

Doctoral Programme

Fellow Programme in Management (FPM)

MANUAL OF POLICIES FOR FPM



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CONTENTS

#	Section Title	Page
	<i>Preamble</i>	3
1.	INTRODUCTION	4
2.	REGULATORY STATUS	4
2.1.	Approval	4
2.2.	Accreditation	4
2.3.	Equivalence	5
3.	PROGRAMME STRUCTURE	5
3.1.	Component A: Course Work and Research Training	5
3.1.1. a.	Course Work	5
3.1.1.b.	Formation of SAC & Course Registration	5
3.1.2.	Attendance	6
3.1.3.	Leave of Absence	7
3.1.4.	Methodology	7
3.1.5.	The Evaluation System	8
3.1.6.	Conduct During Examinations	10
3.1.7.	Policy on Plagiarism	12
3.1.8.	Qualification Norm	13
3.1.9.	No Retest/Repeat	13
3.1.10.	Course Waiver	13
3.1.11.	Research Training	13
3.2.	Component B: Advanced Study and Thesis Proposal	14
3.2.1.	Recommended Courses	14
3.2.2.	Research Review Seminars (RRS)	14
3.2.3.	Thesis Proposal Seminar	14
3.2.4.	Thesis Proposal Registration	15
3.3.	Component C: Original Research and Thesis Writing	16
3.3.1.	Original Research	16
3.3.2.	Thesis Writing	16
4.	PROGRAMME ADMINISTRATION	16
4.1.	Responsibilities	16
4.1.1.	Responsibilities of the FPM Participant	16
4.1.2.	Responsibilities of the Internal Examiner	18

4.2.	Thesis Examination	18
	4.2.1. Thesis Submission	18
	4.2.2. Internal Examiner	19
	4.2.3. External Examiners	19
	4.2.4. Thesis Review	19
	4.2.5. Review Comments	19
	4.2.6. Oral Examination	19
	4.2.7. Types of Disqualification	20
	4.2.8. Open Seminar	20
	4.2.9. Recommendation of Conferment	20
4.3.	Discipline	20
	4.3.1. Conduct	20
	4.3.2. Misconduct	20
	4.3.3. Disciplinary Procedure	22
	4.3.4. Penalty	22
	4.3.5. Appeal	23
	4.3.6. Grievance Resolution	23
	4.3.7. Violating Residential Norms	24
4.4.	Administrative Norms	24
	4.4.1. Availability	24
	4.4.2. Leave of Absence	24
	4.4.3. Learning Resources	24
	4.4.4. Workspace	24
	4.4.5. Accommodation	24
	4.4.6. Status of FPM candidature	25
	4.4.7. Fellowship	25
	4.4.8. Financial Assistance for Paper Presentation and Data Collection	25
	4.4.9. Fees	26
4.5.	Discontinuation and Dismissal	26
4.6.	Absence of Main guide/ SAC members	26
4.7.	Refusing to guide	27
4.8.	Discontinuing FPM programme	27
4.9.	Changing an area of research work	27
5.	RESERVATION OF RIGHTS	27
	<i>Contact Information</i>	28

MANUAL OF POLICIES FOR FPM

Preamble

This Manual of Policies governs the doctoral-level *Fellow Programme in Management* (FPM) at our Institute. It is a product of our institutional learning since 2003, when the FPM programme was launched. It also reflects our values and priorities concerning doctoral education in management.

The Manual of Policies applies to all FPM participants (also referred to as doctoral scholars or FPM candidates) enrolled in the programme and all such members of the Institute who support the programme in various capacities. For the participants, it comes into effect from their respective dates of enrolment, in addition to any special rules in force with regard to campus, hostel, library, computer network, and so forth.

Every FPM participant and faculty-member is expected to secure a copy of this Manual of Policies from the FPM Programme Office and go through it carefully.

Although the programme is designed carefully and administered as rigorously as possible, it is expected that the FPM participants relate to the programme with personal maturity and self-direction. The programme provides for considerable flexibility in how one may use one's time, what knowledge and skills one may develop, and which specific areas and methods of inquiry one may pursue. FPM participants are expected to utilise this academic freedom towards maximising their scholarly development, so as to be worthy of this freedom.

A Web site maintained by the FPM Programme Office outlines the various features of this programme and provides relevant information to potential applicants and the public at large.

1. INTRODUCTION

The *Fellow Programme in Management (FPM)* is a doctoral programme, intended to prepare the participants for teaching and research positions both within and outside academia. The participants who complete the programme successfully are conferred the designation of “**Fellow, Xavier Institute of Management, Bhubaneswar**” (or “Fellow, XIMB” in short). Our Fellows are expected to be specialists in their respective fields and capable of generating new knowledge that contributes to the development of management thinking and practice.

The programme draws upon Indian and global experience in doctoral education in management and various related fields. The programme is also designed to serve as a venue for nurturing various academic debates concerning management research. The programme structure includes a significant component of research training, facilitated by both in-house and visiting researchers.

FPM participants are expected to develop deep understanding in the areas of research selected by them. They also get a structured exposure to a range of management topics, develop various professional skills, and participate in the Institute’s academic activities. The Institute supports participation in academic conferences and publication of one’s work in scholarly media.

One is expected to complete the programme in 3 years. Participants who have no other source of income are eligible for a monthly fellowship paid by the Institute. Ordinarily, the fellowship is continued for a period of 3 years. Beyond that, it may be extended in units of 6 months, for a total period of 4 years. FPM participants are expected to submit their doctoral thesis within 6 years of their enrolment in the programme.

2. REGULATORY STATUS

2.1. Approval

The FPM programme has been approved by the *All India Council for Technical Education (AICTE)*, a statutory body of the Government of India; vide their letter number 431/36-11/(MCP)(M)/95, dated February 17, 2007 and 431/36-11(MCP)(M)/95, dated May 8, 2008.

2.2. Accreditation

The Institute has been awarded the **SAQS Accreditation** for a period of 5 years, as per the norms of *South Asian Quality Assurance and Accreditation System*, developed by the *Association of Management Development Institutions in South Asia (AMDISA)*; vide their letter dated July 25, 2008. SAQS Accreditation is a quality label which assures that the Institute has in place continuous quality improvement systems benchmarked with global business schools in the world.

The FPM programme has not yet been accredited by the *National Board of Accreditation (NBA)*, which is the relevant body of the Government of India for this purpose. The Institute remains committed to secure the NBA accreditation for the FPM programme in due course.

2.3. Equivalence

The FPM programme has not yet been recognised as equivalent to the PhD programmes offered by Indian universities. The Institute remains committed to acquire such equivalence in due course.

3. PROGRAMME STRUCTURE

The programme involves three major components, spanning roughly 1 year each: (a) 1 year of rigorous course work with specified compulsory courses and research training, (b) 1 year of advanced studies in one's area of interest, culminating in the preparation of the thesis proposal, and (c) the thesis component, involving some original research in one's area of interest, leading to the writing of a doctoral thesis. Upon successful completion of all the components and clearing the final thesis examination, an FPM participant becomes eligible to be considered for the conferment of the designation: "Fellow, XIMB."

