfair means in the End Term Examination he/she shall be awarded "F" grade in all the evaluation components of that particular course. In case a student is found to have repeated the act of copying or collaborating in copying or have used unfair means in examinations for the second time, she/he will be expelled from the Institute.

- (j) It is expected that all the students must attend all official functions of the Institute. The students while attending the official functions must maintain formal/proper dress code. Students must abstain from indulging in any behavior or making unwanted remarks/comments which may tarnish the image and expectations of the Institute at such functions. Contravention of the above norms may invite disciplinary action as decided by the PGP committee.
- (k) The students are not allowed to carry any eatables in the classrooms, examination hall, library and computer centre.
- (l) In classrooms the use of laptops and mobile phones may be permitted by individual faculty depending on pedagogy used. However, in quizzes, midterm tests and exams, unless specifically instructed, the use of mobile phones and laptops is not permissible.
- (m) Unauthorised audio/video recording of class room /field sessions of faculty/guest faculty using electronic or other devices is strictly prohibited.
- (n) In case of breach of academic discipline in the class, if considered significant by the faculty, the matter may be reported to the PGP Committee for disciplinary action.
- (o) Any disqualification (Academic requirement, Use of unfair means) shall debar the students from becoming eligible for award of scholarships and scholastic medals.

## **10.2 Disciplinary Committee**

In the event of any student not adhering to the academic discipline and general conduct expected of her/him, a complaint could be registered against the student(s) concerned. An inquiry into such complaint(s) is conducted by PGP Committee which will also act as the Disciplinary Committee for all the students.

## **10.3 Procedure for Disciplinary Actions**

On receiving a complaint against a student or acting suo motto, the Chairperson-PGP shall initiate disciplinary action against any student for any alleged misconduct. In such cases, the following procedure shall be adopted:

- (a) The Chairperson-PGP seeking explanation for the breach of discipline will issue a letter to the involved student.
- (b) On obtaining the response from the involved student the matter will be discussed in the PGP Committee. If the PGP Committee is not satisfied with the response of the involved student, it shall refer the matter to the Central Disciplinary Committee (CDC) for enquiry. The student would be given an opportunity to explain her/his case before the CDC. The CDC may call others also for facilitating the inquiry. At the conclusion of the inquiry, the CDC shall forward its findings and recommendations to the PGP Committee.

## **11.0 ACADEMIC INTEGRITY POLICY**

### **Preamble**

The Indian Institute of Forest Management places the highest importance to academic integrity. The creation of original academic content, whether by faculty or students is an important part of IIFM's academic ethos. In this context, IIFM considers plagiarism as a very serious misdemeanor. IIFM's academic integrity policy aims not only to curb plagiarism, but to also encourage its academic community to create original work and to maintain highest standards of ethics and scholarship. The academic integrity policy should be seen as a key enabler in the pursuit of IIFM's vision to be an international leader in teaching, training, research and consultancy in the areas of environment, development and forest management.

### **Definition**

Plagiarism is the deliberate submission, in print or over the internet, of previously written work without proper attribution. It would be considered plagiarism if a substantial unattributed similarity is found with published or unpublished work, even if the previous work is of one's own. Plagiarism would involve copying of sentences, paragraphs or lengthy extracts that exceed reasonable limits from written work or from the internet. The written work can include, but is not limited to, theses and dissertations, consultancy and research reports, summer Internship reports, articles, blogs, scientific papers, synopses, term papers and class assignments.

### **Detection of Plagiarism**

The prime responsibility of submitting original work lies with the author(s). In the case of multiple authors, while the first author is primarily responsible, the others are also responsible in checking the document before it is submitted. IIFM will, from time to time, hold workshops and trainings for its academic community to spread awareness about plagiarism with a view to empower content creators to produce original content. IIFM will also take other necessary steps to provide any assistance that is helpful in curbing plagiarism.

### **Action against Plagiarism**

IIFM will deal with all allegations of plagiarism in consonance with notified regulations and following principles of natural justice. Matters pertaining to plagiarism will be handled by an Academic Integrity Panel constituted by IIFM. Depending on the nature, extent and frequency of plagiarism, the committee will recommend disciplinary action.

## **SECTION 2**

### **RESIDENTIAL SERVICES & HOSTEL RULES**

#### **12.0 RULES & REGULATIONS FOR HOSTEL**

1. The MBA in Forestry Management, MBA in Sustainability Management, MBA in Sustainable Development, MBA in Development & Sustainable Finance and Doctoral Programme in Management (DPM) programmes are residential programmes and, thus, hostel accommodation is provided to all the students of these three programmes.
2. At the time of admission, every student has to submit a written undertaking in the prescribed form, countersigned by her/his parent/guardian, to the extent that she/he will abide by the rules and regulations of the Hostel.
3. At the time of admission of a student into the Hostel and at the beginning of every year, each resident is mandatorily required to submit a duly filled in prescribed Personal Data Form, containing the current address, mobile and/or the telephone number and the e-mail address of the parents (both father and mother)/ guardian. Any change in this information at any point in time has to be intimated to the Hostel office in writing.
4. All residents are required to maintain good behavior. They are expected to behave courteously and fairly with everyone.
5. Upon joining the Institute, students are required to occupy the self-contained rooms allotted to them. The allotment of rooms is planned to achieve heterogeneity in groups occupying each block concerning their academic background, language(s) spoken, work experience, etc. No student is permitted to occupy the room that is not allotted to him/her or mutually exchange room with any of the hostel inmates. However, in case of exigencies, the Hostel Warden, without assigning any reason, may shift inmates from one room to another.
6. On being allotted a room, the students occupying the room should take charge of the facilities provided and submit the Room Inventory Form to the Hostel Assistant within a day of occupying the room.
7. If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place on the Hostel premises, boarders should or raise the complaint through Institutes ERP system.
8. Damage to hostel property including defacing of walls, doors, almirahs, by writing/ painting on them and/or by hammering nails into the walls, damage to furniture and other fixtures shall attract penalties and disciplinary action. Losses may be charged to the student(s), individually or collectively as the case may be.
9. Loss of key issued to the students for almirah, room etc. should be immediately reported to the Hostel Office in writing and replacement of key will be done on a chargeable basis.

10. Students are permitted to occupy their rooms for the duration of the course. However, to facilitate effective utilization of hostel facilities, students shall be required to vacate their rooms during term breaks, fieldwork (FW), project work (PW), industrial project (IP) and summer internship (SI). All students shall leave their respective room keys with the hostel office before proceeding for Field Work, Project Work, Industry Project and Summer Internship. Students can keep their luggage in the store room under intimation to the Hostel office staff.
11. During the summer internship/Project work/Industry project period, if any student requires hostel facilities, she/he must take prior approval of the Hostel Warden duly forwarded by the Chairperson- Summer Internship/Project Work/Industry Project. During this period, all hostel rules and regulations will apply to the boarders, including outstation rules.
12. It will be a student's responsibility to hand over the keys and collect a clearance certificate on vacating her/his room during vacation/ fieldwork/ summer internship and on leaving the Institute. The clearance certificate may be obtained from the Warden's office.
13. Students will provide the Hostel Attendant/Manager and maintenance personnel access to their rooms at all reasonable times so that they may inspect the building, water supply and other items, and carry out such normal repairs as may be considered necessary for maintenance.
14. The rooms, common areas and surroundings of the Hostel should be kept clean. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should avoid using non-biodegradable items, such as plastic carry bags.
15. The students are advised to lock their rooms whenever they leave the room. The boarders will be responsible for the safekeeping of their property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the Hostel Management shall in no way be responsible for this.
16. As per IIFM Anti-Ragging Policy, ragging in any form is strictly prohibited. Signing the anti-ragging affidavit in the prescribed format by the student and parents/ guardian is mandatory.
17. Playing cricket, football or similar other field games on the hostel premises is strictly prohibited. Students found playing will be liable for disciplinary action including financial penalties for any damage.
18. Residents should not indulge in practices/activities, which may endanger their safety as well as that of others. Such acts may attract penalties and disciplinary action.
19. Residents are duty-bound to report to the Hostel Warden/ Hostel Attendant in case they notice any unwanted incident or undesirable activity going on in the hostel.
20. Students are advised to minimise wastage by turning off taps and switching off

the lights, fans and other electrical implements when leaving the hostel, or while not using them. Geysers should be switched off after use. For damages caused due to negligence, the student(s) will be charged for the repair cost.

