



भारतीय प्रबंध संस्थान कोषिकोड

Indian Institute of Management Kozhikode

Globalizing Indian Thought



Executive Post Graduate Programme in Management EPGP -17



Academic Handbook

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EXECUTIVE POST GRADUATE PROGRAMME

ABOUT EXECUTIVE POST GRADUATE PROGRAMME

In the year 2001, IIMK conceived a new model of management education for working executives. Executive Management Education Programme (EMEP) marked the beginning of IIMK's Executive Education activities and IIMK pioneered management education through synchronous interactive learning mode in the Asia Pacific region.

The Executive Post Graduate Programme in Management is delivered essentially in two modes; learning through Interactive Learning (IL) platform and classroom learning through In-Campus Modules.

INTERACTIVE LEARNING (IL) MODULE

The IL component forms the core of EPGP. Instructors from IIMK, facilitate learning through two-way audio/video synchronous telecommunication mode from the Studio based at IIMK Campus. Classes are scheduled on weekdays in the evening and on weekends. However, IIMK retains the right to change/modify or introduce a different schedule, if any arising exigencies so require.

This Programme is currently offered through the technology platform of TimesPro. The technology allows the instructor to use PowerPoint presentations, videos, audio, whiteboards and telestrators to effectively communicate ideas and interact with the participants.

EXECUTIVE POST GRADUATE PROGRAMME IN MANAGEMENT

1. PREAMBLE

The information, rules, and regulations contained in this Academic Handbook and the amendments/alterations/modifications that may be made thereto from time to time by the Institute, shall govern and regulate the EPGP Batch 17. If any situation/contingency arises, the solution whereof cannot be found in the rules contained in this Academic Handbook, then such decision taken by the EPGP Executive Committee of IIMK, in these regards shall be final and binding.

2. INTRODUCTION

The Executive Post Graduate Programme in Management – Interactive Learning (EPGP-IL) at the Indian Institute of Management Kozhikode (IIMK) offers a judicious blend of theory and practice and is deliberately designed to be change-oriented. EPGP is a two-year Master's Degree Programme offered on a combination of in-campus module and Interactive Learning platform (Refer Annexure-IV). The unique feature of the programme is its inherent concern to impart management education to working professionals seeking to update and upgrade their knowledge and skills.

The course curriculum is effectively reviewed using participant-appraisals / participant suggestions as well as faculty-driven-reinvigoration-inputs and updated to cater to the requirements of industry and reflect changes in the environment. Ever mindful of the shifting boundaries and the winds of change in a globalizing business environment, the Programme also lays considerable emphasis on exposure to many aspects of international business and related strategic and cross-cultural issues. EPGP provides the participants with skills to effectively lead their organizations to the next level in the knowledge economy through an innovative curriculum.

The programme is divided into two years with a compulsory core curriculum in the first year and four compulsory courses and elective courses in the second year, with an optional International Immersion Component. The curriculum of the first year is designed

to provide the participants with a thorough grounding in the prerequisite courses and the functional areas of Management. The first-year courses in the core curriculum are common to all the participants, and, considering the level of rigour with which it is taught, will enable the participants to further their career into any stream of Management. The first year also lays the foundations for the moulding of the unique IIMK brand; where, as stated earlier, a concern for the wider society and an abiding value system are firmly imprinted.

The second-year courses are elective offerings in various academic areas. IIMK Faculty, as well as professionals from Industry and Academia (as Adjunct and Visiting Faculty), teach these courses, which give in-depth insights into the subject matter, and hands-on experience through projects and diverse case studies.

3. PROGRAMME TITLE & DEGREE

On successful completion of the EPGP-IL programme, which would imply obtaining mandatory minimum academic requirements as set out in Rule **6.2.6**, herein, would be awarded the title '**Master of Business Administration**' by Indian Institute of Management Kozhikode (Refer Annexure XII).

4. PLO's & PLG's OF EXECUTIVE POST GRADUATE PROGRAMME IN MANAGEMENT

Program Learning Goals:

1. To nurture and build upon the participant's experience with appropriate conceptual, theoretical, and applied concepts
2. To enable participants to develop innovative, balanced and optimal solutions for solving complex problems of the future
3. To transform the participants into socially, environmentally responsible and ethical leaders in a changing global environment

<i>Congruence with Mission and Programme Objectives</i> Key points of Mission Statement	Program Level Goals of EPGP-IL
A spirit of wholesome learning	To nurture and build upon the participant's experience with appropriate conceptual, theoretical, and applied concepts.
Create a unique space of global reckoning thereby nurturing capable and dependable management thinkers	To enable participants to develop innovative, balanced and optimal solutions for solving complex problems of the future
Developing into socially responsible and environmentally friendly practitioners, leaders and educators contribute towards creating a better world.	To transform the participants into socially, environmentally responsible and ethical leaders

Program Level Goals of EPGP-IL	Learning Outcomes (Objectives)
To nurture and build upon the participant's experience with appropriate conceptual, theoretical, and applied concepts	1.1 Develop advanced knowledge of various management concepts and tools across business functions. (Functional Knowledge) 1.2 Critically evaluate and integrated business intelligence and apply concepts to practice. (Integration & application of concepts).
To enable participants to develop innovative, balanced and optimal solutions for solving complex problems of the future.	2.1 Develop analytical skills to propose innovative solutions (Critical/analytical thinking) 2.2 Integrate and apply core concepts to analyze, initiate and implement managerial actions (Integration & application of concepts) 2.3 Communicate ideas effectively to influence and inspire (Communication)
To transform the participants into socially, environmentally responsible and ethical leaders in a changing global environment	3.1 Develop a sense of social and environmental concerns and role of business in society (Sustainability) 3.2 Lead and work with others in local and international environments (Leadership)

5. PROGRAMME STRUCTURE & COURSES

The duration of the EPGP is two academic years split into seven quarters.
The structure of the EPGP is divided into 3 modules, viz.

- i. Module 1: Foundation and Functional Core Courses
- ii. Module 2: Elective Courses (second year)
- iii. Module 3: Compulsory Courses (second year)
- iv. Mandatory In-Campus Components (spread across the above three modules)
- v. International Immersion Component (optional, second year)

Each course in EPGP is structured around the concept of credits. Each credit represents 10 hours of contact sessions, such that, a full course of 3 credits requires 30 hours of classroom instruction and interaction. Participants should note that each hour of instruction will normally require at least another three hours of preparation on their own.

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

5.1 FIRST YEAR – CORE COURSES – MODULE 1

The first year of the programme is divided into four quarters. The first year contributes to compulsory core courses covered in 380 hours of instruction of which, approximately 30 hours are based on an In-Campus module of one-week duration conducted in the premises of IIMK and the remaining approximately 350 hours are covered on the interactive learning platform. The first-year core courses which are compulsory are listed in the Annexure – I.

5.2 SECOND YEAR – ELECTIVE COURSES – MODULE 2

The elective offerings are expected to enable a student gain deeper knowledge and understanding of their chosen areas they would like to pursue. The elective courses are offered during the V, VI and VII quarters of the Programme. The final decision on the specific set of elective courses to be offered in each quarter rests with the *EPGP Committee*. The EPGP Committee normally takes this decision based on recommendations of the *Academic Areas* in the Institute.

The elective courses from eight academic areas, namely Economics, Finance Accounting & Control, Information Technology & Systems, Marketing Management, Organizational Behaviour & Human Resource Management, Quantitative Methods & Operations Management, Humanities & Liberal Arts in Management and Strategic Management, are offered through the elective bidding process initiated in Quarter II. (The current list of electives for EPGP16 batch are listed in the Annexure – III).

5.2.1 ELECTIVE BIDDING PROCESS

The elective courses are selected by all participants through a real-time bidding process from a large set of courses offered by the various Academic Areas of the Institute. The bidding process is conducted in Quarter III of the first year. The bidding process includes the following steps:

1. Orientation sessions
2. Interest gauging process/Demand estimation process
3. Mock bidding rounds
4. Final real-time bidding round.

The elective courses for the second year will be allotted to a participant via this transparent process. All participants would acquire bid points according to their Cumulative Grade Point Average (CGPA) obtained till Quarter – II.

The bid points for every participant will be calculated as per the following formula:

Maximum Bid points available for a participant = 100 + CGPA * 50.

The participant will use the bid point to participate on the live bidding process. The elective bidding process guidelines are attached as Annexure-XI.

5.2.2 CREDIT REQUIREMENTS IN THE SECOND YEAR

In the second year of the EPGP, each participant must earn a minimum of 28 credits through the courses they choose. The quarter-wise as well as overall minimum and maximum credit requirements are given in the Table below.

Quarter	Minimum Credits*	Maximum Credits
V	8	12
VI	8	12
VII	8	12
Total Required Credits for the year	28	

** Participants are requested to select more credits than the required minimum in any of the quarters to obtain the total credit requirements for the year.*

Participants must ensure that they have earned an overall minimum of 28 credits to be eligible to graduate.

NO REQUEST FOR CHANGE OF ELECTIVE COURSES AFTER THE FINAL SELECTION WILL BE CONSIDERED.

5.2.3 AUDITING AN ELECTIVE COURSE

Apart from the allotted elective courses, participants have an opportunity to learn additional elective courses without credit. The audit course selection also will be conducted through a transparent process during Quarter-III in the first year. The audit course allotment process is explained in Annexure-XXV. The study materials will be provided to the audit participants without any additional fee.

In any circumstances, if a participant fail to attend the examination, there will be no provision for a re-examination. The status of the audit course will be 'FAILED'.

5.3 SECOND YEAR - COMPULSORY COURSES - MODULE 3

During the second year, the programme would be covering the compulsory courses such as **Leadership and Corporate Accountability, International Business, Business Simulation and Business Plan Project**. These courses are delivered during the second and the third & final in-campus module. The courses are listed in the Annexure – II. Successful completion of these modules is essential to be eligible for the Degree.

5.4 MANDATORY IN-CAMPUS COMPONENT

The three in-campus modules are conducted at the IIMK campus and it is mandatory for all participants to attend all the in-campus modules. These modules provide the participants with an orientation towards case-based learning, foundation to analytical thinking and integrate the learning culture of IIMK apart from the discussions on contemporary issues in management practices and trends in the industry and business. The EPGP two year programme has three in-campus modules of one-week duration. The detailed timelines are as follows:

In-Campus Modules	Timelines
I	Beginning of the first year
II	Beginning of the second year
III	End of the second year

The following are to be noted regarding the in-campus component:

- 5.4.1 If the participant who is admitted to the EPGP program does not attend the first in-campus module, they will not be allowed to join the EPGP batch.
- 5.4.2 If a participant is not able to attend second or third in-campus module due to some unavoidable reasons, she/he has to attend the second/third in-campus module along with the next batch after obtaining approval from the Chairperson-EPGP.
- 5.4.3 A participant will be eligible to attend the third in campus module only if she/he had attended the second in-campus module.
- 5.4.4 Participants who will be attending the second/third in-campus module with the next batch will be graduating along with the batch they have attended the missed in-campus modules.
- 5.4.5 Participants have to make their own arrangements for travel and stay to attend the in- campus. *(Since the campus accommodation is very limited, the participants have to stay outside the campus.)*
- 5.4.6 Participant should attend the in-campus slot allotted by the EPGP Office

5.5. INTERNATIONAL IMMERSION COMPONENT (OPTIONAL)

The EPGP-IL programme has introduced an optional international immersion component, which is a non-credit and non-compulsory component. The tentative timeline for the international immersion will be February/March 2027, after the final in-campus. The immersion will be facilitated by IIMK, contingent upon minimum number of participants

selected, visa approval and fee payment by the selected participants. The international partnered institute for the immersion shall be identified by IIMK.

The selection of participants for the international immersion component will be based on an interest gauging process, CPI of the participant, job role and experience and statement of purpose. IIMK shall collaborate with international partnered institutes (with assistance from the IIMK International Relations Office). Upon completion, participants would receive a certificate from the IIMK partnered international institute. The International Immersion Component will conclude before the convocation. The participants cannot excuse themselves from the convocation because of the international immersion/travel/tour after the immersion.

The fee for the international immersion component is not part of the EPGP-IL programme fee. Participants would bear the program fee, and cost related to visa, accommodation at the location and travel. EPGP Office would collect the charges for the component to be paid to the foreign institute. The participants would also need to get the visa approval process, their travel and stay on their own.

6. ACADEMIC EVALUATION

The scheme of evaluation may vary from course to course. The course Instructor will decide and communicate, at the beginning of the course, an appropriate scheme of evaluation as per the requirements of the course and the methods of instruction. Normally, the evaluation of academic performance in each course is based on varying combinations of the components - Assignments, Quizzes, Class Participation, Project Work, Quarter-End Examination and any other component suitably decided by the Instructor.

There will be a minimum of three components for evaluation. The relative weightage of components will be at the discretion of the Instructor subject to a minimum weightage of 50 per cent for the end quarter examination. **The relative weightage of the components will be at the discretion of the instructor. Instructors will also have the discretion to make some mid-course changes in the evaluation scheme, if, in their best judgment, such changes become necessary as the course progresses. Such changes would be promptly announced to the participants if and when they are made.**

Institute follows Letter Grading policy, and minimum cut-off marks for each grade may vary from course to course.

Quizzes may be conducted with or without prior notice as decided by the Course Instructor. **There is no provision for repeating a Quiz or conducting a re-quiz.** However, due to unforeseen technical difficulties, repeat quizzes may be conducted upon the decision of the competent authority.