3.1. Component A: Course Work and Research Training

3.1.1.a. Course Work

The FPM students have to join the program on the date specified in the offer letter. During the 1st year, FPM participants are required to study all the core courses of the first year postgraduate programmes in management offered by the Institute--either PGDM or PGDM (RM). At the beginning of the academic year, the Main Guide would decide between these two options based on a candidate's educational background, professional experience, and choice of research area. The FPM participants have to do the coursework in that prescribed programme. The purpose of this component is to expose FPM participants to the basic curriculum of management and a variety of pedagogical approaches followed in management teaching.

3.1.1.b. Formation of SAC and Course Registration

The Student Advisory Committee (SAC) shall be formed by the Main Guide after the student successfully completes the first year of course work. During the first year of the FPM program, regulations for course registration shall be same as applicable to the PGDM I/PGDM (RM) I. From the second year onwards, the student and his/her guide shall mutually agree upon deliverables for each term and submit a statement stating such deliverables to the FPM office at the beginning of each term. The SAC members, main guide and the student shall sign this statement and file the same with the FPM office as a part of the registration process. At the end of the term, the main guide shall review this term progress report (TPR) and give a satisfactory/unsatisfactory grade to the student. The TPR shall also be signed by the SAC members. Two successive unsatisfactory grades in consecutive terms shall lead to suspension of stipend payment and the Academic Committee shall consider whether the candidate may continue the program.

3.1.2 Attendance

The Institute attaches great importance to punctual and regular attendance of all class sessions. The guidelines mentioned below will be followed in all courses. However, depending on the nature of a particular course, the faculty may follow a suitable attendance policy, which may deviate from the following guidelines. But in such cases, the policy shall be announced to the students at the beginning of the course and communicated to the Dean's Office by the faculty concerned.

3.1.2.1 The students have to remember that the final grade assigned to them takes into account their class participation. It is therefore advisable that, in their own interest that they should not miss any class.

3.1.2.2 Written attendance record is taken in each class, or through the AIS.

3.1.2.3 Absence without prior permission/intimation for leave is considered to be a serious breach of discipline, and the student is liable for appropriate disciplinary action, besides reduction in grade points.

3.1.2.4 Exemption from attending classes is not permissible for reasons other than personal physical disability, grave personal tragedy and Institute work. A committee of Faculties concerned shall however, advise suitable relaxation in penalty for such cases. Absence even with prior permission/intimation for leave is included in computing 'absence' for the purpose of reduction in grade points.

3.1.2.5 **Norms for Reduction in Grade Points due to Absence**

In any course,

- (a) For being absent up to 15% of classes there would be a deduction of 0.1 grade point per missed session.
- (b) Absence in more than 15% of classes and up to 25% of classes will result in loss of 0.5 grade point, and
- (c) Absence in more than 25% of classes and up to 35% of classes will result in loss of 1-grade point; and
- (d) Absence in more than 35% of classes and up to 50% of classes will result in loss of 2-grade points; and
- (e) Absence in more than 50% of classes will require the student to repeat the course when it is next offered; and
- (f) Absence in more than 50% of classes in more than 3 courses during a term would require the student to discontinue and rejoin on the commencement of the same term next academic year.

3.1.2.6 The percentage indicated above shall be rounded up to the next whole number. The attendance of students will be reported to the Dean's Office in the prescribed format by the Instructors concerned or through AIS, after completion of each course. The grade reduction penalty will be worked out at the Dean's Office before announcing the final grades through the AIS (Academic Information System).

Besides, FPM participants are required to attend Research Training Seminars (RTS) during their 1st year of enrolment. In the 1st year of one's enrolment, nonattendance in any RTS seminar without prior written consent of the FPM Coordinator will be considered as an act of indiscipline. In the subsequent years, attendance in these seminars becomes optional, although FPM participants find it useful to continue participating in these seminars even beyond their 1st year.

FPM participants are required to attend all Research Review Seminars (RRS) and Thesis Proposal Seminars.

3.1.3. Leave of Absence

3.1.3.1 Under special circumstances as mentioned at 3.1.2.4 above, a student may be granted leave of absence. Such leave of absence will be granted on application, for good and sufficient reasons, by the concerned Programme Coordinator.

3.1.3.2 The application may be addressed to the Coordinator and submitted in the Coordinator's Office after obtaining views of the Faculty. In case the period of leave required is more than 5 days, such leave of absence will have to be approved by the Dean (Academics). In such a case the application has to be addressed and submitted to the Dean (Academics) after obtaining the views of the faculty member and the Programme Coordinator. However, in case of an emergency, the application may be submitted to the Dean (Academics) directly stating the urgency.

3.1.3.3 Faculty are not responsible for any student losing any segment of evaluation on account of leave availed by him/her with prior permission, and the make-up of class tests, which are missed-out due to such absence is left entirely to the discretion of the faculty.

3.1.4 Methodology

3.1.4.1 Teaching methodology in the PGDM or PGDM (RM) Programme consists of lecture inputs, exercises, cases, role plays, presentations, project-work, term papers, etc. Each instructor uses a suitable mix of methodology to suit the requirements of the course. Students in a course are likewise evaluated in various components, viz. quiz, mid-term examination, end-term examination, cases, role plays, and other assignments. On the commencement of the course, the Course Outline is given to the students, specifying the contents of the course, the methodology and the norms for evaluation. The students may however check with the instructor if these details are not specified.

3.1.4.2 The student is advised to preserve the course outlines, which may be required for reference during his/her further studies abroad. The Institute may not be able to compile the course outlines for such purposes at a distant date in future.

3.1.5. The Evaluation System

- 3.1.5.1 Every faculty, while giving the course outline, will indicate his criteria for evaluation at the beginning of the Term.
- 3.1.5.2 The components for evaluation of a course may, in general, include a combination of attendance, quizzes, assignments, fieldwork, level of class participation, mid-term, end-term, etc. There will be a minimum of three components. The weightage of any component will not exceed 40%.
- 3.1.5.3 The decision of the faculty regarding grades or any segment of evaluation will be final. A student who needs clarification of one's grades may discuss with the faculty concerned within a week of receiving the grades.
- 3.1.5.4 Faculty will give feedback to students periodically on their performance through written comments on answer sheets or through individual meetings.
- 3.1.5.5 If a student has missed a mid-term or an end-term on account of authorized absence, he should approach the faculty concerned for administering a make-up examination and notify the Dean, accordingly. In such an event, the student is responsible for ensuring that the grade is submitted to the Dean by the faculty without undue delay. The student's transcript will carry an "I" grade until and unless the Dean receives the final grade from the faculty.
- 3.1.5.6 If, for any reason, the student fails to avail himself of the opportunity to make-up the missed examination(s), he will be finally awarded "I" grade for that course or for that segment of evaluation, as the case may be, and no second opportunity for a re-test will be given.
- 3.1.5.7 A student, who has obtained an "I" grade should complete the requirements of the course to the satisfaction of the faculty within 4 (four) weeks from date on which the grade is announced or, where the course falls in Term-VI, within a week of the completion of Term-VI, failing which the 'I' grade shall be converted to a 'F' grade. It should be clearly understood that the student will not be entitled to receive the diploma until he completes the requirements stipulated here-in-before.
- 3.1.5.8 Students are required to strictly adhere to the deadlines prescribed for the submission of all written assignments, projects, and reports. Late submission is liable to be visited with reduction in grade as indicated hereunder:

Delay	Reduction	Example
1 week or less	1 grade point	From B+ to B
2 weeks or less	2 grade points	From B+ to C+
3 weeks or less	3 grade points	From B+ to C

If a written assignment is overdue for more than 3 weeks, the faculty may refuse to accept the assignment and award an "F" grade to the student concerned for that segment of evaluation.