21. Students are expected not to play/operate any musical or any kind of audio instruments too loudly or cause disturbance to other students.
22. Students shall not arrange any function or meeting within the hostel premises without the specific permission of the Hostel Warden.
23. **Students are required to carry their identity cards issued by the Institute with them. On-demand, they are required to show the ID card to the security personnel at the IIFM gate. Security personnel are authorised to check the students for possession of any banned items (alcoholic beverages, drugs, or intoxicating substances or any such item as notified by the Institute from time to time) within the Institute premises or while entering the main gate. Students are required to cooperate with the security personnel in case of any such request. Any violation and unwanted response are subject to disciplinary action.**
24. There are separate hostels for Boys & Girl students. Students are required to confine themselves to their allotted hostels. Boys are not permitted to enter inside the girls hostel. Similarly, girls are not permitted to enter inside boys hostel. To facilitate academic discussions, the common places (library, computer lab or hostel lawn but not hostel common room) may be used. Violation of this rule will attract disciplinary action.
25. All visitors to the hostel including the parents/ guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the hostel attendant/ security guard.
26. Visiting hours for non-residents including relatives are only from 17:00 hours to 20:00 hours. Guests of students are not allowed to stay with them in the hostel. In case of default, disciplinary action would be taken including a fine of Rs.1500/- in each such case.
27. Entertaining unauthorized guests will lead to disciplinary action, which may include expulsion from the Hostel.
28. If the registration of a student is cancelled, he/she has to vacate the hostel within 24 hours of such intimation.
29. Substance abuse is strictly prohibited in IIFM. Students shall not keep or use any alcoholic beverages, drugs, or intoxicating substances in the rooms or on the Institute's premises. Smoking is prohibited in all public places on the hostel premises. Students are forbidden to keep firearms or weapons of any kind in hostel or IIFM premises. Violation of this rule will attract disciplinary action including suspension/termination from the course/programme.
30. Gambling in the hostel and Institute premises is strictly prohibited.
31. Students are not permitted to employ private servants in the hostel. Cleaning of

common areas like corridors, courtyards and toilets is taken up on daily basis, sweeping of student rooms will be done on alternate days. Students should be present when the cleaning is undertaken in the rooms and must not hand over keys to anyone.

32. Keeping pets and letting stray dogs inside the hostel premises/rooms is not allowed.
33. The rules and regulations regarding the use of the common room/ gym shall be applicable as and when revised by the competent authority.
34. Any incidence of infectious disease must be brought to the notice of the Hostel Warden Office/ authorities immediately. Prolonged medical conditions (e.g. diabetes, epilepsy, mental health issues etc.) should also be brought to the notice of the Hostel Warden Office/ authorities.
35. For mental health issues, students are strongly advised to consult a specialist and have discussion with parents/guardians.
36. **Students are not allowed to keep and use any four/two wheeler motorised vehicle.**
37. Students are strongly advised to take all precautionary measures for their safety.
38. The internet facilities provided to the students in their hostel rooms should be used for academic work and communication only. Usage should not contravene provisions of the IT Act of India. Any contravention of this rule will attract disciplinary action.
39. Students are forbidden to touch or tamper with computer networking hardware like switches, hubs or Wi-Fi access points installed on the hostel premises. Complaints, if any, with respect to networking problems/loss of connectivity must be lodged with the computer centre directly for resolution by authorized personnel.
40. The Institute has made arrangements for the medical emergency duty of a driver with a vehicle in case any student falls sick or meets with an accident in the hostel after office hours. The mobile number of the driver on emergency duty is available with the hostel attendant on duty.
41. In view of the workload demand of the students, they are required to be in campus throughout the classroom session terms of the course. No weekend outstation visit should be undertaken unless there is some emergency. **For the outstation visits, all the students are required to take necessary permission from the hostel warden in the designated form available with the Hostel Attendant. The duly filled-in form forwarded by the concerned faculty mentor must be submitted to the Warden's Office at least two days in advance.** Unauthorised absence is/are liable for disciplinary action including a fine of Rs.1500/- in each case and expulsion from hostel in case of repeated violations.
42. Every Student compulsorily needs to write their names legibly in the movement register kept at the security post of the main gate of the institute while leaving and

entering the campus.

43. The students who go out of the campus are required to return latest by 11.30 PM. Student reaching the campus after 11:30 PM are liable for disciplinary action including a fine of Rs.2000/- in each case.
44. If a student does not turn up in the hostel at the designated time, the matter should be reported to the Hostel Warden/Manager / Hostel Attendant by her/his roommate without fail.
45. Students can leave the campus only during Vacations, Summer Internship, Project Work and Field Work.

Any violation of the hostel rules will be viewed seriously and may attract disciplinary action ranging from a fine to expulsion from the Hostel/ Institute as decided by the competent authority.

### **13.0 RULES & REGULATIONS FOR MESS FACILITIES**

1. The Institute provides mess infrastructure facilities for the students.
2. As all the PG programs are residential programmes, the students are required to eat at the IIFM student mess.
3. The mess is managed by students on a cooperative basis. The student mess will be run by the Student Mess Committee (SMC) in conformity with guidelines issued by the Chairperson Hostel and Mess Management Committee (HMMC) from time to time. Mess accounts will be audited by the SMC.
4. The SMC will be formed consisting of six student members nominated by the student body. The tenure of the Committee will be for three months (one term). The tenure and the number of members in SMC can, however, change with the approval of the Chairperson Hostel and Mess Management Committee (HMMC). All decisions regarding mess affairs should be jointly made by the Committee ensuring total transparency.
5. It will be the responsibility of the SMC to run the mess uninterrupted.
6. The SMC shall meet every month to review the functioning of the mess and keep the Chairperson Hostel and Mess Management Committee (HMMC) informed.
7. The SMC is required to keep a detailed account of expenditures including original bills. At the end of every month, the expenditure incurred should be prominently displayed on the mess notice board and communicated by email to all students. Accounts of mess have to be submitted to the Treasurer, Students' Council who will audit the same and present it to the Students' Council for ratification.
8. The Mess Bank Account will be jointly operated by the Mess Secretary and the Treasurer of the SMC or student council as decided by IIFM authorities.
9. Mess accounts should be settled before starting the new academic session.

10. The present monthly expenses of the students' mess work out to approximately Rs.4,500/- and each student has to deposit the mess fee 10 months in advance at the beginning of the academic session. All students joining IIFM should either bring a demand draft of Rs 45,000/- drawn in favour of Mess account of IIFM no. 30815829778 payable at Bhopal or transfer the same electronically Account Number: 30815829778, IFSC code SBIN0012194, SBI, IIFM Branch, Bhopal. The receipt of depositing the fee in SBI, IIFM, Bhopal should be handed over to Mess Secretary / Treasurer / Mess Committee members for accounting purposes. The change in mess fee if any, due to unavoidable circumstances during the academic session will be communicated by Mess Secretary to all students after consulting the Chairperson (HMMC).

11. The students are expected to take their meals only in the mess dining area.

12. The mess shall remain open during the following hours for service:

MESS SERVICES	WEEKDAYS	HOLIDAYS
BREAKFAST	7.00- 8:30 AM	8.00-9.30 AM
LUNCH (FIRST YEAR)	12:30 – 1:30 PM	1:00 – 2:30 PM
LUNCH (SECOND YEAR)	1.30-02.30 PM	1.00-2.30 PM
DINNER	8.00-9.30 PM	8.00-9.30 PM

13. The mess will be closed at 9.30 P.M.

14. No breakfast will be served during class hours.

15. Mess timings must be strictly adhered to. Food will not be served beyond the officially communicated timings except under special circumstances as decided by IIFM authorities; permission for the same should be sought from the Chairperson Hostel & Mess Management Committee (HMMC).

16. Mess utensils cannot be taken to the hostel rooms except with the permission of the Mess authorities.

17. Meals will not be served in the hostel rooms. However, this facility may be available to students who are ill.

18. Mess staff will not perform any personal work for students.

19. The notice board in the mess is for official communications only.

20. Students, except the SMC members, are prohibited from entering the kitchen. If need be, the permission of the Mess Assistant is essential.

21. Under no circumstances, meals shall be eaten inside the kitchen.

22. Consumption of alcoholic beverages and intoxicating substances is strictly

prohibited in the mess premises.

23. Students should take utmost care to ensure that no damage is done to mess amenities/ infrastructure.
24. Unless otherwise officially permitted by the Chairperson, HMMC), the IIFM student mess is meant for the exclusive use of bona fide IIFM students.
25. The students shall not litter mess premises & help maintain cleanliness.
26. Students leaving the institute for Summer Internship or discontinuing the course should obtain no-dues clearance from designated mess authorities.
27. The SMC will follow established procedures of financial propriety in all purchase matters.
28. As a matter of policy, the involvement of any staff member employed by IIFM should not be encouraged to directly or indirectly supply provisions/ produce to the students' cooperative mess.
29. Mess timings and regulations are subject to change from time to time as decided by the Institute.
30. No diner shall waste food. Paying a mess bill does not entitle a diner to waste food.
31. All diners shall interact with the mess staff in the dining hall in a courteous manner.
32. Students should not bring any pet/stray animals into the mess or encourage such a practice.

## SECTION 3

### CAMPUS PLACEMENT RULES

#### **14.0 Placement Guidelines for 2024-26 Batch Students**

##### **14.1 Placement Process**

In order to streamline the Campus Hiring Process and to facilitate the large number of recruiters interested in hiring from our IIFM Campus, and for operational ease, the hiring processes of the companies are planned on a slot basis. Slots are usually planned before the start of the term. A student would be eligible to participate in the placement process if he/she is successfully fulfilling the eligibility criteria and the final term results of his/her batch. All the students are liable to report any backlog in IIFM and prior qualifications to CDC.

