S.P. Jain Institute of Management & Research (Mumbai)

FELLOW PROGRAM IN MANAGEMENT

POLICIES, PROCEDURES, RULES, AND REGULATIONS
(2016-17)

This manual lays out the policies, procedures, rules and regulations governing the Fellow Programme in Management [FPM] for the academic year 2016-17 at the S P Jain Institute of Management & Research, Mumbai. Changes/modifications as may be deemed fit may be made to the manual from time to time and would be applicable to all participants after due notification.

Dr. Snehal Shah

Chairperson
Fellow Programme in Management

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1.0 Fellow Programme in Management

1.1 About SPJIMR

The S.P. Jain Institute of Management & Research (SPJIMR) is a premier B-School noted for its distinctive path in management education. We have a legacy of over 35 years during which we have pioneered innovative programmes and introduced novel teaching methods that have enabled our participants deliver superior performance and lead fulfilling lives.

At SPJIMR, we continue to create a new generation of leaders who care and have the grit to take their ideas to the world. We run successful management programmes for young graduates as well as experienced professionals, and teach sectors like family managed businesses, start-ups and non-profits. In all our programmes, we foster a growth mindset through classroom and non-classroom learning. Our innovative pedagogy includes initiatives like the Science of Spirituality, Design Thinking and a host of other courses like Abhyudaya and DOCC.

1.1. About Fellow Program in Management

SPJIMR's FPM programme brings together a unique mix of rigorous methods and practice orientation to research some of the pressing business challenges. The FPM will be hosted at SPJIMR's Mumbai campus, bringing participants the advantages of doing research in a city that is recognised as the business capital of India. We believe that good research begins with asking the right questions. Our doctoral participants will have access to SPJIMR's wide network of 3000 family business owners, 800 NGOs and over 100 corporates who learn and engage with us. Participants will spend three months soaking in the research environment and culture at a leading international school.

We will train our scholars to have the courage to think differently and the heart to apply their knowledge to 'issues that matter'. This is aligned to our larger thinking that to transform practice; our participants must understand it first.

The FPM is a full-time doctoral programme, approved by AICTE, aimed at training Participants for advanced research and practice in various management disciplines. Participants would be equipped with in-depth analytical and functional skills to succeed both, in industry and academia.

The programme typically would run for four to six years. The first two years will focus on coursework, followed by an original piece of research that will constitute a part of the dissertation. On successful completion of the programme, the participant is awarded the title, **"Fellow of SPJIMR"**.

The programme is intended to be interdisciplinary in nature with the following areas of specialisation: Finance, Accounting & Economics; MIS & Information Management; Organisational Behaviour, HR; Strategy; Supply Chain & Operations Management; Marketing Management.

1.2. Objectives of the Fellow Program

- To provide participants with necessary skills to identify and research complex issues in the field of management
- To contribute to the creation, transmission and application of knowledge in the field of management
- To do research and publications of international standard in inter-disciplinary areas management that will add value to the society and to the body of knowledge.
- To meet the teaching and research manpower needs of academia and industry by producing highly skilled individuals with exceptional analytical ability and training.

1.3. Program Structure

The doctoral programme at SPJIMR is aimed at producing academic researchers and thought leaders of highest global standards. The programme structure has been designed keeping in mind the requirements to fulfil these objectives. The overall length of the programme would ideally be between four to five years.

The programme comprises three phases:

A. Coursework phase
B. Proposal phase
C. Dissertation phase

Upon joining the programme, candidates would go through rigorous coursework in the first two years of the programme and would then move to the proposal phase upon successfully clearing the qualifying examination. On successful defence of their thesis proposal, candidates would move to the dissertation phase.

A. Coursework phase: The coursework at SPJIMR departs significantly from that of many contemporary institutions in terms of the methodological depth and rigour. It has been vetted by international scholars in their respective fields and is in accordance with the highest global standards.

Over the course of two years, the candidates would take courses under four themes i.e.

- Pre-foundation and Foundation courses- aimed at providing fundamental training in the broad field of management
- Core courses- seminars in the candidate's area of specialisation to provide requisite depth of the field

- Methodology courses- aimed at providing candidates with requisite methodological training to conduct high quality research
- Interdisciplinary courses

Section 2 contains the credit requirements and course distribution across various themes.

B. Qualifying exam- Independent research: Before the completion of two years of coursework, the candidate would have to undertake an eight-week independent research study covering an in-depth literature review and some preliminary empirical analysis on the topic of the candidate's choice.

