

IIPM 

भारतीय बागान प्रबन्ध संस्थान बेंगलूरु

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organisation of the Ministry of Commerce & Industry - Govt. of India)



ACADEMIC RULES & REGULATIONS HANDBOOK

PGDM-ABPM / FPBM / AEPM

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HANDBOOK

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Preface

This handbook contains policies and procedures of the IIPMB PGDM programs. Students should become familiar with the material pertaining to their PGDM programs, and together with their faculty program advisers/staff, make certain that their chosen program of study complies with all policies.

Although we have attempted to include most of the regulations governing post graduate academic programs, some programs have additional requirements and regulations of their own. Students also should become familiar with the academic policies relative to their individual program. **It is every student's responsibility to be aware of, and to comply with all regulations, policies, procedures, and deadlines.**

Review of academic, financial, placement and other considerations may lead to changes in the policies, rules, and regulations applicable to students; the IIPMB therefore reserves the right to make changes at any time. These changes may affect tuition and other fees, courses, and programs offered (including the modification or possible elimination of programs), and other academic requirements, academic policies, rules pertaining to student conduct and discipline, fields or areas of concentration, and other rules and regulations applicable to students. The Student Handbook is not intended, and should not be construed, to give rise to contractual rights and obligations.

IIPMB continues to retain the discretion to apply its considered judgment to the question of how best to pursue its educational programs during the COVID-19 crisis, which may include, among other things, making recourse to online instruction and instituting compulsory testing.

It is strongly recommended that all students and parents must read this Rulebook carefully. Students are required to sign an 'Undertaking' in the form of a declaration attached as Annexure-1 in this Rulebook.

Date : July 2023

Dr. Rakesh Mohan Joshi
Director

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**Academic Rules and Regulations for PGDM
(ABPM/FPBM/AEBM)**

Preamble

The information, rules and regulations contained in this Handbook and the amendments / alterations/ and modifications that may be made thereto from time to time by the Institute, shall govern the IIPMB, PGDM programme.

1. Academic Rules and Regulations

1.1 Academic Evaluation

- a) 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.
- b) The evaluation of academic performance in each course is based on varying combinations of the following components:
 - i. Mid-Term Examination, End-Term Examination, Assignments, Quizzes, Class Tests, Class Participation, Project Work, and any other as suitably decided by the Instructor and previously announced to the class.
 - ii. The relative weightage of the components will be at the discretion of the instructor.

1.2 The Grading System

- a) Institute follows a grading scheme of 9 levels ranging from A+ to F. At the end of each course, the instructor awards *Letter Grades* to the course participants.
- b) An Instructor will give marks for each component totaling to 200 marks. The mid term carry 50 marks and end term will carry 100 marks. The remaining 50 marks will be distributed to various components suitably decided by the Instructor and same will be announced in advance in the class.

Mid-term		End-term		Individual/ group / assignment/ presentations, left to the faculty discretion		Attendance		Total Marks	Total Weight age
Marks	Weight age	Marks	Weight age	Marks	Weight age	Marks	Weight age	Marks	Weight age
50	25%	100	50%	40	20%	10	5%	200	100%

- b) The score range and the corresponding letter grade is given in the table below:

Grade	Score
A+	85 & above
A	80 – 84
A-	75 – 79
B+	70 – 74
B	65 – 69
B-	60 – 64
C+	55 – 59
C	50 – 54
F	< 50

- c) The *Cumulative Grade Point Average* (CGPA) is calculated at the end of each year. Grades obtained in non-credit courses are not taken into account for the calculation of CGPA.
- d) Each instructor will submit the marks and the corresponding grades obtained by the students in a particular course. The marks/grades awarded by an instructor on any segment/component of the evaluation are final. Any student who desires clarification on these may discuss and resolve the matter with the concerned instructor(s) *within a weeks time* of receiving/publication of the marks/grades.
- e) The course grades submitted by Instructors to the PGP Office are treated as final. However, in case of any grievance on the final grade awarded, a student may approach the PGP Chair with a written request *within a week*. Normally, requests relating to totaling, omissions, and/or mistakes of a clerical nature only will be entertained.

1.3 Attendance

- a) Students must maintain regular and punctual attendance in all courses.
- b) Minimum 75% of attendance is compulsory in each course.
- c) 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.
- d) Unauthorised absence from class without prior intimation and leave submission is strictly not allowed and will be subjected to disciplinary action.
- e) Students participating in co-curricular activities like attending seminars, workshops outside the Institute are eligible to claim duty leave subject to the following conditions:
 - i. A student is eligible to apply for duty leave for a maximum of 3 days per year.
 - ii. The leave is granted by the PGP Chair to students for taking up those activities which will contribute to his/her overall development. The leave can also be granted for activities relevant to the Institute like organising events, conferences, etc.
 - iii. Duty Leave will not be granted if any major academic and/or Institutional activity is scheduled during the period for which the presence of the student is necessary.
- f) Students falling sick need to communicate to the PG office immediately on the day of reporting to institute in order to be permitted to attend classes. They need to produce valid medical certificate from a recognized Government Medical Officer.

1.4 Absence from Examination

- a) The students who are absent during mid term examination on medical grounds will be re-examined and the grades obtained in the examination will be adjusted downward.
- b) Students who for some reasons like medical ground and other unforeseen circumstances do not appear in the mid-term or end-term exams will be permitted to attend the supplementary examination.

- c) Candidates those who are absent during mid-term / end term exams on medical grounds, those candidates who are being treated as in-patients in hospitals on genuine cases only shall be exempted from paying supplementary fees based on submission of below evidences.
1. Hospital admission certificate (on admission at hospital for treatment) along with registered doctor's prescriptions/ medical board.
 2. Discharges certificate from the doctors along with medication reports.
 3. Fitness certificate from the registered doctors.

1.4.1 Supplementary Examination

- a) A student who do not appear in the end-term or fails in one or more subjects in the end term examination in first year is permitted to appear in the supplementary examinations which will be held once in a year during July / August, by paying a fee of Rs.1,000/- for end-term per course. Subsequently if, first year students fail to write the mid-term examination, they will have to appear alongwith juniors.
- b) Mid-term or end-term supplementary examination for final year students will be held immediately after the Trimester VI end-term examination with a fee of Rs.750/- for mid-term and Rs.1000/- for end-term per course.
- c) The grade obtained in the supplementary examination will be scaled down to one grade below this will be incorporated for calculating the CGPA.

The grades obtained in the supplementary will be adjusted downward as follows:

Actual grade obtained in the re-examination	A+	A	A-	B+	B	B-	C+	C	F
Grade to be recorded in first re-exam	A	A-	B+	B	B-	C+	C	F	F
Grade to be recorded in second re-exam	A-	B+	B	B-	C+	C	F	F	F

1.5 Guidelines for Winter Project / CTS / Thesis

The Curriculum Review Committee suggested to give more emphasis on experiential learning through industry-based assignments for PGDM-ABPM w.e.f Academic Year 2018-19. Based on the suggestion with approval of Board of Studies, credit allocation has been redistributed by introducing a component on Winter Projects and Thesis. Additionally, existing CTS component has been allotted credits and marks. The General guidelines, writing norms and evaluation criteria are explained below.