##### **14.2 Applying for an Organization**

- 14.2.1 Students must apply for job opportunities/JD as per the recruiter's timeline, shared through the class app, email, or phone. Make sure to review instructions before applying. A standard CV format for all students, as advised by the institute, must be followed.
- 14.2.2 Job descriptions, salary, and evaluation processes will be shared based on information provided by recruiters. If any details are missing, you can clarify them during pre-placement talks or just after the circulation of the JD/Opportunity.

##### **14.3 Pre-Placement Offers (PPO)**

- 14.3.1 Keep the Career Development Cell (CDC) informed during PPO discussions. All such discussions should be informed within twenty-four hours.
- 14.3.2 If you accept a PPO and sign the offer letter, you can no longer participate in the placement process.
- 14.3.3 If you don't want to pursue a Pre-Placement Offer (PPO), provide valid reasons through email endorsed by CDC member/faculty mentor, with information to the CDC. Students having PPOs of CTC 8.5 LPA and above will be considered as placed. In case the organisation does not provide the material information, e.g. CTC, then the student will have to decide about acceptance or rejection before applying to any other organisation.

#### **14.4 Placement Offers**

- 14.4.1 You can apply to multiple companies until you are selected or the placement process is closed.
- 14.4.2 If you participate in an application process, it's assumed you're open to accepting the offer. You can only withdraw from the process or reject an offer if the company allows it; otherwise, you must accept it. In case of any confusion, it can be further reviewed by the CDC, if needed.
- 14.4.3 If you receive offers from two companies simultaneously, you can choose between them.
- 14.4.4 IIFM follows a one student, one offer policy, either in the form of PPO/Campus or an Off-campus offer.
- 14.4.5 After providing numerous job opportunities, if the students are not applying and adhering to the norms of IIFM, then he/she is considered as an opt out or out of the Placement Process.

#### **14.5 Conduct and Discipline**

- 14.5.1 The Pre-Placement Talks conducted by the recruiter have to be attended by all the invited students irrespective of their placement status placed or unplaced. Failing which, a suitable action will be initiated by the CDC.
- 14.5.2 Applying to other companies after selection through campus is strongly discouraged. Those who got a placement through off-campus means need to disclose the same to CDC, immediately.
- 14.5.3 Students with a CGPA of 3.0 or above must apply for all opportunities above 8.5 LPA CTC. Students with a CGPA below 3.0 must apply for every opportunity circulated.
- 14.5.4 Once the Second Placement Slot is completed. Then from thereon, all the Students irrespective of their CGPA must apply for every opportunity circulated henceforth.
- 14.5.5 Only authorized members of the student placement committee should reach out to recruiters in coordination with the CDC. Other students should not contact recruiters but can follow them on LinkedIn/other platforms and share job-related information with the placement team.
- 14.5.6** A student is responsible for his inputs given in his CV, profile summary, etc. Late reporting for processes, plagiarism, excessive arguments, and unprofessional behavior are strongly discouraged. Unethical behaviour like the use of AI in responding to an assignment as a part of the selection process, is prohibited. A student is advised to escalate his/her

concern/grievance through proper channel, which includes firstly student placement coordinator/Co-Coordinator, followed by CDO, Head-Placement, Head-Corporate Communication, Chairperson-CDC.

- 14.5.7 Corporate attire is mandatory during any selection event. All the students are required to mandatorily follow the grooming etiquette, personal hygiene, cleanliness. Etc.
- 14.5.8 Students must provide copies of their offer letters after placement for regulatory purposes after submitting the “Undertaking for No Dues” in the prescribed format.
- 14.5.9 Any misconduct can lead to suspension from the placement process or other disciplinary actions as per the institute norms and will only be resumed after duly filling out the prescribed form “Undertaking for Reconsideration in Placement Process”.
- 14.5.10 Students are strongly advised to continue with the offer for a reasonable timeframe (at least 1-2 years). Abruptly leaving the organisation without following the proper process can lead to withholding the results/degree, as it impacts the image of IIFM and negatively affects the career prospects of future batches. In case of any difficulty in working conditions/otherwise, the CDC may be contacted for advice before resigning. Students are also advised to maintain good conduct befitting the IIFM culture and brand image.

#### **14.6 Preparatory Sessions, Career Development activity**

It is mandatory for all the students to attend all Placement Preparatory Sessions.

#### **14.7 Elaboration and Review of Norms**

IIFM authorities retain the right to elaborate, interpret and review the norms for different situations as per need.

## UNDERTAKING FOR NO-DUES

Date: \_\_\_\_\_

Note: Please fill all the applicable clauses:

- For those who have been placed:** I, (name and Roll Number), student of the 2024-26 batch of PG Programme have got placement through on-campus/off campus/Pre-Placement Offer. I have uploaded/will be uploading the copy of the offer letter on receipt/Relevant document containing all details and this undertaking (in one pdf file) on the link provided by CDC. I am also providing/will be providing the hard copy of the same at the CDC office.
- For those who are not yet placed:** I, (name and Roll Number), student of the 2024-26 batch of PG Programme have not yet got placement through on-Campus/off-campus/Pre-Placement Offer. I will upload the copy of the offer letter/Relevant document containing all details and this undertaking (in one pdf file) on the link provided by CDC, as soon as it is available to me but not later than 2 days of its receipt. I will also provide the hard copy of the same at the CDC office by post.
- For those who are not yet placed:** I (name and Roll Number), student of the 2024-26 batch of PG programme understand that the placement is a time bound process and largely dependent upon market conditions. I hold the responsibility to adhere to the placement norms communicated to me. I acknowledge that my health/ limited interest in the role/sector/ location/ other factors (Only those which are applicable) may have prevented me from exploring all placement opportunities and from participating in any part of the process.
- For those who are not yet placed and if it's applicable:** I plan to go for higher studies/ want to pursue entrepreneurial options, hence do not want to be considered for the campus placement process. I will share my admission letter of higher studies or other relevant documents no later than one week from its receipt.

Signature and Name of the Student: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## **UNDERTAKING FOR RECONSIDERATION IN PLACEMENT PROCESS**

Date: \_\_\_\_\_

I, (name), student of the 2024-26 batch of PG Programme , agree to follow all placement norms sincerely. I request CDC to re-consider my candidature in the placement process.

I acknowledge my misconduct and understand that it can have an impact on my career and the reputation of the institute and assure full compliance in future.

If I violate any placement norm again, I will be treated as withdrawn from the placement process.

Signature of the Student: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Counter-Signed by Faculty Mentor/Parent: \_\_\_\_\_

## SECTION-4

### SUMMER INTERNSHIP (SI) RULES

#### 15.0 Summer Internship Guidelines

##### 15.1 Important Points for Students

- 15.1.1 Summer Internship (SI) must be completed in mode prescribed by the organization.
- 15.1.2 Every student is advised to carefully go through the 'General Instructions for Report Writing' which has been provided in this document (SECTION-III).
- 15.1.3 Student must ensure that their Reporting Officer (RO) has received the following:
  - (i) Evaluation Form
  - (ii) Attendance Sheet
- 15.1.4 Student is individually required to speak to their host organization and get the confirmed SI topic, and Reporting Officer at the earliest. The same should be informed to IIFM as per given timeline (**Joining report to be uploaded in Classroom shared by Head Summer Internship**) in the format provided (Joining Report). RO and topic should not be changed during the internship period without prior consent from the Head- SI.
- 15.1.5 The total duration of the Summer Internship will be 12 weeks.
- 15.1.6 Students should be in touch with the Reporting Officer (RO) on all working days during the SI period. Any absence on grounds of health condition or personal exigency will require prior approval from the Faculty Guide/Chairperson- SI and the RO.
- 15.1.7 The SI will conclude with submission of a report by the student to the RO/ Host Organization.
- 15.1.8 On completion of the SI, the organization will issue a Relieving Certificate, a Work Experience Certificate to the student, and a declaration by the organization for your SI report (signed & sealed).
- 15.1.9 On completion of the SI, the organization will send the filled-in evaluation form (external evaluation), and the attendance sheet to **SIP Office at [sipcell@iifm.ac.in](mailto:sipcell@iifm.ac.in) or the link provided.**

- 15.1.10 The Summer Internship report should be submitted to the Internship and Placement Cell only, as per given timeline for internal evaluation.
- 15.1.11 Internship Cell would allocate faculty guide (s) for the student. The student discusses with the faculty guide on issues related to the project and internship matters including planning, execution, progress, experiences and review of report. A faculty guide is expected to provide necessary guidance and the needed handholding to the student for successful completion of the internship by assigning considerable time. Efforts will be made to publish the relevant part of the work, with consent of reporting officer and faculty guide.
- 15.1.12 Any ambiguity and grievance will be handled by Chairperson CDC in consent with CDC members.

