IIHMR UNIVERSITY

STUDENT HANDBOOK

ACADEMIC YEAR 2023 - 2025

A warm welcome to IIHMR University, Jaipur!

There is saying: *"If you keep the rules, the rules will keep you."*

Rules are like the pole star guide us towards the right direction. Rules keep things in order and help us to achieve our desired goals. Rules are also like the radar helps us to be on track of our destination. The history of human civilization reminds us that human prosperity is attained through rule ordered behaviour. Precisely for this reason, we expect students to understand the importance of rules, norms, structure, and procedures of IIHMR university in their daily life and embrace these as an integral part of their life. To reach your goal, you need discipline and dedication.

The IIHMR University Handbook (2023 edition) serves as a compass to help you to find your way in and familiarize yourself with university life. Moreover, it aims to guide your actions by following procedures, in the in the interest of achieving common goods for the IIHMRU community.

Therefore, the student's handbook comprises the necessary guidelines that govern and coordinate the activities of various student organizations, facilities aimed at ensuring a holistic or balanced students' life in the university.

It assists the students of IIHMR University to conform to the vision and mission of the university for promoting the well-being of students, to develop their competences and to help them to attain professional maturity. The handbook also helps in blending a missionary spirit with academic excellence which will be the hallmark of every student of IIHMR university.

Let's join hands to make IIHMR University a world-class higher education institution by promoting education and research for the betterment of society.

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President, IIHMR University, Jaipur, India

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Chapter-1: IIHMR University and it's Programs

1. Introduction

The genesis of IIHMR University dates to October 5, 1984, when the Indian Institute of Health Management Research (IIHMR) was established. In 2014, IIHMR University was established and incorporated as a postgraduate research university by the Government of Rajasthan vide the IIHMR University, Jaipur Act, 2014 (Act No. 3, of 2014).

It is a premier institute focusing on management research, postgraduate education and training exclusively in the health, pharmacutical and development sector through management research, education, training and institutional networking.

The Ministry of Health and Family Welfare, Government of India has recognized IIHMR as Institute of Excellence for training and capacity building. IHMR has been selected as the WHO Collaborating Centre for District Health System based on primary health care for its remarkable offerings in health management research, training and educational programmes.

IIHMR University has a beautiful campus and is among the best designed and landscaped campuses in the country. Spread over 14.37 acres, the campus is lush green and punctuated by wonderful buildings, tall trees, and pathways.

IIHMR University have a multi-disciplinary faculty, representing Public Health, Hospital Managment, Health Managment, Pharmaceutical Managment, Development Management, Economics, Statistics, Demography, Social and Behaviourial Sciences provides an enabling environment for learning and professional growth and development.

IIHMR University offers the following post-graduate programmes: MBA (Hospital and Health Management), MBA (Pharmaceutical Management), MBA (Development Management), Master of Public Health Offered by Johns Hopkins Bloomberg School of Public Health, Baltimore, MD USA in cooperation with IIHMR University, Jaipur, India, Master of Public Health (Implementation Science) (fully funded WHO-TDR programme), Executive MPH, and Executive MHA. The University offers PhD programmes in major areas of Hospital Managment, Health Management, Development Studies, Public Health, and Pharmaceutical Management.

IIHMR University has a strong collaboration with Johns Hopkins University, USA; Chester University, UK; University of Montreal, Canada; Curtin University, Australia; Kandahar University, Afghanistan; Management and Science University (MSU) Malaysia; and Rajasthan University of Health Sciences for student exchange, faculty exchange, and joint research programmes.

1.1 Vision

To become a world-class higher education institution by promoting education and research for betterment of the society.

1.2 Mission

IIHMR University is dedicated to the improvement in standards of health through better management of health care and related programmes. It seeks to accomplish this through management education, research, training, consultation, and institutional networking in a national and global perspective.

1.3 Core Values of IIHMR University

An abiding faith in humanism cosmopolitanism, respect for the diversity of life, and empathy for the poor constitute, the core values of IHMR.

1.4 Schools at IIHMR University

1. Institute of Health Management Research (IHMR)
2. School of Pharmaceutical Management (SPM)
3. School of Development Studies (SDS)
4. S.D. Gupta School of Public Health (SDG-SPH)

1.5 Programmes offered at the IIHMR University

MBA Programmes (2 years full time residential programs)

1. MBA- Hospital and Health Management (IHMR)
2. MBA-Pharmaceutical Management (SPM)
3. MBA-Development Management (SDS)

Other Programmes

4. MPH- in Co-operation with Johns Hopkins, Bloomberg School of Public Health, Maryland, USA
5. MPH-IRS supported by WHO
6. Master of Hospital Administration (Executive)
7. Master of Public Health (Executive)
8. Doctor of Philosophy (Ph.D.)

1.6 MBA-Hospital and Health Management

1.6.1 Program Educational Objectives (PEOs)

The Program Educational Objectives (PEOs) of the course are to facilitate integrative learning in the deepest sense of the term, so that graduates can walk into professional roles with ease and play a pivotal role both at the operational and strategic level in their jobs. Currently, students in mainstream MBA in Hospital and Health management programs are largely being prepared for an "operational" engagement. For this to change, the course outline of the IIHMRU MBA (HM) strikes a balance between three things:

- Critical thinking, active engagement with multiple stakeholders, and lateral thinking that allow students to think practically and strategically.

- Foundational managerial skills associated with various sector related to hospital/Public health /Consulting/Government/ Non-Government.

- Strong fieldwork and organizational skills based on off campus learning experiences so that once they graduate, students can be absorbed in the hospital and public health organizations.

PEO 01:	To develop skills in planning and managing healthcare organizations.
PEO 02:	To participate and contribute to the formulation of public health policies
PEO 03:	To enhance the decision-making and administrative competence of the students to enable them to face challenges of the healthcare industry.
PEO 04:	To promote knowledge through applied and conceptual research relevant to management and to disseminate this knowledge through publications.
PEO 05:	To collaborate with other institutions in India and abroad in furtherance of professional exposure.
PEO 06:	To take management education towards institution building in a meaningful manner.

1.6.2 Graduate Attributes (GA)

Graduate attributes (GA) are the qualities, skills, and understandings that a student should develop as a result of the learning they engage with on their program of study. To develop the qualities, skills and understanding by the students of MBA-HM more specific attributes will be:

- Problem solving skill, ability to work with clients with diverse interests.
- Developing good management skills, communication skill, knowledge of local culture, ability to handle masses, analytical reasoning, leadership skill, problem solving skill, ability for working with clients with diverse interest.

The program is positioned to cater to needs of a rapidly transforming India in public health and health care sector. It helps to develop following management skills among the students:

a) **Leadership and Management:** Develop the students with requisite knowledge, skills & right attitude necessary to create effective leadership that enables students to prove, develop and sustain in a global environment.

b) **Problem analysis:** Identify, formulate, review research literature, and analyze complex business problems and reach substantiated conclusions using the principles and concepts of business and management.

c) **Design/development of solutions:** Design solutions for complex business problems and design system or processes that meet the specified needs with appropriate consideration for the law of the land, and the cultural, societal, and environmental considerations.

d) **Scanning and solution to complex problems:** Use research-based knowledge and research methods including design of statistical applications for analysis and interpretation of data, and thereby arrive at definitive alternatives to provide valid conclusions.

e) **Modern Concepts and usage:** Create, select, and apply appropriate techniques, resources, and modern management processes and IT tools including prediction and modeling to complex business problems and boundaries.

f) **Environment and sustainability:** Evaluate business environment and opportunities and devise strategies for responding effectively to problems, threats, and opportunities. Understand the impact of the professional methods in providing solutions keeping in view the societal and environmental contexts and demonstrating the knowledge and need for sustainable development.

g) **Professional Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the management practices.

h) **Individual and teamwork:** Summarize and apply theories of team composition, process, and

motivation (including inclusivity and diversity) to effectively manage work teams.

i) **Communication:** Communicate effectively on complex business management activities with the industry and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions. Construct and communicate a logical, relevant, and professional quantitative assessment of business information in an effective manner.

j) **Project management and finance:** Demonstrate knowledge and understanding of the business and management principles and apply those to one's own work, as a member and leader in a team, and to manage projects in multidisciplinary environments.

k) **Continuous learning:** Recognize the need for and have the preparedness and ability to engage in independently and also keep continuous learning in the broadest context of changes happening in business management.