Qualifying examination: At the end of two years, participants will be required to qualify to begin work on the formal thesis. The qualifying exam will have two components:

1. A written examination which tests understanding of the literature in the candidate's field of interest. This may combine both methodological and substantive areas.

2. An oral presentation (*viva voce*) of the independent research work done by the candidate.

The candidate requires to pass both a) and b) to proceed to the phase where the candidate can present a proposal leading to a dissertation.

C. Proposal and Dissertation phase: Post the qualifying examination; the candidate would develop a proposal for a dissertation on a topic of choice. The thesis proposal should entail considerable background research on the topic and should establish that:

- The research questions have been identified

- It is an original piece of work

- The research questions have significant managerial and theoretical significance

- Relevant literature has been reviewed

- Methodology and data sources have been identified

- Preliminary investigation has been conducted to establish the validity of the research questions

 The research proposal would need to be defended in an open seminar.

Dissertation- The candidate is expected to complete the research and submit the dissertation within five years of the start of the programme. In exceptional circumstances, an extension of two years can be provided on recommendation of the Dissertation Committee Chair.

1.0   Course Work

2.1.   Objectives

The course work constitutes:

1. Pre-foundation and Foundation courses
2. Core courses
3. Methodology courses
4. Interdisciplinary courses

The credit distribution is as shown below:

SPJIMR FPM Programme			
Compulsory Foundation Courses (Aligned with PGPM)	Area Specialization Seminars + Area Electives	Methods Seminars	Interdisciplinary Courses
1st Year: 16 credits	1st Year: 4 credits 2nd Year: 12 Credits	1st Year: 6 credits 2nd Year: 10 Credits	2nd Year: 3 Credits

2.2 First Year

	Basic		Area Specialisation		Research Seminars*	
Year I	Financial Accounting	1	Functional Courses (PGPM Electives + Area Seminars) ▪ Marketing ▪ Finance ▪ Manufacturing & Operations ▪ Information Management ▪ OB/HR	4	Research Writing	1
	Financial Statement Analysis	1			Business Research Methodologies	1.5
	Management Accounting	1				
	Marketing Management-I	1			Philosophy of Management	1
	Micro Economics	1				
	Business Environment-I (Macro Economics & Economic Environment)	1			Introduction to Econometrics	2
	Operations Management-I	1				
	Quantitative Methods	1			Introduction to Case based learning	0.5
	Organization Structure and Dynamic	1				
	Corporate Finance	1.5				
	Marketing Management-II	1				
	Business Environment-II	0.5				
	Design Thinking & Innovation	1				
	Operations Management-II	0.5				
	Decision Making Science	1				
	Strategic IT	1				
	Science of Spirituality	0.5				
		16		**4**		**6**
					Total (Year I)	**26**

Header of full table: FPM Programme Architecture

2.3 Second Year

	Area Specialisation		Research Seminars*	
Year II	Functional Courses (PGPM Electives + Area Seminars) ▪ Marketing ▪ Finance ▪ Manufacturing & Operations ▪ Information Management ▪ OB/HR	12	Advanced Seminar on Action Research Methodologies	1.5
			Advanced Econometrics	3
			Survey Research	2
			Experimental Research	1.5
			Qualitative Research Methods	2
	Integrative Courses (Common Electives)	**3**		
		15		**10**
			Total (Year II)	**25**

2.4 Waiver Policy

1. If you are an MBA participant and would like to request the waiver for foundation PGP level courses, your request is evaluated based on your specific facts and circumstances like the transcripts and CGPA.
2. Approval will be based on passing the relevant exemption exam and the final approval of the chair.
3. It is suggested that candidates should not seek waiver from major area courses under ordinary circumstances.
4. Once you have been granted an approval for waiver for a course, you will be required to do an independent study.

2.5 Academic Advisor (Faculty Mentor)

On joining the FPM program a faculty mentor would be assigned. You are expected the following responsibilities to be followed as a Mentee:

1. Expected to meet the mentor regularly
2. Discuss all academic related matters like:
   - Coursework waivers, if applicable.
   - Selecting the Electives
   - Applying for Research Assistantship
   - Applying for Teaching Assistantship

2.6 Term Paper

1. You can opt for a term paper in lieu of elective course, provided it is approved by the FPM Chairperson.
2. You can opt for a maximum of one term paper in any term.

2.7 Independent Research Project

1. During the 2-year coursework you are expected to do independent Research quality paper.
2. This paper should be completed before the qualifying exam.

