



Dear Students,

Welcome to IIPM – the biggest B School in the world! We would like to congratulate you all for your decision to join us. We hope to make your experience as much enriching and enlivening as possible in the coming years, during your association with us as a student or later as an alumnus.

We would like to take this opportunity to quickly share with you certain basic points which you need to follow religiously as a student (most of them already mentioned in the Code of Conduct which you have signed a while back):

- a. **Conduct:** IIPM is not only about education, but also about helping you all transform into a responsible, law abiding global citizen. Hence, your conduct in the campus area will be subject to rigorous surveillance. Kindly stay away from any kind of trouble on or off campus.
- b. **Attendance:** Your punctuality and regularity determines how disciplined you are in life. It is hence suggested that you should all be in every lecture room before the faculty member enters and should also be regular for your lectures. This will help you in your academic and career pursuit.
- c. **Sports:** We encourage our students to participate in various sporting activities on or off campus, as we believe that any kind of sports help in channelising the excess energy and develops the mental stability of a person. Hence, you are free to pursue any sports of your choice, but only after your classroom hours!
- d. **Events and Activities:** IIPM gives you a plethora of opportunities to showcase your talent in anything that you are good at – academic or non academic. Hence we have a long list of clubs on campus which will help you bring out your best. You should necessarily participate in one or the other club activities or competitions and set your mind free...
- e. **Social Service:** IIPM is committed to work for the underprivileged and the poorest of the poor in the society. Hence through various activities and initiatives, we try to reach out to them time and again. You are all invited to contribute at your own capacity – not through funds, but through your sincere actions.

- f. **Examination:** IIPM is about fun, masti and crazy youth life... but alongside, we give quite a lot of emphasis to our student's academic orientation. Hence, we expect you all to take your examinations as much seriously as possible. Work hard, study in small groups, take extra sessions from IIPM faculty members and then finally clear all your papers at the exams. Reexaminations for papers failed in previous semesters call for huge fines. Hence to avoid the same, try to be a bookworm, whenever you are not having fun!!!
- g. **Dress:** Although we do not have any dressing restrictions, but we expect our students to be as much smartly dressed as possible. During your excom lectures, your faculty members will help you to learn the nuances of corporate dressing. Always remember, a smartly dressed individual feels more confident than others and also attracts more attention... IIPM gives you the stage, just do it!
- h. **Help:** Yes, and finally you would require lots of help in knowing how, where, why, what and when... to help you find out easy solutions to all your problems, we have provided a list of people who will be eager to help you always...

I> Academic Help Desk (first floor – Faculty Room):

For queries related to class schedule, faculty timings, examination schedule and other miscellaneous issues.

- 1. Programme Manager for FW 2010-12** : **Mr. Nitin Sharma**
(Post Graduate Programme – IIPM & ISBE) e-mail: nitin.sharma@iipm.edu
Ph: 42789854, 42789821
- 2. Programme Manager for FW 2010-13** : **Ms. Anshika Singh**
(Under Graduate Programme – IIPM & ICHE) e-mail: anshika.singh@iipm.edu
Ph: 42789821, 42789907
- 3. Examinations-in-Charge** : **Mr. Anup K Jana**
(First year IIPM, ISBE & ICHE) e-mail: anup.k.jana@iipm.edu
Ph: 42789821

For any additional query regarding anything, you may contact:

Mrs. Pooja K Sharma (Head – Student Management & Faculty Engagement) at 42789919 or mail her at Pooja.k.sharma@iipm.edu

II> GOTA Help Desk (Ground Floor – IIPM Back Office):

For queries related to GOTA, passport and visa formalities, travel plans, etc.

1. Relationship Manager – GOTA : **Mr. Abhimanyu Rai**
e-mail: abhimanyu.raiiipm.edu
Ph: 42789829

2. Relationship Manager – GOTA : **Ms. Amrita Bhat**
e-mail: amrita.bhatiipm.edu
Ph: 42789829

III> University Documentation Help Desk (First Floor – Room C3);

ISBE and ICHE students who have submitted their documents for M S University should contact here for updates, etc.

1. Programme Manager (M S Univ Prog) : **Mr. Saurav Chakraborty**
(both Post graduate and undergraduate) e-mail: sauravchak@gmail.com
Ph: 30168517

IV> IIPM Events Help Desk(Ground Floor – IIPM Back Office);

For every updates regarding events and activities on campus.

1. Manager (Events) : **Mr. Chandan Singh**
e-mail: chandan.singh@gmail.com
Ph: 42789880

Some additional Dos and Donts:

1. In case of **any medical emergency** and leaves thereof, you should inform your respective **Programme Manager through mail or personally** earliest within the first 2 days of any such leave. If that is not possible, you should send a hand-written application, countersigned by your parent, addressed to the Programme Manager. Also, once you return, you should immediately get in touch with your Programme Manager who will help you in the process to submit your leave application for the days you missed your classes.

2. In case of any **pending Board / University Exams**, contact your respective Programme Manager for an approval for leave. Please carry your exam admit card and date sheet along with a leave application.
3. In case of any queries related to internal assessment or presentations, which you have missed due to any specific reasons, contact your Programme Manager immediately and not your faculty member directly. Your Programme Manager will try to extend you the help based on the given circumstances.
4. You should also keep on checking the website www.iipm.info for latest updates regarding tests and marks, class and bus schedules, leaves and holidays, etc.
5. Very soon the Academic Team will take your **e-mail ids and mobile numbers**, through which we will update you regarding any urgent notifications, as and when required. Hence please cooperate with us in tendering the correct email ID and phone number through which we may reach out to you directly.

And finally, if you need to share anything with us, you may do so directly with your Dean Academics at deanacademics@iipm.edu.

Wishing you all the best.

Team Academics, IIPM Delhi