भारतीय प्रबंध संस्थान कोषिक्कोड

**Indian Institute
of Management
Kozhikode**

Globalizing Indian Thought

AMBA ACCREDITED

EQUIS ACCREDITED

AACSB Business Education Alliance Member

Executive Post Graduate Programme in Management

EPGP-15

Academic Handbook 2022

CONTENTS

EXECUTIVE POST GRADUATE PROGRAMMES

ABOUT EXECUTIVE POST GRADUATE PROGRAMMES

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 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 Times Pro. The technology allows the Instructor to use PowerPoint presentations, video, audio, whiteboards and telestrators to effectively communicate ideas and interact with the participants.

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.

IN-CAMPUS MODULES

The in-campus modules are conducted at the IIMK campus and it is mandatory for all participants to attend the in-campus modules. Participants have to make their own arrangements for travel and stay to attend the in campus modules.
The EPGP two year programme has three in-campus modules of one week duration. The first in-campus module is conducted at the beginning of the first year, second after the beginning of the second year and the third is conducted at the end of the second year. The three in-campus 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.

EXECUTIVE POST GRADUATE PROGRAMME IN MANAGMENT

1. PREAMBLE
The information, rules, and regulations contained in this Academic Handbook-2022 and the amendments/alterations/modifications that may be made thereto from time to time by the Institute, shall govern and regulate the EPGP Batch 15. If any situation/contingency arises, the solution whereof cannot be found in the rules contained in this Academic Handbook 2022, then such decision taken by the EPGP Committee of IIMK, in these regards shall be final and binding.

2. INTRODUCTION
The Executive Post Graduate Programme in Management 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. 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 student-appraisals / student-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 elective courses in the second year. 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), conduct these courses, which give in-depth insights into the subject matter, and hands-on experience through projects and diverse case studies.

3. PROGRAMME TITLE
On successful completion of the programme, which would imply obtaining mandatory minimum academic requirements as set out in Rule **5.2.6**, herein, would be awarded the title **'Master of Business Administration'** by Indian Institute of Management Kozhikode.

4. 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.

Module 1: Foundation and Functional Core Courses.
Module 2: Electives.
Module 3: Compulsory Courses

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.

4.1 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 (Page No. 45).

4.2 SECOND YEAR –ELECTIVE COURSES – MODULE 2
The second-year of the programme is divided into three Quarters. The second year of the curriculum contributes to elective courses offered by various academic areas. Participants should choose elective courses amounting to 28 credits in total (all three quarters put together) with a minimum of 8 credits in each quarter from a bouquet of courses from all subject areas to cover up 280 hours of instructions. In addition to three Quarters of learning, there are two in-campus modules explained under In- campus Modules.

4.2.1 ELECTIVE BIDDING PROCESS
Normally the elective bidding process will start after releasing the grades of the first and second quarter. Participants will be offered with elective courses from various academic areas and have to choose elective courses across 3 quarters of the second year. Participants will be allowed to subscribe to the courses equivalent to 28 credits in the second year. As soon as the electives are floated, participants have to choose courses equivalent to 28 credits as their first preferred electives and another set of 9 to 12 credits as second preference choices of electives.

Participants are not allowed to choose courses exceeding 40 credits or less than 37 credits during the bidding process. Participant are to choose the electives equivalent to minimum 8 credits in each of the quarter. The sequence of selection will be considered as the rank of preference of the course.

Participants will be finally allotted with courses equivalent to 28 credits based on the priority/ranking done by the participant, batch size (Minimum subscription for an elective to run as decided by the institute) and based on the TGPA (Term Grade Point Average) calculated for the first and second quarters of the first year or as suitably decided by the competent authority. IIMK may choose to drop electives that do not get sufficient subscription. If an elective course is not offered due to less subscription, the participants opted that course will be allotted the next course of priority.

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

Normally, a participant may get the elective courses selected by her/him. In case, the number of participants opting for a course exceeds the cap of the available number of seats in that course, such course will be allotted based on TGPA of the first two Quarters. In case, the TGPA of a participant is less than the requisite TGPA for a course opted, then the next course as per their preference will be allotted to the participant.