- 3.1.5.9 **Grading Pattern:** The Institute follows relative grading of students. The students are evaluated on a grade point (quality point) from 0 to 8 as well as classified into letter grade from F to A+. The equivalence of grade point and letter grade is as follows:

Grade	A+	A	B+	B	C+	C	D+	D	F
Quality Point	7.5-8.0	6.5-7.49	5.5-6.49	4.5-5.49	3.5-4.49	2.5-3.49	1.5-2.49	0.5-1.49	0-0.49

The faculty concerned is required to give details of grading pattern for his/her course.

At the beginning of the Course, students can check with the concerned Instructor regarding the grading policy for the course.

Another evaluation symbol “I”, is used for incomplete component/assignment if any. The incomplete component other than the end term, which is mandatory, shall be awarded zero marks, after completion of the deadline, and the final grade will be calculated accordingly.

Use of grades including ‘F’ grade is for academic performance only as per the Manual of Policies. ‘F’ grade can also be used for a proven malpractice in assignment/examination. Grade reduction is permissible as per the Manual for established misconduct.

3.1.5.10 **Quality Point Index**

The index of a student’s term performance is the Quality Point Index or QPI. It is the weighted average of the total quality points secured by a student in a term, and relates to the maximum quality base of eight. The index of the student’s performance in all the terms completed is the Cumulative Quality Point Index or CQPI. It is the weighted average of the QPIs of all the courses and terms completed.

3.1.5.11 **Performance Feedback**

- (a) Instructors would be giving to the students periodic feedback on their performance directly in person and/or through the AIS.
- (b) They would also be communicating to the students the grades of quizzes and short tests and other assignments within 10-15 days of completion of the tests/assignments as the case may be.

3.1.5.12 **Re-evaluation/Clarification**

- (a) A student needing clarification on any grade awarded to him/her may meet the Instructor concerned within one week of getting to know the grade.
- (b) Re-evaluation of examination or term papers is normally not allowed. In exceptional cases the student concerned should appeal with reason, for reevaluation to the Course Instructor within two weeks of his/her getting to know the announcement of the grade and give a copy of the appeal to the Course Area Coordinator. In case the student is not satisfied with the decision of the Instructor, s/he can prefer an appeal to the Academic Committee through the Dean (Academics) within 2 days of receiving the Instructor’s decision. Should a re-evaluation be done, the student would have accept the new grade, whether, up or down, and that would be taken for the final computation of the course grade.
- (c) No request for re-evaluation will be considered under any circumstances less than eight days before the Convocation. If an exception has to be made the concerned

student will not be eligible to receive his/her Diploma in the forthcoming convocation and will also not be eligible to figure in the merit list of his/her class or of the next graduating class. S/he will likewise be deprived of any medal awarded for excellence in any segment of the Programme.

3.1.5.13 Necessary Qualifying Criteria

- (a) Where a student has missed a mid-term or end-term examination due to absence with prior permission of or intimation to the Coordinator, s/he should arrange with the Instructor concerned a make-up examination within two weeks of his/her rejoining and inform the Coordinator accordingly, so that the grade for the course is submitted to the Dean's Office at an early date. After the course grades are already submitted to the Dean's Office, a make-up test will require the permission of the Dean.
- (b) Uninformed absence in the end-term examination will fetch 'F' grade in that segment or in that course finally. The Dean may however, sanction a make-up examination for the missed out end-term examination if satisfied about the sufficiency of the cause of absence, but with a disadvantage of one grade point reduction.
- (c) End-term examination is compulsory. Failure to make-up for the missed-out end-term examination will subject the student to 'F' grade in that course.
- (d) If the student fails to make-up the missed-out end-term examination(s) within the time specified as above, s/he will be awarded 'F' grade for that course or for that segment of evaluation in case of mid-term test. Dean's Office shall refer back the list of such cases to the faculty concerned. No arrangements thereafter will be made for a re-test.

3.1.6. Conduct During Examination

- 3.1.6.1 Students should report at the examination venue at least 10 minutes before the scheduled time. Students will not be permitted into the examination venue after the question paper is distributed.
- 3.1.6.2 Examinees are expected to bring their writing equipments/ aid including ruler, calculator, etc., into the examination hall, as permitted by the Instructor. Exchanging/borrowing of writing equipments/aid from other examinees is ordinarily not permissible.
- 3.1.6.3 No paper, books, or notes are allowed into the examination hall, except when the test is declared to be "open-book". All tests are "closed book" unless explicitly specified otherwise by the examiner with prior intimation to the Dean's Office. A student must not refer to any book, paper or other notes, nor write from such materials in the examination unless it is an open book examination. Except for open-book examinations, all books and study material must be left outside the examination venue. The Institute will not be held responsible for the loss or theft of any material from within or outside the examination venue. Students are, therefore, advised to refrain from carrying important books, papers or other belongings to the examination venue to avoid the risk of losing them.
- 3.1.6.4 Unless specifically permitted by the Examiner/Invigilator, use of pencil for writing answers is not desirable. Answers should be legible and all answer-sheets must be properly page-numbered and tagged/stapled. Failure to follow the instructions contained herein as

well as given in writing or verbally during the examination shall attract penalty as deemed appropriate by the Authority.

- 3.1.6.5 Any exchange of remarks, notes, gestures, or glances at another student's paper in the examination hall will be considered as an attempt to cheat and will be treated as a malpractice. The invigilator can take away the answer paper immediately from the concerned student caught indulging in a malpractice during the examination and prevent him/her from completing the examination. Such an action of the invigilator may be authenticated by the co-invigilator, where present on duty. Dean's Office is to be informed immediately of the incident. A student deliberately facilitating a malpractice for another examinee is also to be considered guilty of the malpractice.
- 3.1.6.6 Ordinarily, no examinee will be allowed to leave the examination hall before submitting the answer paper to the invigilator. Not more than one examinee shall be allowed to leave the examination hall at a time during the examination.
- 3.1.6.7 Unless otherwise specified by the Instructor, collaboration in any way with others in writing of the home assignments is treated as a malpractice. In other words, the answers as presented to the Instructor should be the independent work of each student. Students are advised that they should not, in their own interest, communicate their written analysis or answers in a take-home assignment to other students.
- 3.1.6.8 Students must fill the particulars on the cover page of answer booklet before proceeding to attempt any question. The same is the case with every additional booklet used.
- 3.1.6.9 Except for essential communication with the invigilator, a student is not permitted to communicate in any form with anyone else during the examination. Passing or receiving information in any form or peeping into the answer books of others during the examination constitutes misconduct and is strictly prohibited. A student, who assists or abets giving or passing of information, in any form whatsoever, will be considered as guilty and punishable as the one receiving it.
- 3.1.6.10 Students must stop writing, as soon as the invigilator signals the end of the time allotted for the examination.
- 3.1.6.11 Answer books should be handed over to the invigilator once the student finishes the examination. It is the sole responsibility of the student to ensure that his answer book is promptly handed over to the invigilator once the time allotted for the examination is over.
- 3.1.6.12 If a student is not in a position to take an examination for reasons beyond his/her control, (s)he should inform, in writing, to the Programme Coordinator/Dean and the faculty concerned beforehand and obtain their clearance, failing which (s)he will be awarded an "I" grade in respect of the course concerned. If the student obtains clearance from the Programme Coordinator/Dean and the faculty, then the procedure mentioned in Clause 3.1.5.5 will apply.
- 3.1.6.13 Any violation of the norms of examination will be considered a serious offence and an act of misconduct. In such an event, the student will be liable for forfeiture of the answer book and expulsion from the examination hall at once. In some cases, the matter is referred to the Students Disciplinary Committee to suggest the quantum of punishment. If the