1.6.3 Program Outcome (POs)

The program outcome (POs) for MBA- **Hospital and Health Management** two years' full-time course are as follows:

1. Understand the latest concepts and techniques of management and their application in making the managerial roles of the participants efficient and effective.
2. Develop skills of analyzing, diagnosing and solving operational problems in the delivery of healthcare and hospital services.
3. Learn about appropriate strategies for effective planning, implementation and evaluation of institutional and community based health and family welfare programme.
4. Learn the application of qualitative and quantitative analytical tools applicable to health and hospital management related problems.
5. Understand and appreciate methodologies of health/hospital management training and develop skills with focus on strategic responsibility for training and human resource development for health care delivery.
6. Enlarge the outlook and vision of participants about the larger background and context of health care and health management in their historical, sociological, and cultural framework.
7. Learn to promote the efficient and equitable allocation of resources and development of strategies to promote public health and cost-effective healthcare.
8. Understand the application of scientific approach to reduce cost of care through better material and money management.

1.6.4 Programme Learning Outcomes (PLOs)

The graduates will be able to:

1. Apply possessed knowledge of fundamental subjects to solve different problems.
2. Analyze various research and scientific problems.
3. Design system reactions with appropriate consideration to safety, economy, health and environmental considerations.
4. Solve complex scientific problems by conducting scientific derivations or mathematical simulations.
5. Use modern tools, resources and software.
6. Apply their responsibilities in societal and environmental contexts.
7. Exhibit professional ethics and norms of management development.
8. Function individually and in teams.
9. Communicate effectively in both verbal and written forms.
10. Manage the work and finance of research and application projects.
11. Practice the use of lifelong learning.

1.7 MBA- Pharmaceutical Management

1.7.1 Program Educational Objectives (PEOs)

The program educational objectives (PEOs) of the course are to facilitate integrative learning in the deepest sense of the term, so that graduates can walk into professional roles with ease and play a pivotal role both at the operational and strategic level in their jobs. Currently, students in mainstream MBA in Pharmaceutical management programs are largely being prepared for an "operational" engagement. For this to change, the course outline of the IIHMRU MBA (PM) strikes a balance between three things:

- Critical thinking, active engagement with multiple stakeholders, and lateral thinking that allow students to think practically and strategically.

- Foundational managerial skills associated with various sector related to Pharma/Consulting/Government

- Strong fieldwork and organizational skills based on off campus learning experiences so that once they graduate, students can be absorbed in the Pharmaceutical Industry

PEO 01:	To create student centric teaching - learning environment which prepare them to achieve their career goals
PEO 02:	To select and apply suitable tools for decision making required for solving complex managerial problems

PEO 03:	To organize various co-curricular and extracurricular activities to enhance students' skills and hidden talents
PEO 04:	To develop sound knowledge of the business processes and inculcate creativity and innovation in the workplace.
PEO 05:	To produce industry ready graduates having utmost look for professional, personal and institutional integrity, social responsibility and continuous learning.
PEO 06:	To collaborate with industry, social organizations and academic institutions for the development of students, institute and society at large
PEO 07:	To develop professional, entrepreneurial skills and social awareness among students to mold them into a good citizen of our country.

1.7.2 Graduate Attributes (GA)

Graduate attributes (GA) are the qualities, skills, and understandings that a student should develop as a result of the learning they engage with on their program of study. To develop the qualities, skills and understanding by the students of MBA-PM more specific attributes will be:

Problem solving skill, ability to work with clients with diverse interests.

Developing good management skill, communication skill, knowledge of local culture, ability to handle masses, analytical reasoning, leadership skill, problem solving skill, and ability to work with clients associated with Pharmaceutical Industry. The program is positioned to cater the managerial and operational challenges faced by the Pharmaceutical/Healthcare/Medical Devices/Pharma Consulting organizations. This program aims to prepare professionals for a challenging career in the area of Brand Management, Pharma Market Research, Supply Chain Management, Financial management, Regulatory affairs etc in Pharmaceutical and allied healthcare sector.

It helps to develop following management skills:

l) **Leadership and Management:** Develop the students with requisite knowledge, skills & right attitude necessary to create effective leadership that enables students to prove, develop and sustain in a global Pharma environment.

m) **Problem analysis:** Identify, formulate, review research literature, and analyze complex business problems and reach substantiated conclusions using the principles and concepts of business and management in the Pharma consulting organizations.

n) **Design/development of solutions:** Design solutions for complex business problems and design system or processes that meet the specified needs with appropriate consideration for the law of the land, and the cultural, societal, and environmental considerations.

o) **Scanning and solution to complex problems:** Use research-based knowledge and research methods including design of statistical applications for analysis and interpretation of data, and thereby arrive at definitive alternatives to provide valid conclusions.

p) **Modern Concepts and usage:** Create, select, and apply appropriate techniques, resources, and modern management processes and IT tools including prediction and modeling to complex business problems and boundaries.

q) **Environment and sustainability:** Evaluate Pharma business environment and opportunities and devise strategies for responding effectively to problems, threats, and opportunities. Understand the impact of the professional methods in providing solutions keeping in view the societal and environmental contexts and demonstrate the knowledge and need for sustainable development.

r) **Professional Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the management practices.

s) **Individual and teamwork:** Summarize and apply theories of team composition, process, and motivation (including inclusivity and diversity) to effectively manage work teams.

t) **Communication:** Communicate effectively on complex business management activities with the industry and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions. Construct and communicate a logical, relevant, and professional quantitative assessment of business information in an effective manner.

u) **Project management and finance:** Demonstrate knowledge and understanding of the Pharma business and management principles and apply those to one's own work, as a member and leader in a team, and to manage projects in multidisciplinary environments.

v) **Continuous learning:** Recognize the need for and have the preparedness and ability to engage in independently and also keep continuous learning in the broadest context of changes happening in business management.

1.7.3 Program Outcome [POs)

The program is positioned to cater to needs of a rapidly transforming pharmaceutical sector. This program aims at preparing professionals for a challenging career in Private and Public sectors, Medical Devices, Pharma Consulting and national and multinational organizations that are committed to provide quality medicines and diagnostics to the society at large for attaining better treatment outcomes.

The program outcome (POs) for MBA-Pharmaceutical Management two years' full-time course are as follows:

PO 1	Understand the latest concepts and techniques of management and their application to disseminate efficient and effective managerial roles in pharma Industry.

PO 2	Develop skills of analyzing, diagnosing and solving operational problems in Pharmaceutical and Healthcare care organization.
PO 3	Formulate appropriate strategies for effective planning implementation and evaluation of policies in pharma sector.
PO 4	Comprehend the application of qualitative and quantitative analytical tools as applicable to Pharma sectors related problems.
PO 5	Use Appropriate skills to support pharmaceutical and health care organization to take informed decisions.
PO 6	Utilize learning acquired from training and practical exposure to solve real time problem in Pharma Industry.

On successfully completing the program, the student will be able to:

- Demonstrate the knowledge of pharma management to solve complex corporate problems using optimum resources.
- Function effectively as an individual, as a member, and as a leader in diverse terms, and in multidisciplinary settings.
- As a manager, communicate effectively with all stakeholders.
- Apply appropriate business strategies for effective planning, implementation, and evaluation of policies in the pharma sector.