WINTER PROJECT (January) 2 Weeks	Credits	Marks
	1.5	50
<u>General Guidelines:</u> <ol style="list-style-type: none">1. Students can identify the study area for the project based on their experience gained during Field Visit and Emerging Issues in the area of agribusiness.2. Students can also speak to a company on their own and carry out a small survey on a topic of their interest.3. This independent winter project may be presented in a form of working paper/ field observation/case study / conceptual framework.4. The study to be carried out during the month of January and the report is to be submitted to PG office on or before Trimester III mid-term. The evaluation of the report will be done before the end-term of Trimester III. <u>Guidelines for Report Writing:</u> <ol style="list-style-type: none">1. The report should be of maximum 50 pages with times roman font size 12 and 1.5 line spacing.2. The format for cover page, content and structure of report should be strictly as per the format circulated. <u>Evaluation:</u> <ol style="list-style-type: none">1. The report will be evaluated by the Winter Project Evaluation Committee (WPEC) constituted by the Institute.2. The criteria for evaluation are based on the originality of the work, content, language etc.,		

CORPORATE TRAINING SEGMENT (May – July) 12 Weeks	Credits	Marks
	4	100
<p><u>General Guidelines:</u></p> <ol style="list-style-type: none"> 1. Students can identify the study for the project based on their interest from Industry. 2. CTS study is facilitated through the institute may be presented to the concerned faculty in soft binding. 3. Review committee is formed at the start of trimester 3, and the assessment is based on report and presentation (strict norms in viva voce) <p><u>Guidelines for Report Writing:</u></p> <ol style="list-style-type: none"> 1. Students are hereby informed to strictly follow the formatting guidelines and be consistent throughout your document. 2. Information about the main project, if the work you have done is part of such a project. 3. The significance of the work you have done. 4. Detailed description of the work done, including for example: The algorithms/pseudo-code developed, Hardware/software tools environment used, Design methods used and learned, Testing methods and tools used and learned, project management methods and processes followed or observed. 5. The format for cover page, content and structure of report should be strictly as per the format circulated. <p><u>Evaluation:</u></p> <ol style="list-style-type: none"> 1. The report will be evaluated by the CTS Evaluation Committee (CTSEC) constituted by the Institute. 2. The criteria for evaluation are based on Originality of Work, Report Writing Skills, Clarity in Methodology, Presentation Skills and Viva-voce, etc. 		

THESIS 12 Weeks, July - March	8	100
<p><u>General Guidelines:</u></p> <ol style="list-style-type: none"> 1. Students can identify the study area for the thesis based on their area/sector of interest in the field of agribusiness. 2. Thesis work may also be based on the problem identified during their CTS. 3. Academic guide will be assigned at the commencement of Trim.IV, based on the area of interest of the students 4. It is encouraged to publish the work on a reputed refereed journal in the concerned discipline. <p><u>Guidelines for Report Writing:</u></p> <ol style="list-style-type: none"> 1. Both Soft copy and Hard copy of report to be submitted. 2. A plagiarism to be checked and certificate must be submitted along with the report. 3. Report Format should be strictly based on the instructions given by the PG office. <p><u>Evaluation:</u></p> <ol style="list-style-type: none"> 1. Thesis Review Committee (TRC) to be announced at the start of Trimester IV, and the assessment is based on report writing 2. Assessment is at the end of Trim.VI examinations. 3. The thesis will be assessed on Concept/Rationale, Methodology, Analysis and Interpretation, Deliverables and Presentation. 		

1.6 Promotion & Graduation

- a) A student will be eligible for promotion to the Second Year of the Programme if she/he meets the following academic standards at the end of first year:
 - i. Obtains a CGPA at least equivalent to C Grade, and
 - ii. Does not have any outstanding financial liabilities with the Institute

- b) A student will be eligible for award of PGDM on completion of the programme only if he/she satisfies the following criteria at the end of second year:
 - i. Obtains a CGPA at least equivalent to C Grade overall,
 - ii. Completes the Corporate Training Segment “Satisfactorily”.
 - iii. Does not have any outstanding financial liabilities with the institute

1.7 Academic Malpractice

- a) There are severe penalties for students found guilty of any kind of malpractice in any component of the evaluation of a course.
- b) All instances of malpractice, in assignments or examinations, of a lesser or a stronger magnitude will subject to disciplinary action.
- c) The punishment may incorporate; repeat the concerned course, repeat the term and also suspension or expulsion from the programme as pleased by the disciplinary committee.
- d) It is to be stressed that the rule applies in the case of malpractice, including plagiarism, in term papers, projects, summer projects, etc

1.8 Conduct during the Examination

- a) The students should be present at the examination hall **exactly 10 minutes** before the starting of the examination. They will not be allowed to appear for the examination if they come 15 minutes after the commencement of exam.
- b) Mobiles phones, tea, coffee, eatables, etc. are not permitted inside the examination hall. All study materials, belongings should be kept outside the exam venue. It is compulsory students should bring all the exam materials like pens, pencils, calculators, there should be no begging and borrowing of the same for it creates disturbance for smooth conduct of exam.
- c) During the exam, talking, sharing materials, use of cell phones, using help aids other than those mentioned in the exam are forbidden.
- d) The supervisor has the right to terminate the exam for anyone who breaks the rules. If a student is caught malpractice in an exam or is intentionally creating a disturbance during the exam, the supervisor is obligated to immediately end that student's exam. Malpractices cover the following:

- i. Copying from fellow examinees, using unauthorized assisting materials, like, in the name of visiting toilet use hidden notes/chits, writing in palm answer tips, answers stored in mobiles as messages, etc.
 - ii. Other dishonesty, prohibited actions or the use of prohibited means in association to study performance.
- e) If cheating has occurred or is suspected, the supervisor will hand in a complete report stating the course of events.
- i. The invigilator/s will prepare a report in writing and forward it to the programme office which will in turn, inform the director of the Institute if the case is regarded as serious, and if there is reason to consider a warning or suspension according to the situation.
 - ii. When a student is caught copying from somebody else at the exam, the supervisor will end the examinee's exam and/or make a note to the examiner about the event. Examiner/s will treat the matter as malpractice stated above.
 - iii. The Likely Punishment for malpractice are:
 - Supplementary examination for the subject and he will be awarded a grade less than what he scores. Debarring from CTS/Placement, based on the severity of the situation.

1.9 Field Visit / Industry Visit

- a. Field and industrial visit to agri-business & plantation sector in South India. It is compulsory to all the students as part of course work. The duration of two weeks is required. Travel will be arranged by the institute and boarding cost will be shared by the students.
- b. A comprehensive report covering all learning values from the field visit has to be submitted after field visit before the commencement of Trimester III.

1.10 ABPM Study Abroad:

Center for learning International Agri-business, Commodity and Plantation

The third optional tour will be to visit agri-plantation industries in Malaysia, Singapore, Thailand and other regions. The duration of the visit will be 7 to 10 days. The total cost of travel, boarding/lodging/ visa fee will be shared by the students.