6.1 THE GRADING SYSTEM

6.1.1 For each course, the Instructor awards Letter Grades to the participants based on the academic performance and evaluation scheme. IIMK follows letter grading scheme of 13 levels ranging from A+ to F as given in the Table below:

Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Grade Point	4.33	4	3.67	3.33	3	2.67	2.33	2	1.67	1.33	1	0.67	0

6.1.2 The instructor will award the mark to each component after assessment. A Letter grade will be assigned based on the total score obtained after summing up the individual component scores.

6.1.3 The mark/grade awarded by an Instructor for any segment/component of the evaluation is final. Any participant, who desires a clarification on the marks/grades awarded, may forward proper requests to the concerned Admin Associate **within a week** of receiving/publication of the marks/grades. In case of any change in the marks or grades, it will be communicated within two weeks from the date of request. *Normally, requests relating to totalling, omissions, and/or mistakes of clerical nature only will be entertained.* Participants should keep track of their grades announced by the EPGP Office through appropriate modes of contact/enquiry. The EPGP Office/System will not be responsible for any consequences arising out of a failure **to exercise due diligence** on the part of the participants, in this regard. Grievances, if any, those are not resolved through such discussions may be taken up with the Chairperson-EPGP. The decision taken by the Chairperson EPGP/EPGP Executive Committee in this regard shall be final and binding.

6.1.4 The Grade Point Average (GPA) for the quarter is calculated by computing the sum of grade points in respective courses multiplied by the course credits, and dividing it by the total credits for all the courses in the quarter.

6.1.5 Participants are strictly cautioned not to send any mails / personally approaching faculty, teaching / secretarial assistants requesting them for changes in the grades, marks, etc. Such actions will be viewed seriously and appropriate disciplinary action will be initiated against such participants.

6.1.6 Classroom and peer learning is an important element of the entire experience at IIMK. Hence, participants must maintain regular and punctual attendance in all courses. The instructor is free to adopt appropriate measures to regulate attendance, penalize absence, and ensure a smooth and undisturbed process of learning in her/his class. Each and every participant is expected to be prepared for the session and the judgment as well as actions/penalty by instructor is final.

6.2 PROMOTION & GRADUATION

6.2.1 CGPA and Deficit Credit Points (**DCPs**) will form the basis for:

- a) Promotion from the first year to the second year, and
- b) Award of Master of Business Administration (MBA) at the end of the Programme.

6.2.2 CALCULATION OF CGPA

The Cumulative Grade Point Average (CGPA) is calculated as a composite index of the academic performance of the participant. The Cumulative Grade Point Average (CGPA) is calculated using the following formula:

$$CGPA = \frac{\sum (\text{Grade point obtained for a course} * \text{corresponding course credits})}{\text{Total Credits}}$$

6.2.3 DEFICIT CREDIT POINT (DCP)

Grades **D & F** will attract DCPs. '**D**' Grade means a final grade of '**D+, D, or D-**' in the course.

Grade **D** will carry: **1 DCP** in a **1 Credit Course**
2 DCPs in a **1.5 Credit Course**
3 DCPs in a **2 Credit Course**
4 DCPs in a **3 Credit Course**

Grade **F** will carry: **2 DCPs** in a **1 Credit Course**
3 DCPs in a **1.5 Credit Course**
4 DCPs in a **2 Credit Course**
6 DCPs in a **3 Credit Course**

6.2.4 A participant will be **eligible for promotion to the Second Year** of the programme only if she/he meets the following academic standards at the end of the first year:

- a) The participant obtains a CGPA of at least **2.0** (i.e. equivalent to C Grade), and
- b) The participant does not have more than **15 DCPs** in the first year.
- c) The participant does not have any financial dues with the Institute.

6.2.4.1 A participant who is found ineligible for promotion to the second year under clause **6.2.4** is required to leave the programme or will be terminated from the Programme. **There will not be any refund of the programme fee paid till the date of withdrawal/termination.**

6.2.4.2 A participant who is found ineligible for promotion to the second year can apply for repeating the first year with the next batch of the EPGP programme to the Chairperson-EPGP, within one week from the date of announcement of the results; provided the participant meets **ANY ONE** of the following criteria:

- i. The **CGPA** obtained by the participant in the first year is not below **2.00**.
- ii. The total number of **DCPs** accumulated by the participant during the first year is **not more than 15**.

6.2.4.3 A Participant who is found not eligible for promotion to second year/not eligible for repeating the first year /not requested for repeating the first year within the timeline mentioned in **6.2.4.2** will be terminated from the programme. There will not be any refund of the fee paid.

6.2.4.4 Such participants terminated from the programme will be issued with a consolidated grade sheet of the first year with status as '**NOT PROMOTED TO THE SECOND YEAR**'.

6.2.5 A participant who is found eligible for promotion to the second year and decided to discontinue the programme will be given the grade sheet of the first year with status as '**DISCONTINUED**'. Such participants who decide to leave the programme are not entitled to claim the certificate of any other programme/course completion certificate conducted by IIMK, irrespective of whether the prescribed course contents are the same or not. Such participants discontinued from the programme are not permitted to re-join the same programme in later academic years by claiming the credit that she/he already accrued. No credit will be given for the courses, which the participant has completed before discontinuing the program when she/he joins any of the programmes conducted by IIMK.

6.2.6 A participant will be **eligible for Award of MBA** on completion of the Programme only if she/he satisfies the following criteria at the end of the second year:

- a) Obtains a **CGPA** of at least **2.0** (i.e. equivalent to C Grade) overall (first year and second year put together) in the program.
- b) Does not have more than **8 DCPs** in the Second Year of the Programme.
- c) Does not have any financial dues with the Institute.

6.2.7 No requests/appeals for improvement of the grades obtained, for reduction/removal of DCPs accumulated and/or for improving CGPA, through repetition of Courses/Terms, will be entertained from the participant under any circumstances.

6.2.8 A participant who acquire more than 15 DCPs in the first year or more than 8 DCPs in the second year at any point of time during the course of study, would be asked to discontinue the programme immediately and must leave the programme without refund of any fee paid.

6.2.9 A participant who is found not eligible for the award of Master of Business Administration under clause **6.2.6** is required to leave the programme or will be terminated from the programme.

6.2.10 A participant who is found not eligible for award of Master of Business Administration under clause **6.2.6** will be issued with first year mark sheet with status as '**PROMOTED TO THE SECOND YEAR**' and second-year mark sheet with programme status as '**FAILED**'. Such participants are not entitled to claim the course completion certificate of the first year, certificate of any other programme conducted by IIMK, irrespective of whether the prescribed course contents are the same or not.

6.2.11 A participant who is found ineligible for award of IIMK MBA degree can apply for permission to repeat the second year with the next batch of the EPGP programme to the Chairperson-EPGP, within one week from the date of announcement of the final results, subject to the participant meets **ANY ONE** of the following criteria:

- i. Obtains a **CGPA** of at least **2.0** (i.e. equivalent to C Grade) in the second year.
- ii. The total number of **DCPs accumulated** during the Second Year is not more than **8**.

However, the permission for repeating the year would be subject to the assessment of Chairperson-EPGP of the suitability of the participant to repeat the programme on academic and other relevant considerations including disciplinary issues.

6.2.12 Repeat option, if allowed by the Institute, will be given only once in each year of the programme. i.e. no participant will be allowed to be in the same year of the programme for more than two years.

6.2.13 The participant who wishes to repeat a particular year has to pay the entire fee of that year applicable for the batch, which she/he joins to repeat the year. The fee already paid for the completed year will not be taken into consideration.

7. TECHNOLOGY PARTNER

In 2001, IIMK pioneered management education through a synchronous interactive learning mode (IL) in the Asia Pacific region. Executive Post Graduate Programmes Participants got the flexibility to choose the class room centres based on their city of residence /work and the same made the programme unique and the legacy continues. Executive Post Graduate Programmes are delivered through an Interactive Learning platform managed by the technology partner, where participants can attend the classes from the designated classroom centres available at their locations.

The Current technology partner for the EPGP-IL programme is TimesPro.

7.1 TimesPro (A division of Bennett, Coleman & Co. Ltd Initiative)

Founded in 1838, the Times Group is India's largest and most diverse media house with an unmatched presence across all platforms — Publishing, Radio, TV, OOH and Online media — in the entire sub-continent. 'The Times of India', Times Group's star newspaper, is the largest English newspaper in the world along with its sister publication 'The Economic Times' coming in as the world's second-largest daily English business publication.

TimesPro is a unique education initiative with a vision to fulfil the aspirations of millions of learners, by making excellence accessible through learner-centric innovations and

global collaborations. TimesPro uses its wealth of the industry knowledge, possessed by numerous media assets of its parent group to deliver industry-specific skills through cutting edge technology. Its focus is to build knowledge infrastructure that applies to India-specific skill gaps and complements the aspiration of Indian citizens. TimesPro consists of business verticals that focus on an individual's educational journey right from entry-level graduate to a professional to a business executive. TPL has strong capabilities in technology platforms, retail infrastructure, academics, learner acquisition and marketing services.

7.2 PLATFORM CLASS SCHEDULE

7.2.1 FIRST YEAR

Batch	Section	Platform Schedule
Weekend	Section A	9:00 AM – 3:00 PM (Saturday & Sunday)
	Section B	
	Section C	
	Section D	
	Section E	
Combined	Section F	Thursday & Saturday 7:00 PM - 9:45 PM Sunday 3:30 PM - 9:30 PM

Buffer Slot: 03:30 PM - 06:15 PM (Saturday) for weekend batch

Buffer Slot: 12:15 Noon - 03:00 PM (Sunday) for combined batch

7.2.2 SECOND YEAR

The Participants will be provisionally promoted to second year of the Programme after completion of first four quarters in the first year. However, their continuity in the Programme will be based on eligibility criteria as mentioned in Para-5.2.4. *The platform class timings for the second year will depend on the selection of electives and the schedule of electives opted.* There may be more than one weekday evening classes and weekend classes for a participant depending upon his selection of elective. Hence, participants are requested to check the schedule of an elective course before subscribing to a course during the elective bidding process. Tentative timings for the elective sessions in the Second Year are as follows:

Finance	HR	Marketing	IT	Operations	HLAM	Strategy	Economics
Wednesday	Wednesday	Monday	Tuesday	Friday	Friday	Thursday	Thursday
7-9:45 PM	7-9:45 PM	7-9:45 PM	7-9:45 PM	7-9:45 PM	7-9:45 PM	7-9:45 PM	7-9:45 PM
Saturday	Saturday	Sunday	Sunday	Sunday	Sunday	Sunday	Sunday
7-9:45 PM	3:30-6:15 PM	3:30-6:15 PM	3:30-6:15 PM	9-11:45 AM	9-11:45 AM	12:15-3 PM	12:15-3 PM

Buffer Slot: 09:00 AM – 11:45 AM (Saturday)

Buffer Slot: 07:00 PM – 09:45 PM (Sunday)

8. PROGRAMME FEE

Total programme fee ₹15,50,000 payable in 7 instalments as per following schedule.

Instalment	Instalment Amount (in ₹)	Due Date
First Instalment	2,30,000	November 13, 2024
Second Instalment	2,20,000	February 10, 2025
Third Instalment	2,20,000	May 10, 2025
Fourth Instalment	2,20,000	August 10, 2025
Fifth Instalment	2,20,000	December 10, 2025
Sixth Instalment	2,20,000	April 10, 2026
Seventh Instalment	2,20,000	August 10, 2026
Total	15,50,000/-	

9. PARTICIPANT WELFARE FUND

₹2,000/- is payable along with the 1st instalment of the programme fee during the admission.

10. ALUMNI MEMBERSHIP FEE

₹10,000/- is payable mandatory along with the 5th instalment during the second year. The fees described above are payable directly to the institute as per the schedule communicated.

11. FEE PAYMENT

All applicable fees are payable directly to the IIMK through the fee payment portal. IIMK have a payment management arrangement with PayU.

Participants may login to the payment portal through the link. <https://forms.iimk.ac.in/payupayment/participantlogin.php>

Payment of fees through any other mode such as cash, cheque is not acceptable.

Payment towards the Direct to Desktop facility (Except pandemic situation),

Temporary/Permanent centre change has to be paid directly to the technology partner M/s TimesPro.

PAYMENT OPTIONS AVAILABLE

- Net Banking
- Credit Card
- Debit Card
- NEFT/RTGS

Participant can select NEFT/RTGS mode and generate the challan for remittance from loan account. The Challan will have *instantaneously generated unique virtual account number of PayU (For IIMK)*.

11.1 LATE FEE PAYMENT

- 11.1.1 The participants are required to pay the requisite fee as per the schedule communicated in the handbook, before the commencement of each quarter. In case of failure of payment of fees by the due date, a **fine of ₹1000/- per week** will be levied till the date prior to the commencement of the quarter.
- 11.1.2 To retain the Participant ID active, the participants need to remit the fee instalment along with applicable late fee, if any.
- 11.1.3 If the applicable fee remains unpaid as on the day of commencement of a particular quarter, **the participant will not be permitted to attend the platform classes**. His/her participant ID will be temporarily deactivated for 15 days from this date. The sessions missed during this period will not be considered for attendance regularisation. However, the participant can re-join the programme within these 15 days by remitting the fee for the quarter and re-joining fee of ₹10000/- along with a formal request for re-joining the programme. The participant ID will be re-activated on receipt of the fee and after necessary approvals. In case the fees remain unpaid even after completion of 15 days, the studentship in the programme is liable to be terminated permanently. In such an event, the fee paid by the participant till date will be forfeited and no refund shall apply to the participant.

12. ACADEMIC DISCIPLINE

The institute expects that all participants will adhere to the principles of intellectual honesty in the written and spoken presentation of their academic-related work. It is also expected that all participants will be evaluated and graded on their individual merit and all work submitted for evaluation should declare that it is the participant's own/sole contribution, devoid of any combined/joint effort of others for individual assignments. If found otherwise the participant's deviant academic work will be cancelled and the participant will be awarded 'zero' marks for the assessment component.