gravity of the offence is so grave as to adversely affect the reputation of the institute and/or the fair conduct of the examination and/or the general discipline in the campus, the student will be liable for expulsion from the Institute.

- 3.1.6.14 Any action to undermine the seriousness of examinations such as appearing in fancy dress during the examinations shall not be allowed. The examinee shall be debarred from appearing in the examination and/or may be subjected to a fine of up to Rs.2000/-, if found violating this rule.

3.1.7. Policy on Plagiarism

- 3.1.7.1 **Definition:** Plagiarism is the passing off of the thoughts or works of another as one's own. Plagiarism involves giving the impression that a person has thought, written or produced something that has, in fact, been borrowed from another. This can be done in two ways, either by copying exactly what the writer has said or by summarizing or paraphrasing the ideas as your own. Copying the words or ideas of another without acknowledging in a piece of written work, amounts to an attempt to claim them as one's own. Where plagiarism is detected in a piece of submitted work it may be considered as academic misconduct. However, appropriate quotations duly acknowledged may enhance a student's written work.
- 3.1.7.2 **Responsibility:** Each faculty member shall develop guidelines for the presentation of assignments, reports and theses, incorporating information on the matter of plagiarism for the courses he is teaching in addition to the general guidelines provided in the Manual of Policies for Students. These are to be communicated to the students at the beginning of each course, preferably, in the Course outline.
- 3.1.7.3 **Allegations of Plagiarism:** Plagiarism may result from poor technique or more serious causes such as copying the work of another person, submitting the work of another person, or closely paraphrasing a piece of work without due acknowledgment. The circumstances relating to an allegation of plagiarism shall be assessed to determine which of the following should apply:
- 3.1.7.3(a) Minor matters of plagiarism may be dealt with by the faculty member;
- 3.1.7.3(b) More serious matters including multiple allegations may be referred to the Student Disciplinary Committee at the Dean's discretion.
- 3.1.7.4 **Penalty:** Each case shall be treated on its merits. Minor first infringements may be corrected by counseling or by the imposition of a penalty, as appropriate. Depending on the gravity of the matter, the penalty imposed may include a warning, resubmission, loss of marks, failure on a particular task or in a subject, or a charge of misconduct to be dealt with by the Student Disciplinary Committee.

Where a penalty is imposed, a file note of the matter shall be placed on the student's central file and a copy of the file note provided to the student. Before imposing a penalty for

plagiarism, the student's file should be checked to determine whether the offence is a first or a subsequent one. For a subsequent offence, the penalty shall be more severe.

3.1.8. Qualification Norm

FPM participants are required to secure a minimum *Cumulative Quality Point Index* (CQPI) of **4.50** at the end of the 1st year, without accumulating any of the following disqualifying combination of grades: (a) an *F* grade in more than one course, (b) an *F* grade and a grade less than *C* in more than one course, and (c) a grade less than *C* in more than three courses. Failing to meet this norm, an FPM participant cannot continue in the programme.

A FPM candidate failing the criteria stated above but having secured the minimum prescribed or higher CQPI at the end of the first year, can be promoted to the 2nd year subject to a condition that the concerned FPM candidate has to appear for a first 'retest' before the commencement of the 2nd year, in a course of his/her choice in which the performance has fallen below the eligibility for promotion.

3.1.9. No Retest/Repeat

There is no provision for conducting second "retest" to improve one's performance in any course after first "retest" as stated in 3.1.8. In addition, FPM participants are not permitted to repeat an entire course or a set of courses to improve their performance. Only under exceptional circumstances, such as medical emergency, could an FPM participant be permitted to discontinue the course work to resume it later.

3.1.10. Course Waiver

To qualify for a course waiver, the FPM participant should make a written request to the FPM office after his/her selection to the program and before registration in first term. The Academic Committee may grant a course waiver after carefully considering the academic career of the candidate including factors like courses attended in the MBA/equivalent program, reputation of such institute, CQPI/percentage of marks received in the course in MBA/equivalent program etc.

3.1.11. Research Training

Apart from the courses related to research offered during the 1st year, *Research Training Seminars* (RTS) constitute an important mechanism for research training available to the FPM participants. RTS seminars are organised by the FPM Programme Office throughout the academic year.

All FPM participants are required to attend these seminars during their 1st year of enrolment. In the 1st year of one's enrolment, nonattendance in any RTS seminar without prior written consent of the FPM Coordinator will be considered as an act of indiscipline. In the subsequent years, attendance in these seminars becomes optional, although FPM participants find it useful to continue participating in these seminars even beyond their 1st year.

FPM participants are assigned to write reflective reports on RTS seminars. These reports are considered for publication in the Institute's journal, *Research World* (online version: ISSN 0974-2379; print version: ISSN 0974-2751), after editorial scrutiny and revision. Through this, the participants develop their skills of academic writing.

3.2. Component B: Advanced Study and Thesis Proposal

3.2.1. Recommended Courses

After an FPM participant completes the required courses and clears the minimum qualification norm specified, the Student Advisory Committee (SAC) may recommend some additional/advanced courses (offered at the Institute or elsewhere), including short-duration training programmes. The SAC would choose additional courses or training programmes according to an FPM participant's learning needs, in view of the latter's proposed area of research.

In any such additional courses or training programmes, an FPM participant will strive to achieve the level of performance expected by the SAC.

3.2.2. Research Review Seminars (RRS)

After completing the 1st-year coursework, FPM participants undertake a detailed review of the scholarly literature relevant to their chosen areas of research. Each participant presents at least four *Research Review Seminars* (RRS) during the 2nd year of one's enrolment, following a schedule agreed with the Student Advisory Committee (SAC) and the FPM Programme Office. If four RRSs are not completed within 18 months from the beginning of the second year, stipend shall be discontinued and the matter shall be referred to the Academic Committee. All RRS reports shall be submitted to the FPM office duly signed by the student, Main Guide and SAC members.