3.0 Comprehensive Examination

3.1 Objectives

The area comprehensive examination is conducted after the completion of course work to test whether the participant has obtained a satisfactory level of knowledge in his/her field of specialization and has satisfactorily integrated the various courses taken in the area.

3.2 Format of Qualifying Examination

Qualifying examination: At the end of two years, participants will be required to qualify to begin work on the formal thesis. The qualifying exam will have two components:

- A written examination which tests understanding of the literature in the candidate's field of interest. This may combine both methodological and substantive areas.
- An oral presentation (viva voce) of the independent research work done by the candidate.

4.0 Performance & Evaluation

4.1 Academic Performance and Evaluation System

The participants are evaluated in each course on different components like class-participation, unannounced quizzes, individual and group assignments, term papers and project reports, case- presentations, mid- term and end-term examination.

The weightage for individual components of evaluation for each course is determined by course faculty.

4.2 Grading System

At the end of each course, participants are awarded letter grades, which represent the weighted average of marks obtained in various segments of evaluation

In addition, minus (-) signs against any of the above letter grades may be added to indicate qualitative differences in performance. The numerical values of letter-grades along with indications of levels of performance are as below:

Letter Grade	Grade Point	
A	4.0	Excellent
A-	3.5	Very Good
B	3.0	Good
B-	2.5	Good
C	2.0	Satisfactory
D	1.0	Low Pass
F	0	Fail

Grade Distribution

We follow a system of relative grading. The grades awarded by faculty will follow the suggested distribution indicated below for all courses that have a class size of more than 20 participants. For doctoral level seminar courses, the grade would be based on participant's performance in a course and may not follow any distribution.

Letter Grade	% of Class*
A	5 - 10
A-	10 - 15
B	15 - 20
B-	20 - 25
C	25 – 30
D	5 – 15 or as required
F	as required

*These are only suggestions to faculty concerned.

4.3 Coursework Completion and Promotion Guidelines

1. A participant is expected to have a minimum Cumulative Grade Point Average of 2.4 at the end of first year of coursework and 2.5 at the end of second year of coursework
2. A participant cannot have more than 1 'F' grade in any term and cannot have more than 2 'F' grade overall in two years of coursework.
3. A participant should not obtain 'F' grade in any major area seminar course.
4. A participant should not have more than 1 'D' grade in a term where the participant already has an 'F' Grade and more than 2 'D' grades otherwise.

5.0 Thesis

5.1 Objective

The thesis should be a scholarly contribution to the knowledge pertinent to the understanding and resolution of management problems. The participant should demonstrate professional competence in developing a model or a set of hypotheses, collecting and interpreting data, reaching conclusions, and drawing the implications for research and managerial practice.

5.2 Publication Requirement

Before the thesis submission to the evaluation committee you should have:

1. At least one accepted publication in ABDC (B Level or above)
2. An additional paper in the review process in ABDC Journal at A level or above.

5.3 Thesis Advisory Committee

The Thesis Advisory Committee has the responsibility of advising a participant on all aspects of the thesis experience, from the proposal process through the preparation and defence of the final document.

- It is expected that the participant and supervisor will hold progress reviews with the entire Thesis Advisory Committee regularly.

- Chairperson would decide on the other members who will be part of the committee

5.4 Thesis Proposal

Each of the FPM participants will prepare thesis proposal and a synopsis of it and submit hard and soft copies of both to the FPM office.

The soft copy will be circulated to all the faculty and doctoral participant of the institute and an open seminar will be held where the FPM participant would present the proposal. The Thesis Advisory Committee (TAC) shall indicate whether the candidate has successfully defended the proposal. Candidate would be expected to incorporate all the valid suggestions in the subsequent work.

5.5 Guidelines for Drafting Thesis Proposal

The proposal should have a survey of literature and context description on the subject. Participants need to
- Clearly state their research objectives
- Relate these to the research in the area and problems in this context
- Develop a model or a set of hypotheses
- Provide clear definitions
- Describe and defend the proposed research methodology
- Highlight the potential contribution of the proposed study to theory, practice, and research in the relevant area of management.

The proposal should also include an overview of the intended publication planning and contain the detailed research plan of at least one of the papers and a preliminary research plan of at least a second paper, including evidence of feasibility of methodology and data availability; and an overview of a third paper. It is acceptable to present alternative possibilities for the third paper. If a paper has already been submitted for publication, the manuscript should be included with the proposal.