Participants often have to use the ideas of others as expressed in the written or published work in preparing papers, essays, projects, reports, assignments. Both the data and ideas obtained from any and all published or unpublished material must be properly acknowledged and the sources should be disclosed. The participant has to check with the concerned faculty the extent to which such borrowing is acceptable. Failure to follow this practice constitutes plagiarism and is considered to be a serious offence. The minimum penalty in such a case of plagiarism is an 'F' grade in the respective course or it may even be as severe as suspension/forced withdrawal from the programme subject to the decision of the EPGP Executive Committee.

12. 1 CODE OF CONDUCT FOR PARTICIPANTS

It is assumed that all participants will guide themselves with maturity, great sense of responsibility and respect for other participants, faculty members, staff of the institute and the employees of the technology partner. The participants would be subject to disciplinary action including dismissal from the programme without any fee-refund, if found engaged in dishonesty including cheating, knowingly furnishing false or misleading information, forgery, plagiarism and other unethical practices which violates the code of conduct and rules specified by IIMK.

13. ATTENDANCE

Attendance in the platform classes will be monitored using a random pop – up model. During the platform, session participant will get 5 pop-ups to submit the attendance and the final attendance will be calculated as per table appended.

1st Pop-up	All Pop-ups are Mandatory, and will be raised on random intervals
2nd Pop-up	
3rd Pop-up	
4th Pop-up	
5th Pop-up	

- 13.1** Each class has a duration of 2 hours 30 minutes (with a 15 minutes break) and further divided into two sessions of 1 hour and 15 minutes' duration. Participants should be present in both the sessions to get full attendance. **Participant must switch on their videos during the entire session.** The attendance will be given based on the pop-ups, duration as well as the participant video available during the session.
- 13.2** The attendance report will be shared frequently with all participants. **Participants are expected to check the attendance report regularly.** The participant can point the discrepancy if any, within one week from the date of publishing of attendance. Requests for correction in the attendance will not be entertained after one week. **Any disconnect in the report should be informed to the EPGP office before releasing the grades of a course.**
- 13.3** Participants must maintain regular and punctual attendance in all the courses. A minimum of **62.5%** attendance is required for **1 credit** course, **66.67%** attendance for **1.5 credit** courses, **75%** attendance for **2 credits and 3 credit** courses is required. A Shortage of attendance will attract penalties in the form of grade drop. The final grades obtained after considering the attendance will be considered for calculation of the CGPA and DCPs.
- 13.4** **A participant should obtain minimum 50% attendance in a course to be eligible for writing the end quarter examination. Participants having less than 50% attendance in a course will not be allowed to appear for the end quarter examination of that particular course and will be awarded 'F' as the final grade for that course. The attendance regularisation clause is not applicable if the attendance is less than 50% for a course (refer clause 13.2).**

The calculation of grade drop according to shortfall in attendance for each credit is as shown in the below tables.

For 3 credit courses

Actual grade obtained in the course		A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Revised grade; if the attendance is between/equal to	70% ≤ "Actual Grade" <75%	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	F
	65% ≤ "Actual Grade" <70%	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	F	F
	60% ≤ "Actual Grade" <65%	B+	B	B-	C+	C	C-	D+	D	D-	F	F	F	F
	55% ≤ "Actual Grade" <60%	B	B-	C+	C	C-	D+	D	D-	F	F	F	F	F
	50% ≤ "Actual Grade" <55%	B-	C+	C	C-	D+	D	D-	F	F	F	F	F	F
	<50%	F	F	F	F	F	F	F	F	F	F	F	F	F

For 2 credit course

Actual grade obtained in the course		A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Revised grade; if the attendance is between/equal to	65% ≤ "Actual Grade" <75%	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	F
	60% ≤ "Actual Grade" <65%	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	F	F
	50% ≤ "Actual Grade" <60%	B+	B	B-	C+	C	C-	D+	D	D-	F	F	F	F
	< 50 %	F	F	F	F	F	F	F	F	F	F	F	F	F

For 1.5 credit courses

Actual grade obtained		A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Revised grade; if the attendance is between/equal to	50% ≤ "Actual Grade" <66.67%	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	F
	<50%	F	F	F	F	F	F	F	F	F	F	F	F	F

For 1 credit courses

Actual grade obtained		A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Revised grade; if the attendance is between/equal to	50% <="Actual Grade" <62.50%	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	F
	<50%	F	F	F	F	F	F	F	F	F	F	F	F	F

14. ABSENCE FROM PLATFORM SESSIONS

Participants must maintain regular and punctual attendance in all courses and advised to check their attendance status frequently and ensure that the same is correct. Any issues should be brought to the notice of the section co-ordinator within seven days' time limit.

14.1 ATTENDANCE REGULARISATION

Attendance regularisation is applicable in case of absence from sessions due to the following reasons:

- 14.1.1 Illness of the participant or immediate family member (Parents/Parents in-law/Spouse/Children)/maternity reasons (for self/spouse): *Submit medical certificate from a government doctor or a registered medical practitioner within 7 days after the diseased period.*
- 14.1.2 Hospitalization of participant or immediate family members (Parents/Parents in-law/Spouse/Children): Admit / discharge report from the hospital along with a medical certificate from the treating doctor (registered medical practitioner) is required to be submitted within 7 days.
The medical certificate submitted should have the details of the participant and name, designation & registration number of the doctor with the official seal.
- 14.1.3 Marriage (Self/Immediate family members such as Brother/Sister/Son/Daughter): Participant should inform EPGP office and get prior approval. For the marriage of the participant, attendance regularization is applicable for any three days around the week of marriage, as per the invitation card.
- 14.1.4 In case of marriage of immediate family members, the attendance regularization request will be considered only on the day of wedding as per the wedding invitation card along with proof establishing the relationship.
- 14.1.5 Death of an immediate family member (Parents/Parents in-law/Spouse/Siblings/Children/Grand Parents): Copy of the death certificate attested by the participant and proof establishing the participant's relationship to be submitted to the EPGP office for considering the attendance regularization.
- 14.1.6 Travelling abroad for official purpose: Attendance regularisation will be considered only on the days of travel from native country to foreign country and vice versa, on submission of a letter from the HR/Department Head and the proof of journey. Internal travel within the foreign country cannot be taken into account for attendance regularisation.

The attendance regularisation request will be processed after the completion of sessions of the respective courses. However, the request needs to be submitted to the EPGP office as per the timelines mentioned (Refer Annexure VI). EPGP office might validate the authenticity of the documents submitted by the participant by contacting the concerned stakeholders.

14.2 Request for attendance regularization in a course for the reasons explained above will be considered only if the participant had attended at least 50% of the platform classes of that particular course.

14.3 The attendance will be regularized up to 75% for 2 credits and 3 credits courses and up to 66.67% for 1.5 credit course and 62.50% for 1 credit course. If a participant has **62.50%** attendance in a **1 credit** course, **66.67%** attendance for **1.5 credit** course, **75%** attendance for **2 credits and 3 credit** course, any further request for attendance regularization for the said course will not be considered irrespective of the reason for absence.

14.4 Facility to Repeat a Course

The facility to repeat the course is available to a participant due to the following exceptional reasons only:

- 14.4.1 If a participant was absent for more than 50% of a course due to reasons such as medical (Illness /Maternity reasons).
- 14.4.2 Marriage (Own/Immediate family member such as brother/sister/Son/Daughter)
- 14.4.3 hospitalization/death of immediate family member.

In the above cases, the participant can apply for repeating the said course with less than 50% attendance with the next batch by paying the proportionate fee applicable to the course. Participants repeating the course(s) with the next batch will be graduating along with the batch; which she/he will be repeating the course. Participants not repeating the course in which she/he has less than 50% attendance due to valid reasons will be awarded 'F' grade and GPA/CGPA will be calculated accordingly.

14.4.4 Participant absent for more than 50% of the classes due to any reason apart from the reasons mentioned in 14.4.1,2,3 are neither permitted to appear for the examination nor permitted to repeat the course. Such participants will be awarded 'F' grade in the course, in which she/he has less than 50% attendance.

14.5 Session Archives

- 14.5.1 The participant can request for session archives of the missed classes. The request is to be submitted through the section co-ordinator. EPGP Office will process this request and share with the technology partner. The participant can view the archives through VOD (Video on Demand) system from the respective classroom centre. Participants are requested to check with the centre coordinator before reaching the centre to watch the archives.
- 14.5.2 The participants can watch the archives of any session from the respective classroom centre only, on request to EPGP Office after the conduct of the session till the previous day of the examination of the concerned course.
- 14.5.3 To view the archives, it is mandatory for a participant to visit the classroom centre. This applies to all cases.

15. DIRECT TO DEVICE FACILITY (D2D)

Direct to device facility is allowed to a participant in the following instances:

- 15.1 Travelling abroad for official purpose: D2D facility will be permitted by providing a letter from the HR/Department Head citing the purpose of travel, duration of stay abroad and tickets for the to and fro journey, to the EPGP Office. D2D facility will not be considered if the session timing coincides with the voyage time. The request should be submitted minimum 7 days before the travel. The EPGP Office will

process the request after verification of the documents submitted. The request will be rejected if it is submitted closer to the travel date.

- 15.2 Participants can request for D2D facility while on Medical leave and unable to physically attend the session from the learning centre. In such case, the participant has to apply with medical certificate from consulting doctor (registered medical practitioner) along with necessary supporting documents justifying the inability to attend the class from the learning centre. The medical certificate must clearly indicate the reason why the participant is unfit for travelling to the centre and the duration for which the D2D is required. The D2D request form should be submitted two working days before the session. (Refer Annexure X)

15.2.1 Post-approval from the EPGP office, the participant is to write to icare@timespro.com to activate the facility by paying the **required fee to TimesPro**.

15.2.2 If the number of sessions (2.5 Hours each) required to attend using D2D mode is not more than 6, Fee applicable is ₹5000/- plus applicable GST, irrespective of the number of days. If the number of sessions required to attend using D2D mode is more than 6, the fee applicable would be ₹20,000/- plus applicable GST per request.

15.2.3. The D2D facility can be availed by a participant for a maximum of 30 session days during an academic year for all cases. The facility can be availed in a quarter for a maximum of 8 session days.

15.3 Female participants in the last trimester of pregnancy or immediately post pregnancy can opt for D2D mode of classes without any fees. Request for activating D2D facility should be submitted to EPGP office at least two weeks before the date of the required service. The request will be considered on submission of a medical certificate from certified consulting doctor (registered medical practitioner) with supporting reports.

15.4 Male participants can avail D2D facility for 15 days immediately after the child birth. The 15 days include the days of hospitalisation. This can be availed on the submission of birth certificate/hospital discharge summary.

The maximum period requested to attend the classes using D2D mode for any of the above reasons will be decided and approved by the Chairperson-EPGP after validating the request and supporting documents submitted. EPGP office might validate the authenticity of the documents submitted by the participant by contacting the concerned stakeholders.

Participants are required to ensure the basic infrastructure facilities (like good Desktop/Laptop with admin rights to access/install any course specific software, Good Internet connectivity) to attend the classes during D2D mode. The participant must switch on the video throughout the session and must be visible in the class video.

Quiz/Exams cannot be taken while attending the classes through D2D mode. However, the same can be attended from the centre with prior information to the centre coordinator and EPGP office, even if they are attending classes from D2D mode. There will not be any alternative assignment for the unattended quiz. Participants can record their attendance while using D2D as per the normal process.

16. ASSIGNMENTS/PROJECTS

The faculty members concerned would give assignments to participants from time to time. These assignments can be submitted:

- By uploading the file in the link created for that particular assignment in the IIMK LMS/virtual classroom (Moodle)
- Or through e-mail **if instructed so** by the faculty member.
- Or hard copies **if instructed so** by the faculty member.

Participants may follow the instructions for the submission of assignments within the specifications and the deadline prescribed by the course faculty. Roll Number and Name

should be written in the assignment of the group assignment, should have the group number, members' name, members' roll number and subject code.

Assignments form an integral part of the evaluation process and hence should be submitted on time without fail. Participants should ensure that the assignments reach the Instructor before the due date. Hard copies should be submitted only if instructed by the faculty to the address of the EPGP Office given on the last page of this handbook.

Courier delays or technical snags would not be taken as a reason for a late submission. Assignments reaching after the due date would either be rejected or penalized as per the discretion of the course faculty. IIMK LMS/Virtual Classroom will be set with an auto timer and will stop accepting assignments after due date/ time instructed by the course faculty.

17. COURSE FEEDBACK

Anonymous course feedback shall be taken twice for each course:

1. Mid-course feedback: A short anonymous and voluntary feedback shall be taken after 50% of the sessions have been completed for a course. This shall be shared immediately with the course instructor.
2. End-course feedback: The second course feedback, anonymous and mandatory, shall be taken after the course is completed. Submission of second course feedback through EPGP Portal is mandatory for the participants once the schedule of the courses is completed. The feedback portal is available from the last day of the session till previous days of the examination.

18. EXAMINATION

Quarter End examinations are conducted during weekends preferably after the end of every quarter at the designated examination centres, at major cities across India. The examinations will be strictly conducted as per the schedule given by the EPGP Office. IIMK will make all efforts to hold the examinations on the date and time given in the schedule. IIMK reserves the rights to make any changes in the examination schedule in case of natural calamities or unforeseen reasons preventing the conduct of examinations on an announced date.