At least 1 week before an RRS seminar, the FPM participant should circulate a self-written background note (of about 5000 words) among the faculty-members and the other FPM participants. The article should present a useful synthesis of the issues and arguments available in the scholarly literature surveyed. It should be written following the usual norms of academic writing.

In every RRS seminar, the FPM participant should collect both oral and written feedback from the audience present, and submit copies of the written feedback at the FPM Programme Office, as a record of the event.

Preparing for these seminars and working on the feedback received in the seminars become an important input for the thesis proposal to be developed.

3.2.3. Thesis Proposal Seminar

After successful completion of the required Research Review Seminars (RRS), the FPM participant prepares a thesis proposal. It is a detailed proposal about the original research to be

carried out in the subsequent component of the programme. The proposal document should define the specific research one intends to carry out, justifying one's focus, approach, and method, specifying a work plan, while also anticipating any special effort that may be required to complete the work on schedule.

The thesis proposal should be prepared before the end of one's 2nd year of enrolment, or another deadline decided by the Student Advisory Committee (SAC).

The thesis proposal should be presented before an academic audience in the form of the Thesis Proposal Seminar. At least 1 week before the seminar, the FPM participant should circulate the proposal document (of about 5000 words) among the faculty-members and the other FPM participants.

In the Thesis Proposal Seminar, the FPM participant should collect both oral and written feedback from the audience present, and submit copies of the written feedback at the FPM Programme Office, as a record of the event.

Based on the proposal document and the seminar feedback, the SAC may ask for certain revisions to the proposal document. The SAC also looks into the issues of *research ethics* that may be involved in the proposed research work. After the SAC approves the proposal document, a hard copy of the document, bearing a signed statement of approval by the SAC, should be submitted at the FPM Programme Office, to facilitate Thesis Registration.

3.2.4. Thesis Proposal Registration

Upon the recommendation of the Student Advisory Committee (SAC), the FPM Programme Office registers the thesis proposal, permitting the participant to proceed with the proposed plan of original research and thesis writing.

Thesis proposal registration marks the end of the second component of the programme. In order to maintain system integrity at this stage, the following documents must be available in the FPM participant's individual record maintained at the FPM Programme Office:

- (a) Proof of satisfactory completion of the required coursework
- (b) Proof of satisfactory completion of the recommended coursework
- (c) At least four background notes (of about 5000 words each), pertaining to the Research Review Seminars (RRS)
- (d) Written record of the audience feedback received during the RRS seminars
- (e) Written record of the audience feedback received during the Thesis Proposal Seminar
- (f) Thesis proposal document (of about 5000 words), bearing a signed statement of approval by the SAC

The FPM Coordinator issues a letter of registration to the FPM participant, with a copy marked to the Main Guide.

3.3. Component C: Original Research and Thesis Writing

After receiving the letter of registration, the FPM participant enters into the final component of the programme. In this component, the participant carries out the piece of original research as proposed in the thesis proposal and writes up the doctoral thesis.

3.3.1. Original Research

The FPM participant must abide by the principles of research ethics that may be relevant to one's research work. In case any ethical dilemmas arise in the course of research, the Student Advisory Committee (SAC) functions as the ethics committee, examine the choices being considered by the participant and providing the required guidance.

The FPM participant must maintain scholarly integrity while conducting any field work, interviews, or other forms of data collection, and in all other stages of the research process.

Certain research-related expenses incurred by the FPM participant may be reimbursed by the Institute. The FPM participant should seek approval of the Main Guide before incurring any such expenses and maintain complete record of such expenses for the purpose of financial audit.

3.3.2. Thesis Writing

The Institute expects the doctoral thesis to conform to high standards of scholarship and serve as meaningful contributions to the relevant scholarly debates.

The recommended writing style and citation format are as per the *Publication Manual of the American Psychological Association* (APA Manual), unless there is a reason to deviate from it.

The recommended size of the thesis is between 60000 and 80000 words. Plagiarism must be avoided at any cost.

4. PROGRAMME ADMINISTRATION

The FPM programme is administered by the FPM Programme Office, staffed by the FPM Programme Officer and headed by the FPM Coordinator. The FPM Coordinator is a member of the Institute's Academic Committee and reports to the Dean (Academics).

4.1. Responsibilities

4.1.1. Responsibilities of the FPM Participant

- (a) To remain physically present in the Institute during all working days, unless a leave of absence has been granted in writing by the Main Guide (or the FPM Coordinator, in absence of the Main Guide)

- (b) To open a savings bank account with State Bank of India, Fortune Tower Branch, Bhubaneswar, and pass on the account information to the FPM Programme Office
- (c) To become acquainted with the computer network at the Institute and follow contemporary standards of netiquette (i.e., network etiquette) as a user (for example, refer to *RFC 1855: Netiquette Guidelines*, <http://www.dtcc.edu/cs/rfc1855.html>)
- (d) To devote the maximum possible attention to the various academic and administrative requirements of the programme and strive to complete it preferably within 3 years, but definitely before the end of 6 years (or an alternative deadline recommended by the SAC)
- (e) To complete all programme requirements in a timely fashion, abiding by all the rules applicable to FPM participants and all the instructions given by the relevant faculty-members or administrative authorities
- (f) To maintain a close working relationship with the Main Guide and the other members of the SAC, submitting periodical reports to the SAC about one's progress in the FPM programme, bringing to their notice any specific difficulties faced
- (g) To design and maintain a personal Web site containing detailed information about one's educational and professional background, area(s) of current study, conference participation, academic publications, and so forth
- (h) To learn the academic writing norms as per the *Publication Manual of the American Psychological Association* (APA Manual) and apply the same in all one's academic writing
- (i) To attend and participate actively in the RTS during the first year of enrolment
- (j) To write reports on RTS in a timely fashion, when assigned to do so
- (k) To deliver RRS, as scheduled in consultation with the SAC and the FPM Programme Office, circulating a self-written article (of about 5000 words) on the seminar topic among the faculty-members and FPM participants, at least a week before the date of the seminar
- (l) To collect both oral and written feedback from the audience present in the RRS
- (m) To submit copies of the RRS written feedback to the FPM Programme Office
- (n) To deliver a Thesis Proposal Seminar in the 2nd year of one's enrolment (maybe earlier in exceptional cases) as scheduled in consultation with the SAC and the FPM Programme Office, circulating a detailed thesis proposal (of about 5000 words) among the faculty-members and FPM participants, at least a week before the date of the seminar
- (o) To collect both oral and written feedback from the audience present in the Thesis Proposal Seminar
- (p) To submit copies of the written feedback on the Thesis Proposal Seminar to the FPM Programme Office
- (q) To submit a hard copy of the thesis proposal for the approval of the SAC, incorporating any revisions that may be necessary
- (r) To seek approval of the Main Guide before incurring any research-related expenses
- (s) To maintain complete record of such expenses for the purpose of financial audit
- (t) To share any experience and learning from attending external seminars, workshops, conferences, and so forth with the academic community at the Institute
- (u) To submit a copy of one's publications at the FPM Programme Office
- (v) To abide by the principles of research ethics and maintain scholarly integrity while conducting any field work, interviews, or other forms of data collection, and in all other stages of the research process
- (w) To avoid plagiarism in all academic writing, including the doctoral thesis

- (x) To undertake any rework or revision to the thesis as may be suggested by in the thesis examination process
- (y) To apply to the FPM Coordinator seeking continuation of fellowship payment, supported by a signed statement of recommendation from the Main Guide, prior to the expiry of the fellowship period
- (z) To help strengthen the academic community at the Institute by participating in various academic events, sharing one's observations and learning, reading each other's work, giving constructive feedback, and so forth

4.1.2. Responsibilities of the Internal Examiner

The Internal Examiner is a full-time faculty-member of XIMB who is familiar with the standards of scholarship expected in a doctoral thesis. This role is linked to the thesis examination procedure. The Dean (Academic) appoints an Internal Examiner for every FPM thesis submitted for examination. The responsibilities of the Internal Examiner are as follows.