The center for learning in agribusiness, commodity and plantation management is the comprehensive resource of IIPM for study, service learning, intern, volunteer, work and travel experience worldwide. IIPM-study abroad program unit sponsors a variety of learning and non-credit courses that enroll students each year, making it one of the first and pioneer providers of agri-business, commodity and plantation management study abroad and “Exemplifying India’s Agri-base in the Excellence of Agri-business”. IIPM vision has been realized within a time span of 5 years, in which our 6th batch of PGDM-ABPM students have already achieved a milestone of international training with agri-business corporates in the South East Asian countries. The students entered into the portfolio management through their brand in International Agri-business, Commodity Derivatives, Corporate Extension Management, Finance, Marketing, HR, Hospitality Management, Trade, Business Outsource and Development etc., The Study Abroad Program (SAP):

- Exposed on multinational tour and learning from reputed faculty from Singapore, Malaysia, Thailand, China, USA, Africa and Indonesia.
- Established link between plantation, commodity and agri-business corporitization and academic: expertise around the world.

1.11 Medals & Scholarships:

a) IIPM Medals for best academic performance

Institute awards one gold and silver medal for the top two performers. The medals are given based on their academic performance.

b) IIPM Medal for Best All Round Performance

The IIPM Gold Medal for Best All Round Performance will be awarded to a PGP II student considering her/his scholastic achievement, extra

curricular activities, leadership capabilities and general proficiency. The student should have satisfactorily completed the Post Graduate Programme and demonstrated outstanding all round performance. Such a student should not have been involved in any act of academic indiscipline or misconduct at any time in the Institute.

c) Scholarships

The Ministry of Social Justice and Empowerment, Government of India - Top Class Central Sector Scholarship for SC Students of IIPM, the Ministry of Tribal Affairs, Government of India - Central Sector Scholarship Scheme of Top Class Education for Scheduled tribe (ST) student of IIPM. State Government Scholarships for OBC Students, the Ministry of Minority Affairs Scholarships-GOI and M/S. Malankara Plantation Centenary Scholarship. Ministry of Social Justice, Government of India has awarded four scholarships for eligible SC students. Ministry of Tribal Affairs, Government of India has awarded two scholarships for eligible ST students. Students who fulfill the needed criteria can apply for the same.

1.12 Award of Diploma

To become eligible for the award of a Diploma, among other things, it is mandatory for every, student to submit to the PGP Office, a "No Dues Certificate" duly signed by each department/centre of the institute within the time period announced by the PGP Office.

1.13 CTS & Career Development Service Policy

1. Students should register their names by submitting Students' Data Sheet as per the prescribed format given by Career Development Service Unit through online platform. Only those students who have registered are eligible to participate in the placement activities.
2. Student's mere enrolment in the program does not make any one eligible for placements.
3. Student with 'F' grade in any of the subjects (or) shortage of attendance (or) non obtaining clearance from academic cell of concerned program, shall not be given priority and the Institute shall not be responsible for placement of such students.

4. In Corporate Training Segment (CTS), the students shall be regularly monitored via feedback on their performance and behaviour from respective organization. The approved report of CTS to be submitted on time as per the norms of IIPMB, any violation against shall de-register the students from placements.
5. Institute can bar students from attending the interviews if they have dues of more than one semester. Institute has every right to allow a student to attend the interview if there is a genuine case with substantial evidence and approval from Director's office.
6. If student's registration for any company crosses the count of company's requirement, the shortlisting phase 1 is on the basis of merit list and phase 2 will be through student's presentation before the CDS Unit. The CDS Unit's decision stands final and no further request shall be entertained.
7. In case a company has a specific requirement, the CDS Unit has all the rights to nominate the student(s) as per merit list; however it is the discretion of the concerned student(s) to decide about the same.
8. **One-offer-one-student policy is followed.** Students who have been confirmed an offer of placement shall no longer be allowed to appear for any other interviews subsequently.
9. No student shall be permitted to attend the interview more than **three times** in campus recruitment drive, the students selection is based on merit list.
10. If the student is unsuccessful in getting placement after three attempts, the student's waitlist is created as per IIPMB norms and are offered the chance to appear the companies, only when all the remaining students are presumed to have given 3 attempts in companies.
11. Skipping the interview is also considered as lost opportunity. In case of emergency without approval from Placement Cell, the chance may not be revived for the students.

12. It is the responsibility of the students to keep themselves informed about all placement activities organized in the college. The information is shared through Student's Placement Coordinators and notice board only.
13. Students are expected to follow the institute resume template available from the Student Placement Coordinators.
14. CTS/Placement related letters shall be issued by CDS Unit, on request.
15. Students with no standing supplementary are eligible for the placement registration.
 - a. Students with a maximum of three arrears may be considered for registration only and not for the **campus recruitment process**.
 - b. The eligibility criteria imposed by the visiting company will be the final.
 - c. The eligible / registered students must attend all the training programmes /workshops arranged by placement cell and biometric attendance is deemed compulsory.
 - d. Institute regularly conducts Guest Lectures by Industry and Management Experts. All students should compulsorily attend the guest lectures. Failure of attending the same will carry a fine of Rs. 200/- per class. (Please refer Academic Rules 2017 – Item No. 1.11 (f)).
 - e. Students with minimum of 75 % attendance in placement training are only eligible to attend the campus interview.
16. Students should carry their identity card with them during the pre-placement talk (PPT)/written test/group discussion/interviews and produce the same whenever demanded by the recruiting team, the placement cell or the staff coordinators.
17. Students should maintain discipline and show ethical behaviour in every action they take during the placement process. Any student

found violating the discipline rules set by the company or defaming the institute name will be disallowed from the placements.

18. LATE COMERS FOR APTITUDE TEST / GD / INTERVIEW may not be allowed to appear for the selection process.
19. Students are not allowed to interact with the company executives directly. Any queries must be clarified during the PPT itself. Subsequently, they can convey their queries through the CDS Unit and get clarified from the company executives.
20. A student who opts for an interview and is subsequently extended an offer by the organization is bound to accept the offer.
21. If a student receives more than one offer in a session / day and if there is a delay in the announcement of results by some companies, the student is bound to accept the job offer of the company whose results are declared first or in time.
22. If the results are declared on the same session / day, the student may choose from the offers in hand and inform the placement office of his/her choice, within 24 hrs of announcement of results.
23. Students attending campus interviews should adhere to the following instructions
 - (a) Report at the venue of pre-placement talk and interview as per the instructions.
 - (b) Students should carry minimum 2 copies of their resume, photocopies of all Original certificates, 2 pass port size photographs.
 - (c) A student in casual dress will not be allowed for the PPT / Recruitment Process.
24. Students who have secured a job through off campus placement drives are instructed to inform the placement cell without fail. If a student is unable to join an organization under unavoidable circumstances, then the accepted job offer must be returned to the Placement Cell.
25. In case of those students who are placed and waitlisted by other companies, placement office shall inform the company where he is

waitlisted about his present offer and necessary action for appearing in next company may be proceed with the approval of placement committee.