1.7.4 Programme Learning Outcomes (PLOs)

The graduates will be able to:

1. Apply possessed knowledge of fundamental subjects to solve different problems.
2. Analyze various research and scientific problems.
3. Design system reactions with appropriate consideration to safety, economy, health and environmental considerations.
4. Solve complex scientific problems by conducting scientific derivations or mathematical simulations.
5. Use modern tools, resources and software.
6. Apply their responsibilities in societal and environmental contexts.
7. Exhibit professional ethics and norms of management development.
8. Function individually and in teamwork.
9. Communicate effectively in both verbal and written forms.
10. Manage the work and finance of a research, application projects.
11. Practice the use of lifelong learning.

1.8 MBA- Development Management

1.8.1 Program Educational Objectives (PEOs)

The program educational objectives (PEOs) of the course are to facilitate integrative learning in the deepest sense of the term, so that graduates can walk into professional roles with ease and play a pivotal role both at the operational and strategic level in their jobs. Currently, students in mainstream MBA in Development management programs are largely being prepared for an "operational" engagement. For this to change, the course outline of the IIHMRU, MBA-DM strikes a balance between three things:

- Critical thinking, active engagement with multiple stakeholders, and lateral thinking that allow students to think practically and strategically.
- Foundational managerial skills associated with development praxis, ideally for all sectors (government, civil society sector, and private sector); and more specifically, those skills relevant for the specializations that the students choose.
- Strong fieldwork and organizational skills based on off campus learning experiences so that once they graduate, students can hit the ground running.

PEO 01	To create student centric teaching - learning environment which prepare them to achieve their career goals.
PEO 02	To select and apply suitable tools for decision making required for solving complex managerial problems.
PEO 03	To organize various co-curricular and extracurricular activities to enhance students' skills and hidden talents.
PEO 04	To develop sound knowledge of the business processes and inculcate creativity and innovation in the workplace.
PEO 05	To produce industry ready graduates having utmost look for professional, personal and institutional integrity, social responsibility and continuous learning.
PEO 06	To collaborate with industry, social organizations and academic institutions for the development of students, institute and society at large.
PEO 07	To develop professional, entrepreneurial skills and social awareness among students to mold them into a good citizen of our country.

1.8.2 Graduate Attributes (GA)

Graduate attributes (GA) are the qualities, skills, and understandings that a student should develop as a result of the learning they engage with on their program of study. To develop the qualities, skills and understanding by the students of MBA-DM more specific attributes will be:

- Problem solving skill, ability to work with clients with diverse interests.

- Developing good management skills, communication skill, knowledge of local culture, ability to handle masses, analytical reasoning, leadership skill, problem solving skill, ability for working with clients with diverse interest.

The program is positioned to cater to needs of a rapidly transforming India where developmental challenges are not limited to rural areas; indeed, the rural-urban continuum has made it virtually impossible to speak of rural or urban spaces in isolation. This program aims at preparing professionals for a challenging career in public, private sectors, NGOs. and national and multinational organizations that are committed to erasing rural-urban inequality by promoting sustainable development goal (SDG), infrastructure and amenities that emphasize a growing confluence of cities and the countryside. It helps to develop following management skills:

w) **Leadership and Management:** Develop the students with requisite knowledge, skills & right attitude necessary to create effective leadership that enables students to prove, develop and sustain in a global environment.

x) **Problem analysis:** Identify, formulate, review research literature, and analyze complex business problems and reach substantiated conclusions using the principles and concepts of business and management.

y) **Design/development of solutions:** Design solutions for complex business problems and design system or processes that meet the specified needs with appropriate consideration for the law of the land, and the cultural, societal, and environmental considerations.

z) **Scanning and solution to complex problems:** Use research-based knowledge and research methods including design of statistical applications for analysis and interpretation of data, and thereby arrive at definitive alternatives to provide valid conclusions.

aa) **Modern Concepts and usage:** Create, select, and apply appropriate techniques, resources, and modern management processes and IT tools including prediction and modeling to complex business problems and boundaries.

bb) **Environment and sustainability:** Evaluate business environment and opportunities and devise strategies for responding effectively to problems, threats, and opportunities. Understand the impact of the professional methods in providing solutions keeping in view the societal and environmental contexts and demonstrating the knowledge and need for sustainable development.

cc) **Professional Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the management practices.

dd) **Individual and teamwork:** Summarize and apply theories of team composition, process, and motivation (including inclusivity and diversity) to effectively manage work teams.

ee) **Communication:** Communicate effectively on complex business management activities with the industry and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions. Construct and communicate a logical, relevant, and professional quantitative assessment of

business information in an effective manner.

ff) **Project management and finance:** Demonstrate knowledge and understanding of the business and management principles and apply those to one's own work, as a member and leader in a team, and to manage projects in multidisciplinary environments.

gg) **Continuous learning:** Recognize the need for and have the preparedness and ability to engage in independently and also keep continuous learning in the broadest context of changes happening in business management.

1.8.3 Program Outcome (PO)

The program outcome (POs) for MBA-Development Management two years' full-time course are as follows:

PO1	Develops perspective on achieving Sustainable Development Goals (SDGs) in the 21st century.
PO2	Builds knowledge competencies, analytical and creative skills for problem solving and innovating to attain sustainable development.
PO3	Prepares professionals to work in CSOs, Non-Profits, Development organizations, Businesses, Govt Development Missions, CSR, public systems.
PO4	Inculcates willingness to work in challenging geographies / contexts as it requires resilience, perseverance, emotional, social intelligence, and courage of conviction.

1.8.4 Programme Learning Outcomes (PLOs)

The graduates will be able to:

1. Apply possessed knowledge of fundamental subjects to solve different problems.
2. Analyze various research and scientific problems.
3. Design system reactions with appropriate consideration to safety, economy, health and environmental considerations.
4. Solve complex scientific problems by conducting scientific derivations or mathematical simulations.
5. Use modern tools, resources and software.
6. Apply their responsibilities in societal and environmental contexts.
7. Exhibit professional ethics and norms of management development.
8. Function individually and in teamwork.
9. Communicate effectively in both verbal and written forms.
10. Manage the work and finance of a research.

1.9 Programme Structure - MBA Programmes

First Year
- Introductory and Core Courses
- Summer Training

Second Year
- Specialized Courses
- Dissertation and Internship

Structure of the Courses
- Medium: English
- Duration: Two-years full time Residential
- Term System: Trimester

The detailed syllabus of the respective course will be provided by the academic office.

1.10 Fee Payment Schedule

The programme fees are payable in five instalments. The payment schedule is given below. Students are required to deposit their fees through RTGS/ NEFT/ Cheque/ Demand Draft made out in favor of "IIHMR University" payable at Jaipur, as per the fee schedule given below. The students are advised to mention their name and roll number on the back side of the demand draft.

Particulars	Due date for Payment
First Installment	Within 10 days after selection
Second Installment	On or before October 15, 2023
Third Installment	On or before February 15, 2024
Fourth Installment	On or before June 15, 2024
Fifth Installment	On or before October 15, 2024

Failing to deposit the fee on time, students have to pay the late fee @ 50/- Per day. If a student fails to deposit his/her fee, will not be allowed to take the examinations. The University may debar any student from taking the End Term Examination if payments have not been received.

1.11 Attendance and Leave Rules

Attendance Requirement

All students are expected to attend all sessions of the course. As per UGC rules, to appear in any examination, a student should have at least 75% attendance in each course conducted during the term. Attendance would be maintained by the Course Coordinator or through biometric. The student will be notified of the status of their eligibility to appear in the examination by the Examination Cell.