The examination centre is finalized based on the geographical spread of the entire batch. Details of the examination centres will be communicated to the participant separately before the commencement of the examination. Any change in the examination centre should be informed to the EPGP office as well as TimesPro well in advance. **Request for change in the centre on short notice will not be considered. The participants must carry their IIMK identity card during the examination.**

Since the duration of examinations is subject to change based on the question paper set by the faculty, the initial communication with regards to the time of examination may vary. Participants may refer to the final communication for the exact timings that would be posted a week before the examinations.

In the second year, participants should keep in mind that due to the selection of electives she/he may have to appear two or three examinations on a single day. This would depend on the choice of electives by the participant.

19. DO's & DON'Ts DURING THE EXAMINATION

19.1 Guidelines/Instructions for Examination

Participants are advised to adhere to the following guidelines and instructions related to the quizzes and quarter-end examinations.

- 19.1.1 Participants should be present at the examination centre **30 minutes** before the commencement of the examination / Quiz.

- 19.1.2 Participants should bring the **IIMK Student ID Card** for the examination.
- 19.1.3 Participants will not be allowed to appear for the examination once they reach the centre after the commencement of examination.
- 19.1.4 Silence must be observed at all times inside the examination hall, including during entry and exit. After completing your exam, you are required to either leave the examination hall promptly or remain seated quietly without interacting with other participants.
- 19.1.5 The examinations will be conducted either on the online examination platform or pen & paper format.
- 19.1.6 Participants must ensure they have signed the attendance sheet and written their Name, Roll Number, and Section on the answer script (for pen-and-paper exams) before leaving the examination hall. Answer sheets lacking the participant's details, attendance signature, or invigilator's signature will not be forwarded to the faculty for evaluation.
- 19.1.7 The examination will be monitored by the invigilator present at the centre, proctor available on the online examination platform and through CCTV live streaming.
- 19.1.8 Mobiles phone, smartwatch and any electronic equipment are not permitted inside the examination hall. Participants are not allowed to keep personal belongings with them during the examination. Laptops or scientific calculators are also prohibited, unless explicitly permitted by the course faculty.
- 19.1.9 Participants are not allowed to keep any study materials along with them, when there is a closed book examination.
- 19.1.10 The exchange of any materials such as pen, pencil, calculator, study material etc., are not permitted among the participants. Participants are expected to bring their stationery.
- 19.1.11 Candidates must switch off their mobile phones and keep them in their bags, which should be placed outside the examination hall. The use of smartwatches, headsets, Bluetooth ear buds, social media platforms, internet browsing, ChatGPT, AI tools, or similar technologies is strictly prohibited. Centre invigilators may conduct frisking (in front of the camera) if any suspicious activity is observed.
- 19.1.12 Discussion among participants is strictly prohibited during the examination.
- 19.1.13 Tea, coffee, food items, cigarettes, and similar items are not permitted inside the examination hall.
- 19.1.14 Participants are not allowed to leave the examination venue during examination without permission from the Invigilator.
- 19.1.15 Participants are not allowed to go to the washroom in the first hour of the examination. After an hour, one participant at a time from the centre could use the washroom with the permission of invigilator at the centre by marking an entry in the pro forma available with invigilator.

19.2 PENALTY FOR ACADEMIC MALPRACTICE

- 19.2.1 There are severe penalties for participants found guilty of any kind of malpractice in any component of the evaluation of a course. All instances of malpractice, in assignments, quizzes or examinations, of a lesser or a stronger magnitude may result in reduction in marks, award '0' mark to the component, 'F' grade in the entire course and it may even culminate to suspension/forced withdrawal from the Programme subject to the decision of the EPGP Executive Committee. It is to be stressed that the rule applies in the case of malpractice, including plagiarism in examinations, projects, assignments etc.
- 19.2.2 Any act, behaviour, or conduct, on the part of a participant, adversely affecting the general discipline on the IIMK campus and classroom, vitiating thereby the academic atmosphere, such as inciting hostility or ill will amongst participants, indulging in vandalism or destruction of the properties, misbehaving with the faculty and members of the staff of the Institute including the staff of the

technology partner, being detrimental to the educational process of the Institute in any manner, or bringing disrepute to the Institute, will be treated as a *Misconduct*.

- 19.2.3 Without prejudice to the generality of the above, the following acts/behaviour/conduct will also be treated as misconduct: (1) Drinking, smoking and consumption of other intoxicating substances inside the classroom or campus (2) Wilful disobedience of the rules/orders/ instructions issued from time to times (3) Cyber Crimes (Unauthorised sharing of academic/institute materials on public forums) (4) Indulge in sexual harassment acts as defined under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressed) Act, 2013. Such forms of misconduct will be dealt with severity and may entail punishments such as fine, and even suspension or expulsion from the Programme. Carrying of tea/coffee/cold drinks or other beverages/eatables etc. to the classrooms is not allowed. Any participant found carrying these items to the classrooms or found in possession of these items within the classroom may face disciplinary action.
- 19.2.4 The participants are advised to maintain decorum during in-campus sessions, platform sessions, quiz and examinations, not adhering to any of these will be viewed seriously and may consider as academic malpractice and appropriate disciplinary action will be initiated

19.3 MISCONDUCT IN THE QUIZ/END-QUARTER EXAMINATION

- 19.3.1 *The use of unfair means during the Quiz/Examination will lead to expulsion from the examination hall. Violation of any of the exam related instructions and recommended conduct (see section 18 on 'conduct during examination') will be viewed seriously and appropriate disciplinary action will be initiated (refer Annexure-V)*
- 19.3.2. Any kind of misconduct (proxy attendance/Copying/Usage of prohibited study material/ Usage of prohibited electronic devices/mobile phones/discussion, misbehaviour etc.) during the classes, Quiz and End-Quarter examination suitable disciplinary action will be initiated against the concerned participant.
- 19.3.3. In the event of a misconduct, the participant will be asked to submit the explanation in writing. Based on the gravity of misconduct reported and after review of the explanation received, course instructor /Chairperson-EPGP will decide the suitable disciplinary actions such as reduction in marks, award '0' mark to the component, 'F' grade in the entire course and it may even be as severe as suspension/forced withdrawal from the programme. The issue might be escalated to the EPGP Executive committee if required.
- 19.3.4 In case of uploading a wrong document (if softcopy of answer script to be uploaded after examination), 'F' grade will be awarded for that particular course.
- 19.3.5. The competent authority reserves the right to declare conducts which would amount to academic malpractice.

Notwithstanding anything mentioned above, the relevant authority may determine based on seriousness of the nature of a conduct whether it is to be an academic malpractice.

19.4 DISCIPLINARY AUTHORITY

- The concerned faculty of a course is the appropriate authority for handling the academic malpractice cases.
- EPGP Chairperson is the appropriate authority for any other indiscipline cases defined as per this handbook.
- Wherever the matter is beyond the purview of the handbook the EPGP executive committee shall be the appropriate disciplinary authority

19.5 ABSENCE FROM QUARTER- END EXAMINATION

The Participants who are absent from the Quarter-End Examination will be awarded 'F' grade in that course.

19.6 REPEAT QUARTER-END EXAMINATION

19.6.1 A participant can request for repeat examination on the following reasons:

1. The participants who were absent during End Quarter Examinations due to medical reasons (self or immediate family members such as parent/parents in-law/spouse/children), are required to produce the original medical certificate from a government doctor or a registered medical practitioner.
2. If a participant was absent for examination due to hospitalization of self or immediate family members (parents/parents in law/spouse/children); original medical certificate from the doctor, discharge report from hospital along with Doctor's prescription, admission and discharge summary within 10 days from the date of discharge from the hospital to be submitted.
3. In the case of death of immediate family members (Parents/Parents in-law/Grand Parents/Spouse/ Siblings/Children), copy of death certificate attested by the participant to be produced along with proof establishing the relationship.
4. In case of an emergency arising out of work due to travel abroad or exigencies arise out of job, the participant should obtain **prior permission** from the concerned course faculty and Chairperson-EPGP through EPGP Office, by providing documentary evidence for such an emergency. The work emergency should be authenticated by the Head of the Division or HR Manager. **A Formal enquiry in the participant's office will be made by EPGP office to validate the emergency and check if the travel is unavoidable.**

Participants will be permitted to appear for the examinations subject to verification of documents and approvals.

19.6.2 Re-examinations, if any will be conducted only at IIM Kozhikode Campus which case, the participant will have to make own arrangements for travel, accommodation, boarding and lodging to appear the examinations. There will be only one repeat examination for each course. Under no circumstances, a second repeat examination will be scheduled.

19.6.3 A fee of ₹1,500/- per course will be charged to cover the expenses involved in conducting the repeat examination.

19.6.4 In the cases of re-examinations, the overall grade obtained in the course will be adjusted downward as follows, except in the case of medical reasons (for the participant), hospitalization (self and immediate family members as per rule 5.2.1 & 5.2.4) and death of immediate family members.

Actual grade obtained in the course	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Grade to be Recorded	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	F

20. MEDAL FOR SCHOLASTIC PERFORMANCE: THREE GOLD MEDALS

Every year, IIM Kozhikode awards **three** Gold Medals for Scholastic Performance in EPGP-IL programme. The description of criteria for Gold Medals given below is for information only. The EPGP Committee and the Academic Council reserve the right to make suitable modifications/ amendments as and when necessary.

The three Gold Medals for Scholastic Performance are called as 'IIM Kozhikode Gold Medal (First) for Scholastic Performance', 'IIM Kozhikode Gold Medal (Second) for Scholastic Performance', and 'IIM Kozhikode Gold Medal (Third) for Scholastic Performance'.

These Gold Medals shall be awarded to the EPGP participants who secure the top three ranks in the batch at the time of graduation, subject to

- a) Obtaining a minimum CGPA of **3.67**
- b) Approval of the award of the medal to the specific participant by the Academic Council.
- c) Such participant should not have been involved in any act of academic indiscipline or misconduct or malpractice at any time in the Institute.

If on the grounds of conduct and character, any of the participant(s) in the top three ranks is not awarded the Gold Medal, then the participant with the next highest CGPA and qualifying the above requirements shall be awarded the medal, subject to the approval of the Academic Council.

When there is a tie between two or more participants for a medal, the one who has obtained the maximum number of 'A' (include A+, A and A-) in the Programme shall be considered for the award with the approval of the Faculty Council. When two or more participants have equal numbers of 'A', the Faculty Council shall award the Gold Medal considering their character and conduct. When there is a difference of opinion among the Members of the Academic Council, the decision of the Chairperson of the Academic Council shall be final.

21. WAIVER/FORFEITURE

No waiver for any academic requirement/fees is allowed for this Programme irrespective of the fact whether the person has attended a similar Programme anywhere else or not. Fees already paid/remitted shall be liable to forfeiture in the event of a participant decided to withdraw from the programme or being asked to withdraw/leave the programme for disciplinary reasons.

22. CONVOCATION

After successful completion of the two year EPGP-IL programme and satisfying the eligibility criteria as per clause FY & SY, a participant will be awarded the MBA degree during the annual convocation held at IIMK campus. A mandatory rehearsal will be held prior to the convocation event. Those participants who are unable to attend the convocation event, can request to dispatch the original certificate and mark sheets by providing the delivery address on payment of ₹1500 to the Institute.

23. WITHDRAWAL

23. 1 TEMPORARY WITHDRAWAL

If a participant is unable to continue in the programme due to some valid reasons, she/he can request to withdraw temporarily from the programme maximum for one year. (Annexure -VIII)

The maximum time for completion of the EPGP two year programme will be four years, from the date of registration with one temporary withdrawal per each academic year. It is important to note that IIMK reserves all rights to grant permission for such withdrawals, and any such withdrawals if sought for cannot be taken as a matter of right by the participant, but shall be subject to the approval by Chairperson-EPGP. The re-joining of such participant will be allowed subject to the condition that the participant has taken a formal approval for temporary withdrawal from the Chairperson EPGP and satisfy the permissible DCP limits and required CGPA criteria. (Refer Annexure -IX)

The participant is required to remit the re-joining fee of ₹10,000/- and the difference in fee, if any, as per the fee structure applicable to the batch which the participant re-joining to complete the program. The participants are not allowed to avail of more than two temporary withdrawals in the same academic year under any circumstances. If the participant has not re-joined the programme after availing temporary withdrawal as per the re-joining date mentioned in the request form/communicated by the institute, his/her candidature in the programme will be terminated permanently.

23.2. PERMANENT WITHDRAWAL

Participants who could not continue the programme due to individual reasons can request a permanent withdrawal from the programme by writing to the Chairperson through EPGP Office. Participant opted for permanent withdrawal (Refer Annexure VII) will have to surrender the participant identity card and obtain a No-Due Certificate from the Institute and Technology Partner. Such participants who have withdrawn from the programme are not permitted to continue the programme with any other batch or claim the credit for the courses that the participants had completed till the time of withdrawal.

If the participant wishes to continue the programme later, he/she has to apply to the respective programme and qualify in the selection process for admission.

No refund is admissible on any part of the fees if a participant withdraws voluntarily after the enrolment.

24. TERMINATION

If a participant is unable to cope with the studies, IIM Kozhikode will recommend early termination of studentship in the following situations –

- 24.1 DCPs exceeded the permissible limit during the first and second year as given below.
 - a) More than 15 DCPs accumulated and obtain less than '2' CGPA during first year.
 - b) More than 8 DCPs accumulated and obtain less than '2' CGPA during second year.
- 24.2 Misconduct during the programme and nature of the penalty recommended by the competent authority.
- 24.3 Non-payment of fee by the stipulated timeline
- 24.4 Absconding from the programme.
- 24.5 Not re-joined the programme after availing temporary withdrawal.
- 24.6 No refund is admissible on any part of the fees paid to the participant in the event of termination from the programme.