26. The offer of PPO (by the company) and its acceptance (by the student) shall be through placement office only.
27. Once a student accepts PPO, he / she shall be automatically de-registered from placement.
28. A student violating any of the above mentioned rules and regulations or found indulging in any act of indiscipline/misbehaviour in any stage of the campus recruitment is liable for strict disciplinary action, as per the Institute rules and regulations and non-objection letter shall not be issued.
29. Rules and Regulations are subject to change from time to time with the approval from management.
30. I have clearly understood the above mentioned points and I would like to register for the placement.

2. Accounts

1. **Students** need to open an SB account at the campus branch of Punjab National Bank, IIPM Campus Branch, so as to enable accounts to credit the refunds if any to the respective students account.
2. **Security / Caution Deposit:** Security / Caution Deposit remitted by the students will be refunded on completion of the course after audit clearance and adjustment of dues, if any.
3. **Mess Fees:** Fee towards mess **should be remitted before utilization of mess facility.** Any excess expenditure shall be payable immediately after finalization of the accounts statement for the year and in this connection a formal intimation will be given to the student. The fee mentioned in offer letter shall be paid to IIPM accounts department for each academic year, no adjustment will be made by IIPM accounts department. However any unutilized mess fee will be refunded on completion of the course after audit clearance and adjustment of dues, if any. Anything related like

discontinuation or others related to mess, may please be discussed with the Caterer appointed by IIPM. The prescribed mess charges are subject to change based on *CPI & taxes*.

4. **Adherence to due dates for payment of fees:** Payment of various dues within the due dates stipulated by the PGP office shall be the responsibility of the student concerned. Excuses like *delay in processing of loans by Banks, late receipt of demand drafts, etc.*, shall not be entertained under any circumstances.
5. **Fine for delay in the payment of fees:**
 - (a) If the fees are not paid on or before due date or starting of TRIMESTER II, a fine of **Rs. 1000/- per week** shall be levied.
 - (b) If the fees are not paid on or before due date or starting of TRIMESTER IV / End Term Examination a fine of **Rs. 1000/- per week** shall be levied.
 - (c) Failing to pay the fee as said under clause 2.5 (a) & (b) **fine of Rs. 1000/- per day** shall be levied and no further requests for condoning the delay shall be entertained.
6. **Non-payment of fees:** If the fees remain unpaid as said under clause 2.5 (a), (b) & (c) the student concerned will not be allowed to attend the classes, debarred for appearing examinations & will have to vacate the Hostel immediately. If the mess fee is due and student utilizing the mess, concerned will be debarred from using the mess facility on credit.

3. General Discipline on Campus

Any act, behavior, or conduct, on the part of a student, adversely affecting the general discipline on the campus, vitiating thereby the academic atmosphere in the campus, such as inciting hostility or ill-will amongst students, indulging in vandalism or destruction of the Institute's properties. Misbehaving with the faculty and members of the staff of the Institute, being detrimental to the educational process of the Institute in any manner, or bringing disrepute to the Institute, will be treated as a Misconduct. Without

prejudice to the generality of the above, the following acts/behavior/conduct will also be treated as misconduct: (1). Drinking, smoking and consumption of other intoxicating substances inside the campus; (2) Willful disobedience of the rules/orders/ instructions issued from time to time; (3) Breach of Hostel Rules; (4) Cyber Crimes. (5) Ragging.

Such forms of misconduct will be dealt with severely and may entail punishments such as fine, denial of hostel and/or placement facilities, and even suspension or expulsion from the Programme. A disciplinary committee shall be constituted by the PGP office as and when need arises.

“INSTITUTE IS FREE FROM RAGGING”.

3.1 Miscellaneous Rules

- The ID card issued to students should be compulsorily used during class, computer center and library. Students without ID card will not be allowed to enter the class/CC/Library.
- Mobiles should be switched off before they enter the classroom and they can switch it on only during the break period.
- Trained as future managers and efficient leaders, self-learning and resource conservation has to be practiced at all times like switching of lights and fans when not in use, saving water, and other resources. Also students should maintain the cleanliness of the class room premises by not throwing books, loose sheets, writing on desks, disorganized behavior, in-discipline, etc.
- Students should not tamper with LCD, Computer, Mike, Writing Boards, Marker pens only authorized Class representatives should handle this. In case of damage to any class room resources the same will be recovered from Students Caution deposit
- A substantial part of the time will be devoted to practical/experiential classroom sessions, case discussions, role plays, application-oriented individual/ group assignments, summer placement and project work. Students are expected to devote a minimum of 6-7 hours of work per day outside the classroom throughout the programme.

- Institute regularly arranges Guest Lectures by Industry and Management Experts. All students should compulsorily attend the guest lectures, failure of attending the same will carry a fine of A 200 per class. Students who don't come in dress code for guest lecture will attract a fine of A 100/-
- Students should make it a point to regularly go through the notice board and keep themselves informed of all circulars.
- The final diploma will be awarded only after the student submits to the Programme Office “No Dues Certificate” duly signed by all departments.
- Students when free during the class hours have to constructively use the precious time in gaining knowledge through Students workshops, Debates, discussions, visiting the resource center, etc. It is strongly advised that students should use Internet as a source of gaining knowledge, values, concepts and not just a source of entertainment.
- Student who during the course of study if they get employment on their own effort and if they discontinue the course will not be awarded any degree or certificate and they will not get any tuition fee reimbursement. If he/she feels he/she wants to continue the programme, can do so during the next year with the fresh batch.

3.2 Internal Complaint Committee

(Gender Sensitization, Prevention and Redressal of Sexual Harassment)

- Indian Institute of Plantation Management (IIPM)-Bengaluru has set up an Internal Complaint Committee as per the stipulations of All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees in Technical Institutions). However, Committee has not been set up only to deal with complaints of sexual harassment but also to focus on creating awareness, counselling, and educating about gender issues.

3.3 Grievance Redressal Cell

The Grievance Redressal Cell is established to ensure transparency in admissions and with a paramount objective of preventing unfair practices. It is a mechanism to provide redressal of grievances to innocent and aggrieved students, in exercise of the power conferred under Clause 1 of Section 23 of the All India Council of Technical Education Act 1987 (52 of 1987).

Any aggrieved student or parent can approach the Grievance Redressal Committee by filing an online complaint by visiting web link: <http://www.iipmb.edugrievance.com>. This link has been created for reporting grievances and for seeking redressal. The role of the committee is to prevent unfair practices and to provide a mechanism to innocent students for redressal of their grievances.

3.4 Anti Ragging Cell

The Anti Ragging Cell and Anti Ragging Squad as per AICTE notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No.37-3/Legal/AICTE/2009 dated 01.07.2009.

DEFINITION OF RAGGING

“Any conduct by any student or students, whether by word spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness a fresher or any other student or exploiting the students from completing academic tasks and financial extortion. Any act of physical abuse, including all its variants – sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of a person. Any act that prevents disrupts or disturbs the regular academic activity of other students”.