## **15.2 Rules & Regulations for Students**

- 15.2.1 IIFM expects its students to conform to strict norms of integrity, honesty and good conduct in all their dealings. It also expects the students to abide by the rules of IIFM both in letter and spirit.
- 15.2.2 Adoption of dishonest and unfair means at any stage of the programme will attract penalty, and may even lead to expulsion from the PG Programme and the Institute.
- 15.2.3 Students shall adhere to the attendance norms of the PG programme.
- 15.2.4 Student (during the SI period) has to seek permission from the RO/ host organization for any leave.
- 15.2.5 It is obligatory for IIFM students to be respectful to the organization's work culture.
- 15.2.6 Any financial irregularity by IIFM student will be handled with utmost seriousness and can result in their expulsion from the PG Programme.
- 15.2.7 Sexual Harassment of Women at Workplace is a serious offence. Students are required to go through the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- 15.2.8 Research misconduct includes, but is not limited to, fabrication, falsification, or plagiarism. Plagiarized/ AI generated report will attract heavy penalty and may result in the award of 'F' grade. Student has to submit a self-declaration form for plagiarism and AI-generation.

## **15.3 General Instructions for Report Writing**

### **15.3.1 Font, Font size and Line Spacing**

Times New Roman with 12 font size and Single (1.0) spacing has to be used throughout the report except the cover pages.

### **15.3.2 Page Numbers**

Each page in a report must be assigned an exclusive and sequential number. Generally, on the pages preceding the main body of the report, lower case Roman numerals (e.g., i, ii, iii, etc.) are used. Arabic numerals (e.g., 1, 2, 3, etc.) are used for page numbers in the main body of the report and any subsequent materials (e.g., a reference list or appendix).

### **15.3.4 Figures**

Each figure must be assigned a number which is unique and sequential. Each figure should have a caption that identifies the figure number. Generally, the figures are numbered using the chapter number followed by a period and the figure number (e.g., Figure 2.1). Figure captions should be located below each figure.

### **15.3.5 Tables**

Tables should be formatted consistently. Normally, the size and font used for text in a table will be the same as that used in the main body of the report.

Each table should have a caption that identifies the table number. Each table must be assigned a unique, sequential number. Typically, tables are numbered using the chapter number, followed by a period and the table number (e.g., Table 2.1). Table captions should be located above each table. Discussion of the implication of the data presented in a table ought to be incorporated in the body of the report.

### **15.3.6 Tentative Report Format**

The following sections and sub-sections should be included in a SI/ Project Work report:

- A cover page, indicating the following:
  - o Project Title (followed by- “Report submitted in partial fulfillment of the MBA\_\_\_\_\_”)

- Summer Internship/ Project Work
  - Name of the Organization
  - Name of the Candidate
  - Roll Number
  - Year
  - Indian Institute of Forest Management (Please do not use IIFM logo)
- Citation/ Copyright page (“Topic.” Summer Internship Report, xxxx. Indian Institute of Forest Management, Bhopal”)
- A signed ‘Plagiarism Declaration/ AI generated declaration’ by the student
- Declaration by the Reporting Officer (with signature and organization seal)
- Acknowledgments
- Executive summary: This should be a concise summary of the document and not an introduction. It may encapsulate the body of the report, demarcate its scope, purpose and key findings. This section should also highlight the conclusion and recommendations. It is not enough to state what one is ‘going to discuss’ in the report. It should not contain reference citations.
- Table of Contents
- List of Tables
- List of Figures
- List of Appendix
- List of Acronyms
- The body of the Report:
  - Introduction: This section should lay the underpinning for one’s study. It positions the present work in context within the disciplinary field. It should be a critical analysis of the existing body of literature that has a bearing on the current project. It should outline some of the areas that may need further examination. This section also provides context for the objectives of the current research work.

The introduction can be followed by a section outlining the goals/ objectives or purpose of the current study to be addressed.

  - Study Area: Where applicable, the study area should be defined, and suitable maps may be used in the report.

- Methods: This section should describe the method, techniques, and tools used in the study.
- Results: This section should present the findings using the data/ information collected as per the method described in the previous section (on methods). Description of the various research techniques within the results section is not required.
- Discussion: This section should interpret the results with respect to the objectives. One may use citations to refer to other literature to compare and contrast the results of the current work with results obtained.
- Conclusion: This section should highlight the main findings and limitations of the work.
- References: The style used in the list of references should be uniform (e.g., APA).
- Appendix: Appendix may be used to place detailed material that supports the main body of work (e.g., interview schedules, letters, etc.)

## References

Council of Science Editors, Style Manual Committee, 2006. *Scientific style and format: The CSE Manual for Authors, Editors, and Publishers* (7th ed.). Reston (VA): The Council (<https://www.mtu.edu/gradschool/policies-procedures/theses-dissertations/pdfs/gui> (accessed March 25, 2019)).

The Graduate School, 2018. *Guide to Preparing a Dissertation, Thesis, or Report*. Michigan: Michigan Technological University (<https://www.mtu.edu/gradschool/policies-procedures/theses-dissertations/pdfs/gui> (accessed March 25, 2019).)

The Office of Graduate Studies and Research, 2013. *Guide to Preparation of Theses, Project Reports, and Dissertations*. Los Angeles: California State University

University of Chicago Press Staff, editor, 2010. *The Chicago Manual of Style* (16<sup>th</sup>ed.). Chicago (IL): University of Chicago Press.

**INDIAN INSTITUTE OF FOREST MANAGEMENT**  
**JOINING REPORT (SUMMER INTERNSHIP/ PROJECT WORK)**

**Self-Certification**

This is to certify that I have joined \_\_\_\_\_ (name of the organization) as an intern on \_\_\_\_\_ (Date) and will continue till \_\_\_\_\_ (Date)

The title of my summer internship work/ Project work is \_\_\_\_\_

\_\_\_\_\_

The details of my Reporting Officer are as follows:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

The above information has been filled in consultation with my Reporting Officer.

Signature/ Name of the Student

Email ID:

Mobile Number:

Signature of the Reporting Officer

---

**This form should be uploaded by the student, in google class room folder within a week of joining**

**PLEASE RETAIN A COPY FOR YOUR RECORDS**

### **Relieving/No Objection/ No Dues Certificate**

This is to certify that Mr./Ms. ....( Name of the Student) has successfully completed his/her Summer Internship/ Project Work as part of MBA course requirement of IIFM Bhopal.

There are no outstanding dues to be received from him/her by the organization.

We wish him/her all the best for his/her future endeavours.

Name/Signature/Seal of Official with Date

---

### **Declaration by the Organization**

This is to certify that the project entitled, “.....” is an original work. This work has been carried out by Mr./Ms. ....(Name of the student), as summer internship, in my guidance for the partial fulfillment of Post Graduate Diploma in Forestry Management at Indian Institute of Forest Management Bhopal.

Name/Signature of Reporting Officer

Seal:

Date:

**Name of the Student:**  
**Roll Number:**

**INDIAN INSTITUTE OF FOREST MANAGEMENT**

**Attendance Sheet (SUMMER INTERNSHIP/ PROJECT WORK)**

Kindly circle the day/ days that the student was absent- not available (except on holidays). Please note that our Academic Rules and Regulation states that students should be present on all working days in the host organization during summer internship.

A student requiring leave upto 2 days has to seek permission from the Reporting Officer.

<b>XXX</b>						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun.

<b>XXX</b>						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun.

<b>XXX</b>						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun.

Signature

Name of the Reporting Officer

Date and Place:

**This form may be completed, and mailed to [sipcell@iifm.ac.in](mailto:sipcell@iifm.ac.in)  
PLEASE RETAIN A COPY FOR YOUR RECORDS**

## **GENERAL INSTRUCTIONS FOR REPORT WRITING SI and PW**

### **1. Font, Font size and Line Spacing**

Times New Roman with 12 font size and Single (1.0) spacing has to be used throughout the report except the cover pages.

### **2. Page Numbers**

Each page in a report must be assigned an exclusive and sequential number. Generally, on the pages preceding the main body of the report, lower case Roman numerals (e.g., i, ii, iii, etc.) are used. Arabic numerals (e.g., 1, 2, 3, etc.) are used for page numbers in the main body of the report and any subsequent materials (e.g., a reference list or appendix).

### **3. Figures**

Each figure must be assigned a number which is unique and sequential. Each figure should have a caption that identifies the figure number. Generally, the figures are numbered using the chapter number followed by a period and the figure number (e.g., Figure 2.1). Figure captions should be located below each figure.

### **4. Tables**

Tables should be formatted consistently. Normally, the size and font used for text in a table will be the same as that used in the main body of the report.

Each table should have a caption that identifies the table number. Each table must be assigned a unique, sequential number. Typically, tables are numbered using the chapter number, followed by a period and the table number (e.g., Table 2.1). Table captions should be located above each table. Discussion of the implication of the data presented in a table ought to be incorporated in the body of the report.

### **5. Tentative Report Format**

The following sections and sub-sections should be included in a SI/ Project Work report:

- A cover page, indicating the following:
  - o Project Title (followed by- "Report submitted in partial fulfillment of the MBA\_\_\_\_\_")
  - o Summer Internship/ Project Work
  - o Name of the Organization
  - o Name of the Candidate
  - o Roll Number
  - o Year

- Indian Institute of Forest Management (Please do not use IIFM logo)
- Citation/ Copyright page ("Topic." Summer Internship Report, xxxx. Indian Institute of Forest Management, Bhopal")
- A signed 'Plagiarism Declaration/ AI generated declaration' by the student
- Declaration by the Reporting Officer (with signature and organization seal)
- Acknowledgments
- Executive summary: This should be a concise summary of the document and not an introduction. It may encapsulate the body of the report, demarcate its scope, purpose and key findings. This section should also highlight the conclusion and recommendations. It is not enough to state what one is 'going to discuss' in the report. It should not contain reference citations.
- Table of Contents
- List of Tables
- List of Figures
- List of Appendix
- List of Acronyms
- The body of the Report:
- Introduction: This section should lay the underpinning for one's study. It positions the present work in context within the disciplinary field. It should be a critical analysis of the existing body of literature that has a bearing on the current project. It should outline some of the areas that may need further examination. This section also provides context for the objectives of the current research work.