25. POLICY AND PROCESS FOR D2D/LIVE-STREAMED CLASSES

Intellectual Property Rights (IPR) / Copyrights

Indian Institute of Management Kozhikode (IIMK) has been delivering the instructional contents such as online classes, reading materials, cases, etc. to the participants of the executive programmes through IIMK Classrooms/Times Classrooms/D2D, etc.

The policy and process related to such instructional contents are given below, which is applicable during and even after completion of the programme.

Copyright materials: Instructional contents such as course outlines, study guides, reading materials, cases, course presentations, audio and/or video lecture recordings, lecture notes, web contents, archived sessions, etc. produced by IIMK and its faculty/staffs. (Refer Annexure- XIII)

- a. Participants are advised that they should not make any copy, sell, alter or reproduce or distribute/release copyright materials of the D2D/Livestreaming sessions. Also, lectures in a course contain personal information or case studies, which, if released, may infringe privacy or confidentiality. Participants should have responsibly utilize D2D/Livestreaming recordings and instructional materials as personal learning resources only.
- b. Disseminating instructional material without appropriate permission from the copyright owner for any purpose, including offering for sale, the whole, or any part of a video or audio recording will lead to copyright infringement.
- c. Using IT resources for copying, communicating, downloading, offering for sale or selling copyright works or uploading copyright works onto any website, learning management system, digital repository or social media platform without permission, piracy using external cameras or in violation of license restrictions or other contractual agreements will also attract copyright infringements.

If any actions by the participants violating the Intellectual Property Rights (IPR) / copyrights are reported and based on investigation reports, appropriate disciplinary action will be initiated by IIMK.

The participants of Indian Institute of Management Kozhikode (IIMK) must abide by the policy and process for D2D/Livestreamed classes. They should understand that the D2D/Live-streaming and instructional contents are only for their personal learning and educational purposes.

The policy and process for D2D are attached as Annexure- XIV.

26. CHANGE IN CLASSROOM CENTRE

26.1 PERMANENT CENTRE TRANSFER

This flexibility is provided by the technology partner TimesPro to the participants for shifting their centre location within a city or to a different city in India. However, it may be noted that:

- a) Such intra-city or inter-city transfer is not a matter of right and request will be considered subject to availability of centre and/or availability of seat at the centre requested.
- b) All inter-city transfer requests shall have to be made to TimesPro directly, in a specified format. The transfer fee of ₹5,000/- plus applicable taxes through online, payable to TimesPro by the participant. The transfer request shall also not be entertained in case there is any payment outstanding from the participant.
- c) Transfer to the opted centre is possible only when the destination centre has the extra seat vacancy to accommodate a new participant.
- d) Intra-city transfer requests shall be favourably considered, in case, there is a change in office address or residence address (enclose proof for such changes). The transfer request for any other reason shall be carefully evaluated by TimesPro. TimesPro reserves the right to reject or accept any such request. The participant is advised to provide maximum details of the reasons for transfer request, including data/ proof so

that transfer request validity is understood well and considered favourably. The transfer fee is ₹5,000/- plus applicable taxes. The payment is to be made online, payable to TimesPro by the participant.

e) The above service is subject to the centre availability and/or seat availability at the centre requested

26.2 TEMPORARY CENTRE TRANSFER

The temporary centre transfer may be provided to any participant wanting to avail the same during official/personnel travel to cities other than the city in which his/her study centre exists. The service is chargeable at ₹500/- + applicable taxes per session payable to TimesPro by the participant. To avail this facility, the participants, need to coordinate with their enrolled study centre or write to icare@timespro.com.

P.S: - The above service is subject to the seat availability at the centre requested

27. RESOURCES / PRIVILEGES AVAILABLE TO THE PARTICIPANTS

27.1 BOOKS

Individual copies of textbooks/reading materials will be issued for most of the courses to the participants. However, in certain cases, materials may have to be shared by participants.

27.2 LIBRARY FACILITIES

The Library and Information Centre (LIC) aims at providing state-of-the-art information resources and value-added information services on all areas of management and related disciplines including information technology. The LIC has become one of the finest and best in class management information centres in the country, complemented with state-of-the-art technology supports to the users. It is a cornerstone that supports learning, teaching, and research activities. With a variety of knowledge and information resources, facilities, and the latest information and communication technologies available in this library, it is our earnest endeavour to help you expand your knowledge, skills and performance.

The LIC is a rich repository of various information resources and most of the resources are available online to the users from the library portal which can be accessed:

Discovery Services and Remote Login Facility at IIMK Library Resources and online services are offered to all participants.

1. **Discovery Service** - A cloud-based, one-search facility, that shall jointly and concurrently search multiple scholarly information resources/scholarly databases and facilitate relevancy ranking, of the online as well as physical resources of IIMK Library (Online Catalogue).
2. **Remote Access** - An off-campus, remote-login service is provided to participants, facilitating access to IIMK's online resources. **IMPORTANT:** Usage of the remote access facility involves IIMK's network security issues and it is requested not to share your login credentials with anyone.

Library Help Desk: 0495-2809142/143; Email: tadl@iimk.ac.in

27.3 IDENTITY CARDS

All participants would be provided with the Institute identity cards. Participants are advised to keep these cards with them and are obliged to produce it as and when demanded at the classroom centre/Library/Institute campus and examination centres.

- In case a participant loss the ID card the same can be reissued by a payment of INR 500/-.
- Participant should submit a self-declaration with the reason for requesting the duplicate ID card by paying the applicable Fee.
- Participant opted for Temporary/permanent withdrawal will have to surrender the participant identity card to EPGP office.
- When the participant is terminated he/she must submit the ID Card to EPGP office.

27.4 EMAIL IDs

All participants would be provided a unique e-mail ID, username and password. Participants must interact with the EPGP Office / Institute with this email ID and they should mention the institute roll numbers while sending emails to IIM Kozhikode. Institute faculty/office may not respond to the emails sent through other e-mail IDs.

27.5 About IIMK Learning Management System (LMS Moodle)/Virtual Classroom (VC)

The academic environment at IIMK makes extensive use of modern technology to supplement the conventional classroom-based teaching. LMS/Virtual Classroom is a Course Management System (CMS) and a web-based service to facilitate anytime, anyplace access to learning content, managing the course through a wide range of features such as assignment submission, discussion forum, files download, grading, Online Calendar, Online news and announcement (course level), Online quiz, Wiki etc. and can be accessed through the LMS/Virtual Classroom link available (**<http://lms.iimk.ac.in>**). Please note that the access to the LMS/virtual classrooms is permitted only to the participants who enrol in that virtual classroom. Once again, the access authentication is based on the same User ID/Password that is used for accessing emails and other services.

The participants have to follow the instructions as informed by the concerned Admin Associate to successfully enrol into the LMS/virtual classroom. The courseware and other materials available in the LMS/virtual classroom can be accessed by the participants only after successful enrolment in that virtual classroom.

27.6 EMAIL USAGE

- 27.6.1 Users are forbidden to create and transmit email containing offensive, obscene, indecent, aggressive, menacing, harassing, defamatory, intimidating, unlawful, racist, and other unethical messages.
- 27.6.2 Users are forbidden to send an email that does not correctly identify the sender, attempt to hide or disguise the identity of the sender or attempt to hide or disguise the identity of the computer from which it was sent.
- 27.6.3 Users are forbidden to transmit or forward any email intended to encourage the propagation of copies of it (e.g. chained letter).
- 27.6.4 Users are forbidden to flood the mailbox of other users with numerous or large messages with the intention to paralyze their mail system.
- 27.6.5 Users are forbidden to spread the virus or malicious programs through emails.
- 27.6.6 Users are forbidden to use the email facilities of the Institute for commercial activity.
- 27.6.7 Complaints/feedback of individual participants are to be addressed to the concerned IIMK official. Participants must refrain from sending group mails to the institute or marking copy to other participants in the programme.

27.7 LIVE (Laboratory for Innovation, Venturing and Entrepreneurship)

LIVE is a business incubator and entrepreneurship development centre of IIM Kozhikode started with the support of the Department of Science and Technology, Government of India. Established in June 2016, the centre is envisioned to function as a business incubator with a purpose of creating a National Centre of Excellence that promotes innovation, new business venturing and entrepreneurship. Towards this, it seeks to emerge as a collaborative platform that helps transform innovative ideas into business ventures that make a significant economic and social impact.

For more information, visit **www.iimklive.org** or write to: **enquiry@iimklive.org**.

27.8 COMPUTER CENTRE

Computing facilities at IIMK include powerful computers for providing support for diverse computing requirements, access to bibliographic databases and archives for rapid retrieval of relevant information and for updating and dissemination of academic and research material. EPGP participants are provided with these facilities during the in-campus module and anytime during the Programme upon visiting the campus.

29. ALUMNI MEMBERSHIP

On successful completion of the programme, participants would be eligible for IIMK alumni membership. A fee of ₹10,000/- is to be paid as Alumni Membership fee. The participants, therefore, would be entitled to the benefits provided to an IIMK alumnus as governed by IIMK.

30. APPEALS

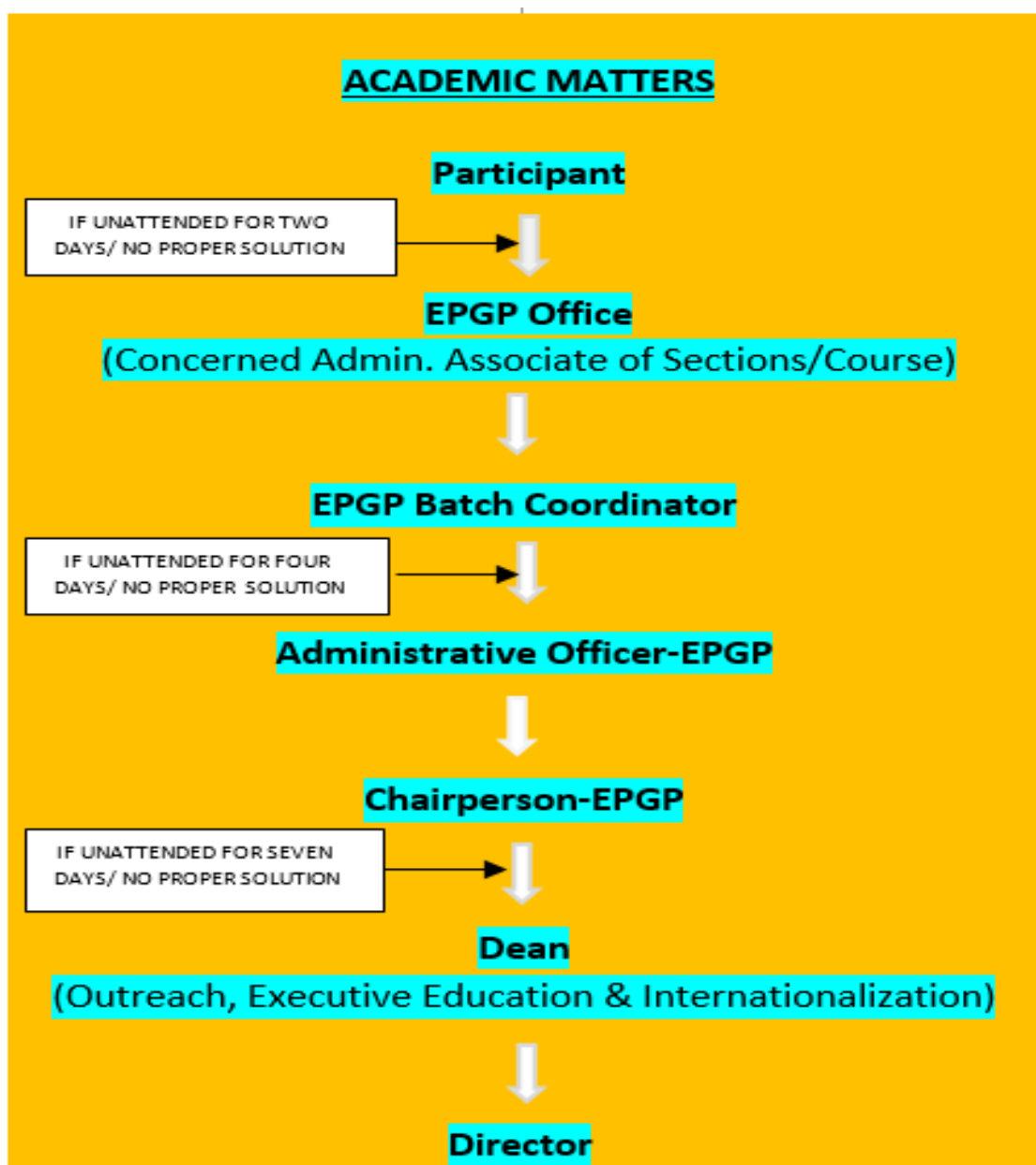
Appeals can be made to the Dean (Outreach, Executive Education & Internationalization) through the Chairperson-EPGP on any orders/proceedings passed by any authority subordinate to the Dean (Outreach, Executive Education & Internationalization). The appeal shall be filed within 7 days from the date of the order. The decision of the Dean (Outreach, Executive Education & Internationalization) on the appeal shall be final and binding.