4. Hostel, Canteen & Guest accommodation: Rules and Regulations

4.1 Administration

The hostel and the Students Canteen shall be under the control and supervision of the Administration/Warden, who shall be responsible for the hostel, Canteen administration and discipline. The institute’s decision shall be final in the interpretation of the rules and in all matters connected with the hostel. The warden shall have powers to issue standing orders to regulate internal matters and other details not explicitly covered by these rules.

4.2 Admission

Only those students of full time courses who are on the current rolls of the IIPMB will be allowed to stay in the hostels, subject to paying of hostel fees for the academic year. Students withdrawing hostel/Mess facilities after commencement of classes will not be permitted nor will no fees shall be refunded, the payment shall stand forfeited. No reason on this account shall be entertained.

4.3 Allotment of Rooms

- Allotment of rooms/hostels to students is at the sole discretion of the wardens and administration. Hostel rooms when allotted to more than one student should be shared without causing inconvenience to other roommates like switching on lights in rooms in late hours, playing loud music etc. Keeping the room clean is the responsibility of the student. Residents shall not throw garbage or litter in the corridors or hostel surroundings.
- Mutual exchange of rooms will not be permitted. In exceptional cases the warden will consider a written request for change of rooms and decide on the same.
- Two keys would be given for each room (double occupancy rooms). Keys are to be kept safely with the individual students and should be handed over to the warden/security as and when needed. In case of loss of keys. Cost of making duplicate key and related administrative expenses to be borne by the students concerned. (Applicable only to Women's Hostel)
- In case of Men's hostel Students need to arrange own locking facility and to share among roommates.

Students should on no substances vacate the hostel unless they are permitted to do so by the warden. However, Students shall vacate the hostel on completion of stipulated periods. Those who are willing to extend the stay should report to warden/administration and pay the hostel fee for further period of stay subject to availability of rooms.

4.4 Notice Period

- A boarder is expected to stay in the hostel till the completion of the academic year. In **exceptional circumstances**, other than *disciplinary cases*, one month notice is necessary in case a student desires to vacate the hostel. The balance of mess charges (if any) will be refunded after 10 days of vacating the room and on clearance of all dues. A student shall have to vacate the hostel within five days of completion of her/his examination or any such academic requirement, whichever is later. Any extra day will be charged as per norms and for such extra days, prior written permission from the Wardens is required. In case a student does not vacate her/his room, the belongings will be removed from the room will be locked by the wardens/administration in the presence of a concern officer with no responsibility of the Management for the loss, if any.

4.5 General Discipline

1. Students shall keep their room, it surrounding and hostel premises clean. The rooms, doors, windows, cupboards, etc. should not be disfigured by writing, sticking handbills, posters, time tables, etc. If any damage is noticed the inmates will have to pay the cost of repairs as decided by the institute.
2. Students should maintain discipline as well as peaceful atmosphere in the hostel and mess and inside the campus.
3. Students should not celebrate birthdays or any other events in the campus.
4. No notices or any kind of posters or any other kind of materials are permitted to be pasted on walls of hostel rooms, common areas and anyplace at campus of the institute by the students. Disciplinary action will be taken along with fine will be levied to those who have pasted.
5. Each student will be responsible for the furniture supplied to him/her. The cost of repair table, chair, cot etc. will be realized from the individual student. The students may bring in other articles for their use only with the written permission of the Warden.

6. Put paper/napkins/ plastic cover/used blades etc in dust bins only. Blockage in pipe line, if any, due to deposit of above items will be viewed seriously and the cost for removing the same will be charged from students, in respective room in case of attached rooms and in respective floor in case of common restrooms.
7. Using of electrical equipment's like water heater, cooking heater, Gas, Stoves etc., are strictly prohibited. Cooking in hostel rooms not permitted.
8. Students should reach respective rooms before 10.30 PM. and will not be allowed to go outside the campus between 10 PM and 5 AM without prior permission. Institutes Main gate will remain closed during this time. In emergency cases obtain permission from the respective warden and in emergency and unavoidable cases before proceeding submit a written request (addressed to warden) at security cabin and meet the Warden in person on the next working day.
9. Students should behave with restraint and decorum and are expected to maintain personal and professional mannerism in accordance with reputation of the National Institute in all respects.
10. Students are allowed to go out of the campus on General Holidays, Sundays between 7.30 am to 9.00 pm. Students should give written request and get permission from the warden by Friday if they have to stay outside during week end in their friends/relatives house.
11. Usage of water/electricity in abundance should be avoided. Switch off Fans, lights while leaving the room. Students are not allowed to use electric stove or any other electric equipment inside the hostel room. As a safety measure electric power at hostels will be off during class hours.
12. Male students are not permitted to enter the women's hostel premises and vice versa.
13. Smoking, chewing tobacco, alcoholic drinks is strictly prohibited in the hostel. In case of violation of rule in hostel or campus, student (he/she) will be punished / penalized / rusticated from hostel immediately. In that case any fee will not be refunded or returned.

14. Students are not allowed to consume alcohol, tobacco products, cigarettes and counter banned drugs anywhere inside the campus, Canteen hall, hostels and toilets. Students found in intoxicated manner inside the campus will be punished as per Institute rules.
15. Complaints and suggestions relating to hostel if any may be recorded in the complaint register at security cabin and in case of urgency may bring the same to the notice of respective Warden/Administration by the hostel representative elected by the students.
16. Students are responsible for their own belonging, especially laptop, jewelers, other valuables including cash. The institute is **NOT RESPONSIBLE** for loss of any item and will not entertain any complaints in this regard. Students may utilize the locker facility in the United Bank of India IIPM campus branch.
17. Students should furnish an undertaking to abide by the above rules. Violation of any of the above rules will entitle the students to an issue based fine as decided by the warden and the same will be communicated to parents. Subsequently student will be debarred from the hostel with immediate effect. In the case of any circumstances/activity leading to damage of the reputation of the institute, the Director has every right to take necessary corrective/disciplinary action.
18. Student participation in any kind of commercial/ financial/ business/ political activity is strictly not permitted.
19. A Hostel committee consisting such member students as decided by the Warden shall be in charge of maintenance of hostel. The Committee members only area authorized to bring the issues related to hostel to the notice of respective warden.
20. Playing with dry/wet colors or with plain water, using crackers inside the hostel/campus premises even with excuses of celebrations and festivals are strictly prohibited
21. Plastic Free Zone: IIPM Campus is a '**Plastic Free Zone**'. Students should ensure that plastic bags are not used for any purpose whatsoever.

