



भारतीय प्रबंधन संस्थान कोझिकोड
Indian Institute of
Management Kozhikode
Kochi Campus

Globalizing Indian Thought

ACADEMIC HANDBOOK for EPGP-13 Batch (2026-2028)

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Amendment in EPGP norms if any will be communicated from time to time

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1. PREAMBLE

The information, rules, and regulations contained in this Handbook 2026-2028 and the amendments/alterations/and modifications that may be made there to from time to time by the Institute, shall govern the IIMK EPGP Batch 13 offered at Kochi Campus.

2. INTRODUCTION

The Executive Post Graduate Programme (EPGP) in Management at the Indian Institute of Management Kozhikode Campus at Kochi, offers a judicious blend of theory and practice and is consciously designed to be change-oriented. The course curriculum is reviewed and regularly updated to cater to the requirements of industry. A unique feature of the EPGP is its concern for the larger society as reflected in the design of the curriculum, which aims at nurturing ethically conscious and socially responsible leaders of the future. 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.

The first year of the EPGP provides the participants with a thorough grounding in the functional areas of Management. The first-year courses are common to all, and, considering the level of rigor with which it is taught, will enable them to migrate with ease to higher levels of corporate hierarchy and organizational responsibility.

The second year courses, apart from compulsory courses, are elective offerings in the areas of Economics, Finance, Accounting & Control, Information Systems, Marketing Management,

Organizational Behaviour and Human Resources, Decision Sciences and Operations Management, Humanities & Liberal Arts in Management and Strategic Management. IIMK Faculty, as well as professionals from industry and academia (as an adjunct and visiting Faculty), conduct these courses, which give in-depth insights into the subject matter, and hands-on experience through projects and a wide variety of case studies.

3. PROGRAMME STRUCTURE & COURSES

The minimum number of hours needed to complete the EPGP is 740 hours and will take 2 years to complete the programme. Each academic year normally consists of four quarters.

Each course is structured around the concept of credits. Each credit represents 10 hours of contact sessions, such that, a course of 2 credits requires 20 hours of classroom instruction and interaction. Participants should note that 20 hours of instruction will normally require another 40 hours of preparation on their own; so typically, 60 hours need to be devoted to a 2 credit course.

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

3.1. FIRST YEAR – CORE COURSES

The first-year courses are aimed at building the foundation of the Programme. Hence all participants are required to complete all the first-year courses successfully. These courses are designed for

providing the basic conceptual knowledge and analytical tools in different disciplines and functional areas of management incorporating the inter-dependent and inter-related nature of different disciplines, functions that form the core set of modalities of organizational functioning and managerial effectiveness. Uniquely, the first year curriculum and core courses in the second year aim at inculcating a sense of ethical consciousness and social responsibility. The first-year core curriculum, which is compulsory, consists of the following courses:

QUARTER- I			
Course Code	Course Title	Credit*	Total Hrs.
C -101	Quantitative Techniques (QT)	2	20
C -102	Managerial Economics (ME)	1.5	15
C -103	Organizational Behaviour-I (OB - 1)	1.5	15
C -104	Managerial Communications (MC)	2	20
C -105	Financial Accounting (FA)	2	20
Total Credits & Hours		9	90
QUARTER - II			
Course Code	Course Title	Credit*	Total Hrs.
C -201	Operations Research (OR)	2	20
C -202	Business Law (BL)	1	10
C -203	Economic Environment (EE)	2	20
C -204	Information Systems (IS)	1.5	15
C -205	Financial Management-I (FM - I)	2	20
C -206	Organizational Behaviour-II (OB - II)	1.5	15
Total Credits & Hours		10	100
QUARTER - III			
Course Code	Course Title	Credit*	Total Hrs.
C -301	Marketing Management (MM)	3	30
C -302	Operations Management (OM)	2	20
C -303	Strategic Management (SM)	2	20
C -304	Financial Management-II (FM - II)	1.5	15
C -305	Digital Business Models (DBM)	1.5	15
Total Credits & Hours		10	100

QUARTER - IV			
Course Code	Course Title	Credit*	Total Hrs.
C -401	Marketing Research (MR)	2	20
C -402	Quality Management (QM)	2	20
C -403	Cost and Management Accounting (CMA)	1.5	15
C -404	Environmental Governance & Sustainability (EG&S)	1.5	15
C -405	Human Resources Management (HRM)	2	20
Total Credits & Hours		9	90
Quarters I to IV – Total Credits & Hours		38	380

** 1 credit represents 10 hours of classroom instruction and 0.5 credit represents 5 hours of classroom instruction.*

3.2. SECOND YEAR – Compulsory & Elective Courses

In the second year of the Programme, participants have to undergo 4 compulsory courses and 12 elective courses. Electives are courses of choice, selected from a set of courses offered by different areas of the Institute. The elective courses are expected to enable a participant to gain deeper knowledge and understanding of and to acquire the required skills in specific/ chosen areas in management. Participants should take one compulsory course and a minimum of three elective courses for each quarter of the Second Year.