The introduction can be followed by a section outlining the goals/ objectives or purpose of the current study to be addressed.

- Study Area: Where applicable, the study area should be defined, and suitable maps may be used in the report.
- Methods: This section should describe the method, techniques, and tools used in the study.
- Results: This section should present the findings using the data/ information collected as per the method described in the previous section (on methods). Description of the various research techniques within the results section is not required.

- Discussion: This section should interpret the results with respect to the objectives. One may use citations to refer to other literature to compare and contrast the results of the current work with results obtained.
- Conclusion: This section should highlight the main findings and limitations of the work.
- References: The style used in the list of references should be uniform (e.g., APA).
- Appendix: Appendix may be used to place detailed material that supports the main body of work (e.g., interview schedules, letters, etc.)

### ***GUIDELINES FOR FINAL PRESENTATION (SI and PW)***

The presentation should use slides with the following structure

1. Title of the work
2. Rationale/ context of the work
3. Research questions/ objectives
4. Methodology- Study area, methods of sampling, data collection and analysis
5. Results- Main results in relation to the objectives (use tables and figures in this section to represent the results)
6. Conclusions and implications
7. Main references
8. Acknowledgements if any

### **Formatting guidelines**

- Follow consistent font types, sizes and colours as far as possible
- Font size should be adequately visible (eg. Minimum 20 points in Arial font)
- The ppt should be neatly formatted using simple colour templates (avoid using multiple colours on a single slide unnecessarily).
- Acknowledge the image sources, when not using images that you have captured.

## SECTION 5

### **PROJECT WORK/ INDUSTRIAL PROJECT (PW/IP) RULES**

#### **16.0 Project Work/Industrial Project**

As per the PG curriculum, a project work/ industrial project of 2 credits must be carried out by students. This component is introduced to ensure enhanced practical exposure of students and make them more confident and capable of handling independent project work. The project will enable students to learn how to design and execute a project, apply concepts learnt across various courses in practical situations and gain skills in presenting outputs in a structured and coherent way.

#### **16.1 Structure of The Project Work**

1. The project work component is of 2 credits, to be completed in a duration of 8 weeks (2months).
2. The project work may take different forms viz. a) an academic research project b) Design and execution of an intervention as part of an organization's work c) Evaluation of a project/ Intervention etc. The work is expected to be field-based.
3. The students will be attached to an organisation, industry, NGO, university/ institute of national importance etc. to carry out a problem-based project in any of the form (a, b, c) as above.
4. A students' committee will facilitate the attachment of students with organizations for the project work. The committee will work under the guidance of Head (Project Work), in conjunction with the CDC.
5. The process of project work placement and selection of organisations shall start at the beginning of Term II, in consultation with the organizations and shall be finalized before the examination of the same term. Under normal circumstances, once the organisation is finalized for project work, no change is permissible. However in exceptional circumstances, on the recommendation of the Head- PW, the Chairperson- CDC may decide on case-to-case basis.
6. The project work could be done in groups as decided by the organisations, but individual contributions (in terms of aspects of the problem addressed, sites investigated etc.) should be clearly brought out in the final report and presentation.

7. Each student will be assigned a faculty mentor at IIFM whose guidance should be sought for the project work. There should be at least three mentor meetings during the projectwork period.
8. Students must submit a joining report in the specified format at the time of joining the organization with the signature of the organizational project advisor. This report will present a broad idea of work proposed for 8 weeks with a work plan. It is compulsory to submit the joining report to the project work cell.
9. Students are encouraged to submit a Research Paper from the Project Work undertaken to the PW cell.

## **16.2 Rules & Regulations for Students**

1. The Academic Integrity Policy of IIFM requires students to strictly conform to the highest standards of integrity, honesty and good conduct in all their dealings.
2. Students should report to the organisation on all working days during the project. A student requiring leave during the period of project work must formally seek permission from the reporting officer, citing the reasons that necessitate absence from work and the same may be informed to the faculty mentor at IIFM and PW cell. Unauthorised absence will be treated seriously and will result in an F grade for project work. The attendance requirement norms followed for courses will be applicable for project work also.
3. Students are expected to follow the norms and rules of the respective organisations and to respect their work culture.
4. Please note that IIFM/ project work committee does not provide any stipend or otherforms of financial assistance for the project work. Any financial assistance offered is from the respective organisations.
5. Adoption of dishonest and unfair means will attract heavy penalties and may even lead toexpulsion from the PG Programme and the Institute. Research misconduct includes, but is not limited to, fabrication and falsification of data and results, use of AI or plagiarism. Plagiarized report will result in the award of 'F' grade.
6. Any financial irregularity by IIFM students during the project work will be handled with utmost seriousness and can result in expulsion from the PG Programme.
7. Sexual harassment of women at workplace is a serious offence. Students are required to go through the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

## SECTION 6

### VIDYA BHARATI LIBRARY

#### **17.0 LIBRARY RULES**

The IIFM Library has developed a sizeable collection of books and journals in related subject fields. The library has over 46192 volumes and subscribes to 130 periodicals, including magazines, newspapers and 04 foreign journals. The library has subscribed to eight online databases i.e Emerald Marketing e-journal collection (in ONOS), Prowess, EBSCO (Business Source Elite and Environment Complete), EBSCO e-book Business Collection, Science Direct (in ONOS) (Business Management and Accounting & Environmental Science) and Indiastat database. Library services are provided to faculty, staff, Students, MDP participants and also to researchers from outside.

#### **17.1 Library Timings**

The library shall observe the following timings:

9.00 A.M to 11.00 P.M.	Monday to Friday
9.30 A.M to 6.00 P.M.	Saturdays and Sundays

#### **17.2 Membership and General Rules**

- (a) Each student will get a bar coded library membership card against an undertaking that they shall strictly abide by the rules of library. Five books will be issued to students for fifteen days.
- (b) Overdue charges @ Rs. 1.00 per book per day for first 15 days and Rs. 2.00 per book per day from 16<sup>th</sup> day onwards will be levied.
- (c) Reference books, journals, OT/SI reports and out of print books will be restricted for reference only and will not be issued.
- (d) The issue - return of books and Xerox facilities will be available between 9.30 a.m. to 6.00 p.m. on working days only.
- (e) The library services during extended hours and Saturdays and Sundays will be restricted to reference and consultation only.
- (f) For accessing on-line databases and e-resources, the required information is directly mailed to users and the same may be obtained from the Library.
- (d) Photocopy of the documents is provided @Rs. 1.00 per exposure. The photocopy will usually be provided on next day from the date of submitting requisition.
- (e) Eating, drinking, group discussion, chatting in loud voice, playing and listening to music and smoking are strictly prohibited inside the library.

- (f) The library will be closed for lunch from 1:00 - 1:30 pm on Saturdays and Sundays and from 8:00 - 8:30 pm for dinner during extended library hours.
- (g) The user must collect their belongings i.e. laptop etc. before closing the library. Users will be responsible for their belongings.
- (h) Personal books and issued books are not allowed in library to read / consult. The students may consult documents available in library only.
- (i) Folders/Laptop cover etc. are not allowed in library. Those should be kept in property counter.
- (j) The users should pack-up before 10 minutes of lunch, dinner and closing the library, so as to close the library on time.
- (k) Users are not allowed to disturb seating arrangement, wiring and LAN cable etc. for their personal ease.
- (l) The following rules will be followed in case of loss of library books by the users:
  - (i) If books is lost, the users will have to replace the book, if available in print. In case one fails to replace the book, he/she may be required to deposit the current cost with additional 25% charges to cover the price escalation and administrative charges.
  - (ii) In case the original edition issued to a reader is not available in the market, the users will have to either make replacement with the latest available edition of the book or pay the current cost of the same with 25% administrative charges.
  - (iii) In case of loss of rare book(s) and in case if the book(s) is/are not available in print/market, the individual cases will be referred to the Library Management Advisory Committee. Users will abide the decision of the Committee.
  - (iv) The students are bound to follow all the Library's rules and regulations. Strict action will be initiated against users in case of violation of these rules and regulations.

## SECTION 7

### RAMANUJAN COMPUTER CENTRE RULES

#### **17.0 COMPUTER SERVICES**

The computer centre (CC) has latest hardware and software resources, which are capable of providing, support for diverse computing requirements. Major facilities at the CC are listed below:

- The CC has Operating Systems, such as Microsoft Windows 11/10, Windows Server and Ubuntu.
- The application software platforms available to the students include: Microsoft 365, Open Office, SPSS 29.0, Tally 9.0 ERP.
- The server facilities available at IIFM includes: HP ProLiant ML 350 Server G8, Web server and Antivirus Server.
- IIFM has a well-established computer lab that is available for students.
- Systems in Lab-I has the facility to use as a Language Lab.
- Internet accessibility is provided through dedicated leased line of 100 Mbps from NKN & 140 Mbps leased line from BSNL.
- Students hostel, Guest house and main buildings are covered with Wi-Fi facility.
- All students are provided with email and Internet access during their study period.