Some courses may have prerequisite and some courses may not prerequisite for choosing as an elective as decided by the faculty offering the course. EPGP office will share the previous year's course outline of each of the elective courses, which the participant can refer before finalizing the electives. Participants are expected to refer to the class timings for each academic area to avoid any inconvenience later.

4.3 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, Capstone Simulation and Business Plan Project**. These courses are delivered during the second and third in-campus module. The first-year core courses which are compulsory are listed in the Annexure – II (Page No. 46). Successful completion of these modules is essential to be eligible for the Degree. These compulsory courses are evaluated based on the 13 point letter grading system as laid down in the rule 5.1.1. The grades obtained by the participant in

the aforesaid courses will be considered for final CGPA calculation and award of MBA Degree.

4.4 IN-CAMPUS COMPONENT - MANDATORY

All In-Campus modules are mandatory and the participants who could not attend the first in-campus module are not permitted to enrol for the programme. If a participant missed attending the second or third in-campus module due to some valid reasons, she/he has to attend the second/third in-campus module along with the next batch after obtaining approval from the Chairperson-EPGP. A participant will be eligible to attend the third in campus module only if she/he had attended the second in-campus module. 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. 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, End Term Examination (Each quarter end) and any other component suitably decided by the Instructor.

There will be a minimum of three components of the 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 term examination. **In the end term examination, a participant has to earn a grade above 'F' to qualify for a grade in the course.** A minimum level of performance will be fixed, like, a certain percentage of marks, by the Course Instructor to decide "F" grade for the End Term examination. 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**.

Instructors will also have the discretion to make mid-course corrections/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 as and when introduced.

5.1 THE GRADING SYSTEM

5.1.1 For each course, the Instructor awards Letter Grades to the participants based on the academic performance and evaluation scheme. IIMK

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

follows letter grading scheme of 13 levels ranging from A+ to F as given in the Table below:

5.1.2 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.

5.1.3 **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.

5.1.4 The **Term Grade Point Average (TGPA)** is calculated by computing the sum of grade points in respective courses multiplied by the course credits, and dividing it by the total credits for all the courses in the term.

5.2 PROMOTION & GRADUATION

5.2.1 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.

5.2.2 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:

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

5.2.3 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 DCP**s in a **1.5** Credit Course
- **3 DCP**s in a **2** Credit Course, and
- **4 DCP**s in a **3** Credit Course

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

5.2.4 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.

5.2.4.1 A participant who is found ineligible for promotion to the second year under clause **5.2.4** 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.**

5.2.4.2 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:

<ol type="i" start="1">
The **CGPA** obtained by the participant in the first year is not below **2.00.**
The total number of **DCPs** accumulated by the participant during the first year is **not more than 15**.

5.2.4.3 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 **5.2.4.2** will be terminated from the programme. There will not be any refund of the fee paid.

5.2.4.4 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**'.

5.2.5 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.

5.2.6 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:

<ol type="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.
Does not have more than **8 DCPs** in the Second Year of the Programme.
Does not have any financial dues with the Institute.

5.2.7 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

5.2.8 A participant who is found not eligible for the award of Master of Business Administration under clause **5.2.6** is required to leave the programme or will be terminated from the programme.

5.2.9 A participant who is found not eligible for award of Master of Business Administration under clause **5.2.6** 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.

5.2.10 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.

5.2.11 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.

5.2.12 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.

6. PLATFORM CLASS SCHEDULE

FIRST YEAR

Batch	Section	Platform Schedule
Weekend	Section A	9:00 AM - 2:30 PM (Saturday & Sunday)
Weekend	Section B	9:00 AM - 2:30 PM (Saturday & Sunday)
Weekend	Section C	9:00 AM - 2:30 PM (Saturday & Sunday)
Weekend	Section D	9:00 AM - 2:30 PM (Saturday & Sunday)
Combined	Section E	Thursday & Saturday 7:00 PM - 9:45 PM, Sunday 3:00 PM - 8:30 PM

SECOND YEAR

The Participants will be provisionally promoted to second year of the Programme. 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 elective opted. There may be more than one weekday evening classes (from 7:00 PM to 9:45 PM) 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 during the elective bidding process. Tentative schedule for elective courses 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

7. DEGREE

Participants of the EPGP-15 batch, on successful completion of the programme, would be awarded the title **Master of Business Administration** (MBA).

8. PROGRAMME FEE

Total programme fee ₹14,00,000 payable in 7 instalments as per following schedule.