The following guidelines are proposed for proposal design:

1. **Title** - A brief specific designation of the subject of research. The title, by itself, should give a good indication of what the project is all about.
2. **Justification** - Why is the research worth doing and what knowledge gap is expected to be fulfilled?
3. **Background** -A summary of previous researches bearing most directly on the problem. A full-scale literature review is not necessary, however, literature citations listed at the end of the proposal may be included.
4. **Objective** -A logically arranged statement of the problem to be addressed by the research. Include research questions and hypothesis
5. **Methodology** - How is the research proposed to be carried out. Include statement and justification of the methodological philosophy focussed on:

a) Measures
b) Source of evidence
c) Data collection and
d) Data analysis

The Thesis Advisor, and preferably the entire Thesis Committee, should be consulted in advance to ensure approval in principle of the topic(s) and to ensure their suitability for submission. The written proposal submitted 2-3 weeks in advance of the Thesis Proposal Presentation should not be the first time the Thesis Committee has seen these ideas presented.

5.6 Guidelines for Thesis Proposal Evaluation

In evaluating the Participant's performance at the presentation, the committee will consider
- The quality of the Participant's presentation
- The quality of the responses to questions
- The written material included in the proposal.

Possible results are to:
- Accept,
- Accept Conditionally, or
- Reject the Thesis proposal.

Conditional Acceptance means that the participant must meet certain specified conditions prior to obtaining unconditional approval of the thesis proposal. Such conditions may include, for example:

a) demonstration of the participant's knowledge or facility in a methodology, theory, or content area

b) demonstration of the availability of data needed to conduct the research

c) demonstration that the proposed research topic is original or endorsement of the topic by an individual (e.g., faculty member) with expertise in a related field but not present at the Orals.

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5.7 Thesis Research

Under the TAC's guidance, the participant pursues independent and original research towards preparation of a thesis. The thesis may require field investigation and observation to ascertain and impartially report facts and issues of significance to organizations and institutions. The thesis should include effective analysis and evaluation of relevant data to yield independent and significant conclusions.

5.8 Research Progress Report

To promote a healthy system for tracking academic progress of the participants and to facilitate the FPM Committee to take timely remedial actions, if any required, a monthly reporting system has been introduced for participants from III year onwards. Each participant will be requested to submit progress report in a prescribed form duly signed by the supervisor to the FPM Office. FPM Committee will critically review this progress report.

In case the Committee feels that the participant has not made satisfactory work, he will be given three months' time to improve his performance failing which his scholarship may be terminated and he will be given further three months' time. Even if he does not show any improvement, he will be terminated from the program. The Committee can revoke the termination of scholarship if the Committee feels that the participant has improved and this can be effective from the date of review.

5.9 Guidelines on Writing of Thesis

The suggested guidelines are based on Kate L. Turabian's Manual for writers of Term papers. Thesis and Dissertation (Chicago: The University press, 1973). The manual is designed as a guide to suitable style in the typewritten presentation of formal papers in both scientific and non-scientific fields. The writer who is preparing a work for publication in a printed form should however consult the twelfth edition of A Manual of Style (Chicago: University of Chicago Press, 1968).

Parts of the Thesis
The thesis is made up three parts: the front matter (normally referred to as prelims), the text and the reference matter. These parts may consist of several sections, but the number of sections naturally depends upon the length and complexity of the thesis. The order should be as follows (of course parts may be omitted but this order should be maintained).
Preliminaries
- Title
- Reverse of title page- a blank page
- Certificate of Approval
- Abstract
- Table of contents
- List of illustrations
- Preface
- Acknowledgements

The Text
- Introduction
- Main body of paper usually consisting of Part and chapters including notes.

Reference Matter
- Appendices and Bibliography

5.10 Prerequisites for Thesis Defence

Before submitting the doctoral draft thesis, participants will be required to have at least two-research articles' acceptance for publication in a referred Journal as classified by SPJIMR based on their research work (as explained in section. 5.2). However, if the participants publish in 'A' Class Journal as classified by SPJIMR, publication of one paper will be considered adequate for submitting the thesis.

5.11 Draft Thesis

The participant submits one copy of the approved draft thesis duly signed by the TAC members to the FPM office. The draft thesis needs to be submitted before proposing the thesis seminar.

5.12 Thesis Seminar

The thesis seminar needs to be presented by the candidate only after s/he submits the approved draft thesis to the FPM Office. Before submitting the final thesis for defence the participant presents a seminar on the research to disseminate the findings to stimulate research work in the area. The seminar also provides an opportunity to obtain feedback from the institute's academic community including the TAC towards better presentation and findings. These suggestions must be included in the final thesis.