31. ESCALATION MATRIX

For all grievances/complaints related to academic matters, the participant may escalate the issue to the concerned section Admin Associates. If no reply or solution is received within two working days, grievances/complaints may be escalated to the EPGP Coordinator. And again after three days without any reply, it can be forwarded to Administrative Officer- EPGP. The response time from the Administrative Officer is three working days. If there is no acknowledgement and course of action by the Administrative Officer, such grievances/complaints may be forwarded to EPGP Chairperson. If there is no response from the EPGP Chairperson for more than 7 working days, the same may be escalated to Dean (Outreach, Executive Education and Internationalization) through email only. All the escalations should be communicated through email only. The email ids are as follows:

- EPGP Coordinator (Year-I) – epgp1@iimk.ac.in
- EPGP Coordinator (Year-II) – epgp2@iimk.ac.in
- Administrative Officer-EPGP: aoepgp@iimk.ac.in
- EPGP Chairperson: epgpchairperson@iimk.ac.in
- Dean (Outreach, Executive Education & Internationalization): dean-oeei@iimk.ac.in

The Grievance Channel is as below



The participants should use the grievance channel only. The participant should not address their grievances/complaints directly to any other Staff/Faculty/Chairpersons/Dean/Director. All participants should strictly adhere to the escalation channel above. **Bypassing the channel may delay the appropriate action as the same may involve rerouting the grievances/complaints to the concerned.**

32. ALTERATIONS

The Institute reserves the right to add/alter/delete/modify any of the foregoing provisions from time to time, to meet the academic, administrative and general exigencies/changes in policies.

33. CONTACT INFORMATION (EPGP Office)

Dean (Outreach, Executive Education & Internationalization)

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Email: dean-oeei@iimk.ac.in

Chairperson-Executive Post Graduate Programmes

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Administrative Officer

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First Year & Compulsory Courses(Academic Matters)

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Ms. Aswathy Nair Admin. Associate (**Section E**)
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Mr. Riswan SM Admin. Associate (**Section F**)
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Fee Payment Matters

Mr. Minhas Nathamkodan, Assistant
Ph: 0495-2809182 E-mail: epgp4@iimk.ac.in

Ms. Athira Prasad Junior Accounting Assistant
Ph: 0495-2809497 Email: epgpfinance@iimk.edu.in & csepgp4@iimk.ac.in

General Matters

Ms. Lakshmi R Menon P K, Junior Executive
Ph: 0495-2809223 E-mail: epgp3@iimk.ac.in

Ms. Chaithanya K P Admin Associate
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HR Area & Information System Area courses

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EPGP Admission Desk

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EPGP Office: Address for communication

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E-mail: iimkepgp@iimk.edu.in Website: www.iimk.ac.in
Office Hours: 9.00-5.30 PM (Monday to Saturday except Second Saturday & other office holidays)

IIMK Reception (Office Hours) – 0495-2809100

Contact: TimesPro

Please contact TimesPro for all Technical/Center related issues
Help Desk Number: 1800 2571900
Email Id: icare@timespro.com (For all Technical/ Non-Technical issues)

34. IIMK FACULTY – AREA WISE

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Prof. Sreejith A	asreejith@iimk.ac.in	0495-2809679
Prof. Radhakrishna Pillai R	krishna@iimk.ac.in	0495-2809105
Prof. Vidushi Pandey	vidushi@iimk.ac.in	0495-2809654
Prof. Kalpit Sharma	kalpit@iimk.ac.in	0495-2809563

Academic Calendar EPGP-17 First Year

DESCRIPTION	PERIOD/ DATE*
QUARTER-I	
Registration	09 & 14 December 2024
First In-campus Module	09 - 14 December 2024 [Sec A, B & C] 14-20 December 2024 [Sec D, E & F]
Batch Inauguration	15 December 2024 [All Sections]
Commencement of Platform Sessions	28 December 2024 [Sec A, B, C, D & E] 26 December 2024 [Sec F]
Classes End**	22 February 2025 [All Sections]
Quarter End Examinations	23 February & 1, 2 March 2025 [All Sections]
Result Due Date	23 April 2025
QUARTER-II	
Commencement of Platform sessions	06 March 2025 [Sec F] 08 March 2025 [Sec A, B, C, D & E]
Classes End**	24 May 2025 (All Sections)
Quarter End Examinations	25, 31 May & 01 June 2025 (All sections)
Result Due Date	25 July 2025
QUARTER-III	
Commencement of Platform Sessions	05 June 2025 [Sec F] 07 June 2025 [Sec A, B, C, D & E]
Classes End**	23 August 2025 (All Sections)
Quarter End Examinations	24, 30 & 31 August 2025 (All sections)
Result Due Date	24 October 2025
QUARTER-IV	
Commencement of Platform Sessions	04 September 2025 [Sec F] 06 September 2025 [Sec A, B, C, D & E]
Classes End**	15 November 2025 (All sections)
Quarter End Examinations	16, 22 & 23 November 2025 (All sections)
Result Due Date	17 January 2026

- *All aforementioned dates are tentative and subject to change on any unforeseen reasons.
- **Buffer Slot for Platform Sessions/Quarter End Exams

Academic Calendar EPGP-17 Second Year

DESCRIPTION	PERIOD/ DATE*
QUARTER-V	
Second In-campus Registration	26 November & 3 December 2025
Second In-campus Module	26 November – 01 December 2025 [Sec A, B & C] 03 - 08 December 2025 [Sec D, E & F]
Commencement of Platform Sessions	12 December 2025
Classes End	27 March 2026
Quarter End Examinations	21, 22, 28, 29 March 2026; 4, 5, 11, 12, 18, 19 April 2026
Result Due	05 June 2026
QUARTER-VI	
Commencement of Platform sessions	20 April 2026
Examination of Compulsory courses (LCA & IB)	25 April 2026
Classes End	31 July 2026
Quarter End Examinations	25, 26 July 2026 1, 2, 8, 9, 16, 22, 23 August 2026
Result Due	10 October 2026
QUARTER-VII	
Commencement of Platform Sessions	24 August 2026
Classes End	11 December 2026
Quarter End Examinations	5, 6, 12, 13, 19, 20, 26, 27 December 2026 2, 3 January 2027
Third In-campus Registration	11 & 18 January 2027
Third In-campus Module	11 – 16 January 2027 [Sec A, B & C] 18 – 23 January 2027 [Sec D, E & F]
Result Due	1 February 2027
Convocation	To be decided**

- *All aforementioned dates are tentative and subject to change on any unforeseen reasons.
- **Date of Convocation will be conveyed after the approval by the competent authority.

ANNEXURE – I**List of Core Courses for EPGP-17 First Year**

Quarter	Course Code	Course Title	Credit	Total Hrs
Quarter - I				
I	EPGP-101	Quantitative Techniques (QT)	2	20
I	EPGP-102	Managerial Economics (ME)	1.5	15
I	EPGP-103	Organizational Behaviour-I (OB1)	1.5	15
I	EPGP-104	Managerial Communications (MC)	2	20
I	EPGP-105	Financial Accounting (FA)	2	20
Quarter - II				
II	EPGP-201	Operations Research (OR)	2	20
II	EPGP-202	Business Law (BL)	1	10
II	EPGP-203	Economic Environment (EE)	2	20
II	EPGP-204	Information Systems (IS)	1.5	15
II	EPGP-205	Financial Management-I (FM1)	2	20
II	EPGP-206	Organizational Behaviour-II (OB2)	1.5	15
Quarter - III				
III	EPGP-301	Marketing Management (MM)	3	30
III	EPGP-302	Operations Management (OM)	2	20
III	EPGP-303	Strategic Management (SM)	2	20
III	EPGP-304	Financial Management-II (FM2)	1.5	15
III	EPGP-305	Digital Business Models (DBM)	1.5	15
Quarter IV				
IV	EPGP-401	Marketing Research (MR)	2	20
IV	EPGP-402	Quality Management (QM)	2	20
IV	EPGP-403	Cost and Management Accounting (CMA)	1.5	15
IV	EPGP-404	Environmental Governance & Sustainability (EGS)	1.5	15
IV	EPGP-405	Human Resources Management (HRM)	2	20
		Total Credits	38	380

ANNEXURE – II**List of Core Courses for EPGP-16 Second Year**

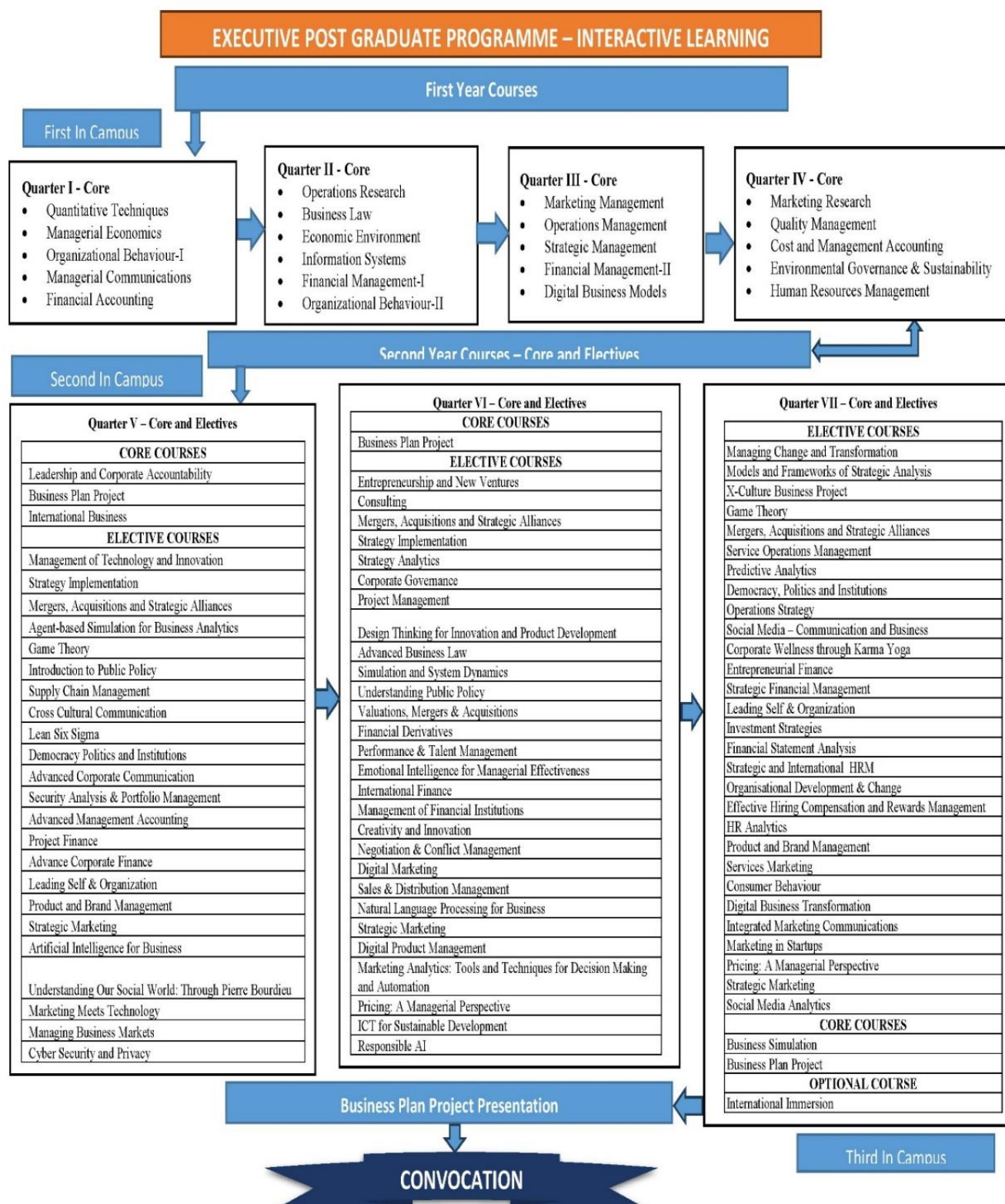
Course Code	Course Title	Hours	Credit
01	Leadership and Corporate Accountability	20	2
02	International Business	20	2
03	Business Simulation	20	2
04	Business Plan Project	30	3
	Total Credit	90	9

ANNEXURE - III

List of Electives of EPGP-16 Second Year

Sl No	Academic Area	Course Code	Course Name
1	ECO	EEC-01	Game Theory
2	ECO	EEC-02	Introduction to Public Policy
3	ECO	EEC-03	Agent-based Simulation for Business Analytics
4	FAC	EFM-01	Advanced Management Accounting
5	FAC	EFM-02	Security Analysis and Portfolio Management
6	FAC	EFM-03	Project Finance
7	FAC	EFM-12	Advance Corporate Finance
8	FAC	EFM-04	Financial Derivatives
9	FAC	EFM-05	Management of Financial Institutions
10	FAC	EFM-06	International Finance
11	FAC	EFM-07	Valuations Mergers and Acquisitions
12	FAC	EFM-08	Financial Statement Analysis
13	FAC	EFM-09	Strategic Financial Management
14	FAC	EFM-10	Entrepreneurial Finance
15	FAC	EFM-11	Investment Strategies
16	HLAM	EHLM-01	Advanced Corporate Communication: The Practitioner's Approach
17	HLAM	EHLM-02	Cross Cultural Communication
18	HLAM	EHLM-06	Democracy, Politics and Institutions
19	HLAM	EHLM-03	Understanding Public Policy
20	HLAM	EHLM-04	Advanced Business Law
21	HLAM	EHLM-05	Social Media – Communication and Business
22	HLAM	EHLM-07	Corporate Wellness through Karma Yoga
23	IS	EIT-01	Artificial Intelligence for Business
24	IS	EIT-02	Cyber Security and Privacy
25	IS	EIT-03	Responsible AI
26	IS	EIT-04	Natural Language Processing for Business
27	IS	EIT-05	ICT for Sustainable Development
28	IS	EIT-07	Digital Business Transformation
29	IS	EIT-09	Social Media Analytics
30	MM	EMM-01	Managing Business Markets
31	MM	EMM-02	Strategic Marketing
32	MM	EMM-14	Marketing Meets Technology
33	MM	EMM-16	Understanding Our Social World: Through Pierre Bourdieu
34	MM	EMM-04	Digital Product Management
35	MM	EMM-07	Sales and Distribution Management
36	MM	EMM-08	Digital Marketing
37	MM	EMM-09	Marketing Analytics: Tools and Techniques for Decision Making and Automation
38	MM	EMM-10	Pricing: A Managerial Perspective