Q U A R T E R – V			
Course Code	Course Title	Credit*	Total Hrs
C -501	Leadership and Corporate Accountability (LCA) *	2	20
	Elective	2	20
	Elective	2	20
	Elective	2	20
	Elective **	2	20
Total Credits & Hours		10	100

Q U A R T E R – V I			
Course Code	Course Title	Credit*	Total Hrs
C -601	Managing Global Business (MGB)*	2	20
	Elective	2	20
	Elective	2	20
	Elective	2	20
	Elective **	2	20
Total Credits & Hours		10	100

Q U A R T E R – V I I			
Course Code	Course Title	Credit*	Total Hrs
C -802	Business Plan Project (BPP) *	2	20
	Elective	2	20
	Elective	2	20
	Elective **	2	20
Total Credits & Hours		8	80

Q U A R T E R – V I I I			
Course Code	Course Title	Credit*	Total Hrs
C -801	Capstone Simulation *	2	20
	Elective	2	20
	Elective	2	20
	Elective **	2	20
Total Credits &Hours		8	80
Quarters V to VIII – Total Credits & Hours		36	360

****In every quarter participant has to select minimum 3 electives and maximum up to 4 electives. Additional 4th elective is permitted in only two of the four quarters.**

*** Compulsory Courses**

The starting date for BPP would be in Quarter V. The credits would be shown as indicated above and minimum of 24 credits should be earned through elective courses in the second year. Maximum credit possible is 28 credits.

- **Detailed Class Schedule**

Batch	Slot	Day	Time
Weekend (Offline)	Regular Slot	Saturday	04:00 PM-09:45 PM
		Sunday	09:00 AM-03:30 PM
	Buffer Slot	Saturday	12:45 PM-03:30 PM
		Sunday	04:00 PM-06:45 PM
Evening (Online)	Regular Slot	Monday to Friday	07:00 PM-09:45 PM
	Buffer Slot	Wednesday	07:00 PM-09:45 PM

4. ELECTIVE BIDDING PROCESS

The elective courses are selected by participants through an open bidding process from a large set of courses offered by the various Academic Areas of the Institute. The bid points for every participant would depend on the Cumulative Grade Point Average (CGPA) attained till Quarter I and will be as per the following formula:

Maximum Bid point available for a participant = 100 + CGPA X 50.

The participant will use the bid point to participate in the live bidding process.

Details will be shared by the EPGP-Kochi Office well in advance. If the chosen elective(s) exceed the count for a given quarter, participants can opt for any one desired elective as Audit option in one quarter with permission from the concerned professor. Participants may opt for 6 - 8 credits in a quarter from the list of available electives. A minimum of 24 credits should be earned through elective courses in the second year and maximum credits possible through elective courses is 28. For Business Plan Proposal Project, credit represents a notional work load.

- A tentative list of electives, which may be offered, is listed below:

Tentative List of Electives	
Service Operations Management	Supply Chain Management
Security Analysis and Portfolio Management	AI Powered Supply Chain Analytics
Behavioural Strategy	Strategic Business & Risk Analysis
Decoding Customer Engagement	Digital Business Transformation
Executive Presence, Influence and Storytelling	Product Policy and Brand Management
Digital Product Management	Business Decision Making Through Research and Data Analytics
Corporate Valuation	Operations Strategy
Supply Chain Management	Predictive Analytics
Managing Business Markets	AI Powered Marketing
Mindfulness Meditation and Management	Mergers Acquisitions and Strategic Alliances
X-Culture Business Project	Product Analytics
Marketing of Services	Negotiation and Conflict Management
Consumer Behaviour	Six Sigma
Emotional Intelligence for Managerial Effectiveness	Project Management
Corporate wellness through Karma Yoga	Project Finance
Advanced Predictive Analytics and Forecasting	Economics of Strategy

Entrepreneurship and New Ventures	Integrated Marketing Communications
Internet Marketing	Financial Statement Analysis
Product Innovation & Development	Marketing Strategy War
Strategic Financial Management	Strategy Implementations
Entrepreneurial Finance	Experiential Marketing
Leading Self and Organizations	Generative AI and Business Transformation

An elective course will be offered subject to a minimum enrollment of 12 participants for offline mode and 18 participants in online mode and maximum 55 participants in offline and 75 participants in online mode. The specific list of electives to be offered will be announced before the end of Quarter-IV after considering the interest shown by the participants.

4.1 Change of Electives

- Change of electives are allowed only in case of 2-3 subjects running parallel/ conflicting.
- If a participant has conflict/ parallel with electives/audit course then she/he is allowed to drop only the audit course, else it would affect the number of participants for the respective subject.
- A maximum of 4 audit courses (1 subject in each quarter) is allowed per participants for the second year.
- Once the elective list is finalized, it will not be possible to drop elective and audit courses.

5. MANDATORY IN-CAMPUS COMPONENT

In- campus Modules	Timelines	Location
First in-campus module	Along with induction of the new batch	Kozhikode / Kochi
Second in-campus module	At the end of the first year or start of second year	Kochi
Third in-campus module	At the end of second year- Quarter VII/VIII	Kochi

The in-campus modules are conducted at Kozhikode or Kochi campus and it is mandatory for all participants to attend and she/he has to make her/his own arrangements for travel and stay. 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 7-10 days' duration.