The participant should give at least two weeks' notice to the FPM office for arranging the seminar in the interest of better participation from the institute's academic community.

5.13 Final Thesis Submission

After incorporating all the suggestions provided in the Thesis Seminar, the participant submits the final thesis along with a detailed abstract of the thesis not exceeding 10 pages (both soft and hard copies) and signed approval forms by all the TAC members to the FPM Office within three months from the date of the thesis seminar.

5.14 Thesis Examination Committee

When a participant is ready to submit his/her of thesis work, he/she requests the FPM Chairperson to appoint the Thesis Examination Committee (TEC). The FPM Chairperson, in consultation with the TAC Chairperson, appoints the TEC consisting of two members to be taken from experts' list submitted by the TAC Chairperson. Suggested members must have published research credential in top class journals in their area of specialisation. The role of TEC includes the following:

a. Examining the thesis work

b. Conducting an oral thesis defence examination.

5.15 Non-Completion of the program and extension

The stipulated period for completion of the course is 4 to 5 years for a regular participant. One year of extension will be given to regular participant's subject to the recommendation of Chairman of TAC and due deliberations in the FPM Committee. However, no stipend will be paid for the extended period. No further extensions will be allowed but under exceptional cases the extension might be given for one more year. participants unable to complete the programme within 7 years of enrolment will be terminated from the programme and their registration will be cancelled.

6.0 Award of FPM Title

The participant shall complete the following requirements before qualifying for the award of the title:

a. Submit required number of copies of the thesis and abstracts.

b. Obtain clearance form from various functionaries of the institute as per guidelines with the FPM Office.

For getting the award at least three members of TEC should declare the participant's thesis work is seminal and recommend for the award.

On qualifying for the award of the title, participant receive the title of "**Fellow of SPJIMR**" at the forthcoming annual convocation. Meanwhile, a provisional certificate can be given on the participant's request. The participant is expected to receive the title in person.

7.0 General Information

7.1 Residential Facilities

Institute accommodation would be provided to candidates desirous of availing the same, subject to accommodation availability. In case a candidate opts for institute accommodation, utility and mess charges as per institute norms will be charged.

7.2 Library Regulations

Library Membership

Every Member will be required to make a barcoded identity card. No books will be issued without presenting the identity card.

Blank Identity Card is available in the administrative office, should be duly filled and submitted with the staff at the circulation counter in the library for bar coding.

Bar coded identity card is not transferable and its loss should be reported immediately to the librarian in writing failing which the reader will be responsible for any loss to the library due to any transaction carried on his/her card.

Duplicate card will be issued on payment of Rs.50/- as replacement cost.

Renewals

Renewals are allowed only when there is no outstanding claim against it.

A document can also be renewed online by sending an e-mail to the library (library.circulation@spjimr.org) provided the email renewal reaches the library on or before the due date not later than **7.50 p.m**. Online renewal is allowed up to maximum 2 times. For every 3rd renewal document must be produced at library issue/return counter. Also, all overdue documents may be renewed after payment of fine at the issue/return counter only.

Reservations (Claims)

- A Member can reserve 2 books at a time
- Books can be reserved through online computerized reservation system
- Books, which are reserved when available, will be kept for 24 hours only. If the books are not collected within the time, the reservation will stand cancelled.

Late Fees

Document not returned to the library on or before the due date and time will attract late fee as follows:

Document Category	Stipulated Duration	Fine Per day
Books/journals/periodicals/project Reports	7 days	Rs.5/- per day up to 3 days Rs.8/- per day for more than 3 days
Bound Volumes	1 day	Rs.2/- per day up to 3 days Rs.5/- per day for more than 3 days
Books Issued for overnight use	Overnight	Rs.15/- Per day
Books issued against ID card	Same day return	Rs.25/- per day in addition to disciplinary action
Reserved Documents	7 days or 1 day depending on the category	Rs.5/- per day

Under normal circumstances No late fee will be waived.

Issue of Books for Vacation

To enable the members to use books in the Vacations, the period for returning the books is extended to cover the vacations.

Shelf Arrangement

- All books in the library are arranged according to Dewey Decimal Classification System (DDC)
- Reference books are kept in separate cupboards. The keys to the cupboards are available with the staff at the circulation counter.

- Latest books are displayed in the new arrival section for 2 days. These books cannot be issued for two days.

Personal Belongings

While entering the library, members should leave their bags, jackets etc. on the table in the Reading Room of the library at their own risk. Members can bring their own books inside the Reading Room, except into the basement library area.