Programme Fee Payment Schedule		
Instalment	Instalment in ₹	Due Date
First Instalment	2,00,000	December, 2022
Second Instalment	2,00,000	10th February, 2023
Third Instalment	2,00,000	10th May, 2023
Fourth Instalment	2,00,000	10th August, 2023
Fifth Instalment	2,00,000	10th January, 2024
Sixth Instalment	2,00,000	10th May, 2024
Seventh	2,00,000	10th September, 2024
Total	**14,00,000**	

9. STUDENT 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 though the fee payment portal. IIMK have a payment management arrangement with PayU.

Students may login to the payment portal through the link. https://forms.iimk.ac.in/payupayment/studentlogin.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, UPI, NEFT/RTGS.

Participant can select NEFT/RTGS mode and generate the challan. It will have instantaneously generated unique virtual account number of PayU. Participant may remit the amount to the same from their bank for completing the payment process.

11.1 LATE FEE PAYMENT

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 during the period after due date to the date prior to the commencement of the quarter. To retain the Participant ID active, the participants need to remit the fee instalment along with applicable late fee, if any. If the fee applicable remains unpaid as on commencement of a particular quarter, the participant will not be permitted to attend the platform classes and his/her participant ID will be temporarily deactivated for 15 days from the commencement of classes for that quarter. A participant can re-join the programme within these 15 days by remitting a re-joining fee ₹10000/- along with a formal request for re-joining to the programme and the participant ID will be re-activated after necessary approval. In case the fees remain unpaid even after completion of 15 days, the studentship of the participant in the programme is liable to be terminated permanently. In such an event, the fee paid to date will be forfeited and no refund shall apply to the participant.

ACADEMIC RULES

12. 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 and staff of the institute. 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. 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.

14. MISCONDUCT IN THE QUIZ/END-TERM EXAMINATION

Any kind of misconduct (Copying/Usage of prohibited study material/ Usage of prohibited electronic devises/discussion, misbehaviour etc.) during the Quiz & End-Term examination; suitable disciplinary action will be initiated against the concerned participant.

In case of any misconduct reported (Copying/Usage of prohibited study material/ Usage of prohibited electronic devises/discussion, misbehaviour etc.), 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 subject to the decision of the EPGP Executive committee.

In case of uploading of wrong document, F grade will be awarded for that particular course.

15. ATTENDANCE – PROCESS

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

1st Pop-up	Anyone of the 1st, 3rd and 4th is mandatory.
2nd Pop-up	Mandatory
3rd Pop-up	Anyone of the 1st, 3rd and 4th is mandatory.
4th Pop-up	Anyone of the 1st, 3rd and 4th is mandatory.
5th Pop-up	Mandatory

15.1 Each class has a duration 2 hours 30 minutes 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. The attendance report will be shared fortnightly with all participants. 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. **Participants are expected to check the attendance report regularly. Any disconnect in the report should be informed to the EPGP office before releasing the grades of a course.**

15.2 Participants must maintain regular and punctual attendance in all the courses. A minimum of **65%** attendance is required for **1 credit** course, **66%** 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.

15.3 A participant should obtain minimum 50% attendance in a course to eligible for writing the end term examination. Participants having less than 50% attendance in a course will not be allowed to appear for the end term examination of that particular course and will be awarded 'F' as the final grade for that course.

15.4 Participants must maintain regular and punctual attendance in all the courses. A shortage of attendance will attract penalties in the form of downgrading. The final grades obtained after considering the attendance will be considered for calculation of CGPA and DCPs

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 2credit 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%	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" <65%	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

16. ABSENCE FROM PLATFORM CLASSES

Participants must maintain regular and punctual attendance in all courses. In case of absence in the platform classes due to illness /maternity reasons (for self/spouse) for the participant or immediate family member, the request for attendance regularization will be considered on submission of a medical certificate from a government doctor or a medical certificate from a registered medical practitioner within 7 days after discharge from the hospital/diseased period. In case of hospitalization of participant or immediate family members (Parents/Parents in-law/Spouse/Children), admit / discharge report from the hospital (original and self-attested copy) along with a medical certificate from the treating doctor (registered medical practitioner) is required to be submitted. The original will be returned to the participant after verification. The medical certificate submitted should have the details of the participant, name, designation, registration number of the doctor with the official seal.