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

- 5.1. 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.)
- 5.2. A participant will be eligible to attend the third in-campus module only if, she/he has attended the second in-campus module.
- 5.3. 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.

Participant should attend the in-campus slot allotted by the EPGP-Kochi office.

- 5.4. All mandatory in-campus modules shall be attended in person. No provision for online participation shall be permitted.

Notwithstanding the above, in cases of extra ordinary circumstances, including but not limited to medical emergencies, critical illness or death of an immediate family member (Parents/ parents-in-law/ spouse/ brothers/ sisters/ children), geopolitical instability, natural calamities, mandatory official travel, or international visa / travel restrictions, a participant may opt for one of the following:

- (i) Accept an 'F' grade for the in-campus module, subject to the condition that the total Deficit Credit Point (DCP) do not exceed the maximum permissible limit of 8, while remaining eligible for the graduation with cohort; or
- (ii) Avail an academic break and rejoin the programme in the next year with a subsequent batch in accordance with provisions specified in this Academic Handbook.

5.5. 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:

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

6. ACADEMIC RULES

6.1 Evaluation

The method of evaluation varies 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 tests, class participation, project work, simulation, end-quarter examination and any other component suitably decided by the instructor and previously announced in the class. The relative weightage of the components will be at the discretion of the instructor. However, all the courses will have an end-quarter examination and the minimum weightage of the end-quarter examination will be 40%.

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 and would be promptly announced to the participants if and when they are made.

7. GRADING SYSTEM

7.1 At the end of each course, the instructor awards Letter Grades to the course participants. IIMK follows a grading scheme of 13 level starting 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

- 7.2 The Instructor will assign a Letter Grade to each component of the evaluation, the weighted average of component grades determines the course grade.
- 7.3 The marks/grades awarded by an instructor on any segment/component of the evaluation are final. Any participant who desires clarification on these may discuss and resolve the matter with the concerned instructor(s) within a week of receiving/ publication of the marks/ grades through proper channel (by email to the academic associate). Grievances, if any that is not resolved through such discussions, may be taken up with the Chairperson-EPGP Kochi. Normally, requests relating to totaling, omissions, and/or mistakes of a clerical nature only will be entertained. Participants should keep track of their grades when approaching the office even during their absence from the campus through appropriate modes of contact/ enquiry. The EPGP-Kochi Office will not be responsible for any consequences arising out of a failure on the part of the participants in this regard.
- 7.4 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. Similarly, the Cumulative Grade Point Average (CGPA) is calculated as a composite index of the academic performance of the participant. Grades obtained in or audit courses are not taken into account for the

calculation of CGPA. Only a pass or fail grade is awarded to the audit participants.

7.5 Absence from Classes

Participants must maintain regular and punctual attendance in all courses. The EPGP-Kochi Office is free to adopt appropriate measures to regulate attendance, penalize absence, and ensure a smooth and undisturbed process of learning in her / his class. It is expected of the participants to maintain a minimum of 75% of attendance in each subject for courses with either 2 or 3 credits. The attendance requirement for a 1.5 credit course would be 66.67%, whereas the attendance requirement for a 1 credit course would be 62.5%. 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.

7.6 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.

7.7 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.

7.8 ATTENDANCE

Attendance in the online classes will be monitored using a random pop-up model. During the online session, participant will get 6 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	
6th Pop-up	

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.

7.9 If a participant is absent for more than 50% of the course duration due to reasons such as medical emergency leading to hospitalization/ death of an immediate family member (Parents/ parents-in- law/ spouse/ brothers/ sisters/ children), he/she will not be permitted to take the examination of that course.

7.10 Participants are not allowed to shift between weekend/weekday classes. Even if the participant attends the class with the alternate batch, attendance would be considered only for their respective enrolments.

7.11 The final grades obtained by the participants, who are absent for more than 25% of classes in a given course for **2 and 3 credit courses**, will be adjusted downwards as follows:

Actual grade obtained in the course		A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Grade to be Recorded if attendance is between	66.7 - 74.9%	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	F
	66.7 - 58.4%	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	F	F
	50 - 58.4%	B+	B	B-	C+	C	C-	D+	D	D-	F	F	F	F
	less than 50%	F	F	F	F	F	F	F	F	F	F	F	F	F

The final grades obtained by the participants who are absent more than 33% of classes in a given course for **1.5 credit course** will be adjusted downwards as follows:

Actual grade obtained in the course		A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Grade to be Recorded if attendance is between	58.33- 66.66%	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	F
	50- 58.33%	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	F	F
	less than 50%	F	F	F	F	F	F	F	F	F	F	F	F	F

The final grades obtained by the participants who are absent more than 37.6% of classes in a given course for 1 credit course will be adjusted downwards as follows:

Actual grade obtained in the course		A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Grade to be Recorded if attendance is between	50 - 62.4%	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	F
	less than 50%	F	F	F	F	F	F	F	F	F	F	F	F	F

7.12 Waiver on Compassionate Grounds

If the participant has more than 50% attendance, a waiver from grade drop on compassionate grounds may be considered if the absence during classes is due to death of immediate family members (Parents/parents-in-law/spouse/brothers/sisters/children). They should apply for an attendance waiver with supporting documents to the Chairperson-EPGP Kochi within 20 days of absence. Application for medical leave will be considered only in case of long periods of illness involving hospitalization and submission of a medical certificate from a government doctor or countersigned by a government registered doctor within 20 days of discharge from the hospital. Applications submitted beyond the permissible time-limit will not be considered under any circumstances.