General/Etiquette

- Member desiring to borrow books/periodicals should present them along with ID card to the library staff on duty at the issue counter.
- Due date of return of the document is written on the due date slip at the back of the document. This will help the member to have a record of his due date of return.
- No issue will be made to a member against the library card of any other member.
- Reference books, rare books, bound journals, periodicals, question papers, newspapers will not be issued out of the library and can be used only in the basement area.
- Members are responsible for the newspaper clippings in the product profile files. In case member wishes to get a clipping(s) photocopied, he/she must make the list of the clipping(s), show and keep the list with the library staff at the desk and then take them out of the library. The member should also put the clipping(s) back in the file afterwards. Above material can be issued for photocopy against their ID card.
- Library books, which are already issued but are not intended for returning, are not allowed inside the basement area of the library.
- Books can be returned at counter No.1 & 2 and issued from counter No.2 only. Books to be issued should not cross Issue Channel gate. Strict action will be taken against those who are found with un-issued books beyond Issue Channel Gate.
- The borrowing facility can be withdrawn or restricted in case of misbehaviour or misuse of the library.
- The member should check the book thoroughly for missing pages, chapters, pictures etc. while borrowing the book.
- No book in damaged condition will be accepted from the member. Mutilated or spoiled books must be replaced by the borrower.
- Loss of book if any must be reported immediately. Late fees will be charged till the loss of book is reported. Cost of the same will be recovered at the latest price available.
- Eatables/tea/coffee are not allowed either in the library or in the Reading Room.
- No books issued for the use in the Reading Room shall be taken out of the library. Strict action will be taken against those who do so. Failure to return such books on the same day will attract a fine of Rs.25/- per day in addition to disciplinary action.
- If any participants are not received e-mail reminders due to power cut or any other technical problem, he/she will be liable to pay overdue charges.
- Maintain complete silence in the library and the reading area premises.
- Maintain decorum in the Reading room, desist from placing your feet on the table and chairs.
- Replace Newspapers, periodicals and books etc. back in their proper positions after reading.
- Library material should be handled with utmost care.
- Keep all verbal communication in the library in low decibels!

- Library Users should switch off their mobile/cell phones. These items are strictly prohibited in the Library and Reading Room areas.

7.3 Discipline

A participant shall conform to a high standard of discipline, and shall conduct himself, within and outside the precincts of the Institute in a manner befitting the participants of an institution of national importance. He shall have the seriousness of purpose and shall in every way, train himself to lead a life of earnest endeavour and cooperation. He shall show due courtesy and consideration to the faculty and employees of the Institute and pay due attention and courtesy to visitors. The Institute attaches great importance to integrity, honesty and discipline. A sense of responsibility and a high degree of maturity are expected from all the participants both inside and outside the Campus as befits future managers. The following breaches of discipline may attract immediate expulsion from the Institute:
   a) Any case of gross misconduct.
   b) Any form of malpractice during an examination.
   c) Any cases of reporting fictitious data for an empirical study.

7.4 Leave / Vacation & Attendance

Leave/Vacation

1. Participants may be granted leave of absence only for the following reasons:
   - Illness of self or sudden serious illness of parents, spouse or child.
   - Sudden demise of parents, spouse or child.
   - Marriage of self and sibling. (Invitation card need to be appended) along with application of leave.
     - Please note that the maximum period of absence can be 3 weeks only. If it exceeds that period, then he / she must repeat that phase.
     - The participants can participate in competitions organized by a few reputed institutes only (names will be declared later). They can participate only two times (maximum) in a semester. The total period of absence should not exceed 7 days (all together), if it is a national level competition. For international competitions, a participant can participate only once and the period of absence should not exceed 7 days. The leave of absence for participating in such events must be duly sanctioned by faculty coordinator in-charge of Events, for which a separate form is available at the FPM Office.

2. Participants who leave the campus for more than one day should obtain prior leave of absence from FPM office.

- The FPM Office will provide a form which should be filled up in triplicate and all the copies should be signed by the Programme Chairperson signifying his / her absence. One copy should be retained in the FPM Office, the second with the Hostel Office and

the third copy should be returned to the FPM Office on the day the participant returns to the Institute, or on the first working day that follows, in case the participant returns to the Institute on a holiday.

3. Participants will not be granted leave for pursuing any other courses or for giving any other examination during the duration of the program.

Attendance

The Institute insists on punctual and regular attendance in all classes and presence in campus during working hours. Participants may obtain leave of absence under the following rules and procedures:

1. In cases of sickness, leave application must be submitted to the FPM Office as soon as possible (within the day). Information sent through email or application sent with another participant is acceptable. Leave applications on the ground of sickness must be accompanied by a medical certificate or note from the Institute's doctor.