#### **17.1 Rules and Regulations for Computer & Internet Use**

- (1) As a responsible user of the computer centre (CC) you are required to follow the procedures for shutting and starting computers during office hours and beyond office hours in labs.
- (2) Students should not tamper any desktop icons on computers. Any tampering of this nature may result in inconvenience to other users. Like-wise, tampering with the computer hardware (opening computer cases or moving computers from one location to another, etc.,) in any form is strictly prohibited and may invite action.
- (3) Email and Internet facilities provided to you are primarily for your academic work. Use of these services for entertainment (like downloading large files, music, chatting, etc.) is not encouraged.
- (4) As a matter of policy, IIFM strongly prohibits the use of its computers to view or download or transact or install any obscene or vulgar material from the Internet or via email or through any media like CDs, DVDs, Pen Drives, etc. Intimidation of any form or indulgence in any form of criminal activity using

IIFM computing infrastructure and facilities is strictly prohibited. Use of offensive / threatening language for mails destined for internal / external users is strictly prohibited. If any user is found to be involved in any such activity, his/her account will be immediately terminated and suitable disciplinary action will be initiated.

- (5) Use of food and drinks inside the computer lab is not permitted.
- (6) Please help the computer centre to keep its premises neat and clean.
- (7) As a responsible user you are expected to take printouts of materials only when it is absolutely necessary for you to do so. Use as much used one-side paper as possible for taking draft printouts.
- (8) It is every user's responsibility to ensure that the computers are properly used and shut down. Chairs should be neatly placed such that the work place appears clean and tidy. Students are expected to adhere to this sincerely.
- (9) During off office hours, it is the responsibility of the users to ensure that all the lights, fans and ACs are off when no one else is using the Lab.
- (10) As a matter of computer policy IIFM pays considerable attention to maintain privacy of information for every user.
- (11) Acquisition of unauthorised passwords of other users, disclosing own passwords to other users and trying access to other users' accounts is strictly prohibited.
- (12) The CC will not be responsible for any loss of information that users keep on hard disks of computers of labs. keep regular backups of information saved in computers.
- (13) Any danger to security to illegal activity noticed by CC user (like presence of outsider, etc.) should be immediately reported to the CC staff.
- (14) All users should be aware that they are governed by the provision of the Information Technology Act and should be acquaint themselves with the provisions.
- (15) It is the endeavour of the computer centre that reliable and continuous services are made available to the academic community without any difficulty. It is, therefore, the collective responsibility of every user to ensure and enable that facility of CC to all users.

## SECTION 8

### GENERAL INFORMATION

#### **18.0 PREVENTION OF RAGGING IN EDUCATIONAL INSTITUTIONS**

As per directions of the Hon'ble Supreme Court, ragging in educational institutions is unacceptable activity and deserves severe punishment. Hence all the students of IIFM are expected not to indulge in any form/way of ragging activities. Strict vigilance and random checking will be undertaken by the anti-ragging committee/squad, and severe punishment will be imposed, including expulsion from the institute, whenever a student is found to be violating the Hon'ble Supreme Court's directions by indulging himself/herself in the act of ragging.

#### **19.0 VALUABLES**

All the students are advised not to keep valuables (such as jewellery items) either in the hostel or carry them during field visits/summer internship for their safety point of view. **Institute is not responsible for loss of such valuable items during their stay in the Hostel.**

#### **20.0 OFFICIAL FUNCTIONS**

It is expected that all the students must attend all official functions of the Institute. The students while attending the official functions must maintain formal/proper dress code. Students must abstain from indulging in any behavior or making unwanted remarks/comments which may tarnish the image and expectations of the Institute at such functions. Contravention of the above norms may invite disciplinary action as decided by the PGP committee.

#### **21.0 STUDENTS' EXTRA CURRICULAR ACTIVITIES**

##### **21.1 *Student Affairs and Alumni Committee***

Student Affairs and Alumni Committee (SAAC) is a body that has President, Treasurer and Secretary as office bearers besides Club Coordinators for carrying out different activities relating to students. Various clubs namely, Adventure club, Cultural club, Literary club, Movie club, Nature and Photography Club, Sports Club etc. are formed as a part of SAAC. These club coordinators duly elected form a part of the SAAC. This council is constituted every year through election of the office bearers as per the Constitution of the SAAC. The responsibility of the SAAC is to organize cultural, literary, sports activities and also represent IIFM in management fest of different All India Institutions. The SAAC has a budget allocated for carrying out various activities that is managed by the office bearers. The Chairperson, SAAC and Manager SAAC facilitates the conduct of the SAAC. Every student is expected to actively participate in various activities planned and executed by the SAAC.

## 21.2 Sports & Recreation facilities

Indoor game facilities like, Badminton, Carom, Table Tennis, and Chess are available in the Sport's Complex. There is a ground available for Outdoor sports like Tennis, Cricket, Volley Ball, Basket Ball and Football. Other than this, a full-fledged gym is available in the Sport's complex for maintaining physical health of the students. Since the Institute campus is vast and having a good landscape it is also suitable for trekking and long walks.

The timing of sports activities is as follows:

	<b>Morning</b>	<b>Evening</b>
Monday-Friday	06.30 am – 08.00 am	05.00 pm – 08.00 pm
Weekday/Holidays	06.00 am – 09.00 am	05.00 pm – 09.00 pm

Apart from the scheduled time, the complex will be closed and only made available after permission of SAAC Chairperson. An Assistant is available to provide administrative support at the complex. Late night game will only be permitted during Kalapataru events.

Institute regularly participates in the All India Forest Sports Meet and has won many medals in various events. Faculty, Staff and students participate in this sport meet after selection trials at IIFM.

## 21.3 Cultural Activities

Institute arranges newspapers and weeklies, which are kept in the Students Common Room at Hostel, earmarked for this purpose. Institute also organises SPIC-MACAY and other cultural activities from time to time whenever such occasion arises. Institute also organises a get-together on national festivals and other festivals amongst IIFM family. Students are encouraged to participate and organise cultural programmes on these events. SAAC also organizes various events like the annual Alumni meet and COALESCENCE.

## 21.4 Annual Function Celebration

KALPATARU, the annual function of the Institute is held usually in the month of February/March each year. This is an important occasion when students, faculty, officers, staff and their families get together to participate in various sports, cultural and literary events.

## 22.0 ALUMNI NETWORK

Student Affairs and Alumni Committee (SAAC) also networks with the alumni of IIFM. The main function is to facilitate interaction and networking among the institute alumni and current students so as to build a strong network which can function in a mutually beneficial way. This is ensured through continuous alumni talks, interaction on social

media sites such as Facebook, city chapter meets during Summer Internship and annual alumni meet at IIFM campus.

## **23.0 OTHER FACILITIES**

### **23.1 Banking Facility**

A branch of the State Bank of India is located in the Institute. The students are required to open an account for all transactions with the Institute. The Account number should be duly communicated to the PGP Cell. The SBI also operates an ATM at the entrance of the institute.

### **23.2 Medical Facilities**

A panel of doctors empanelled by the Institute will be visiting the Institute as per the schedule, the services of whom can be availed by the students free of cost. The doctors are visiting IIFM on all days and will be available at the earmarked place. However, the expenditure for medicines, tests, etc., should be borne by the student. **In case of any emergency medical need, the students should contact the Hostel Warden/Hostel Assistant.**

## **24.0 DISCIPLINARY ACTION**

Any violation of the prescribed norms will attract disciplinary action as deemed fit. The PGP/CDC Committee shall either exonerate the student or impose any one or more of the following penalties.

- Imposition Fines
- Public apology
- Suspension from classes or the hostel for a specified period.
- Additional academic assignment(s) or project work.
- Scaling down grades obtained in one or more courses.
- Awarding a permanent 'F' grade in the course concerned.
- Repeating the course.
- Suspension, withdrawal or made ineligible for scholarships or participation in management festivals, etc.
- Withdrawal of placement services.
- Community service
- Expulsion from the Institute
- Any other as deemed fit by the PGP/CDC.

Any student, who feels aggrieved because of such action, may appeal to the Director. The decision of the Director in all such instances shall be final and binding.

### **24.1 TIME LIMIT FOR ALL APPEALS TO THE DIRECTOR**

For all matters where appeal can be made to the Director, the same has to be made within 15 days of the receipt of communication of the relevant decision. If the appeal is once rejected by the Director, then no further appeals can be made in the concerned matter.

## **25.0 PROCEDURE FOR LEAVING/WITHDRAWING FROM THE PROGRAMMES**

Any student who desires to leave/withdraw during the programme has to inform the PGP Chairperson in writing and obtain the necessary no-dues certificate from the various cells/sections of the Institute and obtain the final letter permitting withdrawal from the programme. Leaving the programme without following the proper procedure may result in the Institute intimating in writing about the unauthorised withdrawal to the concerned employer/institution joined by the student.