7.13 ATTENDANCE REGULARISATION

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

- 7.13.1 Illness of the participant: Submit medical certificate from a government doctor or a registered medical practitioner within 7 days after the diseased period.
- 7.13.2 Hospitalization of participant: Discharge summary report from the hospital along with a medical certificate from the treating doctor (registered medical practitioner) is required to be submitted within 20 days. The medical certificate submitted should have the details of the participant and name, designation & registration number of the doctor with the official seal.
- 7.13.3 Marriage (Self). Participant should inform EPGP-Kochi office and get prior approval. For the marriage of the participant, attendance regularization is applicable for three days in the week of marriage, as per the invitation card.
- 7.13.4 Death of an immediate family member (Parents/parents-in-law/spouse/brothers/sisters/children): Copy of the death certificate attested by the participant and proof establishing the participant's relationship to be submitted to the EPGP-Kochi office for considering the attendance regularization.

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-Kochi office as per the timelines mentioned (Refer Annexure I).

EPGP-Kochi office might validate the authenticity of the documents submitted by the participant by contacting the concerned stakeholders.

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 classes of that particular course.

The attendance will be regularized up to 75% for 2 credits and 3 credits courses and up to 66.66% for 1.5 credit course and 62.4% for 1 credit course.

8. PREREQUISITES FOR ATTENDING CLASSES AND END-QUARTER EXAMINATIONS

- 8.1 Class Mode: All participants are supposed to attend classes with a laptop/desktop with a good working camera. Battery backup/ups are essential. Participants are expected to switch on the camera at all times, respond to polls and also respond to faculty if there are queries asked.
- 8.2 Exam Mode: The examination will be conducted either offline /online with proctoring, and it will be either open book, closed book, or pen and paper. Please ensure to sit in front of a plain wall and use a laptop or desktop with a stable internet connection (broadband or mobile) and a power backup (e.g., dongle or mobile hotspot).
- 8.3 Pre-exam Preparation: Test your devices and network connection before the exam. Ensure that your laptop is fully charged, the webcam is enabled, and there is adequate lighting. Uninstall any third-party webcam software. Make sure a UPS or inverter is available to ensure an uninterrupted power supply. Verify that you have a sufficient data plan (FUP-Fair Usage Policy) and a backup internet connection. Mobile

phones are only allowed for scanning the answer script after the exam (for pen-and-paper exam).

- 8.4 Login ID: Use only your registered email ID to log in.
- 8.5 Exam Restrictions: Before starting the exam, close all browsers and tabs. Do not switch windows or tabs during the exam. Switching to other apps (e.g., Google, WhatsApp) will be considered as malpractice. Only use the designated browser or proctoring software; unauthorized apps or AI technologies are not allowed. Do not pick up or receive calls on your mobile during the exam. Use an ad blocker to prevent pop-ups. Do not access unauthorized sources of information, and no outside assistance is permitted. The test environment must be quiet and free from distractions, with no one else present in the room.
- 8.6 Device & Room Setup: Keep the surface clear of all objects except for the exam device. The room should be well-lit, and the webcam must clearly capture you throughout the exam. No additional electronic devices (phones, tablets, smart watches, etc.) are allowed, other than the device used for the test. Only one screen is permitted during the exam. Communication with others, whether verbal, non-verbal, or electronic, is prohibited. The system will detect suspicious activities (e.g., additional people in the room, use of mobile phones) and report them to the authorities.
- 8.7 Any participant who does not submit the answer sheet within the stipulated time will be given one grade drop.

8.8 Proctor's Authority: The proctor's decision is final. Communication is allowed only via chat with the proctor.

9. PROMOTION & GRADUATION

9.1 Cumulative Grade Points Average (CGPA) and Deficit Credit Points (DCPs) will form the basis for determining if a participant is eligible for:

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

Grade F will carry:	2 DCP for a 1 credit course
	3 DCP for a 1.5 credit course
	4 DCP for a 2 credit course
	6 DCP for a 3 credit course
Grade D will carry:	1 DCP for a 1 credit course
	2 DCP for a 1.5 credit course
	3 DCP for a 2 credit course
	4 DCP for a 3 credit course

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

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

- a) Obtains a CGPA of at least **2.0** (i.e. equivalent to C Grade), and
- b) Does not have more than **10 DCPs** at the end of the first year.
- c) Does not have any outstanding financial liabilities with the institute.