The attendance of students on every course will be monitored and the relevant attendance record will be maintained by the Course Coordinator. Every day, attendance will be marked twice in a biometric. If student avails leave, he/ she will be required to take prior written permission from the course coordinator/ school dean. The IT cell will submit the attendance record of their courses immediately at the end of the respective course to the Academic Office. The completed and signed attendance record received from IT cell/course coordinator will be computed by the Academic Office. While computing the attendance of the student the Academic executive will add up attendance of two sessions per day and then compute the percentage of sessions attended. The further steps are:

- The Academic Office will inform the Examination Cell the names of those students who are not eligible to take the examination.
- It is obligatory for the students to seek prior permission of the Course Instructor/Course Coordinator/ School Dean on the prescribed leave form before proceeding on leave. The leave sanction form is available in the Academic Office. The sanctioned leave form should be submitted to the Academic Office for record. In case the student resides in the hostel and desires to leave the campus during the leave, it is imperative to seek permission from the Hostel Warden prior to leaving the hostel premises.
- In case of medical emergency or any other emergency at home when the student needs to proceed, an approval on phone/SMS is necessary. The student is required to forward the leave application within two days of proceeding on leave. But the grant of permission does not mean that the absence has been condoned for the purpose of computing attendance.
- The Examination Cell will permit only those students to take the examination, who have 75% or more attendance in the concerned course and the total number of classes missed should not in any case exceed 25%. When a student is deputed by the University on official duty, such period of deputation can be considered for condonation provided the student has a minimum of 50% attendance in that course.

- In the event of illness requiring hospitalization of the student for longer periods, the authentication of the same is to be obtained from competent specialists. Under exceptional circumstances, such absence will be further condoned by 25%. Under no circumstances (even medical reasons) will a student with less than 50% attendance be allowed to take his/her examinations.
- Cases of those students with attendance between 50-75% with justifiable academic, medical or institutional ground can be considered for condonation of the period of shortage. The authority for condoning the period of absence is the Dean, Academic and Student Affairs. Under no circumstances will the period of absence (inclusive of the condoned period) exceed 50%.
- For initiating the process of condonation of period of absence, the candidate must apply justifying the period of absence with reasons and supporting documents. If the case is found valid by the Academic Office, the candidate will be directed to the course coordinator for taking extra assignment(s) to cover for the period of delay. These assignments will be decided and given by respective course coordinators. On submission of completed assignments, the course coordinator will certify that the candidate has satisfactorily completed the assignment and could be considered for condonation. Based on this, the Academic Office will prepare the case on a note sheet and forward the same to the competent authority for condoning the period of delay. The cases where absence is condoned shall be allowed to take the examination in the respective subjects.
- Prior to the scheduled commencement of examination, the Academic Office Cell will prepare and display a list of students who have been debarred from taking the examination on account of shortage of requisite attendance or any other reason.

For supplementary examinations students will be charged an administrative fee per supplementary paper.

1.12 Class Timings

Class Timings are from 10:00 AM to 05:00 PM from Monday to Friday (Saturday/ Sundays may also be teaching days sometimes)

On the scheduled Friday there will be a session of the value-added course. Out of the different baskets allocated per trimester students must select one course as a value-added course. It is compulsory for the students to opt for the value-added courses.

Saturdays and Sundays are meant for special academic sessions/ presentations seminars, and co-curricular activities. Students will be informed about such activities in advance.

1.13 Annual Academic Calendar

The Annual Academic Calendar 2023-2024 is available on the university website.

1.14 Closed Holidays

A list of Annual Holidays is available on the University website.

1.15 Mandatory Requirements for the Course

1.16 Summer Internship Program (SIP)

Summer Training provides hands-on experience to all the students. This helps them to get better informed about their interests and the field they would want to work in. This finally enables the students to make a better career choice at the time of placement.

The Objectives of the Summer Internship Program is as Follows:
- Learn through assisting the manager/administrator in daily operational management and if possible.
- Help the management to study and address some identified issues/problems associated with some specific operational area/programme.

The students will go to the organizations depending on the respective specialization and consent of the organization. The student may also suggest an organization to which he would like to go for summer training. Any change in the organization after joining will be with approval of respective Mentors and School Dean.

The summer internship program is for 8 weeks. At the end of summer internship program, the student would prepare a brief report of the learning and a poster for presentation. A panel of experts/faculty would evaluate students based on the content and quality of work and presentation. Summer training offers 8 credits.

The student will submit a certificate from an organization where he has completed two months of summer internship program. In absence of production of certificate, he/she will not be promoted to second year.

1.17 Dissertation

Internship

All students would be required to undergo an internship of three-months duration after completion of the last term examination in the second year. The objective of the internship is to get a first-hand probationary exposure of the work culture of the organization and to learn and attain a clear understanding of the assigned task and official procedures of the organization.

During internship, the student would prepare a report showing details of the organization and any specific work/project she/he has undertaken based on the requirement/suggestion of the organization. The student would be required to make a presentation of the internship. The student would have to submit the soft copy of internship report to the library after approval of the guide. Academic Office facilitates the process of internship. After completion of internship the student is expected to submit an internship completion certificate from the organization where the internship was done. Internship report should not be confused with dissertation.

Dissertation

All students are required to submit a Dissertation at the end of final term of second year. The student is expected to prepare a synopsis in III/IV term under the guidance of the assigned guide. The synopsis would be approved by a panel of experts/faculty constituted for this purpose. The data collection could start after the approval of the synopsis while still doing the III term. During the internship, the student will collect data in the organization where he/she has been placed for internship.

The student would be in constant touch with the respective guide/mentor (at least once a week). The draft of dissertation should be prepared and shared/discussed with the guide before final submission. The dissertation will be approved by the guide. The student would be required to make a presentation of dissertation. The student is advised to prepare a power point presentation. The presentation will be made to the panel of examiners. The dissertation will be a 12 Credit assignment.

In case, the student wants to change the subject of dissertation while she/he is doing internship, she/he would have to get a fresh written approval by the mentor/guide at the University on the synopsis developed for the new subject. In case the approval has not been obtained, the student would not be allowed to submit a dissertation. No student would be awarded a degree until the dissertation is approved by the panel.

1.18 Capstone Project (Only for MBA PM Students)

The Capstone Project is designed as a practical experience for students and serves as an alternative to the research requirement for post-graduation in the Pharmaceutical Management Programme. The Capstone Project aims at exposing the students to advanced topics that cater to research activities. It creates an ideal environment for exploring upcoming areas in Pharmaceutical Management.

Further details will be provided by the school of Pharmaceutical Management at appropriate time during the programme.

1.19 Feedback

All students are required to give feedback through the ERP portal for each module, and as and when required or asked for. Generally, it is at the end of the module.

1.20 Evaluation

a) The student assessment would be based on the performance in internal assessment and the End Term Examinations.
b) Internal Assessment is an assessment done by the course instructor/ course coordinator based on attendance, student's participation in the class, assignment, group work, discussion, presentation and/or written examination.
c) The maximum marks for Internal Assessment are 50.
d) The Internal Assessment will be subdivided into Continuous Internal Assessment (CIA) (Maximum Marks 30) and Mid Term Examination (MTE) (Maximum Marks 20).

CIA: Depending on the course outcome and credits of the Module the CIA (max marks 30) shall be a mix of one or more activities of the following:

- Home Assignments (Individual / Group)
- Viva-Voce
- Case Study
- Review Paper
- Group Work
- Presentations
- Model Development Role-Play
- Rapid Fire Questions
- Quiz
- Class Assignments (Individual / Group)
- Posters
- Class Participation

Mid Term Examination (MTE): There will be one midterm examination of maximum marks 20, for each course module at any appropriate time, during the module or at the end of it. It can be a mix of objective and subjective questions. Open Book Examination can also be given.

End Term Examination (ETE) is an assessment of the student after completion of the group of courses, scheduled at the end of a particular Term. The focus of the term examination is to assess in-depth understanding, knowledge and required competency of the courses. The examination cell would conduct the End Term Examination as per the date and time mentioned in the examination schedule. All examinations would be of maximum three hours duration. The maximum marks for End Term examination are 50.

1.20.1 Criteria for Passing

The student will be declared pass in a course on attaining a minimum of 40 percent marks in the End Term Examination component and a minimum of 50 percent marks in the total component (total of Internal Assessment and End Term Examination), in that course.