Once the Institute issues the letter accepting the request for withdrawal from the programme, no request for revoking the withdrawal to pursue the programme with current or future batch will be entertained/permited.

## **26.0 CRITERIA FOR AWARD OF THE DEGREE**

To qualify for the award of the Degree a student shall fulfil the following criteria.

- (a) The student should have met the minimum academic standards in each of the Classroom Term, Fieldwork, Summer Internship and Project Work/Industry Project.
- (b) The student should have successfully completed all academic requirements as per rules.

## **27.0 PAYMENT OF PRESCRIBED TUITION AND OTHER FEES**

The prescribed tuition and other fees, is payable by the students in two instalments - at the time of registration in the programme and before the commencement of fourth term. The second instalment of fees must be paid in the Finance Section by the students and a photocopy of the receipt should be submitted to the PGP Cell along with the registration form for the II<sup>nd</sup> year (Term IV).

The fee should be paid by way of NEFT/RTGS/Demand Draft issued by a nationalised/scheduled bank only drawn in favour of **the Director, Indian Institute of Forest Management, Bhopal**, payable at Bhopal. ***The last date for payment of fee for the 2nd year students of 2025-2027 batches is June 22, 2026.***

Delay in payment of fees from the next day of *last date for payment of fee* will attract late fee as follows:

- (i) Upto seven days delay : With late fee of Rs.100/- per day
- (ii) Upto Fourteen days delay : With late fee of Rs.200/- per day

Any delay beyond 14 days will be viewed seriously and suitable action will be initiated against the defaulters.

## **28.0 REGISTRATION OF STUDENTS FOR 2<sup>ND</sup> YEAR /TERM IV OF MBA (FM), MBA (SM), MBA (DSF) & MBA (SD) PROGRAMMES**

All the eligible students, who have completed academic requirements up to Term III & the Summer Internship, will be registered in the 2<sup>nd</sup> year of respective programmes (Term IV) after payment of fee. A student who does not fulfil the academic requirements/standards will be asked to withdraw from the programme or who has partially fulfilled the academic standards and has been permitted to repeat a course/term, will be allowed '**PROVISIONAL REGISTRATION**'. ***The date of registration for Term-IV for the MBA 2025-2027 shall be June 22, 2026.***

If a student is asked to withdraw from the program on account of non-fulfillment of prescribed academic requirement in the first academic year, the student will be entitled for full refund of fees paid on account of provisional registration for the second year.

## **29.0 CENTRAL SECTOR SCHOLARSHIP SCHEME FOR TOP CLASS EDUCATION FOR SC/ST**

The Institute has been placed under the category of offering courses in “Management” for Central Sector Scholarship for Top Class Education for SC Students and New Central Sector Scholarship Scheme for ST Students. The students belonging to SC & ST categories and fulfilling the criteria under these schemes can avail the benefit of these schemes. The students applying for these scholarships are advised to check their eligibility criteria particularly with respect to their caste and the income certificate as per the requirements of the Ministry of Tribal Affairs and the Ministry of Social Justice portals to avoid delays in processing the same.

## **30.0 FACULTY MENTOR**

Each student will be assigned a Faculty Mentor based on her/his academic background. The student may seek guidance on all academic matters from her/his Faculty Mentor, any time during the day. All students are expected to meet their Faculty Mentors on regular basis to brief them about their academic performance and other activities.

## **31.0 CLASS REPRESENTATIVE**

Two students from each batch will be designated by the Chairperson, PGP as Class Representative-I & II (CR-I & II) on rotational basis (term wise). They will serve as interface between faculty and students for various academic and other extra-curricular activities.

## **32.0 PREVENTION OF PLAGIARISM**

The Indian Institute of Forest Management places highest importance to academic integrity. Students are, at all times, expected to follow highest standards of scholarship and never engage in plagiarism while submitting assignments, summer internship reports, CIS reports, field work reports, and communicating publications to journals etc., or any other such document. Use of photographs, images, drawings etc., without due permission of authors should also be avoided at all costs. Students must note that documents submitted by them to fulfill academic requirements for courses (assignments, reports, thesis etc.) can be randomly checked for plagiarism using software tools and referred to the appropriate disciplinary authority in case of violations being found.

Students must refer to IIFM's academic integrity policy (Annexure 5) for further guidance on this matter. While IIFM shall create awareness about maintaining academic integrity from time to time, it is the student's responsibility to acquaint themselves about what constitutes plagiarism. Visit the following URL for the Current version of IIFM's Academic Integrity Policy and other helpful resources on academic integrity.

<http://iifm.ac.in/academic-integrity-resources/>

## **33.0 REVIEW OF RULES AND REGULATIONS**

Any Rules & Regulations mentioned in the Handbook may be modified during the academic year and shall be effective from such date as approved by the Director.

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**Annexure-1**  
**COURSE CURRICULUM**

**MASTER OF BUSINESS ADMINISTRATION (FORESTRY MANAGEMENT)**

<b>Term 1</b>			
<b>S.No.</b>	<b>Subjects</b>	<b>Credits</b>	<b>Course Code</b>
1	Quantitative Technique (QT)	1.0	FM-101
2	Managerial Computing (MC)	1.0	FM102
3	Accounting for Managers (AM)	1.0	FM-103
4	Marketing Management (MKT)	1.0	FM-104
5	Foundations of Forest Management (FFM)	1.0	FM-105
6	Society & Polity (SP)	1.0	FM-106
<b>Core Skills/Ideas</b>			
8	Critical Thinking (CT)	0.25	FM-107
9	Soft Skills (SS)	0.25	FM-108
10	Ethos of Conservation (EC)	0.50	FM-109
<b>Field Work – Two Weeks</b>		0.75*	FM-FW
<b>Term 2</b>			
<b>S.No.</b>	<b>Core Subjects</b>	<b>Credits</b>	<b>Course Code</b>
1	Financial Management (FM)	1.0	FM-201
2	Micro Economic Analysis (MEA)	1.0	FM-202
3	Business Communication (BC)	1.0	FM-203
4	Organizational Behavior (OB)	1.0	FM-204
5	Supply Chain Management (SCM)	1.0	FM-205
6	Climate Change, Adaptation & Mitigation (CCAM)	1.0	FM-206
<b>Core Skills/Ideas</b>			
7	Design Thinking (DT)	0.25	FM-207
8	Emotional Intelligence (EI)	0.25	FM-208

<b>Term 3</b>			
<b>S.No.</b>	<b>Core Subjects</b>	<b>Credits</b>	<b>Course Code</b>
1	Foundations of Sustainable Development (FSD)	1.0	FM-301
2	Macro Economic Policy and Analysis (MEPA)	1.0	FM-302
3	Management Information Systems (MIS)	1.0	FM-303
4	Research Methods & Business Analysis (RMBA)	1.0	FM-304
5	Human Resource Management (HRM)	1.0	FM-305
6	Strategic Management (SM)	1.0	FM-306
<b>Core Skills/Ideas</b>			
1	Leadership (LDS)	0.25	FM-307
2	Ethics (ETH)	0.25	FM-308
<b>Summer Internship - 12 Weeks</b>		2.50*	FM-SI
<b>TERM-IV</b>			
<b>Elective Courses</b>			
1	Five Elective Courses of 1.0 Credit Each	5.0	
<b>Core Skills/Idea</b>			
1	Laws & Conventions on Forest & Biodiversity (LCFB)	0.50	FM-401
2	Entrepreneurship (ETNP)	0.25	FM-402
	<b>Project Work – 8 Weeks</b>	<b>2.00*</b>	FM-PW
<b>TERM-V – Electives : 5 Credits</b>			
1	Five Elective Courses of 1.0 Credit Each	5.0	
*This credit unit is included along with the workload of the next term.			

**Annexure -2**  
**COURSE CURRICULUM**

**MASTER OF BUSINESS ADMINISTRATION (SUSTAINABILITY MANAGEMENT)**

<b>S.No.</b>	<b>Subjects</b>	<b>Credits</b>	<b>Course Code</b>
<b>Term I</b>			
1	Principles of Sustainability	1.0	SM-101
2	Business Communication	1.0	SM-102
3	Business Research Methods	1.0	SM-103
4	Financial Accounting	1.0	SM-104
5	Managerial Computing	1.0	SM-105
6	Managerial Economics	1.0	SM-106
Field work: Environmental Data Collection & Analysis (2 weeks)		1.0*	SM-FW
<b>Term II</b>			
1	Decision Methods	1.0	SM-201
2	Marketing Management for Sustainability	1.0	SM-202
3	Development & Business Ethics	1.0	SM-203
4	Governance, Policy & Legal Issues in Sustainability	1.0	SM-204
5	Financial Management	1.0	SM-205
6	Systems & Design Thinking in Sustainability	0.5	SM-206
7	Stakeholder Engagement and Materiality Assessment	0.5	SM-207
<b>Term III</b>			
1	Environmental Economics & Green Accounting	1.0	SM-301
2	Green Operations & Supply Chain Management	1.0	SM-302
3	Strategic Management	1.0	SM-303
4	Business Certification & Audits for Sustainability	0.5	SM-304
5	Geo-informatics for designing sustainable solutions	1.0	SM-305
6	Climate Change : Sustainable Energy & Carbon Management	1.0	SM-306
7	CSR & Sustainability Reporting	1.0	SM-307
8	Consumer Behavior	0.5	SM-308
	Summer Internship (12 week)	3.0*	SM-SI

<b>Term IV</b>			
<b>Compulsory Courses</b>			
1	Measuring Sustainability & Aligning SDG's	1.0	SM-401
2	Environmental Finance and Sustainable Investment	1.0	SM-402
<b>Elective Courses/CIS</b>			
3	3 elective courses + 1 CIS in lieu of an elective (if OGPA obtained upto Term-II is 3.55 & above) Or 4 elective courses.	4.0	ESM-403 onwards
	Industry Project (08 weeks)	2.0*	SM-IP
<b>Term V</b>			
<b>Compulsory Courses</b>			
1	Sustainable Innovation and Entrepreneurship	SM-501	1.0
2	Leadership for sustainable development	SM-502	1.0
<b>Elective Courses</b>			
3	Electives Courses - 3 Electives of 1.0 Credit Each	ESM-503 onwards	3.0
	<b>TOTAL CREDITS</b>		<b>36</b>

\*This credit unit is included along with the workload of the next term.