4.6 Canteen

1. The inmates of the hostel shall amongst themselves elect a Canteen Committee. Both the Wardens shall jointly head the committee.
2. The mess committee shall be responsible for ensuring smooth & timely operation of the mess and also verify the quality of food being served in the mess. The mess committee shall ensure that the proposed menu is strictly followed and any exception has to be approved by the Warden/Administration/mess coordinator.
3. Students should have their meals in the dining hall at the stipulated hours.
4. The mess timings are as follows and the students should strictly follow these timings:
Breakfast: 8:00 a.m. to 9:00 a.m.
Lunch: 1:00 p.m. to 2:00 p.m.
Snacks: 4:30 p.m. to 5:30 p.m.
Dinner: 8:00 p.m. to 9:30 p.m.
These hours should be adhered to without fail. **No food will be reserved for the late comers.**
5. Wasting food is a social crime. For the first offence of wasting food by a boarder, warning will be issued to him/her. If the concerned boarder is found repeating the mistake, strict disciplinary action shall be taken against him/her including penalty. Paying mess bill does not entitle a diner to waste food.
6. The menu shall be prepared by the Mess Committee and share with wardens/administration after finalization it will be displayed on the Notice Board.
7. Modesty in dress is expected from students.
8. Students are expected to behave properly with the mess staff. Misbehavior will lead to disciplinary action.
9. Shouting and sitting on the mess table is strictly prohibited, if anyone is found doing so he/she shall be fined depending on the severity of offence.
10. In no case, a resident can enter the kitchen either to collect food or to communicate any grievances regarding food with kitchen staff.

11. Under no circumstances students are allowed to take cups, saucers, tumblers, spoons and other utensils from the Canteen to their rooms.
12. Outside food is not allowed in the mess.
13. Individual cooking & messing inside or outside, under any circumstances is not permitted.
14. Any one found sharing his food with one or more persons would be imposed a fine.
15. Students who absent themselves on the date of reopening of the institute after any semester or vacation will be deemed to have joined the mess and will be charged accordingly.
16. Students who vacate the hostel before 15th the month will be charged mess charges for half month and those who vacate after 15th of the month will be charged for full month.
17. During field visits, since the caterer has to borne his fixed cost, 50% of the mess charges will be applied during the period.
18. Students those who are placed and permitted to leave the campus in between, shall inform administration/ accounts/ caterer in writing, requesting to stop providing mess facility with effective date mentioning the reason. The request letter to be addressed to wardens and obtain signature from wardens, later the signed letter to be submitted to administration & accounts unit. Failing, caterer may raise the bill for whole month. Under the above circumstances, if any lapses from the students, accounts unit shall not be responsible.
19. Students must be suitably attired in the dining hall and maintain perfect discipline and manners.
20. No inmate, except the Canteen committee members shall enter the kitchen and interact with canteen workers.
21. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
22. Any issues related to Canteen should be reported to concern Warden thru Mess Committee only.

4.7 Guests

1. Timings for the visitors are from 5.30 pm to 7.00 pm on weekdays and from 10.00 am to 7.00pm on Saturdays / Sundays.
2. Guests of students are permitted up to the common area of hostels.
3. Guest rooms available in the campus may be utilized as per availability, by the students on payment basis (as per tariff prescribed by the Institute) for stay of their parents visiting them. For availing this facility students should submit written request to administration through respective warden.
4. Visitors including parents and guardians must obtain Prior Permission from the Wardens/Administration, even to enter the visitors lounge in the hostels. Male relatives above the age of 12 years are not permitted to visit ladies Hostels. Similarly female relatives above the age of 12 are not permitted to visit gents Hostels. The security guards/caretakers will refuse entry without prior permission. In the absence of prior permission, students have to meet their visitor only outside the Hostel entrances. Except the students no one else including Parents are permitted to stay in the students' room. Visitors will be permitted to enter their wards' hostel rooms only if the student is present.

4.8 Vehicle and Parking

“Students are advised not to keep a vehicle in the campus as it is not necessary”. Students are not permitted to have any type of motor vehicles. There are no shelters provided for parking these vehicles. In case of students having vehicles, they are advised to keep their vehicles always locked. Students' private vehicles are liable to be frequently checked by the Regional Transport Authorities. Students are advised to update the registration as per the rules/regulations prevalent in the State of Karnataka. Students are also advised to adhere to the traffic rules. Using vehicles without proper silencers create noise pollution and is prohibited. All vehicle owners will register their vehicles with IIPM security and obtain permission thru warden/administration for parking the vehicles in the IIPM Campus. Management does not take responsibility of the vehicles. Parking of two wheelers in the hostel corridors and under porticos is strictly prohibited.

RULES REGARDING USE OF BATHROOMS & TOILETS

DO'S	DON'T
Switch off the lights in the bathrooms and toilet after use.	Don't Waste electricity.
Flush the toilet after use. In the event of the flush not working use the bucket provided in every toilet. Ensure that the footrest is also kept clean.	Don't Leave the flush on, allowing wastage of water. Leave the toilet un-flushed/partially flushed.
Close taps and showers tightly after use	Don't Waste water
Use only one of the buckets provided in the bathroom (other than your own) at all times. Leave the extra bathroom buckets, if any outside the bathroom.	Don't Use bathroom buckets for personal purpose such as soaking clothes.
Have your bath within a reasonable time, especially on week days.	Don't Leave your clothes, buckets etc., in the bathroom so that it is would appear that the bathroom has been occupied.
Wash the bathroom after clothes are washed.	Don't wash clothes between 7:30 AM & 10:00 AM except on holidays.
Clean the bathroom after use, stop strong odors and ensure that the bathroom is cleaned with detergent and disinfectants whenever necessary.	Don't use eggs and potently smelling agents, Leave hair shampoo sachets, bottles, remains of face packs, shikakai powder, soap wrappers, cotton buds, tissue paper and any other material which will choke the drainages and render the bathrooms unclean and un-hygienic.
Wrap used sanitary napkins and pads in newspapers and deposit them off in the dustbin provided.	Don't flush or leave them in the toilet as they will choke the drains and make the bathrooms un-clean.
Dispose of tissue paper in the dustbin only	Don't flush waste paper etc., in the Toilets
Ensure that the washbasins are free from toothpaste, soap, face pack or waste materials, after use.	Don't wash shoes/slippers/clothes in the washbasins.



INDIAN INSTITUTE OF PLANTATION MANAGEMENT
(An Autonomous Organization by the Ministry of Commerce & Industry – Govt. of India)
Jnana Bharathi Campus, Mallathalli, Bengaluru

DECLARATION TO BE SIGNED BY THE STUDENT

I have read all the Rules and Regulations of the above. I hereby agree to abide by the rules and regulations of the above in force from time to time. I am liable for disciplinary action in case of any breach.

Date:.....

Signature of Student

DECLARATION TO BE SIGNED BY THE PARENT/GUARDIAN

I Father / Guardian of Mr. fully agree with the declaration and undertaking given by my ward and I assure that my ward will adhere to all the rules and regulations of the above and undertaking given by his/her and I shall monitor his/her behavior throughout his/her career in the Institute. I understand any violation / indiscipline may attract fine or expulsion or both to my ward. I also give an undertaking that if my son/daughter meets with any accident (or) found missing (or) dead, due to violation of hostel rules, I will not proceed against the Institute for such Incidents committed by my ward. I solemnly declare that the above details are true to the best of my knowledge and belief.