9.3 A participant will be **eligible for Award of MBA** on completion of the course 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,
- b) Does not have more than **8 DCPs** at the end of the second year.
- c) Does not have any outstanding financial liabilities with the Institute

9.4 Requests/ appeals for improvement of Grades obtained, for the purpose of reduction / removal of DCPs accumulated and/or for improving CGPA, through repetition of courses/ terms, will not be entertained from any participant under any circumstances.

9.5 A participant who is found ineligible for promotion to the second year under clause 9.2 or not eligible for award of MBA under clause 9.3 will be required to leave or will be terminated from the programme. Such participants, and other participants who anticipate a failure to meet the aforesaid criteria, are eligible to apply to the Chairperson-EPGP Kochi within one week from the date of announcement of the results for the respective quarters for permission to repeat the first/second year with the next batch of EPGP, provided they meet **ANY ONE** of the below mentioned criteria:

- i. The **CGPA** is not below **2.00**

- ii. The total number of DCPs accumulated during the **First Year** is not more than 10 (if the participant requests for permission to repeat the first year of the programme).
 - iii. The total number of DCPs accumulated during the **Second Year** is not more than 8 (if the participant requests for permission to repeat the second year of the programme). However, actual granting of permission for repeating the year would be subject to, the assessment by the Institute of the suitability of the participant to repeat the course on academic and/or other relevant considerations including disciplinary issues. The participants who are not eligible to apply for permission to repeat the course or whose applications for permission have not been favorably considered by the Chairperson-EPGP Kochi may appeal to the Associate Dean-Kochi Campus.
- 9.6 Participants who have accumulated more than the permissible limit of DCPs at any point in time will have to leave the programme immediately. However, these participants will also be eligible to apply to the Chairperson-EPGP Kochi for permission to repeat the year as per clause 9.5.
- 9.7 Repeat option, if allowed by the Institute, will be given only once in each year of the course i.e. no participant will be allowed to be in the same year of the course for more than two years.
- 9.8 Since the grades for Quarter IV would not be published before the start of the second year / Quarter V, the participant would be allowed conditional promotion to the second year on the

basis of grades obtained till Quarter III.

9.9 After publishing of the grades for the Quarter IV, the participant's promotion to the second year will be regularized if he/she meets academic standards mentioned in 9.2.

10. ACADEMIC MALPRACTICE

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 canceled, and the participant will be awarded 'zero' marks for the assessment component.

10.1 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/cited and the sources should be disclosed.

10.2 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.

10.3 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-Kochi Executive Committee.

10.4 If the participant is found guilty of malpractice/misconduct in any component of the evaluation of a course (classes, quizzes, project, term papers/assignment) and specifically during the end-quarter examination (use of WhatsApp, referring to AI tools, plagiarism, internet sources, mobile usage, use of snipping tool, assistance of another person, deliberate log off from Proctoring software and re-joining after a long interval, etc.), can result in an F grade for the course and also will face disciplinary action.

11. ABSENCE FROM END-QUARTER EXAMINATION

11.1 If a participant does not appear/ attend for end-quarter examination, he/she will be awarded “F” grade for the course.

12. RE-EXAMINATION

12.1 The participants who are absent during end-quarter examination due to official travel, illness or undergoing treatment for self, death of immediate family member (Parents/ parents-in-law/ spouse/ brothers/ sisters/ children), she/he has to report EPGP-Kochi Office well in advance with supportive documents and request for re-examination to the concerned faculty members and the Chairperson-EPGP Kochi/ Officer In-charge. Quizzes which are part of end-quarter examination will not be conducted again.

12.2 For the conduct of re-examination, in case of illness, the participant is required to produce a medical certificate (doctor’s prescription, admission and discharge summary) from or

endorsed by a government doctor or countersigned by a government registered doctor. The relevant document (medical certificate, in case of illness) must be submitted within 20 days from the date of discharge from the hospital. The re-examination will not be allowed without the medical certificate and without the explicit permission of the Chairperson-EPGP Kochi. Depending on the nature of the case, the re-examination may be permitted by the Chairperson-EPGP Kochi. Normally, surprise tests or quizzes conducted during periods of such absence shall not be done again.

12.3 In case of an emergency arising out of work due to official travel, the participant should obtain prior permission from the Chairperson-EPGP Kochi by providing documentary evidence for such work emergency. The work emergency should be authenticated by the Head of the Division or HR Manager. The participant should obtain prior approval to consider the request. A formal enquiry in participant's office may be made by the IIMK Kochi Campus to validate the request and check if the travel is unavoidable.

12.4 Re-examinations, if any will be conducted only at IIMK Kochi Campus in 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. A fee of Rs. 5,000/- per course will be charged to cover the expenses involved in conducting the repeat examination.

12.5 Evaluation Criteria in such cases, the overall grade obtained in the course will be adjusted downward as follows, except in the case of hospitalization:

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

Re-examination would be allowed only after the approval of competent authority.