In case of absence due to marriage (Self/Immediate family members such as Brother/Sister/Son/Daughter), the participant should obtain prior approval from the Chairperson-EPGP to consider the absence during the platform class. Attendance regularization request will be considered after verifying the original wedding invitation along with proof establishing relationship (in case of immediate family members as defined above) and attendance in the course.

In case of death of an immediate family member (Parents/Parents in-law/Spouse/Siblings/Children), copy of the death certificate attested by the participant to be submitted to the EPGP office for considering the attendance regularization.

There is no provision for conducting a repeat quiz which is missed during the absence in the platform class. The participant can request for archive sessions of missed classes through VOD (Video on Demand) system from the respective TimesPro centre within 21 days from the date of being absent. Request for archive should be sent to icare@timespro.com.

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. The attendance will be regularized up to 75% for 2 credits and 3 credits courses and up to 66% for 1.5 credit course and 65% for 1 credit course.

If a participant has **65%** attendance in a 1 **credit** course, **66%** 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.

If a participant was absent for more than 50% of a course due to reasons such as medical (Illness /Maternity reasons), Marriage (Own/Immediate family member such as brother/sister/Son/Daughter), hospitalization/death of immediate family member, she/he will not be permitted to appear for the examination of that course. However, 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.**

Participant absent for more than 50% of the classes due to any reason apart from the exceptional reasons such as Medical leave, marriage (Own/Immediate family members such as brother/sister/Son/Daughter), and hospitalization/death of immediate family members such as parents/parents-in-law/brother/sister/Son/Daughter 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.

17. DIRECT TO DESKTOP FACILITY

Participants travelling abroad for official purpose can request for D2D (Direct to Desktop) facility by providing a letter from the HR/Department Head citing the purpose and duration of stay abroad to the EPGP office. Post approval from the EPGP office, the participant has to write to icare@timespro.com to activate the facility by paying the required fee to TimesPro. If the number of sessions (2.5 Hours) required to attend using D2D mode is not more than 6, Fee applicable is ₹ 5000/- 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/- per request.

This facility can be availed maximum for one month at a time and limited to two requests in an academic year. However, quiz/test can't be taken while attending the classes through D2D mode. Participants are not permitted to appear for the end-term examination while availing the D2D facility. Participants

who have taken prior permission for repeat examinations, the rule as per 20.2 (Academic rules) will be applicable. There will not be any alternative assignment for the unattended quiz. Participants can record their attendance while using D2D as per the normal process. **Hence, attendance regularization request, while travelling abroad will not be considered except on the days, the participant is travelling.**

Participants can request for D2D facility while on Medical leave and unable to attend the class from the learning centre. In such case, the participant has to apply for availing D2D facility 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. 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.

Female participants in the last trimester of pregnancy can opt for D2D mode of classes. 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.

The maximum period requested to attend the classes using D2D mode due to medical reasons will be decided and approved by the Chairperson-EPGP after validating the request and supporting documents submitted. **Request for D2D facility activation should be submitted to EPGP office at least one week before the date of the required service.**

18. ASSIGNMENTS
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 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. Virtual Classroom will be set with an auto timer and will stop accepting assignments after due date/ time instructed by the course faculty.

19. COURSE FEEDBACK

Submission of feedback through EPGP Portal is mandatory for the participants once the schedule of the courses are completed. The option for the same is available till previous days of the examination.

20. EXAMINATION

End Term examinations are conducted during weekends after the end of every quarter at the learning centres. 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.

Examinations are conducted at major cities across India. 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 for confirmation. Any change in the examination centre should be informed to the EPGP office well in advance. **Request for change in the centre on short notice will not be considered**. **The participants must carry their identity card during the examination.**

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 / examination conducted online.

20.1 CONDUCT DURING THE EXAMINATION

The participants should be present at the examination hall 15 minutes before the commencement of the examination. They will not be allowed to appear for the examination if they come 15 minutes after the reporting time. Participants should ensure that they have signed the attendance sheet, written Name and Roll Number on the answer script before they leave the examination hall. If any participant has not signed the attendance sheet or not written the Name and Roll Number that answer sheet will not be forwarded to the faculty for evaluation.