Date:

Signature of Parent / Guardian

Name:

5. Computer Centre (CC) Rules

5.1 General CC Usage:

- No students would be allowed to work in the CC during class hours.
- Students shall strictly follow CC's timings displayed on the notice board.
- CC will be closed on all Government of India General Holidays.
- Students shall not bring their belongings, food items etc. inside the Computer Centre.
- Students Should Enter the Log book before they sit in front of the computer.
- After usage of Computer students are informed to shutdown the Computer.
- Perfect silence shall be maintained inside the CC.
- Students shall not bring relatives/friends inside the CC.
- Students shall not use their mobiles inside the CC.
- General neatness shall always be maintained.
- Computers, allied hardware and software are common resources for all students and the academic community of IIPM. Students shall share the same, if required.
- The CC shall remain closed during Periodic Maintenance (PM) and no student shall be allowed inside during maintenance. Prior to the start of PM, 1 week's notice will be given for taking back up of files.

5.2 System Usage

- Students shall not delete files/folders (other than their own) from the systems without permission/supervision of the CC-in-charge.
- Files/Folders stored on PC's desktop shall be deleted permanently without prior information.
- CC is not responsible for loss of student's files in the system in any manner.

5.3 Internet Facility:

- Internet facility for the students is available in the concerned premises. In addition, the internet will be provided at Reading Room in Campus.
- Internet access will be provided to only one device per student.

- Introduction of virus, using pirated system software, no proper antivirus and Unethical usage of internet may result in disconnection of Internet facility provided.
- Complaints regarding the internet facility and other issues related to Computer Centre needs to be submitted in the form/complaint register provided in the Computer Centre.

5.4 Laptops:

- Computer Centre does not provide any System or application Software to the personal Laptops.
- Servicing and Maintenance of Students Laptop is not entertained by Computer Centre.

5.5 Misuse-Penalty:

Usage of computer facilities in the CC is a privilege. Any misuse would attract a minimum penalty of Rs. 300/-.

- Any or all of the following shall be deemed misuse of the computer facilities and shall attract penalty:
 1. Any operation in the nature of damage to the hardware
 2. Introducing viruses
 3. Tampering with system files
 4. Tampering with user soft ware like changing the system settings
 5. Keeping executable files in the user directories
 6. Creating own user accounts, screen saver passwords, Desktop Background and screen resolution would be deemed as affecting efficient use of resources.
 7. Bringing in personal mobile phones without switching them off/using personal mobile phones from the CC.
- A Memo shall be issued by CC-in-charge to the user(s) found misusing the System. As soon as a Memo is issued, his/her access to the CC and privileges will be stopped.
- In situations where the person responsible for misuse is not identifiable the above committee may recommend to the Director for imposing a collective penalty on the entire batch/batches. Director's decision on such matters is binding and final.

5.6 Miscellaneous:

- Making lewd observations to ladies in the CC (including lady students, lady researchers, lady secretaries) threatening them, showing objectionable material etc., are deemed gender offences in modern organizations and shall attract disciplinary action (please note that these are based on Supreme court judgments and applicable to academic institutions)

5.7 Printing and Stationeries:

- Scanner facility would not be allowed to students.
- Consumables such as paper and other stationeries will not be provided by CC.
- Outside floppies, CDs shall not be used without CC-in-charge's prior permission and scanning.

5.8 CC Committee:

- A committee consisting of the Chair Person-PGDM, a Faculty nominee of the Director and the CC-in-charge would look into the alleged misuse and recommend its decision to the Director. Director's decision would be binding and final. Penalty imposed, if any, would have to be paid within 15 days of the Director's decision, failing which, access and privileges would not be renewed.
- A Students' Computer Committee (SCC) consisting of 2 students from PGD-ABPM will be formed. (This need not be the same as the students Academic Committee). It should be understood that the role of SCC is purely advisory in nature and its major responsibilities are as follows:
 1. Function as a linkpin with the CC relating to use of computer facilities to the students.
 2. Help the CC-in-charge in the maintenance and management of the CC.
 3. Shall immediately report all the complaints and defects in any computer etc. as well as any misuse of the Centre that comes to their notice.

5.9 Wi-Fi Facility:

- Each student will be given login credentials for Wi-Fi connection. No student is allowed to change it on own. If such activity is found the access to their laptop Wi-Fi facility will be permanently disconnected
- **Students are hereby informed to enter the login/logout details in the register provided by the centre whenever you enter/leave the centre.**
- **Turn off the system before leaving the centre**

NOTE: The above rules and regulations will be revised periodically from time to time. Director will be the ultimate deciding authority on all matters regarding CC.

6. Library and Information Center

The IIPM Library & Information Center (IIPM-LIC) aims at providing the state-of-the-art of information resources and value added information services on all areas of Management, Agriculture and Plantations related disciplines with due support of Information Technology development.

A balanced programme on the development by collection of hard copy, audio, video, CD-ROM, and electronic form of documents is being followed. The IIPM-LIC has one of the finest collections on all disciplines of Management (functional as well as technical), Agribusiness and Plantations. IIPM Library and information centre offers its services with the following resources.

6.1 Resources

Books:

Text Books (All Disciplines in Understanding Behaviour, Financial Accounting, Communications, Economics, Production and Operations Management, Marketing Management, Human Resources Management, Cost and Management Accounting, Consumer Behaviour, Law, Financial Management and Capital Markets, Strategic Management, Quality Management, Management Control System, Micro Finance and other functional areas are covered including Plantation and Agri-business related - 3300 nos.)

Reference Books (Dictionary, Directories, Encyclopedias, Annual Reports of Companies, etc.- 7969 nos.)

General Books (Psychology, Religion, Ethics, History, Sociology, novels, fictions, autobiographies, etc. 1183 nos.)

- Journals (International reputed journals in print – 24 nos.)
- Journals (Nationally reputed journals in print – 100 nos.)
- IIPM Faculty Publications (318 nos.)
- Special Focus Area Reports (SFA) Project Reports of PGDM-ABPM (237 nos.)
- Corporates Training Segment Reports (CTS) Projects of PGDM-ABPM (811nos.)
- CD-ROMs on General Management, Financial Management, Talent Management, Customer Relations Management, Rural Marketing, Organizational Behaviour, Leadership, Motivation, etc. (135 nos.)
- Selected Bound Volumes of Previous year National & International Journals (641 nos.)
- Daily News Papers (General and Business News Papers) (National and Local) (12 nos.)

Services

- Maintaining a facilitating learning environment in the library for IIPM student's community.
- Reading Room Support
- Research & Reference Services
- On line Public Access Catalogue (OPAC) Services
- Current Affairs (National & International)
- Interlibrary Loan Services with IIMB Library
- New Arrival Display
- Newspaper Clipping Service on selected topics.

Some Important URLs, E-mail ID and Phone Numbers

- IIPM Home page : <http://www.iipmb.edu.in>
- e-mail : library@iipmb.edu.in
- Library Phone Number : +91-80-23213515
- Fax : +91-80-23212775

6.2 Electronic Information Services

The IIPM has membership with National Digital Library (NDL). The students can access and download data form NDL from the IIPM Campus. In this regard to have the access to NDL, each student initially have to register member's details through the following URL.

<https://ndl.iitkgp.ac.in/account/registration>

After due login and getting the status approved in respective students mail, the students can get logged in through their respective mail-ids and password.