13. ACADEMIC BREAK

If a participant is unable to continue in the programme due to some valid reasons, she/he can request for academic break from the programme for maximum of one year. The permissible time for completion of the EPGP two year programme will be four years, from the date of registration with one academic break. It is important to note that IIMK reserves all rights to grant permission for academic break, and cannot be taken as a matter of right by the participant. Academic break will be permitted after completion of two quarters. The request would be approved by competent authorities based on the performance of previous quarters of the concerned participant. She/ he should obtain a minimum CGPA of at least 2.0 (i.e. equivalent to C grade) and should not have obtained any DCP's (deficit credit points). As the quarter II results will not be published by then, the participant should not have obtained any DCPs in quarter I to be eligible for academic break. On publishing of results, if she/he obtains DCPs in quarter II she/he will have to re-join in quarter II along with the next batch. The participant is required to remit there joining fee Rs. 20,000/- and the difference in fee, if any, as per the fee structure applicable to the

batch which the participant is rejoining to complete the programme. If the participant has not rejoined the programme with the subsequent batch after availing academic break, her/his candidature in the programme will be terminated permanently.

14. 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-EPGP Kochi. Participant opted for permanent withdrawal will have to surrender the participant identity card and obtain a No-Dues Certificate from the Institute. 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 (EMAT + interview) for admission.

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

15. TERMINATION

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

15.1 DCPs exceeded the permissible limit during the first and second year as given below.

More than 10 DCPs accumulated and obtain less than '2' CGPA during first year. More than 8 DCPs accumulated and obtain less than '2' CGPA during second year.

Participants who have accumulated more than the permissible limit of DCPs at any point in time will have to leave the programme immediately (during the quarters in First/Second year).

15.2 Misconduct during the programme nature of the penalty recommended by competent authority.

15.3 Absconding from the programme.

15.4 Not re-joined the programme after availing academic break.

15.5 No refund is admissible on any part of the fees paid to the participant in the event of termination from the programme.

16. CONDUCT DURING THE OFFLINE/ONLINE EXAMINATION

The participants should be present at the examination hall exactly 15 minutes before the start of the examination. For online examinations, participants are required to login 15 minutes before the examination. Participants will not be allowed to appear for the examination if she/he comes 10 minutes after the reporting time. Participants should ensure that they sign the attendance-sheet before she/he leaves the examination hall. Mobiles phones are not permitted inside the examination hall. Exchange of pen, pencils, calculators, study materials (for open book examinations), etc., is not permitted. Tea, coffee, eatables, etc. are not permitted inside the examination hall.

17. CODE OF CONDUCT FOR PARTICIPANTS (DURING OFFLINE, ONLINE AND IN-CAMPUS SESSIONS)

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

F Grade for the course/ dismissal from the programme without any fee-refund, if found engaged in dishonesty including cheating, impersonation, knowingly furnishing false or misleading information, forgery, plagiarism and other unethical practices which violates the code of conduct and rules specified by IIMK.

18. ACADEMIC CALENDAR

EPGP IIMK KOCHI CAMPUS (13 th Batch) ACADEMIC CALENDAR 2026-28 (Tentative dates)		
Induction Programme	19-24 April 2026	
	Quarter-1	Quarter-5
Commencement of classes	01-May-26	19-April-27
Conclusion of classes	24-July-26	29-August-27
End-quarter Examination*		
	Quarter-2	Quarter-6
Commencement of classes	27-July-26	30-August-27
Conclusion of Quarter 2	25-October-26	16-January-28
End-quarter Examination*		
	Quarter-3	Quarter-7
Commencement of classes	02-Nov-26	17-January-28
Conclusion of Quarter 3	15-January-27	28-May-28
End-quarter Examination*		
	Quarter-4	Quarter-8
Commencement of classes	21-Jan-27	29-May-28
Conclusion of Quarter 4	15-April-27	15-October-28
End-quarter Examination*		
Mandatory in campus module	TBD (between Mid-April and Mid May 2027)	TBD (between Mid-April and Mid May 2028)

* End-quarter Examination will be held after completion of the respective subjects in each quarter.

19. EPGP-13 FEE STRUCTURE

Details of installments that the participant has to pay is as below;

Instalment	Offline Cohort Amount (in Rs.)	Online Cohort Amount (in Rs.)	Due Date
Offer Acceptance and Commitment Fee	1,72,000/-	1,72,000/-	Before joining
Term Fee 1	1,50,000/-	1,50,000/-	
Term Fee 2	1,50,000/-	1,50,000/-	July 26, 2026
Term Fee 3	1,50,000/-	1,50,000/-	November 01, 2026
Term Fee 4	1,50,000/-	1,50,000/-	January 20, 2027
Term Fee 5	1,50,000/-	1,50,000/-	April 18, 2027
Term Fee 6	1,50,000/-	2,00,000/-	August 29, 2027
Term Fee 7	1,50,000/-	2,00,000/-	January 16, 2028

The fees include program delivery, books and instruction materials, simulations and access to all in-campus facilities such as the library resources. However, this fee does not include the boarding, lodging, food and transportation charges for the proposed campus-immersion modules at Kochi / Kozhikode. The fee does not include the career guidance cell services offered by IIM Kozhikode Kochi Campus.