Promotion Rules, Span Period & Supplementary Examinations: The span period of the programme is four years from the date of registration and all the papers/courses must be cleared/passed during this span period. A student with more than three pending papers/courses in the first year will not be promoted to next year and hence will have to lose a year. Supplementary Examination will be conducted by the University for students who (i) have attained an 'F' Grade and/or (ii) are either absent or fail in the regular End Term Examinations. The student will be given a maximum of two chances for taking the Supplementary Examination in each year. The Internal Assessment marks will not be taken into account for the Supplementary Examination, and the maximum marks for the Supplementary Examination will be 100. The

Grading table of the University is as under:

Grade	Grade Point	Percentage Equivalents
O (Outstanding)	10	91-100%
A+ (Excellent)	9	86-90%
A (Very Good)	8	81-85%
B+ (Good)	7	71-80%
B (Above Average)	6	61-70%
C (Average)	5	56-60%
P (Pass)	4	50-55%
F (Fail)	0	Less than 50%
Ab (Absent)	0	–

Note that irrespective of the total aggregate marks obtained by the student in the Supplementary Examination, he/she will only be given a pass/ fail grade.

1.20.2 Revaluation

The student who has taken the End Term Examination of a course and wishes to get a re-evaluation/re-totaling done of her/his performance is allowed to apply to the CoE, in a specified format within 10 days of declaration of result or as specified in the notification issued after the declaration of results. In case of Re-evaluation such requests will be acceptable for a maximum of one subject / course, per term in each year of any curriculum. The revaluation of answer books shall be permitted only for theory courses. Further, Supplementary Examination answer sheets will not be subjected to re-evaluation.

1.21 Placement Guidelines

The University does not take any guarantee or give assurance for placement of students. The selection is purely based on the employers on the criteria they deem appropriate. These criteria generally include academic performance, project work, analytical skills, communication skills, presentation, leadership styles, knowledge about the requirements given in job description and overall grooming and personality.

IIHMR facilitates the placement process but is not responsible for placement or a job. The University is not bound to guarantee placement / job or any such opportunity amounting to self-reliance to any student perusing programmes.

1.21.1 Placement Cell

To coordinate the activities with the Placement Cell, the students will constitute a Placement Committee. A Placement Cell is established in the University to facilitate and coordinate placement process. To maintain the discipline and ensuring that guidelines for placement are followed will be the responsibility of the students. The cell consists of the School Deans, and Placement Representatives. All the placement activities in campus will be conducted by and through the Placement Cell.

The Placement Committee will perform the following tasks:

- Coordinate the entire placement process with the academic administration and Placement Cell
- Facilitate development and printing of Placement Brochure
- Identify organizations and develop lists of organizations and contact persons
- Coordinate with employers, help conduct Placement Talks and Interviews
- Maintain student Placement records and regularly update information
- Students would be informed regarding the placement related activities either through the Placement Representatives, emails or through the notice board.

1.21.2 Eligibility for Placement

A student would be allowed to appear for any Placement Interview if she/he fulfils the following criteria:
- Passed in all the courses, results of which have been declared.
- Has successfully completed summer training.
- Has an approved synopsis for dissertation.
- Has not been selected for placement by any other organization.

Only those students who have passed/promoted to second year will be eligible to appear in University facilitated placement interfaces.

1.22 Awards of Degree and Medals

1.22.1 Award of MBA Degree

The following are the requirements for award of the MBA degree:

- Passed all courses.
- Successful completion of summer internship

- Successful completion of internship and approved Dissertation thereupon.

In addition to Degree, the student will also receive a transcript.

1.22.2 Award of Gold and Silver Medal

V.P. Agarwal Gold and Silver Medals are awarded by the University to a student with outstanding academic performance and exemplary conduct including his/ her behaviour and attitude throughout the programme. The marks obtained for each course examination will be added up to find out the total marks obtained in all the terms. The student who has secured highest total marks (sum of total marks of all courses) and has no supplementary/ grace marks in any course will be eligible for the award of the gold medal. The student who has secured second highest total marks (sum of total marks of all courses) and has no supplementary/ grace marks in any course will be eligible for the award of the silver medal.

1.23 Convocation

Convocation is an important function of The University and has a great sanctity. The students will necessarily follow the instructions given well before the Convocation Ceremony. All eligible students are required to be dressed in uniform. Each student may be given formal convocation dress. During the convocation, students would be awarded with Degrees.

Chapter-2: University Campus

2. Eco-friendly Campus

The University's campus is spread over an area of 14.37 acres with a lush green cover, characterized by stunning architecture. The serene ambience inspires students to strive for excellence. The University is well equipped with student-friendly infrastructure. The spacious campus provides the perfect atmosphere to push the boundaries of learning and innovation.

Recently the IIHMR University adopted a plastic free campus policy. Use of single-use plastics like plastic bags, bottled water, cold-drinks in plastic bottles, forks, straws, spoons, cups, glass plates and others are completely restricted. Being a Health University, we are committed to maintain health, hygiene, and cleanliness as a part of Swacchhata and Green Campus. Students are expected to keep the campus, hostel, and washrooms clean.

2.1 Solar Energy

The university has installed Solar Power Unit with a capacity of 100 Kilo Watt. The system has been in operation since 2016. Solar panels are installed on the rooftop of the university building. Solar power supplements total consumption of electricity of the campus.

2.2 Sewage Treatment Plant (STP)

IIHMR university has taken steps to treat the used water. The treated water is being used for gardening and othercpurposes. STP helps in conserving water and maintaining greenery in water deficient state.

2.3 Water Conservation

From the beginning, university has given the emphasis to water conservation by landscaping and architectural innovations. The design and layout of the building support water harvesting. Rainwater is collected in two comparatively low-lying areas connected through a bridge while a causeway acts as a dam to impound rainwater. This helps in recharging the water table apart from adding to the environmental character of the campus.

2.4 Medical Facility

The IIHMR University medical room is located near Class-Room 06 on the ground floor. A physician visits the medical Centre from 05:00 PM to 06:00 PM on Monday, Thursday and Saturday every week while nursing officers visit on every working day in between 05:00 PM to 06:00 PM. A first-aid kit is kept at reception and the hostel-cum-guest house office. Wheelchair is available at reception for any eventuality.

To facilitate emergencies, one bus with driver is available 24*7 at the University. On any emergeny students can contact Warden or to the adminstration Staff in the extension no 720. The contact number of the driver at ambulance is 9829066555.

All the students are covered under Group Medshield Insurance Policy offered by IFFCO-TOKIO General Insurance Co. Ltd. on an annual basis. The insurance card received from the company is distributed to the students. Students can avail themselves of medical services in the event of any hospitalization, they can avail cashless hospitalization from Hospitals which are empaneled by the Insurance Company.

Medical Test and Healh Insurance for foreign and NRI students

All Foreign Nationals/NRI students will have to undergo a medical fitness test before taking final admission. The medical test report should show that the student does not have any contagious or infectious diseases including hepatitis B, chest infections and heart disease. Chest X-ray must be attached with the report.

It is advised that all Foreign Nationals/NRI students take a medical insurance policy to meet the expenses of medical treatments (which are not available in the University Health Centre) during the stay at the university. A copy of the said insurance policy should be submitted at the time of final admission. The health Centre has limited facilities and further medical aid will be made available from hospitals nearby on payment.

All the Foreign Nationals/ NRI students will require a student visa endorsed to only IIHMR University, Jaipur for joining full time programmes. No other endorsement is acceptable. The visa should be valid for the prescribed duration of the course. International students staying in India longer than 6 months are required to register with the Foreigners Regional Registration Office (FRRO).

The following documents are required for registration:

- Photocopy of the passport and initial visa
- Four photographs of the applicant
- Details of residence in India
- Bonafide certificate from the university/ college/ institution
- Bank Statement proving availability of funds for non-Scholarship students

No-Objection Certificate

Foreign Nationals/NRI students do not require to submit a No-Objection Certificate for joining professional courses, however, all Foreign Nationals/NRI students willing to undertake any research work or join a Ph.D. programme will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary and Higher Education, Ministry of Human Resource Development, Government of India and must be on the research visa endorsed to this institution.