2. For grounds other than sickness, leave will not be generally granted for a period exceeding three teaching days.

3. The FPM Office or the instructor will not be responsible for the participant losing any segment or evaluation because his/her availing of the leave without permission.

4. In special cases the participant may apply for longer leave to the FPM Chairperson. This application must be accompanied by permission from the instructors involved and the academic advisor.

Absence without leave will be considered a serious breach of discipline and the Institute will be free to take appropriate action in such cases.
Penalty for the breach of academic discipline may be expulsion from the Institute.

7.5 Conference Grants
National Conference

The Institute provides grant of Rs. 20,000 each towards accepted papers to attend the National Conferences/Seminar/ Workshop during their 3rd and 4th year of the programme (maximum two each year), but only after clearing their comprehensive examination and viva.

International Conference
FPM participants can attend one International Conference after completion of the qualifying exam. The Institute provides a one-time international conference travel grant towards accepted papers of up to Rs. 1,50,000/-. Ideally participants should use this conference to refine their thesis proposal. It is advised that they can identify good conference/doctoral consortium as a forum to avail this opportunity.

7.6 Taking Other Courses

FPM participants are not allowed to take any other full time or part time course outside without written permission from the institute

7.7 Partial Course Completion Certificate

FPM participants will not be issued any formal transcripts or partial course completion certificate before completion of the full programme.

7.8 FPM Office

FPM office will co-ordinate all activities concerning the Fellows. All fellows may, therefore, contact the FPM Office for anything concerning the Fellow Programme.

7.9 Issues around Sexual Harassment and Safety of All on Campus

SPJIMR is committed to providing a safe environment for all members of the Institute's community, along with their visitors. The Institute has strict policies on sexual harassment and violence on campus grounds.

Sexual harassment is defined as any verbal or physical conduct of a sexual nature that is directed towards an individual against his/ her will or without his/her consent. Consent is not constituted if the individual is deemed unable to make a reasonable judgment about the nature of the activity (i.e., he/she is on medication, intoxicated, or mentally disabled). Violence is defined as any physical conduct that threatens the physical safety and health of an individual. We provide all the necessary support to the victims of sexual harassment and violence. The Dean will also conduct a thorough investigation and any violator will face appropriate disciplinary action. Sexual harassment and violence are grounds for immediate dismissal from the Institute. SPJIMR will keep all findings and investigation confidential.

7.10 Plagiarism Policy

SPJIMR expects that participant, faculty, research staff, all uphold academic integrity and practice exemplary scholarship. While submitting term papers, assignments, presentations, proposals, thesis, papers it is expected that the participant who is submitting will ensure that it is his/her own work, they will acknowledge the work of other sources that they have borrowed from, and make it explicit who they have consulted in completing their work. Failure to acknowledge consultation, help, or sources are all treated as plagiarism. Plagiarism is judged by output and not by intent.

Plagiarism includes copying, colluding (working with someone inside or outside the Institute while the requirement is that you work alone), submitting someone else's work as yours.

Plagiarism might be in the form of:
- Copying text, ideas, figures, tables, computer code, mathematical derivations, and presenting it as yours. Changing it very slightly and not citing the source from which you took the original idea
- Paraphrasing by substituting words, by changing the order of words or phrases and presenting it as your own
- Paraphrasing by joining two or three short phrases from one or more sources
- Not putting quotation marks for phrases, sentences, paragraphs cited verbatim from other sources
- Making a collage by cutting and pasting from internet and openly available sources without acknowledging the sources
- Copying from terms papers, assignments from previous year participants
- Copying from unpublished sources available to a limited audience
- Presenting an idea that you may have thought of but is also found in another place as yours and not acknowledging who else and where has a similar idea been presented
- Getting someone else (paid or non-paid) to do your work and presenting it as your work
- Copying from your own work published or unpublished in the past without citing or mentioning it explicitly

Use the Chicago Style Guide, or APA Manual (7th edition) or any style indicated by the faculty or the outlet to which you are reporting to cite, acknowledge work cited or quoted by you. If you have any doubts please ask a colleague, faculty, or the Program Office for further clarification. You could also refer to http://plagiarism.org/. Learning to cite and refer appropriately is the writers/authors/individual responsibility. Ignorance about style, rules is not a sufficient excuse to indulge in intentional or unintentional plagiarism.