- * The Caution Deposit Rs.10,000/- (refundable), Alumni Membership Fee Rs. 10,000/- (non- refundable) and Student Welfare Fund Rs. 2,000/- (non-refundable) are payable along with offer acceptance/admissions of the programme during the admission.
- * Fine for the delay in the payment of fees: If the fees are not paid on or before the due date, a fine of Rs.1000/- per week shall be levied and no requests for condoning the delay shall be entertained.

- * Non-payment of fees: If the fees remain unpaid for more than 4 weeks from the due date for payment, the participant concerned will not be allowed to attend the classes, and access to IIMK email will be blocked. The participant will be removed from LMS and blocked from accessing the Zoom link for the Online session. No attendance shall be recorded for participants, regardless of class attendance.

FEE PAYMENT

All applicable fees are payable directly to the IIMK through the fee payment portal. IIMK have a payment management arrangement with Pay U. 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 OPTIONS AVAILABLE

Net Banking, Credit Card, Debit Card, UPI, NEFT/RTGS, etc. Participant can select NEFT/RTGS mode and generate the challan (With a nominal service charge). It will have instantaneously generated unique virtual account number of Pay U. Those Participants who have availed loan may remit the challan (include service charge) to bank for completing the payment process.

20. NO DUES CERTIFICATE

To become eligible for the award of MBA, it is mandatory for every participant to submit to the EPGP-Kochi Office, a “No Dues Certificate” within the time period announced by Kozhikode Campus.

21. NON-REFUND OF FEES

IIMK reserves the right to withdraw the offer without citing any reasons. If the Institute decides to withdraw its offer, then the programme fee paid would be refunded after deducting applicable administrative expenses. You may also choose to and request to withdraw from the EPGP-Kochi programme during the admission process at any stage up to the programme commencement date, or even after joining the programme, for any reason; provide, any fees / payment made by you till the time of your withdrawal request shall not be refunded under any circumstances.

21.1. Administrative Charges for Pre-Induction Withdrawal from EPGP at the IIMK Kochi Campus, a non-refundable administrative charge of Rs.1,000 (Rupees Thousand Only) will be applicable in cases where a participant withdraws from the EPGP programme prior to the official inauguration or induction. This is as per Government of India Order No. vide File No. 21-166/2007-TSII dated 18.05.2007 regarding refund of fees to students/candidates withdrawing from programmes, an amount of Rs.1000/-, is to be deducted towards processing charges in cases, where the candidate withdraws and does not pursue admission in the Institute.

22. DISCIPLINARY AUTHORITY

The disciplinary authority shall be the EPGP-Kochi Executive Committee.

23. RESOURCES AVAILABLE TO THE PARTICIPANTS

23.1. Books

Individual copies of text books/reading materials will be provided for most of the courses to the participants as prescribed by the course instructor.

In case the same has not been collected within the prescribed time, it will be treated as library copy.

23.2. Library Facilities

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

- **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).
- **Remote Access:** An off-campus, remote-login service is provided to participants, facilitating access to IIMK's online resources. To get remote access to the Library please use the URL- <https://app.myloft.xyz/user/login?institute=cmjilnvlr045cwe01jz1yqii3>

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.

23.3. Identity Cards

All participants would be provided with 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 centers.

23.4. Learning Management System (LMS) / Email Ids

In order to supplement the classroom learning through the face-to-face programme, a powerful LMS, is provided at the backend. It helps in threaded discussion among the participants with or without faculty interaction. It also keeps track of the participant's progress and provides a 24x7 virtual classroom for all participants. All participants would be provided a unique username and password. Participants must interact with the EPGP-Kochi Office with this email ID Institute faculty/office may not respond to the mails sent through other e-mail ids.

23.5. About Virtual Class Room (VC) - Moodle

Virtual Class Rooms Course Management System (CMS) used for managing the course through 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. All participants would be provided with a unique username and password to access the system.

24. COMPUTER CENTRE

Computing facilities at IIMK-Kochi Campus include Wi-Fi access. At Kozhikode Campus, 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 these facilities during the in-campus module and anytime during the Programme upon visiting the campus.