2.5 University Canteen

University has spacious canteen facility in the University. A variety of Indian food and snack items are provided to the students and staff of the University. Canteen has a big kitchen and kitchen staff takes extra care to provide the students and staff with nutritious and hygienic food in the campus canteen. Food items are prepared in a clean and hygienic environment. It also provides light refreshment like packed snack items, cakes, veg. puff, beverages etc. to the students and staff of the University. The opening time of the cafeteria is from 8.30 AM in the morning and serve last till 09.30 PM in the night.

2.6 Recreation Facility

The University offers a variety of recreation facilities. The campus includes courts for outdoor games like Cricket/ Football Ground, Lawn Tennis Court, Volleyball Court, Basketball Court and Badminton Court. The University also have Swimming Pool, Gymnasium, Yoga etc. In addition, the students can play indoor games including Table Tennis, Carom and Chess which are available in the recreation/ common room. Every year the University celebrates SPORTS WEEK which was managed by the "Faculty Sports Committee" and "Student Sports Committee/club".

2.7 Gymnasium

The IIHMR university provides a gym facility for all the students. In tune with the objective of all-round development of the students, the campus is equipped with an in-house gymnasium near the IT lab. It contains world class equipment like treadmills and strength machines for exercise and work out. The students should register themselves before entering the Gym. Trained instructor is also available at gym.

2.8 Laundry Service

IIHMR University has hired a third party named to faciltate "Online Laundry" to clean the clothes (free of cost) of the students residing in the hostels. The services cover for washing and ironing is 60 clothes per student in a month. The vendor comes twice a week i.e., 8-10 days a month, to collect the clothes.

2.9 Library

The IIHMR University Library and Documentation Centre was dedicated on May 31, 1996, to Dr Donald A. Henderson, renowned for his outstanding contribution to the eradication of smallpox. The University's Library is housed in a centrally located main University building in 3 floors (Basement, Ground floor and First floor). Spacious reading halls and latest IT infrastructure provide the right ambiance for reading and research in the library. Dr D.A. Henderson Library and Documentation Centre has a well-balanced collection of books, journals, and other materials. It is committed to provide user friendly services and easy access to facilities. The library collection is mainly focused on Health Management, Hospital Administration, Pharmaceutical Management, Development Studies, Health Economics and Finance, Public Health, General Management, Management Information Systems, Population, Research Methodology, Sociology, Economics, Rural Management, Computer Science, etc.

It has a collection of more than 33425 volumes including textbooks, reference books, training materials, case studies, manuals, reports, and conference proceedings. In addition, Library has eBook collection (ProQuest eBooks central, EBSCO eBook and Pearson eBook), SAGE Business Cases, & CD-ROMs. The library subscribes to 78 National and International Journals. The library subscribes to ProQuest, J-Gate and SAGE online e-Journals database. The library has DELNET (Developing Library Network) membership, and Indiastat.com, etc. database.

The library efficiently serves the teaching, learning, training, and research requirements at IIHMR University and is user-friendly and provides smooth access to relevant information in various formats (print & nonprint). Designated areas for different sections to provide right attributes for reading and reflection. Availability of Wi-Fi facility, acquisition, cataloguing, circulation and serial control, web Online Public Access Catalogue (OPAC) feature and Digital Library available through Greenstone digital Library software, availability of computers for students to access library resources ensures ease of access to library resources. The Online database and full text collection can be accessed through IIHMR University Digital Repository. The IIHMR University Library also provides RemoteXs facility to current students and faculty.

The links are RemoteXs: https://libraryiihmru.remotexs.in/user/login
IIHMR University Digital Repository URL: http://172.16.16.21:1001/

Library Timings

The library is open throughout the year except on a few public holidays (observed by the university) when it remains closed.

Library Working Hours	
Working Days:	08:00 AM to 10:00 PM
Second, Fourth Saturday and All Sunday:	09:00 AM to 05:00 PM

Note: The loan counter shall be closed at 09:00 PM on working days and 04:30 PM on Second/ Fourth Saturday and Sundays.

Borrowing Privilege

- Each Student would be given an identity card by academic department with barcode ID.
- Each student can be issued three documents at a time for 15 days through Identity Card. It may however be re-issued for another 15 days.
- Identity Card is non-transferable. The students are responsible for its safekeeping.
- A student who has lost an identity card shall make a written report of the same to the library in charge and Academic Office.
- Only identified books are issued to a user. Reference materials like Dictionaries, Directories, Thesis, Summer Training, Internship Reports, Journals, News Magazines, News Papers, Newsletters and New Books on Display will not be issued.
- Any loss of library books should be reported to the library in charge immediately in writing.
- If a book is lost than the user will pay the cost/ (plus 20% of value) or arrange replacement. If one book of a set is damaged or lost, the user will be liable to replace the whole set or else will pay the actual cost of the books plus 20% extra fine as service charges to the library.
- The library staff at the issue counter are authorized to examine all materials taken in or out of the library by the members.
- All books on loan shall be returned at the expiry of a stipulated period. Books, which are temporarily in special demand, may be lent for such shorter period as may be necessary or may be temporarily declared reference books. Loan may be terminated at any time by the order of the library in-charge.
- Students are advised to check condition of book and missing pages if any, and get it endorsed by person issuing the book to avoid confusion at the time of return of book.
- Library Rules
- No user will write/ mark upon or damage any book belonging to the library.
- Books removed from the shelves should be left on the study table and no effort should be made to replace these books.
- A rack is placed near the gate. Readers entering the library shall keep their personal belonging such as books, bags, etc. at the rack. Only notebooks are allowed inside the library.
- Issued books are not allowed inside the library. Please keep the issued books on the wooden rack near the loan counter.

- Help maintain a quite atmosphere for study. Conversation disturbs other students who want to study. If discussion is necessary, please go to the classrooms.
- Switch off or put your mobile phones on silent mode while entering the library.
- Spitting, smoking, napping, drinking tea, eating or any behavior which may disturb other users are strictly prohibited inside the library.

Turnitin

A lot of research work is done by faculty and students of IIHMR University. To check plagiarism in the research documents produced by them a software called Turnitin is available in library. This helps the university to maintain standards and academic honesty. Turnitin is web – based text matching software system which can used to assist in helping you learn how to properly acknowledge quotations.

2.10 IT Department

The University has a full-equipped IT Lab for students. Although all students can use personal laptop, still the University has a computer lab to match with student needs. Following are some of the instructions on the use of computer lab:

Computer Lab Timings

The computer lab will be opened from 08:00 AM to 08:00 PM on all working days except class timings and the University's closed holidays and from 09:30 AM to 05:30 PM on Sunday, second Saturday and fourth Saturday.

Use of Computers

The lab has adequate number of computers. However, to avoid congestion, a restricted number of students may be permitted at one time as per instructions of the lab-in-charge. Students are requested to follow the instructions of lab- in-charge. Students are required to turn off computer after using it.

Use of Printers

Students should use their own stationary.

For laser printers use only new A4 size papers. Do not use dot-matrix papers, rough and crushed papers in the laser printers.

Do not waste computer stationeries. Use draft mode when you take a rough print out.

If any problem arises refer the case to technical person of the computer lab.

Students are advised to use the printers carefully to avoid any damage. If the printers are damaged due to mishandling, the facility will be withdrawn.

Internet facilty and E-Mail ID

- A separate E-mail ID will be provided to each student as academic email communication facility.
- Internet facilities are available through ID and password round the clock through wi-fi facility in the campus.

Using Internet for indecent and objectionable purposes is punishable offence.

Students are bound to follow the University norms for internet accessibility, failing which may cause suspension/ withdrawn of facilities.

ICT

The IIHMR University is using ERP to promote transparency, accountability, and fair judgement in all the academic and related activities. Students are required to use ERP for day-to-day activities. The students are given their usernames and password to access their personal profile, academic calendar, attendance, homework assignments, fees, official notices, examination admit card, medical card, ID card and term marks. Students can access ERP portal on https://erp.iihmr.edu.in.