Mobiles phone, smartwatch etc. are not permitted inside the examination hall. The exchange of pens, pencils, calculators, study materials etc., is not permitted. Tea, coffee, eatables, cigarette etc. are not permitted inside the examination hall. Participants are expected to bring their stationery. Discussion between the participants during the examination is not permitted.

Participants are not allowed to leave the examination venue during examination without permission from the Invigilator. Any violation of the same will be viewed seriously and appropriate disciplinary action will be initiated.

1. **Use of Mobile phones:**
   - ➢ Except for ordinary/scientific calculators no other electronic devices viz., laptops, mobile phones etc., are permitted inside the examination hall, unless specified by the course faculty. The use of mobile phones is strictly prohibited during the examinations. All mobile phones should be switched off and kept in your bags, and placed outside the examination hall.
   - ➢ **The use of unfair means during the examination will lead to expulsion from the examination hall.**
2. **Use of Washrooms during examination:**
   - ➢ Participants are not allowed to go to the washroom in the first hour of the examination.
   - ➢ After one hour, one person at a time is allowed.

20.2 ABSENCE FROM END TERM EXAMINATION

Absence from end term examination will attract '**F**' grade in that course.

20.2.1 The participants who were absent during End Term Examinations due to medical reasons (self or immediate family members such as parents/parents in-law/spouse/children), are required to produce the original medical certificate from a government doctor or a registered medical practitioner. In case of hospitalization of participant (including

issues related to advanced stage of pregnancy / childbirth) or immediate family members (parents/parents in law/spouse/children), original medical certificate from a Government doctor or from a registered medical practitioner, discharge report from hospital (original &self-attested copy) along with Doctor's prescription, admission and discharge summary (if hospitalized) within 20 days from the date of discharge from the hospital. Originals will be returned to the participant after verification. Medical certificate submitted should have the name, registration number and designation of the doctor with the official seal.

20.2.2 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.

20.2.3 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 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.**

20.2.4 The participants who are absent during End Term Examinations due to death & medical treatment of immediate family members (Parents / Parents in-law/Grand-Parents/Spouse/Siblings/Children) or can apply for re-examination with supportive documents to the Chairperson-EPGP. Participants will be permitted to appear for the examinations subject to verification of documents and approvals.

20.2.5 Re-examinations, if any will be conducted only in the premises of IIMK, Kunnamangalam, Kozhikode, in which case, the participant will have to make own arrangements for travel, accommodation, boarding and lodging to attend the examinations at IIMK. There will be only one repeat examination for each course. Under no circumstances, a second repeat examination will be scheduled.

20.2.6 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

The end term examinations are conducted over weekends after the end of academic sessions in each quarter. Many factors are to be considered for the conduct of the examinations which include classroom, personnel resources, conflict of dates etc. In rare instances, there could be situations when the dates are also changed due to unforeseeable external factors that may arise.

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.

20.3 REPEAT END TERM EXAMINATION
A participant will be allowed to appear for a repeat end term examination only once, subject to the absence coming under the clauses **under clauses 20.2.1, 20.2.2, 20.2.3 and 20.2.4.**

The repeat end term examinations will be conducted only at IIMK Premises. For Repeat End Term Examinations, a fee of ₹1000/- per course will be charged to cover the expenses involved in conducting the same. The repeat examination schedule would be declared in advance.

21. MEDAL FOR SCHOLASTIC PERFORMANCE GOLD MEDAL:

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

(a) Obtaining the highest CGPA in the Programme, and
(b) Approval of the award of the medal to the specific participant by the Faculty Council.
(c) Such participant should not have been involved in any act of academic indiscipline or misconduct at any time in the Institute.

If on the grounds of conduct and character, the highest CGPA participant 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 Faculty 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 Faculty Council, the decision of the Chairperson of the Faculty Council shall be final.

22. ACADEMIC MALPRACTICE

In case of any kind of misconduct (Copying/Usage of prohibited study material/ Usage of prohibited electronic devised/discussion, misbehaviour etc.) during the Quiz and End-Term examination, suitable disciplinary action will be initiated against the concerned participant.

In case of any misconduct reported, 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 suitable disciplinary actions such as 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.

23. 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.

24. 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.

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 participants will be allowed subject to the condition that the participant has taken a formal approval for temporary withdrawal from the Chairperson EPGP.