**Annexure-3**

**CURRICULUM**

**MASTER OF BUSINESS ADMINISTRATION (DEVELOPMENT AND SUSTAINABLE FINANCE)**

<b>S.No.</b>	<b>Title of the Course</b>	<b>Credit</b>	<b>Course Code</b>
<b>FIRST YEAR</b>			
<b>Term I</b>			
1	Management Accounting	1.0	DSF-101
2	Managerial Microeconomics	1.0	DSF-102
3	Marketing Management	1.0	DSF-103
4	Research Methodology	1.0	DSF-104
5	Society and Development	1.0	DSF-105
6	Financial System, Institutions and Markets-I	1.0	DSF-106
7	Language	Non Credit	
8	Computing Skills	Non Credit	
<b>Field Work/Financial Lab : Two Weeks</b>		0.50*	DSF-FW
<b>Term II</b>			
1	Organisational Behaviour	1.0	DSF-201
2	Business Analytics	1.0	DSF-202
3	Financial Management	1.0	DSF-203
4	Business Communication	1.0	DSF-204
5	Macro Economics and Policy	1.0	DSF-205
6	Financial System, Institutions and Markets-II	1.0	DSF-206
7	Life Skills	Non Credit	
8	Critical Thinking	Non Credit	
*to be added with term 3			
<b>Term III</b>			
1	Strategic Management	1.0	DSF-301
2	Human Resource Management	1.0	DSF-302
3	Project Management and Entrepreneurship	1.0	DSF-303
4	Management Control Systems	1.0	DSF-304
5	Sustainable Development Goals	1.0	DSF-305
6	Sustainable Finance	1.0	DSF-306
7	Design Thinking	Non Credit	
8	Responsible Management	Non Credit	

<b>Summer Internship : 12 Weeks</b>		2.50*	DSF-SI
*to be added with Term 4			
<b>SECOND YEAR</b>			
<b>TERM-IV</b>			
1	Strategic Financial Management	1.0	DSF-401
2	Impact Investing	1.0	DSF-402
3	Electives : 4.0 Credits <b>or</b> Electives : 3.0 Credits + 1 CIS	4.0	DSF-403 Onwards
	<b>Project Work : Eight Weeks</b>	2.0*	DSF-PW
<b>TERM-V</b>			
1	Investment Management	1.0	DSF-501
2	Microfinance	1.0	DSF-502
3	Electives : 4.0 Credits <b>or</b> Electives : 3.0 Credits + 1 CIS	4.0	DSF-503 Onwards
*This credit unit is included along with the workload of the next term.			

**Annexure-4**

**COURSE CURRICULUM**

**MASTER OF BUSINESS ADMINISTRATION (SUSTAINABLE DEVELOPMENT)**

<b>S.No.</b>	<b>Title of the Course</b>	<b>Credit</b>	<b>Curse Code</b>
<b>FIRST YEAR</b>			
<b>Term I</b>			
1	Management Accounting	1.0	SD-101
2	Managerial Microeconomics	1.0	SD-102
3	Marketing Management	1.0	SD-103
4	Research Methodology	1.0	SD-104
5	Society and Development	1.0	SD-105
6	Foundations of Sustainable Development	1.0	SD-106
7	Language	Non Credit	
8	Computing Skills	Non Credit	
<b>Field Work : Two Weeks</b>		0.5*	SD-FW
<b>Term II</b>			
1	Organisational Behaviour	1.0	SD-201
2	Business Analytics	1.0	SD-203
3	Financial Management	1.0	SD-204
4	Business Communication	1.0	SD-205
5	Macro Economics and Policy	1.0	SD-206
6	Governance for Sustainable Development	1.0	SD-207
7	Life Skills	Non Credit	
8	Critical Thinking	Non Credit	
<b>Term III</b>			
1	Strategic Management	1.0	SD-301
2	Human Resource Management	1.0	SD-302
3	Project Management and Entrepreneurship	1.0	SD-303
4	Consumer Behaviour	1.0	SD-304
5	Sustainable Development Goals	1.0	SD-305
6	Geo-informatics for Sustainable Development Planning	1.0	SD-306
7	Design Thinking	Non Credit	
8	Responsible Management	Non Credit	
<b>Summer Internship : 12 Weeks</b>		2.50*	SD-SI
<b>*to be added with Term 4</b>			
<b>SECOND YEAR</b>			
<b>TERM-IV</b>			
1	Poverty and Sustainable Development (PSD)	1.0	SD-401
2	Sustainable Urban Development (SUD)	1.0	SD-402
3	Electives : 4.0 Credits <b>or</b> Electives : 3.0 Credits + 1 CIS	4.0	SD-403 Onwards

	<b>Project Work : Eight Weeks</b>	2.0*	SD-PW
<b>TERM-V</b>			
1	Transition to Low Carbon Economy (TLCE)	1.0	SD-501
2	Sustainable Production & Consumption (SPC)	1.0	SD-502
3	Electives : 4.0 Credits <b>or</b> Electives : 3.0 Credits +1 CIS	4.0	SD-503 Onwards
*This credit unit is included along with the workload of the next term			

**Annexure - 5**  
**GRADE CONVERSION TABLE**

	5%	10%	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%
A+ 13	0.65 0.60	1.30	1.95	2.60	3.25	3.90	4.55	5.20	5.85	6.50	7.15	7.80
A 12	0.55	1.20	1.80	2.40	3.00	3.60	4.20	4.80	5.40	6.00	6.60	7.20
A- 11	0.50	1.10	1.65	2.20	2.75	3.30	3.85	4.40	4.95	5.50	6.05	6.60
B+ 10	0.45	1.00	1.50	2.00	2.50	3.00	3.50	4.00	4.50	5.00	5.50	6.00
B 9	0.40	0.90	1.35	1.80	2.25	2.70	3.15	3.60	4.05	4.50	4.95	5.40
B- 8	0.35	0.80	1.20	1.60	2.00	2.40	2.80	3.20	3.60	4.00	4.40	4.80
C+ 7	0.30	0.70	1.05	1.40	1.75	2.10	2.45	2.80	3.15	3.50	3.85	4.20
C 6	0.25	0.60	0.90	1.20	1.50	1.80	2.10	2.40	2.70	3.00	3.30	3.60
C- 5	0.20	0.50	0.75	1.00	1.25	1.50	1.75	2.00	2.25	2.50	2.75	3.00
D+ 4	0.15	0.40	0.60	0.80	1.00	1.20	1.40	1.60	1.80	2.00	2.20	2.40
D 3	0.10	0.30	0.45	0.60	0.75	0.90	1.05	1.20	1.35	1.50	1.65	1.80
D- 2		0.20	0.30	0.40	0.50	0.60	0.70	0.80	0.90	1.00	1.10	1.20

**Annexure – 6**  
**GRADE CONVERSION**

**Sample**

**Course: Strategic Management** **Credit: 1.0**

**Name of the Student: Surabhi**

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Components	Weightage	Grade	Converted into point As per table
Quiz	10%	B	0.90
Assignment	15%	A	1.80
Presentation	5%	B+	0.50
Class Participation	5%	C+	0.35
Mid-term Class Test	15%	A+	1.95
Term Examination	50%	A	6.00
<b>Total</b>	<b>100%</b>		<b>11.50</b>

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Divided by 3:  $11.50/3 = 3.83$

So, final grade is "A", since '3.83' is in between 4.33 and 3.55

**Appendix-I**

**EMAIL & CONTACT NUMBERS OF FACULTY MEMBERS**

S. No.	Name of Faculty	Extn. No.	Mobile Number	Email
1	Dr K Ravichandran	301		director@iifm.ac.in
2	Prof. Advait Edgaonkar	390	7828566626	advaite@iifm.ac.in
3	Prof. Anup Prakash Upadhyay	304	9479895773	anupadhyay@iifm.ac.in
4	Prof. Ashish David	460	9755538822	adavid@iifm.ac.in
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