- (a) To oversee the entire thesis examination process on behalf of the Dean (Academics), without colluding with anyone, maintaining the highest possible academic integrity and fairness of the examination process
- (b) To study the review comments received from the external examiners and suggest whether or not an oral examination should be held
- (c) To serve as a member of the oral examination panel
- (d) To evaluate the revised thesis after any rework or revision to the thesis subsequent to the oral examination
- (e) To decide whether the revised thesis is acceptable
- (f) To decide whether another oral examination should be held
- (g) To decide whether the revised thesis should be sent for another round of review by external examiners

4.2. Thesis Examination

4.2.1. Thesis Submission

The FPM participant submits the thesis to the Dean (Academic)'s office (four hard copies in spiral bound form and also a soft copy in commonly used word-processing format--properly copyedited following the guidelines of the APA Manual), along with the following documents:

- (a) A statement by the Student Advisory Committee (SAC), signed by all the members, recommending the thesis for examination
- (b) A statement by the Main Guide suggesting the names and contact details of at least five potential external examiners, in order of preference. (Ideally, the external examiners should be full professors or associate professors who have contributed significantly to the area of research addressed in the thesis. Potential examiners not employed in the academic sector may also be considered if approved by the Academic Committee.)
- (c) A *brief abstract* of the thesis (of about 1000 words)--both hard and soft copies

(d) A more *detailed synopsis* of the thesis (of about 5000 words, including a representative reference list of the literature cited in the thesis)--both hard and soft copies

The thesis must be submitted within 6 years of enrolment (or an alternative deadline suggested by the Student Advisory Committee [SAC] and approved by the FPM Coordinator).

4.2.2. Internal Examiner

The Dean (Academic) appoints an Internal Examiner (a full-time faculty-member of XIMB who is familiar with the standards of scholarship expected in a doctoral thesis).

4.2.3. External Examiners

The Dean (Academic) may update the list of potential external examiners suggested by the Main Guide, adding or deleting names, and reordering the list, if necessary. The Dean (Academic)'s office then contacts the potential external examiners one by one, following the priority order, seeking to identify two most preferred external examiners who can examine the thesis within a reasonable time limit (say, within 3 months). At least one of the external examiners should be located conveniently so as to be able to attend the oral examination in person.

4.2.4. Thesis Review

The Dean (Academic)'s office then sends out a formal request to the external examiners to review the thesis, enclosing the detailed synopsis and the complete thesis--either in hard or soft version, as desired by the examiners. A suitable honorarium is offered to each external examiner.

4.2.5. Review Comments

The review comments of the external examiners are discussed in a meeting convened by the Dean (Academic), in the presence of the Internal Examiner and the entire Student Advisory Committee (SAC) (including the Main Guide). At this stage, a decision would be made about either arranging an oral examination or advising the student to revise the thesis for re-examination or even sending the thesis to an additional external examiner. In case revisions to the thesis become necessary, then the Internal Examiner should play a facilitative role in the thesis revision process. The revised thesis may have to be re-examined by the external examiners, if so stipulated by the external examiners in their review comments. At least two of the three examiners (i.e., one internal and two external examiners) should be satisfied with the thesis before an oral examination would be arranged.

4.2.6. Oral Examination

The Dean (Academic)'s office arranges an oral examination in which at least one of the external examiners should be present. The Main Guide should be present during the oral examination as

an observer of the examination process. The Main Guide's presence would help in case any subsequent rework or revision becomes necessary.

4.2.7. Types of Disqualification

There can be various types of disqualification at this stage, requiring anything from a minor modification to the thesis to a total resubmission of the thesis, with or without another oral examination.

4.2.8. Open Seminar

Upon successfully completing the oral examination, the FPM candidate would be required to deliver a seminar to a general audience. This is more like a public announcement of the work done and an occasion to mark the completion of a phase of the candidate's scholarly development.

4.2.9. Recommendation of Conferment

After all the above requirements are met, the Faculty Council may recommend an FPM candidate's name for the conferment of the designation: "Fellow, XIMB."

4.3. Discipline

4.3.1 Conduct

The Institute attaches utmost importance to personal integrity, honesty and discipline. A sense of responsibility and a high degree of maturity is expected from all students inside and outside the campus, as befits future managers and as students of XIMB. The Institute strives to achieve this standard in every phase of campus life. Each student of the Institute shall consciously strive to excel in his/her personal as well as academic conduct. A proven case of violation of the aforesaid behavioural norms can expose the student to deprivation of a place in the merit list, award of medal and other such penalties.

4.3.2 Misconduct

The following are considered serious breaches of discipline and will attract the penalty of immediate expulsion from the Institute:

- 4.3.2.1. Any disorderly conduct whether by words or written or by an act which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or physical harm or to raise fear or apprehension thereof in fresher(s) or junior student(s) or any other student(s)

asking the student(s) to do any act or perform something which such student(s) will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of such student(s)

4.3.2.2. Indulging in or aiding/abetting acts of violence, riotous or disorderly behaviour, moral turpitude, directed at a fellow-student or a faculty or any other employee of the Institute/hostel mess, etc.;

4.3.2.3. Fraud, dishonesty, misappropriation of Institute funds or funds of Students Organisations, misuse of Rail/Air concessions, and complicity in other financial irregularities in connection with studentship of the Institute.

4.3.2.4. Involvement in serious academic malpractice, including plagiarism as per Policy Nos.18-20 of the Manual of Policies;

4.3.2.5. Reporting of fictitious data in an empirical study, as and when detected and established.

4.3.2.6. Indulging in the violation of community and organisational norms, practices and values during OBL, RLLE, Summer Placement or any other external academic or non-academic activity leading to physical and psychological harm to individuals and groups in the community and organisation.

4.3.2.7. Misuse of the Information Technology (I.T.) infrastructure of the institute through software, hardware, applications, systems or processes.

4.3.2.8(a). Indulging in anonymous slander, deception, harassment, and the like using information technology.

4.3.2.8(b). Violation of software copyrights.