Students can get all the basic information about themselves by using the 'My Profile' feature. Also, to view fees-related issues students are advised to use 'My Fee' feature in ERP. Attendance is being marked in ERP through bio-metric machine. In 'Examination' feature students can view/ download and print their Exam Hall Ticket and view their results.

Coll Poll- Mobile App

It is another important and user-friendly digital app Coll Poll – a mobile app for IIHMR University. Basic features presently available in Coll Poll are Help Centre, Poll and Quiz, Notices, Feeds and Events. Many other features like LMS, Class management, Attendance, Assignments, Hostel gate pass, Mess Management, Placement, Hostel, and Book a venue are available to the students. Students can login with their IIHMRU email ID and password. Students can use it on their mobile or can access on desktop browser through https://iihmr.collpoll.com/#/home

Do's and Don'ts for Use of Computer Lab

Do's

- Keep silence and maintain the decorum of the computer lab.
- Make sure to enter required details in the computer lab visiting register.
- Please complete the entry in the register after taking printouts and after scanning any document on the scanner.
- Align keyboard and mouse properly and put chair at proper place after use of computer.
- Shutdown the computer and switch off the monitor after use.
- Switch off unnecessary lights, fans, and AC's before leaving the computer lab.

Don'ts

- Use of privately owned/pirated software installation, downloading and printouts.
- Indulge in chatting, online gaming and social networking between 09:00 AM to 06:00 PM on working days of the University.
- Laptop and laptop charger are not allowed.
- Misuse of common folder space available in IIHMR2K3 Server.
- Use of external device (pen drive, digital camera, headphone, etc.) to the computer lab without prior permission of lab in-charge.
- Students are not allowed to tamper with any of the computer hardware part. For Any technical support you may contact IT department (Ext. 749).

2.11 Swimming Pool

The University has a clean swimming pool located near the Management Development Programme (MDP) center. Separate timings for boys and girls have been allotted to use the same and a separate trainer/swimming coach is also appointed for the same by the University. The coach will be available with the students during the time of swimming. To avail themselves of the services at the swimming pool, the students and staff have to go through the registration process separately (one time registration). Timing for availing the swimming pool facility for the girls is 6.00 pm to 6.45 pm and for the boys it is from 7.00 pm to 7.45 pm

Chapter-3: Hostel Accommodation

IIHMR University offers a separate hostel facility for Boys and Girls on the campus and provides accommodation to students on a first-come-first-served basis. The hostel offers excellent lodging and boarding facilities to cater to the needs of both male and female students. Every hostel is supervised by a warden, who ensures that the utmost care is taken to provide the best amenities for the students. These hostels are spacious, well-furnished, Air conditioners and air-cooled hostel with all modern amenities and convenience, and categorized into five categories:

» **Cubical rooms with AC (Hostel 1)**: Three individual air-conditioned rooms with study tables, chair, wardrobe, bed, mattress, and pillow, geyser, dustbins, and common lobby and bathrooms.
» **Twin shared rooms (Hostel 2)**: Air-conditioned room with two beds with mattress, two study tables, two chairs, two wardrobes, two mattresses, two pillows, geyser, bucket, mug, dustbins, and an attached hygienic bathroom on sharing basis.
» **Cubicle rooms with Air cooler (Hostel 3)**: Three individual air-cooled room with study tables, chair, wardrobe, bed, mattress, and pillow, geyser, dustbins, and common lobby and an attached hygienic bathroom on sharing basis.
» **Cubicles of Four Rooms (Hostel 4)**: Set Of 4 Individual Air-condition room with bed and Mattress, Geyser, Bucket, Mug, Dustbin, Wardrobe, Table & Chair, A Common Pantry with Fridge & Microwave, and A Common hygienic washroom.
» **Penthouse (Hostel 4 – exclusive for MPH student only)**: Single Room with Bed with Mattress, Air-Condition, Geyser, Fridge, Microwave, Kitchen Space, Wardrobe, TV, Bucket, Mug, Dustbin, Sofa in Lobby.
» **Cubicles of three or Four Rooms (Hostel 5)**: Set Of 3 or 4 Individual Air-condition room with bed and Mattress, Geyser, Bucket, Mug, Dustbin, Wardrobe, Table & Chair, A Common Pantry with Fridge & Microwave, and A Common hygienic washroom.

3.1 Terms and Conditions for Hostel

- Hostel rooms will be allotted on first come first served basis.
- The above rates are fixed for 1st year and 2nd year Students for entire academic session, and it will not be relaxed for any short stay.
- Hostel fee once deposited will not be refunded during the middle of the course unless the hostel facility withdrawn by IIHMR University.
- Refund is not permitted if the student is expelled from the hostel.

- Above mentioned fee is only for the room charges and mess fee is to be paid separately by the students at the canteen contractor.
- It is compulsory to avail the canteen facility for the hostiles.
- Except in hostel no-3 the students have a facility of prepaid electric meter

3.2 Contact Detail

Mr. Achleshwar Singh
Email id: achal@iihmr.edu.in
Mobile No: 9314422020

3.3 Wi-Fi Campus and Hostel

IIHMR University campus is Wi-Fi campus, and the students can avail the facility round the clock. Students can access these free Wi-Fi on campus by using a log in user id and password provided by the IT department of the University. The University has a lease line having a speed of 250 Mbps. To access the internet at the hostel, the IT department has installed Wi-Fi access points (Indoor and Outdoor).

3.4 Safety and Surveillance Mechanism

The University campus and hostel area are fully under surveillance through 97 CCTV installed in the different corner of the campus. Daily, the recordings of the camera are studied by the administration department of the University.

In case of fire disaster all hostels were equipped with fire extinguishers. Staff and students are trained in how to operate it during time of emergencies. Every year, the University conducts training for students to manage themselves and help others during emergencies if any.

3.5 Hostel Fees and its Management

Fees of hostels are managed by the office of the Hostel and Guest House, IIHMR University under the guidance of IIHMR University Jaipur. The hostel charges are fixed by the Management. Such charges should be paid by the resident for every year in advance at the start of the course every year. Following conditions need to be looked at:

- If dues are not paid on time by the student, allotment of the hostel room shall cease automatically, and the students will have to apply afresh application for renewal to the IIHMR University hostel administration through Hostel Warden.
- The University will make NO REFUND if a resident leaves the hostel before the expiry of the quarter/session.
- The hostel fee once deposited will NOT BE REFUNDED during the middle of the course unless

the hostel facility is withdrawn by IIHMR University.

- Refund is not permitted if the student is expelled from the hostel.
- Hostel and mess charges can be revised at any time without prior intimation, and the students have to comply with the same accordingly. In this regard the management's decision will be final and binding.

3.6 Entry In/Out Into The Hostel

- Residents shall not go outside the hostel campus between 10.00 PM - 6.00 AM without the written permission/digital approval of the Warden, except for attending University's functions or authorized academic work in the University. Attendance may be taken during these hours by the guard and all records will be maintained in a register verified by the warden.
- Residents shall not leave the station i.e., IIHMR Jaipur hostels without obtaining prior permission of the Warden and the same shall be submitted to the Hostel & Guest Relation In charge. On their return they shall report to the Warden immediately.
- Residents shall not invite any unauthorized person to their rooms. No one will be allowed into the hostel without the permission of the Warden. They shall deal with only authorized vendors, washer men, cobblers etc. during the prescribed hours (9.30 AM to 6.30 PM) and utilize the services as per University's guidelines.
- No visitors or parents are allowed to enter the hostel rooms without prior permission of the Warden/ Hostel & Guest Relation In charge. If parents or local guardian or visitor wishes to meet the student, a registration form needs to be signed which is available at the Guest house office.
- No resident shall stay in the Hostel during University's hours without a valid reason, which must be intimated to the Hostel warden.
- Valid stay - Illness or health reason or hospitalization (Need proper documentation and medical certificate from a registered medical practioners).
- Invalid stay - Free period, visitors from outside, friends who are not residing at hostel etc.
- No resident shall leave the University's campus without making necessary entries in the register/through Coll poll application kept with the guard at the canteen gate. S(He) shall also enter the time of return in the register/ Coll poll application kept at the hostel entry gate.