39	MM	EMM-03	Product and Brand Management
40	MM	EMM-11	Integrated Marketing Communications
41	MM	EMM-12	Consumer Behavior
42	MM	EMM-13	Services Marketing
43	MM	EMM-15	Marketing in Startups
44	OBHR	EHR-01	Leading Self and Organization
45	OBHR	EHR-03	Performance and Talent Management
46	OBHR	EHR-04	Negotiation and Conflict Management
47	OBHR	EHR-05	Emotional Intelligence for Managerial Effectiveness
48	OBHR	EHR-06	Creativity and Innovation Management
49	OBHR	EHR-07	Effective Hiring Compensation and Reward Management
50	OBHR	EHR-08	Strategic and International Human Resource Management
51	OBHR	EHR-09	HR Analytics
52	OBHR	EHR-10	Organisational Development and Change
53	QMOM	EOM-01	Supply Chain Management
54	QMOM	EOM-02	Lean Six Sigma
55	QMOM	EOM-04	Project Management
56	QMOM	EOM-05	Design Thinking for Innovation and Product Development
57	QMOM	EOM-06	Simulation and System Dynamics
58	QMOM	EOM-07	Service Operations Management
59	QMOM	EOM-08	Predictive Analytics
60	QMOM	EOM-09	Operations Strategy
61	SM	ESM-01	Strategy Implementation
62	SM	ESM-02	Management of Technology and Innovation
63	SM	ESM-03	Mergers, Acquisitions and Strategic Alliances
64	SM	ESM-04	Entrepreneurship and New Ventures
65	SM	ESM-05	Strategy Analytics
66	SM	ESM-06	Corporate Governance
67	SM	ESM-10	Consulting
68	SM	ESM-07	Managing Change and Transformation
69	SM	ESM-08	X-Culture Business Project
70	SM	ESM-09	Models and Frameworks of Strategic Analysis



Non-exhaustive list of misconducts/malpractices

The below table includes the non-exhaustive list of misconducts/malpractices. It is recommended that participants refrain from such actions (during sessions, quizzes, examinations, and other academic activities) as involvement in any of these activities may lead to single or double grade drop, F grade (fail) in the course, debarred from attending convocation or even expulsion from the program. The punishment for the repeated offenders shall be more severe.

Sl. No.	Non-exhaustive list of Malpractices/Misconducts
1	Possession of Mobile Phone/headphone/Smart watch etc.
2	Usage of Mobile phone/headphone/Smart Watch etc.
3	Mobile Phone kept near the participant during exam.
4	Repeatedly looking at another participant's system during exam.
5	Covering mouth and whispering/discussing answers.
6	Sharing any materials including stationary items, calculators, rough sheets, reference books, cases, etc. among participants.
7	Written answers on body/dress.
8	Muted Mettl platform during the exam
9	Discussions during exam
10	Staying back in the test room after the quiz/exam is over &/ helping others or Making noise.
11	Misbehaving with/disobeying the Invigilators/online proctors.
12	Casual talk during the quiz/exam time
13	Not properly visible on Mettl screen during the full duration of exam.
14	Searching answers using any search engine/applications/AI tools/Social Media/on any Internet platforms when instructions forbid this.
15	Referring Textbook/Notes/PPTs/Case etc. for closed book mode test.
16	Possession of Chit/Bit.
17	Attending exam/quiz without logging in Mettl platform for pen and paper exam.
18	Not submitting or handing over the answer script after due time and continuing to write.
19	Proxy appearance during sessions, quizzes and exams.
20	Assignment forgery/plagiarism.
21	Logging late even after reaching test room on time.
22	Reaching late for exam/quiz/session.
23	Reading aloud in the test room.
24	Making noise/helping during other's quiz/exam

Attendance Regularisation Form


INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
EXECUTIVE POST GRADUATE PROGRAMME (EPGP) OFFICE
APPLICATION FOR ATTENDANCE REGULARIZATION FOR EPGP / EPGC
(To be submitted to EPGP Office along with supporting document)

1	Roll No. & Name of the Participant	
2	Reasons of attendance regularization request & details of rules as per academic handbook of the Programme to substantiate the request	
3	Name and designation of the medical officer consulted and the details of hospital / dispensary (if applicable)	
4	Date of consultation & Advice given by the Medical Practitioner (if applicable)	
5	Details of attached documents to support the request for attendance regularization	

Sl. No.	Name of the course	Name of the faculty	Details of the sessions missed	Total No. sessions missed
1				
2				
3				

Date:

Signature of the Participant: _____

Comments by Admin Associate of the Programme

Remarks by JA/JM of EPGP Office

Date: -

Signature & Name

Date: -

Signature & Name

Remarks by Manager / AO of EPGP Office

Date: -

Signature & Name

Remarks by Chairperson-EPGP

Approved / Not approved

Date :-

Signature

Permanent Withdrawal Form



INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O. Kozhikode – 673 570, Kerala

EXECUTIVE POST GRADUATE PROGRAMME

Permanent Withdrawal Form

Name of the Student:

Roll Number of the Student:

Name of the Programme/Batch No:

SMS Student Id		Course & Batch	
Centre Name		City	
Date of joining	MM-YYYY	Date of withdrawal	DD-MM-YYYY
Reason for withdrawal			

Programme Details Completed:

EPGP Two Year :				Other Programmes :			
First Year							
Term-I	Platform Session	End-Term Exam			Platform Session	End-Term Exam	
Quarter-I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quarter-I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Quarter-II	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quarter-II	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Term-II							
Quarter-III	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quarter-III	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Quarter-IV	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quarter-IV	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Second Year							
Quarter-V	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Quarter-VI	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Quarter-VII	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Details of fee paid:

Instalment No	Amount Paid	Instalment No	Amount Paid
1.		4.	
2.		5.	
3.		6.	

I also undertake that I have gone through the rules of permanent withdrawal and understand that I will have no option to continue the programme after permanent withdrawal and there will not be any refund of fee that I have already paid.

(Signature of the Participant with date)

(P.T.O)

Executive Post Graduate Programmes

Permanent Withdrawal form. Version .1.1



INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O. Kozhikode – 673 570, Kerala
EXECUTIVE POST GRADUATE PROGRAMME

Name of the Student:

Roll Number of the Student:

Name of the Programme/Batch No:

For EPGP office use only

Date received at IIMK: _____

Verified Academic Details / In-Campus Status:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Identity Card collected :	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(Verified By)		

Verified Fee Payment details :	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(Verified By)		

(Recommended By) Manager-EPGP
--

Decision taken*: Approved/Not Approved

Chairman
EPGP, IIMK

Temporary Withdrawal Form



INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O. Kozhikode – 673 570, Kerala

EXECUTIVE POST GRADUATE PROGRAMME

Temporary Withdrawal Form

Name of the Student:

Roll Number of the Student:

Name of the Programme/Batch No:

SMS Student Id		Course & Batch	
Centre		City	
Date of joining	MM-YYYY	Date of withdrawal	DD-MM-YYYY
Reason for withdrawal		Tentative date of re-joining	DD-MM-YYYY
Presently Pursuing Term & Quarter			

Status of Course(s) in the currently pursuing Term/Quarter:

Name of the course	Platform Classes attended	Appearing for End Term Exam	Remarks
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Details of fee paid:

Instalment No	Amount Rs.	Payment Status	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

I undertake to re-join this programme on _____.

I also undertake that I have gone through the rules of temporary withdrawal and I am fully aware that I have to rejoin the programme with next batch within one year from the date of withdrawal and required to remit difference in fee applicable with the batch which I am rejoining.

(Signature of the participant with date)

Date:

(P.T.O)

Executive Post Graduate Programmes

Temporary Withdrawal Request Form **Version 1.1**



INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O. Kozhikode – 673 570, Kerala

EXECUTIVE POST GRADUATE PROGRAMME

Name of the Student:

Roll Number of the Student:

Name of the Programme/Batch No:

For EPGP office use only :

Date received at IIMK: _____

Verified Academic Details /In-Campus Status :	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Rejoining Due Date :	DD-MM-YYYY	
Batch/Term/Quarter to which participant to rejoin :		
(Verified By)		

Verified Fee Payment details :	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(Verified By)		

(Recommended By) Manager-EPGP
--

Decision taken*: Approved/Not Approved

Chairman
EPGP, IIMK

Re-joining Application form



INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O. Kozhikode – 673 570, Kerala
EXECUTIVE POST GRADUATE PROGRAMME OFFICE

Rejoining Application Form

Rejoining After (✓ Applicable) : <input type="checkbox"/> Temporary Withdrawal <input type="checkbox"/> Academic Break <input type="checkbox"/> Deactivation		
1.	Name of the Participant :	
2.	Roll Number :	
3.	SMS Student ID :	
4.	Name of the Programme & Batch No. Joined:	
5.	Current Batch ,Term, Quarter in which Participant Rejoining:	
6.	Name of the Centre from where withdrawn and Date of withdrawal:	
7.	Name of the Centre for attending the Platform classes after rejoining:	
8.	Date of rejoining:	
9.	Current Postal address and telephone No.:	
10.	Details of Courses/In-Campus Module Attended :	
11.	Details of Rejoining Fee Paid :(Amount, Transaction ID.Date)	

Signature of the Participant with date:

(Verified by)

(Approved /Not Approved by Chairperson – EPGP, IIMK)

Form for D2D Application



INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
EXECUTIVE POST GRADUATE PROGRAMME (EPGP) OFFICE

APPLICATION FOR D2D REQUEST FOR EPGP
(To be submitted to EPGP Office along with supporting document)

Part A

1	Roll No. & Name of the Participant	
2	Reasons for D2D	<input type="checkbox"/> Travelling abroad for official purpose <input type="checkbox"/> Medical Issues
3	Period of D2D & No. of Sessions (Details of sessions to be mentioned in Part B)	
4	No. of requests made in an Academic Year (Including the present request)	
3.	Documents Submitted :	
	a) Travelling abroad for official purpose	<input type="checkbox"/> Letter from the HR/Department Head citing the purpose and duration of stay abroad & return Air Ticket copy.
	b) Medical Issues	<input type="checkbox"/> Medical certificate with necessary supporting documents (Records of Medical treatment/discharge summary)

Part B

Sl. No.	Name of the course & Section	Name of the faculty	Date of the sessions with time	Track
1				
2				

Undertaking

I have read and understood the policy and process for d2d/live-streamed classes mentioned in Academic Hand Book.

Date: _____

Signature of the Participant: _____

Comments by Admin Associate of the Programme

Remarks by EPGP Office

Date: - Signature & Name

Date: - Signature & Name

Remarks by Manager / AO of EPGP Office

Date: -

Signature & Name

Remarks by Chairperson-EPGP

Approved / Not approved

Date :-

Signature

REAL-TIME ELECTIVE BIDDING PROCESS FOR EPGP-17 BATCH

The second year electives are the courses offered by various Academic Areas of the Institute. The courses are selected by the participants through the 'Elective Bidding Process'. Generally, the elective bidding process will start after releasing the grades of the second quarter. The elective offerings are expected to enable a student to gain deeper knowledge and understanding of the chosen areas they would like to pursue. Participants will be able to choose their choice of elective courses for the second year, across three quarters, through this bidding process.

IIMK may drop electives that do not get sufficient subscription as decided from time to time. Therefore, there may be variations in the set of electives offered every year.

The bid points to be used during the elective bidding process for every student would depend on the Cumulative Grade Point Average (CGPA) attained till Quarter – II, and is calculated using the following formula:

Maximum Bid points available for a student per Quarter = $100 + \text{CGPA} * 50$

During the elective bidding process, the courses are allotted to the participants in a more competitive, fair, and transparent manner. The elective bidding process involves various stages as given below:

1. Details of Available courses/ outlines / structure
2. Interaction with faculties of various Academic Areas
3. Demand Estimations/Interest Gauging Exercise for knowing the demand for courses among the participants
4. Mock Bidding rounds
5. Final Bidding round
6. Second round of bidding Process (Add / drop process at first come first serve basis, if required) – Only for participants who do not meet the credit requirements

Details of Available courses/ outlines / structure: The details of courses and outlines will be available in the IIMK LMS (Moodle) after the list is finalised. The participants can check and find their choice of courses among the list.

Academic Area Interaction: EPGP Office will arrange interactions with faculties of various Academic Areas for a duration of 30 to 45 minutes for elaborating the elective courses to Participants before finalizing the elective plan.

Following are the eight Academic areas:

1. Economics.
2. Information Systems.
3. Finance, Accounting & Control.
4. Strategic Management.
5. Humanities & Liberal Arts in Management.
6. Marketing Management.
7. Quantitative Methods and Operations Management.
8. Organizational Behaviour and Human Resource.

Demand Estimation: Demand estimation is also known as Interest Gauging exercise. This is an unconstrained process for knowing the demand for courses among the participants. The objective of the demand estimation is to assess the interest of the

Participants before the start of the elective bidding process. This process enables the office to decide the final list of courses and approximate number of sections to be offered for each course. **The Participants are requested to ensure participation in the Demand Estimation round, as the courses and the number of sections will be decided, based on this analysis.**

Mock Bidding: Two rounds of Mock bidding will be conducted to ensure practice / hands on experience of the bidding process and platform before the final bidding process.