4.3.2.9. Unsolicited communication by group email

4.3.2.10. Impersonation or proxy submission of assignments, reports and other documents to the faculty;

4.3.2.11 Leveling false and baseless allegations against any faculty member or officer or employee of the Institute.

4.3.2.11 (a). Doing or causing to do, any act, which is likely to adversely affect the relations of the Institute with its customers, i.e., industrial organizations;

4.3.2.11 (b). Indulging in any act or acts, such as, defacing, burning or otherwise damaging any banner or property or equipment of a company, erected by the company or by an Association of XIMB commemorating an event organized or sponsored by the company at XIMB;

4.3.2.11(c). Indulging in any act subversive of general discipline (the word "discipline" being used here in its generic sense and in its widest amplitude), inside or outside the campus, and/or is detrimental to the reputation, image or standing of the Institute.

4.3.2.11(d). Indulging in dissemination of unsolicited and/or malicious correspondences either electronically or through hard copies within the Institute and outside which distorts the image or disturbs the collegiate atmosphere of the Institute

4.3.2.11(e). Absence without prior permission from the Dean and the Faculty;

4.3.2.11(f). Mass absence from classes;

- 4.3.2.11(g). Drinking and Drunkenness in the public areas.
- 4.3.2.11(h). Entering the restricted areas like Xerox room in the main building without the express permission of the concern authority.
- 4.3.2.11(i). Theft, fraud, dishonesty, bribing or attempt to bribe;
- 4.3.2.11(j). Copying in any form in the assignments, dissertation or in any examination;
- 4.3.2.11(k). Permitting, whether willfully or otherwise, a co-student to copy from one's own answer book or document or material;
- 4.3.2.11(l). Smoking outside room in the campus area.
- 4.3.2.11(m). Communication of written analyses or answers, in any manner whatsoever, to other student(s) in respect of home assignments or projects of individual nature;
- 4.3.2.11(n). Whispering or communicating with one another by means of signs, symbols or gestures or in any other body language in the examination hall;
- 4.3.2.11(o). Any other act of indiscipline, which is herein unspecified and deemed at the time of offence as an inappropriate behaviour and conduct by the Disciplinary Committee of XIMB and/or the management of the Institute.

4.3.3 Disciplinary Procedure

- 4.3.3.1 For minor acts of indiscipline the Faculty/Instructor/Evaluator shall be the sole disciplinary authority acting on his/her own judgment. A Faculty can award penalty mentioned at 4.3.4 listed below.
- 4.3.3.2 For major acts of indiscipline the Dean (Academics) shall be the disciplinary authority, acting on his/her own judgment and/or in consultation with the Students Disciplinary Committee/Academic Committee/Faculty Council at his/her discretion. The Dean can award one or more penalties listed at 4.3.4 below.
- 4.3.3.3 All major allegations brought to the notice of the Dean (Academics) shall be ordinarily referred to the “Student Disciplinary Committee” and the Dean shall act on the basis of the report of the Committee. However, in cases of exigencies with time constraints and in cases of extreme gravity, the Dean may award a penalty deemed appropriate in consultation with the Faculty Authority concerned.
- 4.3.3.4 Before imposition of any penalty, the explanation of the student concerned and his/her record of past misconduct, similar or otherwise shall be taken into consideration. Repeat of any misconduct and number of incidents of misconduct shall add to the gravity of the offence and invite higher penalty.

4.3.4 Penalty

One or more of the penalties listed below can be awarded to a student for breach of discipline amounting to misconduct.

- 4.3.4.1 Warning
- 4.3.4.2 Reduction of marks/ grade points/ grade in a component of a Course.
- 4.3.4.3 Reduction of marks/grade points/grade for the whole Course.
- 4.3.4.4 Fine up to Rs.2, 000/-.

- 4.3.4.5 Repeating a course of the first/second year as the case may be, along with the next batch.
- 4.3.4.6 Suspension of studentship for a year.
- 4.3.4.7 Expulsion from the Institute.
- 4.3.4.8 Cancellation or withdrawal of any Academic honours – Certificate of Merit, Diploma, Medallion, Scholarship, etc.
- 4.3.4.9 Not withstanding any of the above mentioned aspects, the Institute can immediately expel the student if it deems any action of the student as an act of indiscipline. The decision of the Institute would be final and binding and by accepting admission in this institute, the student on his/her part also accepts this clause in full.

4.3.5 Appeal

In matters of sufficient gravity, a student may appeal within one week of punishment, to the Director for review. The Director's decision shall be final.

4.3.6 Grievance Resolution

- 4.3.6.1 Any student, having a grievance, may submit a written application to the Dean setting out all the circumstances and/or details therein clearly. The grievance application should be signed by the student concerned.
- 4.3.6.2 Anonymous applications/petitions/letters will not be entertained or attended to under any circumstances.
- 4.3.6.3 If a student, having obtained grade "D" or grade "F" in any course, feels that he has been unfairly discriminated against in evaluation/grading or has become a victim of subjectivity or internal inequity, he can make a representation to the Dean within seven days after receiving the grade. No grievance shall be considered, if the student has obtained any grade above "C".
- 4.3.6.4 The representation should set out all the circumstances and grounds, and should be accompanied by all the relevant documents in support of the allegation. If the Dean is satisfied that the representation is not frivolous or vexatious, and that there is a *prima facie* case, he may constitute a Committee in consultation with the area concerned and get the papers/issue re-examined.
- 4.3.6.5 In all such cases, however, the onus of proving such discrimination, subjectivity or internal inequity, as the case may be, lies entirely on the student concerned. If, at any time during investigation, it is found that the allegations are *mala fide* or wild or without substance, the student concerned will expose himself to the risk of extreme punishment of expulsion from the Institute as provided herein.

4.3.7 Violating Residential Norms

Misconduct related to residential rules will be dealt by the Hostel Warden, the Dean (Administration) and the Director, as per the Hostel Administration Rules of XIMB.

4.4. Administrative Norms

4.4.1. Availability

FPM participants are expected to be available in the Institute during working hours on all working days. When on leave, they may be contacted at the address (or telephone number) indicated by them in the leave application form.

4.4.2. Leave of Absence

FPM participants are not entitled to any earned leave. However, under extraordinary circumstances, they can apply for leave of absence in the prescribed format, submitting it at the FPM Programme Office, endorsed by the Main Guide. The leave of absence needs to be authorised by the FPM Coordinator.

Unauthorised absence from the Institute will be considered as an act of indiscipline.

4.4.3. Learning Resources

FPM participants get access to the Institute's library and computer network. The participants are bound by the policies and norms formulated by the respective departments for their users.

These learning resources and related services are to be used strictly for academic purposes.

4.4.4. Workspace

FPM participants are assigned a workspace, fitted with computers, telephones, air-conditioning, and so forth. All these facilities are to be used strictly for academic purposes.

4.4.5. Accommodation

Normally, FPM participants are provided hostel accommodation within the campus against a monthly charge. Sometimes, special accommodation arrangements can be made for participants with special needs.

An FPM participant will be permitted to stay outside the campus if the Institute is not able to provide appropriate accommodation.

The FPM participants availing of campus accommodation are bound by *Hostel Administration Rules* of the Institute.