There are many journals and magazine, e-books, e-reports, e-thesis & desecration's can be access on following subject areas, through the following URL <https://ndl.iitkgp.ac.in/>

1. Computer Science, Information & General Works (208912 items)
2. Philosophy & Psychology (44,449 items)
3. Religion (61810 items)
4. Social Sciences (257810 items)
5. Language (35505 items)
6. Natural Science and Mathematics (753016 items)
7. Technology (4,327,595 items)
8. The arts; Fine & Decorative arts (52706 items)
9. Literature & rhetoric (187,131 items)
10. History and Geography (115,479 items)

As suggested by the NDL system, the best viewed browsers are:

- Google Chrome ver 38 or above
- Mozilla Firefox ver 40 or above
- Internet Explorer ver 10 or above
- Opera ver 29 or above
- Safari ver 8 or above

6.3 IIPM Library and Information Centre Membership and Privileges

Borrowing privileges are offered to regular members of the IIPM Library: IIPM faculty, scholars of IIPM-FPM Programme and students of PGD-ABPM programme, project research staff and non-teaching staff. Members desirous of getting membership can contact the IIPM Library.

Students will get one Barcoded Library Borrowers card on admission as member of IIPM Library. Each student can borrow two books against the card for a period of seven days (inclusive of Sundays and closed holidays) from the IIPM Library.

6.4 Library Rules for PGDM students

I - General Rules

1. Every member entering the library should deposit their personal belongings and mobile phones at the property counter.
2. Every member shall present the Identity Card issued by the institute while entering the Library.
3. Every member should enter name and other details in the entry register compulsorily at the counter while entry and exit.
4. All members are expected to maintain the calm atmosphere of the library to facilitate learning. Loud talking, conversations, gossip etc., are prohibited in the IIPM Library.
5. Use of mobile phones within the Library is STRICTLY prohibited.
6. Sharing the responsibility: A general fine of Rs.100.00 will be deducted from the Caution Deposit while issuing the No Due Certificates towards loss/theft/damage of the books during the period of membership.
7. Library members should leave the books on the reading table only after reading.

STRICTLY NOT TO SHELF BOOKS ON THEIR OWN.

8. Misplacing the books arrangement from the concerned book shelf in the library is STRITCTLY prohibited. If found, disciplinary proceedings will be initiated, as per Library rules.

II - Rules Related to Borrowing of Books

1. Students can borrow two books against the library card. Books and other documents borrowed from the library should be returned by the due date prescribed, failing which a fine of Rs.10/- per day will be levied for each book.
2. Books from the special collection, Reference Books/journals, Theses and dissertation (CTS & SFA Reports) & Non-Book materials (e.g. Maps, Microfilms etc.) are not to be issued outside the premises of the Library. However, the Reference books can be issued “**Overnight**” and late fee will be charged @ Rs. 50/- per book per day in case of delay.
3. All students shall return books borrowed from the library before leaving campus and before commencement of the placement to get a No Due Certificate from the IIPM Library.
4. Books & other reading materials borrowed from the library by any member may be recalled by the Librarian any time. They should be returned within 24 hrs. or within the period specified in such communication.
5. Duplicate membership card/ borrowers ticket(s) shall be issued on the payment of Rs.100/- per card along with a justification letter for the loss of library card.
6. Every member borrowing books/other documents from the Library shall be responsible for the safe custody and return the same in undamaged manner. He/She should verify and bring the same to the notice of the concerned library staff if the book is damaged/ mutilated before getting it issued.
7. **Rules relating to Loss of Book:** Every reader who loses a borrowed book must report to the IIPM Librarian immediately. He /She will be given 2 weeks of time for finding to return the book. In case he/she fails to return the book after 2 weeks from the date of reporting, the member will be charged a fine of Rs 10/- per day per book till the book is replaced by the same title. In case he/she can't replace the book then he/she will have to pay **FOUR TIMES** the cost of the book subject to the minimum of Rs.500/- if the cost of the book is lesser than Rs.125/-. The current forex conversion rate will be counted for foreign books and publications.
8. Internet/e-journal browsing facility is available at the IIPM campus.



INDIAN INSTITUTE OF PLANTATION MANAGEMENT
(An Autonomous Organization by the Ministry of Commerce & Industry – Govt. of India)
Jnana Bharathi Campus, Mallathalli, Bengaluru

DECLARATION TO BE SIGNED BY THE STUDENT

I, Mr. /Ms. hereby declare that, have read all the Rules and Regulations mentioned in hand book of IIPM. I hereby promise to abide by the admissible rules and regulations concerning discipline, attendance, code of conduct etc., as in force from time to time and subsequent changes/modifications/amendment made thereto.

I acknowledge that, the Institute has the authority for taking punitive actions against me for violation and /or non-compliance of the same.

Date:

Signature of Student

DECLARATION TO BE SIGNED BY THE PARENT/GUARDIAN

I, (Mother / Father / Guardian of Mr./Ms..... fully endorse the above declaration given by my child/ward. And I will endeavor to induce my child/ward to do his/her best to observe the above stated undertaking in words and spirit.

Place:

Date:

Signature of Parent / Guardian

Name:

Ammendments

Important Contact Details

Name of the Faculty Members	E-mail	Office	Mobile
Dr. B. Venugopal (Warden) – Gents Hostel	venugopal.b@iipmb.edu.in	23213336	9959803981
Dr. K. C. Prakash (Warden) – Gents Hostel	prakashkc@iipmb.edu.in		9959803981
Dr. Archana Thulaseedharan (Warden) – Girls Hostel	archanathulaseedharan@iipmb.edu.in		9947348800
Dr. K. Shilpa (Warden) – Girls Hostel	kshilpa@iipmb.edu.in		9964021964
Office if the Accounts & Administration Unit			
Administration		23211716	8951028336
Shri. T. K. Ramesh Accounts Officer	accounts@iipmb.edu.in	23213334	9008712277
Ms. Seema Bai Jr. Admission Officer (ABPM)	admissions@iipmb.edu.in	23212767	9841886890
Ms. Rahamathunnisa Programme Office (FPBM & AEBM)	fpbm_admissions@iipmb.edu.in aebm_admissions@iipmb.edu.in	23212767 23211716	9901090065
Ms. Shilpa Placement Office	placement@iipmb.edu.in	23212770	9886804076
Dr. Viju Samuel Placement Office	vijusamuel@iipmb.edu.in	23211716	9620211501
Ms. Sushma D Placement Office	sushma.d@iipmb.edu.in	23211716	9986504782
Mr. K. N. Madhu Asst. Librarian	library@iipmb.edu.in	23213515	9916436565
Ms. A. S. Kalavathi System Administrator	computercentre@iipmb.edu.in	23213381	9740059922
Mr. G. Srinivas In-charge Boys Hostel	administration@iipmb.edu.in	23211716	8951028336
Ms. D. Nirmala In-charge Girl's Hostel	administration@iipmb.edu.in	23211716	9535688078
General Nos.			
Security		23243380	--
Punjab National Bank		23218348	
Chandana Hospital		23213658 23214337	--
Panacea Hospital		23011600 9900589511	--
Fortis Hospital		23014444 23014242	--



IIPM 

भारतीय बागान प्रबन्ध संस्थान बेंगलूरु
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