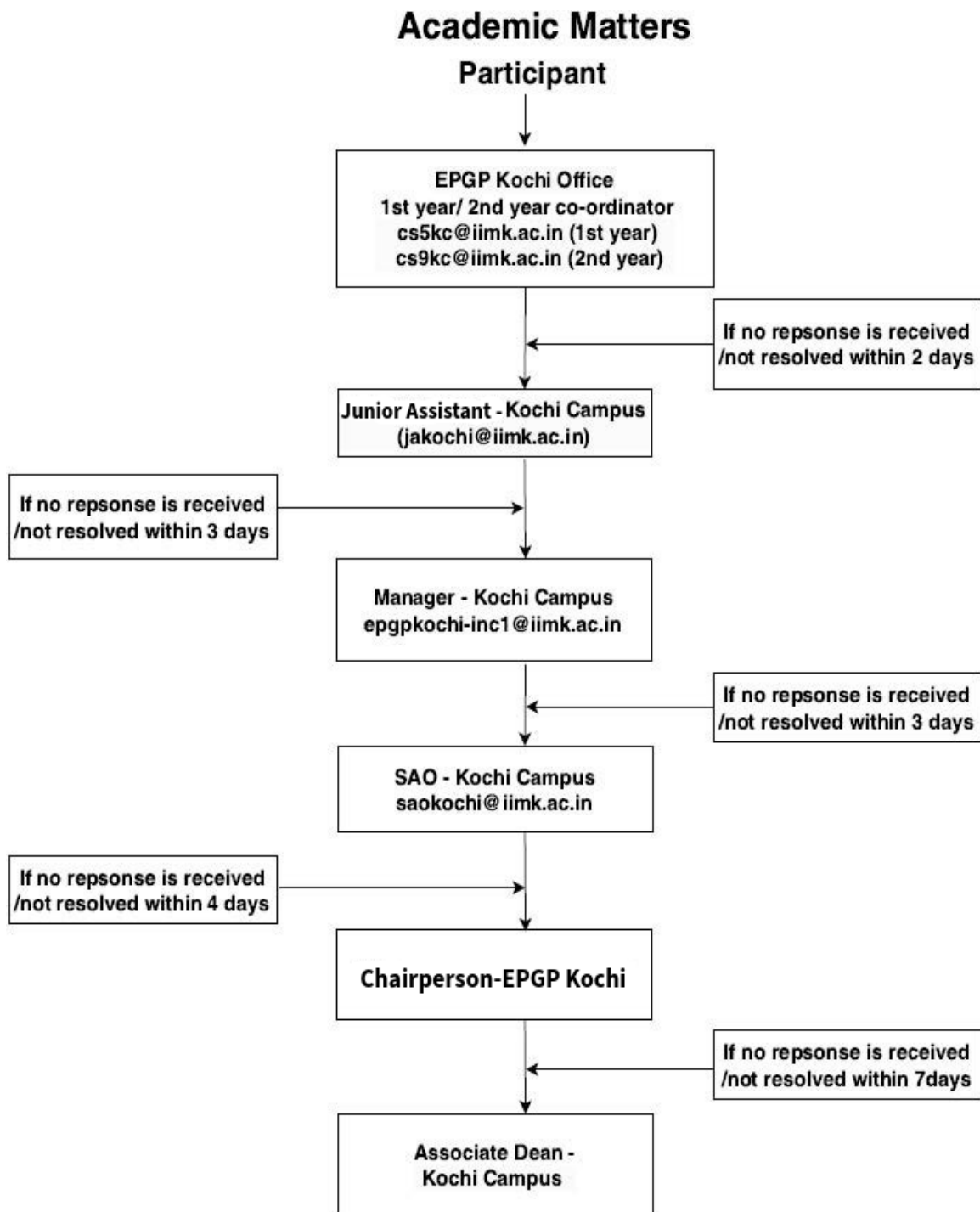
25. ESCALATION MATRIX

For all grievances/complaints related to academic matters of EPGP Kochi, the participant may escalate the issue to the EPGP Kochi programme coordinators. If no reply or satisfactory solution is received within two working days, grievances/ complaints may be escalated to Junior Assistant-Kochi campus. If no reply or satisfactory solution is received within two working days, from Junior Assistant-Kochi campus, grievances/ complaints may be escalated to the Manager-Kochi Campus. The response time from the Manager is three working days and if there is no acknowledgement and course of action by the Manager, such grievances/complaints may be forwarded to SAO-Kochi Campus. The response time from the SAO-Kochi Campus is four working days and if there is no acknowledgement and course of action by the SAO-Kochi Campus, such grievances/complaints may be forwarded to Chairperson-EPGP Kochi. If there is no response from the Chairperson-EPGP Kochi for more than seven working days, the same may be escalated to Associate Dean-Kochi Campus.

All the escalations should be communicated through email only.

The email ids are:

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 jakochi@iimk.ac.in, epgpkochi-inc1@iimk.ac.in,saokochi@iimk.ac.in,
 chairpersonkochi@iimk.ac.in, venkat@iimk.ac.in



26. APPEALS

An appeal may be made to the Director of the Institute from any orders/proceedings passed by any authority subordinate to the Director. Such appeals shall be filed within 7 days from the date of the order. The decision of the Director on the appeal shall be final and binding.

27. ALTERATIONS

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

28. IIMK FACULTY MEMBERS

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Attendance Regularisation Form

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

APPLICATION FOR ATTENDANCE REGULARISATION

(To be submitted to EPGP - Kochi Office along with supporting documents)

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 EPGP-Kochi Office

Remarks by JE / JA -Kochi Campus

Date:

Signature & Name

Date:

Signature & Name

Remarks by AO / Manager-Kochi Campus

Date:

Signature & Name

Remarks by Chairperson-EPGP Kochi

Approved / Not approved

Date:

Signature

ANNEXURE - II