4.4.6. Status of FPM candidature

FPM scholars are supposed to be physically present during the regular office hours of the Institute. No FPM student is allowed to do job outside the Institute's campus if (s) he is receiving institute's stipend. Neither is a student allowed to take up any part-time course of study or do any consultancies without the approval of the Main guide, FPM Coordinator, Dean (Academics). A student may get a leave from the program and join a job only after submission of the research proposal. On taking up a job, the status of the student shall be converted to 'External' student, and student cannot get any financial assistance (for monthly stipend / attending conference / data collection) from Institute in the remainder of the 4-year FPM program.

4.4.7. Fellowship

Every full-time FPM student will be given an Institute fellowship of Rs. 15,000 per month in their first year, to be renewed annually, subject to satisfactory performance. Ordinarily, the fellowship will be continued for a period of 3 years. Beyond that, if required, the fellowship may be extended in units of 6 months, for a total period of 4 years. From second year onwards, every FPM student will be assigned to some faculty where they are expected to assist the concerned faculty in their research/teaching work maximum up to 20 hours of work in a week. No tuition fees will be charged. Certain essential research-related expenses will be reimbursed, subject to a maximum limit, to be specified every year. Research students will have access to facilities such as work-space, library, computer, telephone, fax, photocopying, etc., to be used strictly for research related activities. Campus accommodation will be provided against a monthly deduction of the hostel fees as decided by the administration. The institute also supports the students' participation in national and international conferences as per the Institute norms stated in MoP for FPM.

4.4.8. Financial Assistance for Paper Presentation and Data Collection

Every Full time FPM scholar is entitled to present papers in referred national conferences related to his/ her dissertation work (after successfully completing the course work requirements as mentioned in MoP for FPM) up to a maximum of twice a year which is to be duly approved by his/ her Main guide, followed by approval from FPM Coordinator, and Dean (Academics). Institute will provide a maximum of Rs. 15,000/ per conference for presenting a paper in a national conference that covers registration fees, to and fro train fare in AC-III tier, lodging and boarding.

Full time FPM scholars may present a paper at a refereed international conference, once during their entire 4-year of FPM programme, subject to approval from Main guide, followed by approval from FPM Coordinator, Dean (Academics), and Director of the Institute. Institute may provide a maximum amount of Rs. 75,000/ against the expenditure of registration fees, to and fro economy class air fare, visa expenditure, medical insurance, lodging and boarding.

Full time FPM scholars may receive financial assistance for data collection maximum up to two times in their entire 4-year of FPM programme. A maximum amount of Rs. 50,000/ may be provided for this purpose subject to approval from Main guide, followed by FPM Coordinator,

and Dean (Academics). Travelling only by AC III tier train is permitted. If the place has no rail connectivity, air travel by economy class budget airlines may be allowed.

Reimbursements may be claimed by Full time FPM students by furnishing all bills (in original) related to their expenditure to the accounts section within a month of attending the conference or at the end of data collection leave.

The research assistantship payment continues as long as the participant performs satisfactorily on the work assigned by the faculty-member. If the faculty-member is not satisfied with the quality or quantity of the work done by the participant, the assistantship arrangement will come to an end prematurely.

Certain essential research-related expenses are reimbursed, provided these expenses have the approval of the Main Guide. To claim reimbursement for such expenses, the FPM participant should produce all the relevant documents/vouchers together with the written approval of the Main Guide.

4.4.9. Fees

No tuition fee is charged to FPM participants. A monthly fee is charged for campus accommodation. All FPM participants are required to pay a caution deposit while enrolling for the programme.

4.5. Discontinuation and Dismissal

At any point of time during this programme, if an FPM participant fails to meet the academic or administrative norms, then the participant will be disqualified and dismissed from the programme.

4.6. Absence of Main Guide/ SAC members

At any point of time during the FPM programme, if a Main guide goes on long leave (or resigns/ dies), Dean (Academic) in consultation with FPM (coordinator) and SAC members will assign another appropriate faculty member as FPM candidate's Main guide. Also, FPM participant is free to select any faculty member as his/her Main guide.

In such cases, if FPM candidate wants to discontinue from FPM programme then he/ she can discontinue it. Similarly, if any or all members of SAC leave the institute then FPM coordinator in consultation with the Main guide will nominate new member(s) in SAC.
[SAC re-formation to be added]

4.7. Refusing to Guide

At any point of time during the FPM programme, if a Main guide refuses to further supervise the FPM candidate (due to low progress in the work or any other reason) the matter will go to Dean (Academic). However, Dean (Academic) in consultation with FPM coordinator and SAC members may try to help the FPM candidate either to search another full time regular faculty for Main guide within a specified time or may ask the scholar to leave the programme. In this case, the Main guide has also to give reasons for refusing to supervise the work of FPM participant in writing to the Dean (Academic).

4.8. Discontinuing FPM programme

At any point of time during the FPM programme, if the FPM candidate desires to leave the programme (except for reasons stated at point 4.6 and 4.7) then the candidate has to inform the FPM coordinator and Dean (Academic) in writing with reasons of discontinuing the FPM programme and seek necessary clearances from the Institute. In such cases, Institute may ask to refund some or full amount of fellowship drawn by him/her.

4.9. Changing an area of research work

During the FPM admission process, each prospective candidate is asked to mention an area of research work. Based on the information provided during the admission process, faculty decides whether or not to act as Main guide for the candidate. Therefore, at any point of time during the FPM programme, if the FPM candidate desires to change his/ her area of research work then FPM candidate is allowed to change an area of research work subject to the availability of full time faculty to guide him/ her in the new area of research work. In such cases, the sole responsibility is of FPM candidate to contact any full time faculty to serve his/her as new Main guide. If the FPM candidate fails to search a new guide then (s)he can either work in current area of research work or can leave the programme. If FPM candidate desires to leave the FPM programme then the FPM candidate has to seek clearance from the Institute. In such cases also, Institute may ask to refund some or full amount of fellowship drawn by FPM candidate.

5. RESERVATION OF RIGHTS

The Institute reserves the right to change, as and when necessary, the academic and administrative requirements of the FPM programme or policies and norms affecting FPM participants, should such change be deemed necessary in the interest of the Institute or the academic community in general. The Institute can modify or change the rules, in whole or in part, without assigning any reasons whatsoever. The decision of the Director is final and binding on all concerned. All disputes are restricted to Bhubaneswar jurisdiction.

Contact Information

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LIST OF ABBREVIATIONS

PGDM	:	Post-Graduate Diploma in Management Programme
PGDM (RM)	:	Post-Graduate Diploma in Management (Rural Management)
FPM	:	Fellow Programme in Management
AIS	:	Academic Information System
QPI	:	Quality Point Index
CQPI	:	Cumulative Quality Point Index
F	:	Failure
I	:	Incomplete
NDC	:	No Dues Certificate
XIMB	:	Xavier Institute of Management Bhubaneswar
MAXIM	:	Marketing Association of XIMB Students
X-FIN	:	Finance Association of XIMB Students
X-KNOZ	:	Knowledge Association of XIMB Students
X-OPS	:	Operations Association of XIMB Students
X-SYS	:	Systems Association of XIMB Students
XIMAHR	:	Human Resources Association of XIMB Students
RMAX	:	Rural Managers' Association of XIMB
SPIC MACAY	:	Society for Promotion of Indian Classical Music and Culture Among youth.