Plagiarism is viewed as a serious offence and it will attract penalties including possible expulsion from the Institute. Complaints of plagiarism will be first made to the FPM Chairperson by the faculty and the FPM Chairperson will then initiate an enquiry and reach a decision. The participant will have the right to appeal to the Dean whose decision will be final.

7.11 Financial Assistance

On being granted admission to the programme, participants must pay the following fees:
1. Admission Fees – INR 2,000 (One time)
2. Caution Money- INR 10,000 (One time, refundable)

Institute accommodation would be provided to candidates desirous of availing the same, subject to accommodation availability. In case a candidate opts for institute accommodation, utility and mess charges as per institute norms will be charged.

Complete financial support would be provided to the candidates for the first four years of the programme. The details of the support are as under

1. Coursework Phase – INR 30,000 per month
2. After clearing the qualifying exam- INR 32,000 per month
3. After successful proposal defence – INR 35,000 per month

Over and above this, a contingency allowance of INR 25,000 per year (for four years) to cover research expenses, expenses on books, photocopying etc. shall be provided.

7.12 Grievance Redressal Policy

During their program, it is sometimes possible that the participant may face issues which affect his/her well-being or ability to complete the program. For those rare but possible cases the FPM office has the following procedure in place for the participant to receive a fair hearing.

Process to be followed by the FPM participant and office to resolve program related issues:

For any issue the FPM participant faces that he/she needs to be redressed and the Academic Advisor, Area Chairperson, or TAC Chair are unable to help the following process may be followed:

The participant submits a written complaint detailing the issue to the FPM Chairperson. As a first step the FPM Chairperson will meet with the participant and ascertain if the issue can be solved by dialogue and discussion with the participant and the concerned party. In case such intervention does not resolve the issue the FPM Chairperson will form a sub-committee of two or three faculty members to address the issue in the fairest possible manner.

7.13 Confidentiality

All materials that you submit for admission to SPJIMR becomes the property of the Institute. SPJIMR will preserve all participant's information submitted at the time of admission, as well as that created during their attendance at the institute. You are entitled to request and review information regarding your academic transcripts and admission files. This does not include confidential information disclosed in your admissions file, such as letters of recommendation or interview comments.

You may request for an official copy of your transcript. However, you cannot request for original copies of your applications - Institute can only provide photocopies. No individual(s) outside the admissions office and the Dean 's office may view an individual participant's files without his or her consent.

The School may disclose basic personal information without your consent if it is for education-related use, for example, name, address (permanent home), e-mail, phone number, other institutions attended, age, gender, activities involved in while at SPJIMR, year of graduation, specialization at SPJIMR, or company name and position. Education- related use could include Dean's, alumni mailing, or aggregated demographic information, and must be approved by the Dean. You can withhold publishing / sharing of basic information from Dean or alumni mailing by simply sending a 'statement for removal' to the Dean.

The Institute will not allow any unauthorized party to review your records. These include Financials, admissions information, staff and faculty review. The Dean needs to authorize any such review.

When you arrive, we will ask you to designate a contact name and number in case of an emergency. SPJIMR defines an emergency as a critical health situation (such as long-term hospitalization), financial payment default, or expulsion. In other personal cases (such as basic health problems, sexual harassment, and general academic issues), the institute will not contact the designated person without your consent.

7.14 Strictly Prohibited
   a. Manufacture, distribution, sale, possession or use of narcotic drugs on its campus.
   b. Any action that puts the physical well-being of other persons and/or oneself at risk, or causes damage to SPJIMR property.
   c. Consuming of any alcoholic beverages at Institute premises / Housing Areas, drinking "games" or any activity which contributes to alcohol overindulgence or abuse.
   d. Hazing, drinking games or other potentially dangerous drinking behaviours, disruptive conduct related to the use of alcoholic beverages.

7.15 CHANGES / MODIFICATIONS TO RULES
   1. The Institute reserves the right to delete / modify any of the above rules as and when deemed necessary.
   2. The Institute reserves the right to add any other rule to the above rules as and when deemed necessary.

 IN CASE ANY VIOLALTION OF THE ABOVE RULES IS REPORTED OR DISCOVERED, APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN.

NOTE: THE ABOVE RULES AND REGULATIONS MAY UNDERGO CHANGE ANY TIME AND THE CHANGED RULES WILL BE APPLICABLE FROM THE DATE OF ISSUE OF REVISED GUIDELINES. FOR ANY CLARIFICATION REGARDING ADMINISTRATIVE ISSUES, THE PARTICIPANT MAY CONTACT THE DEAN.