The participant is required to remit the re-joining fee of ₹10000/- 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.

25. 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 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.

26. 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.

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.

27. TERMINATION

If a participant is unable to cope with the studies, IIM Kozhikode will recommend early termination of studentship in the following situations –
1. DCPs exceeded the permissible limit during the first and second year.

2. Misconduct during the programme and nature of the penalty recommended by the competent authority.
3. Absconding from the programme.
4. Not re-joined the programme after availing temporary withdrawal. No refund is admissible on any part of the fees paid to the participant in the event of termination from the programme.

28. CHANGE IN CLASSROOM CENTRE

28.1 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 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) There is no facility for temporary transfers. In case, a participant wishes to avail of an alternate centre for a few days because of some exigency, the participant may directly give the request to the destination centre. Refer the point no. 28.2 - Temporary Centre Transfer.

28.2 TEMPORARY CENTRE TRANSFER

The temporary centre transfer may be provided to any participant wanting to avail the same during business/personnel travel to cities other than the city in which his/her study centre exits. 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@timestsw.com

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

29. GENERAL DISCIPLINE ON THE CAMPUS/LEARNING CENTRE

Any act, behavior, 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*. 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 time; (3) Cyber Crimes; (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.

30. DISCIPLINARY AUTHORITY

(i)   The concerned faculty of a course is the appropriate authority for handling the academic malpractice cases.

(ii)   EPGP Chairperson is the appropriate authority for any other indiscipline cases defined as per this handbook.

(iii)   Wherever the matter is beyond the purview of the handbook the EPGP executive committee shall be the appropriate disciplinary authority.

31. APPELLATE AUTHORITY

The EPGP Executive Committee will operate as the appellate authority for cases involved in 5.1.3, 14, 15 & 22. The Director of IIMK will be the final appellate authority.

32. RESOURCES / PRIVILEGES AVAILABLE TO THE PARTICIPANTS

32.1 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.

32.2 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

32.3 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.

32.4 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. Institute faculty/office may not respond to the emails sent through other e-mail IDs.

32.5 ABOUT VIRTUAL CLASSROOM (VC) (Moodle)

The academic environment at IIMK makes extensive use of modern technology to supplement the conventional classroom-based teaching. Virtual Class Room 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 Virtual Classroom link available **(http://lms.iimk.ac.in).** Please note that the access to the 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 virtual classroom. The courseware and other materials available in the virtual classroom can be accessed by the participants only after successful enrolment in that virtual classroom.

32.6   EMAIL USAGE

32.6.1 Users are forbidden to create and transmit email containing offensive, obscene, indecent, aggressive, menacing, harassing, defamatory, intimidating, unlawful, racist, and other unethical messages.

32.6.2 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.

32.6.3 Users are forbidden to transmit or forward any email intended to encourage the propagation of copies of it (e.g. chained letter).

32.6.4 Users are forbidden to flood the mailbox of other users with numerous or large messages with the intention to paralyze their mail system.

32.6.5 Users are forbidden to spread the virus or malicious programs through emails.

32.6.6 Users are forbidden to use the email facilities of the Institute for commercial activity.

32.6.7 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**.

32.7 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.

32.8 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.

32.9   APPEALS
Appeals can be made to the Director of the Institute from any orders/proceedings passed by any authority subordinate to the Director. Such appeal shall be filed within seven days from the date of the order. The decision of the Director on the appeal shall be final and binding.
32.10 ALTERATIONS
The Institute reserves the right to add/alter/delete/modify any of the foregoing provisions from time to time, to meet academic, administrative and general exigencies/changes in policies.