The following incentive bid points will be awarded to participants who have attended the mock bidding rounds.

Description	Incentive Bid Points
Mock Bidding-I	10
Mock Bidding-II	10
TOTAL	20

Final Bidding: Once the elective courses for the Final bidding are decided, based on the Demand Estimation Round, the Final Real-time Elective Bidding process would be conducted. **The elective courses you have chosen during this process is final and binding. No change in the allotted electives will be allowed thereafter under any circumstances.**

Add / Drop Process: - This is a process where participants are allowed to make changes in their allotted courses in case requisite credits are not obtained by them through the elective bidding process. The system will ensure that the minimum/maximum credit requirements are maintained.

It is the sole responsibility of Participants to ensure that they meet the minimum credit requirement criteria in each quarter for the second year.

IMPORTANT INSTRUCTIONS FOR FINAL BIDDING PROCESS

1. It is mandatory to participate in the bidding process. Participants are required to complete the bidding process, and are not allowed to leave before completing it. It is the responsibility of the participant **that they obtain minimum required credit for every quarter (8 credits) as well as total 28 /29 credits in the second year.**
2. The minimum subscription to run a new course is 20 and for the existing course is 30. It is important to note that bidding process will be carried forward to second round, if the course does not meet minimum. This course will become unsubscribed only after round two. Therefore, it is advised that Participants should not leave the bidding process before the completion of round two in Final bidding process.
3. Bid points will be available quarter wise and Participants should validate it well before the bidding process. In case of discrepancy, it should be reported to EPGP Office immediately.
4. If the Participants did not complete the bidding process due to any reason, then the EPGP Office will manually allocate available courses depending on the CGPA of the participant. In such a scenario, there are chances that the Office may have to de-allot subscribed courses of a participant in order to complete the process with adequate credit requirements.

Sample of Degree Certificate

EPGP-13-000



भारतीय प्रबंध संस्थान कोषिकोड
Indian Institute of Management Kozhikode

On the recommendation of the Academic Council hereby confers
the Degree of

Master of Business Administration

on

Name xxxxxxxxxxxxxxxxxxxxxxxxx

*who has successfully completed the prescribed course of studies and
fulfilled all other requirements of the two-year
Executive Post Graduate Programme in Management.*

*Given under the seal of the Indian Institute of Management Kozhikode
at the twenty-fifth Annual Convocation held on
the Eighth day of April Two Thousand Twenty Three.*



Chairperson
Executive Post Graduate Programmes
IIM Kozhikode

Director
IIM Kozhikode

Chairperson
Board of Governors
IIM Kozhikode

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Instructional contents such as course outlines, study guides, reading materials, cases, course presentations, audio and/or video lecture recordings, lecture notes, web contents, archived sessions, etc. produced by IIMK and its faculty/staffs.

- a) Participants are advised that they should not make any copy, sell, alter or reproduce or distribute/release copyright materials of the D2D/Livestreaming sessions. Also, lectures in a course contain personal information or case studies, which, if released, may infringe privacy or confidentiality. Participants should have responsibly utilize D2D/Livestreaming recordings and instructional materials as personal learning resources only.
- b) Disseminating instructional material without appropriate permission from the copyright owner for any purpose, including offering for sale, the whole, or any part of a video or audio recording will lead to copyright infringement.
- c) Using IT resources for copying, communicating, downloading, offering for sale or selling copyright works or uploading copyright works onto any website, learning management system, digital repository or social media platform without permission, piracy using external cameras or in violation of license restrictions or other contractual agreements will also attract copyright infringements.

If any actions by the participants violating the Intellectual Property Rights (IPR) / copyrights are reported and based on investigation reports, appropriate disciplinary action will be initiated by IIMK.

The participants of Indian Institute of Management Kozhikode (IIMK) at this moment, must abide by the policy and process for D2D/Livestreamed classes. They should understand that the D2D/Live-streaming and instructional contents are only for their personal learning and educational purposes.

COPYRIGHT POLICY OF ACADEMIC PROGRAMMES

Indian Institute of Management Kozhikode (IIMK) has been delivering the instructional contents such as online classes, course and reading materials, cases, etc. to the students of various Post Graduate Programmes through IIMK Classrooms/Zoom/other online modes including Massive Open Online Courses (MOOC), etc.

The policy and process related to such instructional content, whether used or delivered, are as given below:

- 1. Copyright materials¹:
 - i) Instructional contents such as course outlines, study guides, PowerPoint presentations, reading materials, cases, course presentations, audio and/or video lecture recordings, lecture notes, examination/evaluation papers, web contents, archived sessions, etc. produced by IIMK, its faculty and staff for their students/participants of various programmes mentioned above are 'for educational purpose only'².
 - ii) Any copyrighted material, which are not produced by IIMK, its faculty and staff will be liable for copyright infringement, if the content in the video/ audio/literary, dramatic, artistic, cinematographic work was used for non- educational purpose and was not a 'fair dealing'³.
- 2. Acts not to be regarded as infringement of copyright:
 - i) The reading or recitation in public of reasonable extracts from a published literary or dramatic work is allowed;

- ii) The publication in a collection, mainly composed of non-copyright matter, for instructional use with bonafide intention, and so described in the title and in any advertisement issued by or on behalf of the publisher, of short passages from published literary or dramatic works, not themselves published for such use in which copyright subsists. This provision is limited and allows only two such passages from works by the same author to be published by the same publisher during any period of five years.
- iii) The reproduction of any work will be allowed if it is by a faculty or a pupil in the course of instruction; or if it was part of the question to be answered in any mode of examination; or were answers to such questions.
- iv) The performance in the course of the activities of an educational institution, of a literary, dramatic or musical work by the faculty, staff and students of the institution or of cinematograph film or a sound recordings; this exception is available only when the audience for such performance is limited to staff, students, parents and guardians of the students and persons connected to such activities of the institutions or the communications of such audience of a cinematograph film or sound recording.

The reproduction for the purpose of research or private study or with a view to publication of an unpublished literary, dramatic or musical work kept in library or museum or other institutions to which the public has access. This reproduction will be allowed only after 60 years from the death of the author/ joint author whoever dies last.

- v) Any performance of a literary, dramatic or musical work by an amateur club or society subject to such performance would be for a non-paying audience. vii) Any act in relation to the translation of a literary, dramatic, or musical work, or the adoption of a literary, dramatic, musical, or artistic work as they apply to original work itself.
3. Students are advised that they must not make a further copy, sell, alter or further reproduce or distribute/release copyright materials delivered during the course of instruction or in future, as this will lead to copyright infringement. Also, lectures in a course contain personal information or use case studies, which, if released, may infringe privacy or confidentiality of the author. Participants/Students must have a responsibility to utilize these copyright materials appropriately as a personal learning resource only.
 4. Disseminating instructional material, which are considered as 'publication'⁴, without appropriate permission from the copyright owner/author for any purpose, including offering for sale, the whole, or any part of a video or audio recording of any IIMK authority/faculty/staff will lead to the risk of copyright infringement.
 5. Using IT resources for copying, communicating, downloading, distributing, offering for sale or selling copyright materials or uploading copyright materials onto any website, learning management system, digital repository or social media platform without permission from Dean (Programmes and International Relations), piracy using external cameras or in violation of license restrictions or other contractual agreements is copyright infringements and will also attract disciplinary actions⁵.
 6. If any actions by the students violating the Intellectual Property Rights (IPR)/ copyrights are reported and based on investigation reports, appropriate disciplinary action will be initiated by IIMK.
 7. The students of the Institute at this moment, must abide by the policy and process for any mode of instruction, whether face-to-face or online classes. These instructional contents are for learning and educational purpose only.

¹ As per Section 13 of the Copyright Act, 1957 (hereinafter referred to as 'the Act') copyright protection is conferred on literary, dramatic, artistic, musical cinematographic films and sound recordings.

² Section 52 of the Act permissible uses of the Copyright without specific authorization from the author allowing legitimate use of the copyrighted material/work for educational, scientific and cultural advancement of the society.

³ Exception to Infringement under the Act is exhaustive. This exhaustive list of exceptions/actions under Section 52 defines the scope of fair dealing accessible at <https://www.copyright.gov.in/Exceptions.aspx>. The primary objective behind the doctrine of fair dealing is educational purposes, for the benefit of the society, for non-paying audience and amateur clubs/societies. It allows a person to make limited use of copyrighted material/work without the permission of the author. It will depend on four factors: purpose of use, nature of the work, amount of the work used, and effect of use of the work on the original.

⁴ As per Section 3 of the Act, 'publication' means making a work publicly available through copies or by communicating the work to the public. Therefore, uploading lecture videos on YouTube and similar other online platforms making them publicly available would amount to publication under this definition. ⁵ "Disciplinary action" definition is as per respective Programme Academic Handbook.

Policy and process for D2D/Live-streamed classes & Intellectual Property Rights (IPR) / Copyrights

Indian Institute of Management Kozhikode (IIMK) has been delivering the instructional contents such as online classes, reading materials, cases, etc. to the students of the Post Graduate Programmes through IIMK Classrooms/D2D, etc. The policy and process related to such instructional contents are given below.

Copyright Materials:

Instructional contents such as course outlines, study guides, reading materials, cases, course presentations, audio and/or video lecture recordings, lecture notes, web contents, archived sessions, etc. produced by IIMK and its faculty/staffs.

- a) Students are advised that they must not make a further copy, sell, alter or further reproduce or further distribute/release copyright materials of the D2D/Live-streaming sessions, as this will lead to increased risk of copyright infringement. Also, lectures in a course contain personal information or use case studies, which, if released, may infringe privacy or confidentiality. Students must have a responsibility to utilize D2D/Live-streaming recordings and instructional materials appropriately as a personal learning resource only.
- b) Disseminating instructional material without appropriate permission from the copyright owner for any purpose, including offering for sale, the whole, or any part of a video or audio recording of any IIMK authority/members will lead to the risk of copyright infringement.
- c) Using IT resources for copying, communicating, downloading, offering for sale or selling copyright works or uploading copyright works onto any website, learning management system, digital repository or social media platform without permission, piracy using external cameras or in violation of license restrictions or other contractual agreements will also attract copyright infringements.

If any actions by the students violating the Intellectual Property Rights (IPR) / copyrights are reported and based on investigation reports, appropriate disciplinary action will be initiated by IIMK.

The students of Indian Institute of Management Kozhikode (IIMK) at this moment, must abide by the policy and process for D2D /Live-Streamed classes. They should understand that the D2D/Live-streaming and instructional contents are only for learning purpose.

Audit a course guideline for EPGP Participants

Apart from the elective credit courses allotted, the EPGP Participants, during the second year will have an opportunity to *audit* some courses. The audit courses are not selected during the elective bidding process but well before the start of the second year with due permission from the concerned faculty. The participants may register for audit courses, the same way as they do for the credit courses. However, the allotment is subject to the recommendation of the course faculty/coordinator, availability of seats and the final approval of the Chairperson-EPGP.

The participants are not permitted to take more than three audit courses in the second year, and not more than one in each term. The same scheme of evaluation will prevail over the audit courses too. A maximum number of 3 participants would be allowed to enrol for auditing a course. Attendance of the participant in an audit course will be monitored and the attendance rules will apply to the audit courses. All the study materials (Text, case. Software license, etc.) will be provided to the audit participants without any additional remittance. However, after the procurement and commencement of the session, the participants will not be allowed to withdraw from an audit course or to switch over to another course. In any circumstances, if a participant fail to attend the examination, there will be no provision for a re-examination. The status of the audit course will be 'FAILED'.

Participants will be declared as PASS/FAIL in all the non-credit courses on the basis of their performance and these results will not be included in the computation of GPA/TGPA/CGPA or for meeting the requirements for the award of the Degree. No letter grades will be given for Audit courses. Performance in audit course will not be considered for CGPA calculation for removal of DCP in other credit courses, or for any other purpose than the self-enrichment of the participant.

Allocation process

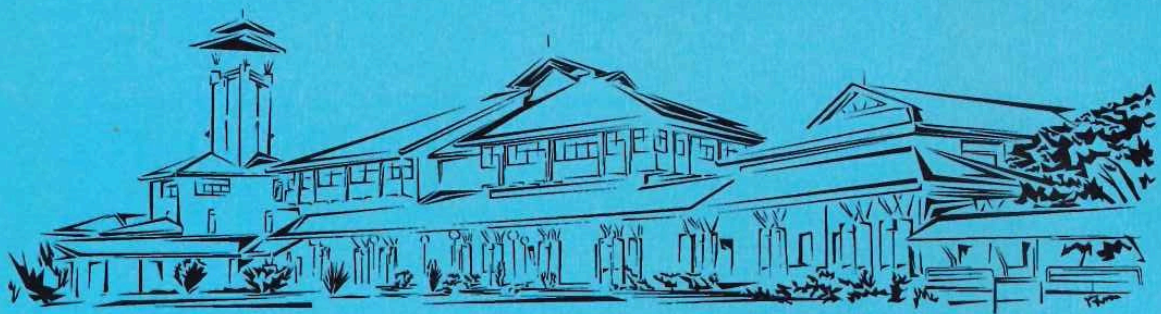
After the elective courses have been allotted, participants can also audit courses. For allocating courses, the participants shall be requested to share their choice of audit course. A Google form shall be circulated to collect this information. Consolidated choices of audit-a-course requests will be processed for the recommendation of the concerned course instructor and approval of the Chairperson EPGP. The course instructor and Chairperson EPGP reserve the right to accept/reject the request for auditing a course. Allocation depends on the number of seats available, and would be allocated on first come, first served basis through the Bidding Portal.



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Indian Institute of Management Kozhikode

Globalizing Indian Thought



Indian Institute of Management Kozhikode

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