32.11 ESCALATION MATRIX

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 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 within three working days, 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 (Executive Education) through email only. All the escalations should be communicated through email only.
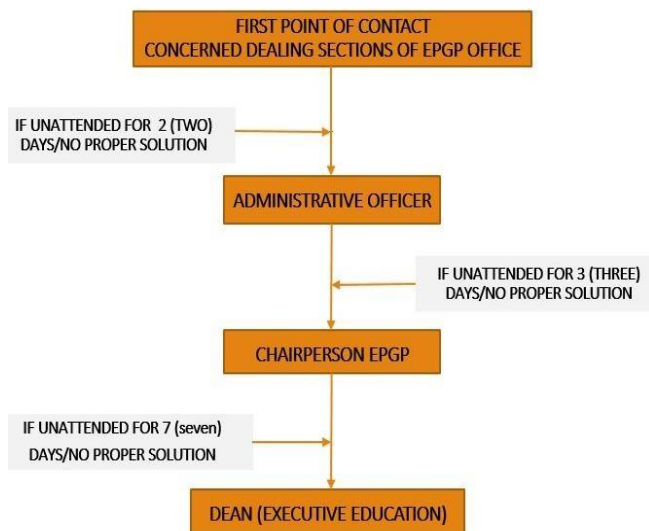
The email ids are as follows:
Administrative Officer- EPGP: **epgp-inc@iimk.ac.in/aoepgp@iimk.ac.in**
EPGP Chairperson: **epgpchairperson@iimk.ac.in**
Dean (Executive Education): **dean-ee@iimk.ac.in**
The Grievance Channel is as below:

The participants should use the above 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.

33. IIMK FACULTY – AREA WISE

FACULTY NAME	EMAIL	PHONE
Economics		
PROF. ANIRBAN GHATAK	aghatak@iimk.ac.in	0495-2809655
PROF. ASHOK THOMAS	ashok.thomas@iimk.ac.in	0495-2809128
PROF. CHITWAN LALJI	chitwan@iimk.ac.in	0495-2809251
PROF.KAUSIK GANGOPADHYAY	kausik@iimk.ac.in	0495-2809118
PROF.KULBHUSHAN BALOONI	kbalooni@iimk.ac.in	(on deputation)
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Academic Calendar 2022-23* for EPGP-15 Batch (First Year)

Description	Period / Date of activity*
QUARTER-I	
First In-campus Module	5 – 10 December 2022 [Sec A & B] 12-17 December 2022 [Sec C, D & E]
Commencement of Platform Sessions	24 December 2022 (All Sections)
Classes End	26 February 2023(All Sections)
End Term Examinations	4,5,11 & 12 March 2023 (All Sections)
QUARTER-II	
Commencement of Platform sessions	16 March 2023 (Section-E) 18 March 2023 (Section-A,B C & D)
Classes End	3 June 2023 (All Sections)
End Term Examinations	4,10,11 & 17 June 2023 (All sections)
QUARTER-III	
Commencement of Platform Sessions	18 June 2023 (All sections)
Classes End	3 September 2023 (Section-A,B C &D) 7 September 2023 (Section-E)
End Term Examinations	9,10,16&17 Sept.2023 (All sections)
QUARTER-IV	
Commencement of Platform Sessions	21 September 2023 (Section-E) 23 September 2023 (Section-A,B, C & D)
Classes End	2 December 2023 (All sections)
End Term Examinations	3,9,10,16 & 17 December 2023 (All sections)

Note:
1. Section E is the combined batch with classes on Thursday, Saturday & Sunday.
2. Section A, B, C & D are weekend batches with classes on Saturday and Sunday only.

* Subject to change in unforeseen circumstances only.

Academic Calendar 2023-24 for EPGP-15 Batch (Second Year)

Description	Period / Date of activity
QUARTER-V	
Second in-campus module	**8 to 13 January 2024 (Section-A, B & C) & 15 to 20 January 2024 (Section-D & E)**
Commencement of Platform Classes	**25 January 2024**
Classes End	**3 May 2024**
End Term Examinations	**6,13, 20, 27 April & 4,5,11 & 12 May 2024**
QUARTER-VI	
Commencement of Platform Classes	**13 May 2024**
Classes End	**23 August 2024**
End Term Examinations	**10,17, 24, 25,31 August and 1 & 7 September 2024**
QUARTER-VII	
Commencement of Platform Classes	**8 September 2024**
Classes End	**20 December 2024**
End Term Examinations	**21,22,28,29 December 2024 and 4 & 5 January 2025**
Third in-campus Module	**13 to 18 January 2025 (Section-A, B & C) & 20 to 25 January 2025 (Section-D & E)**
Convocation	**TBD****

Note:

* 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 – 1

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	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	1.5	15
IV	EPGP-405	Human Resources Management (HRM)	2	20
Total Credits			**38**	**380**

ANNEXURE – II

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**

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**Indian Institute
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Globalizing Indian Thought