3.7   Canteen/ Mess Rules and Regulations

The Hostel is meant both boarding and lodging. No one is permitted to use either of them (boarding or lodging). Once a student is admitted to the Hostel, he/she is deemed to become a member of the Hostel Mess until he/she officially vacates the hostel.

IIHMR University has established a canteen for the students with two floors. Separate batches of students are availing food services themselves during their stay at the campus. **Availing Mess facility is compulsory for all the hostel residents**. Providing wholesome and hygienic food to students residing in the hostels is the primary concern of the mess authorities. Presently, messes are run through mess contractors selected based on a transparent e-tendering system. However, monitoring and maintenance of the quality food served to the boarders as per tender document are undertaken by the hostel and mess committee of the University. **Any controversy related to the quality and quantity of food served to the student between the mess committee and the mess contractor must be solved amicably.**

Regarding mess, the Hostel and Mess management reserves the right to revise the rules and regulations from time to time and will keep the hostel residents informed of any changes in the form of notices on the hostel notice board. Ignorance of rules will not be accepted as an excuse. Any demonstration/procession etc. related to mess issues will force the University authority to withdraw from the mess facility and subsequent action will be taken against the students. To operate the mess transparently, following rules are applicable to the students:

3.8 Mess and Its Management

- The faculty Hostel and Mess Committee and Student's Mess committee manage the mess of the University under guidance of President, IIHMR University. **Once the Mess fees are paid to the contractor, no refund will be made by the contractor or the University without valid reason.** Students shall pay full mess fees for three months in advance at the time of admission to the Mess contractor. Against this, the Mess contractor will give them a money receipt. Students are requested to carry their identity card while going to the mess.
- The menu will be prepared by the Mess Committee in consultation with Faculty Hostel and Mess committee, and the same will be displayed on the Notice Board. **Day Scholars cannot be entertained as guests in the mess on a regular basis.**
- **Students are expected to enter the dining hall in proper dress with tied hair.** Students other than the Mess Committee Members are not permitted to enter the kitchen or storeroom of the mess on any account.
- If a student is sick, written application by the student endorsed by the Hostel Warden

and medical certificate should be given to Mess Coordinator for serving food in the room. And if any hostel residents do not want to dine in the mess, he / she has to seek special permission from the Honorary Hostel Warden. Permission will be given on the basis of written application with valid reason before the commencement of the course.

- For those permitted, 30% of the mess bill as Non-dining Charges (NDC) per month will be charged. **No Meal shall be served to the Hostellers who have opted for Mess Off/ NDC**.

- **Mess rebate shall be granted to students if he/ she is absent from the mess for more than 5 (five) consecutive days with prior notification. No rebate should be allowed for a period less than 5 days continuously. Students will be entitled for mess rebate only for (N-5) days where N is the total number of days approved absence from the mess excluding days of proceeding out and reporting back.**

- A resident who is found eating in the mess when he /she had taken permission not to eat in mess because of medical reason will be subject to a fine of Rs.500 /- (Rupees Five Hundred Only).

- Residents who vacate the hostel before the 15th of 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.

- Food will not be served in rooms and the inmates are not supposed to take food from the dining hall to their rooms.

- The quantity of food will be unlimited except in the case of special items like curd, milk, Sweet, panner, eggs etc.

- Students who are unwell may be provided with a restricted diet as advised by the Doctor. In this case, the student shall inform the coordinator and mess manager in writing before availing the facilities clearly mentioning the number of days for which he/she wants to avail this facility.

- Students must inform their non-availability or night out to the Mess Supervisor well in advance and they must make an entry in the register regarding their non-availability.

- If any hosteler does not want to take food from the Canteen, he/she has to seek special permission from the Hostel Warden. Permission will be given based on written application with valid reason before commencement of the period.

- If a student is sick, written application by the student endorsed by the Hostel-in-charge and medical certificate should be given to Mess Coordinator.

- Students, if not taking food, will not be given exceptional treatment (like giving extra milk, fruits etc.) in lieu of paying the Mess bill.

- Students are not permitted to cook any food on their own in the mess or in their rooms.

Individual cooking and messing inside or outside, under any circumstance is also not permitted.

- The faculty and student hostel and mess committee shall be responsible for ensuring smooth and timely operation of the mess and verifying 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 mess coordinator.

3.9 Mess Timings

- There will be fixed slots for breakfast, lunch and dinner as notified in the hostel mess timings. No student can force mess staff or hostel management committee for food after allotted time slot.
- The mess timings are as follows and the students should strictly adhere to these timings (subject to change in consultation with mess committee from time to time)

    - Breakfast: 8.30 a.m. to 9.30 a.m.
    - Lunch: 1.00 p.m. to 2.00 p.m.
    - Dinner: 8.30 p.m. to 9.30 p.m.
- In the event of any prevailing pandemic situation or a local outbreak in hostel premises, the management may institute appropriate measures to serve the food in packaged form to the hostellers at their respective hostels.

3.10 Discipline in the Mess

- **Discipline should be strictly maintained in the dining hall**. **Modesty in dress is expected from students while availing the mess services or at hostel.** Night apparel is not permitted in the dining hall. Students are expected to behave properly with the Mess staff. Misbehavior will lead to disciplinary action. Students should maintain an atmosphere of dignity, decorum, friendliness, and respect in the mess among themselves and with the mess staff.
- **Any act of manhandling, group fighting, intimidation or violence, willful damage to property or drunken behavior will be considered as a serious offence**. Strict punitive action will be taken against person(s) involved in such activities.
- **Smoking and drinking alcoholic beverages are strictly prohibited in the University's mess premises. Anyone found doing the same on the premises would be imposed a fine by the authority.**
- All are advised to keep the mess and surroundings neat and clean. No notices are permitted to be posted on walls by the students. Notices put up on the notice boards (with the approval of warden) should not be removed by the diners. Fine will be levied to

those who have pasted or removed the notice.

- Students should not bring any pet animals into the mess hall or encourage such practice.
- Mess users are prohibited from keeping their bags, handbags, satchels, or any other personal belongings on the mess tables.
- **Wasting food is a social crime and paying Mess bills does not entitle a diner to waste food.** For the first offence of wasting food by a boarder, a 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.
- Any act of manhandling, fighting, intimidation or violence, willful damage to property or drunken behavior will be considered as a serious offence. Strict punitive action will be taken against persons involved in such activities.
- Mailing & spreading the issue through social media or any other means without following the mentioned procedure is not the solution to your problems, so refrain from such acts. Also, such action will be considered as sufficient grounds to discard your complaint/suggestion.

3.11 Dinning Etiquettes

- **Every resident must record their entry in the mess register before taking meals**. The university also made biomarker entry system at the canteen where student must punch the biomarker to get inside the canteen to avail food. The system of self service will be followed.
- No student is allowed to take Mess utensils outside the Hostel Dining Room. Students are not permitted to cook any food on their own in the mess or in their rooms.
- In no case, a resident can enter the kitchen either to collect food or to communicate any grievances regarding food with kitchen staff, Students other than the Mess Committee Members are not permitted to enter the kitchen or storeroom of the mess on any account.
- After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- 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 the offence.
- **Outside food /Tiffin is not allowed in the mess.**
- Anyone found sharing his food with one or more persons would be imposed a fine.
- Students on no account will be permitted to take food outside the mess. Nor can

they take Mess utensils such as plates, spoons, tumblers, etc. to their rooms.

- Students' proceedings on leave, however, may be given rebate in mess charges with the following conditions.
- It should be sanctioned leave with genuine reasons.
- The period of leave should be for a minimum of five days in continuation.
- Sanctioned leave forms should be submitted to the hostel warden at least one day in advance.
- Such rebates will be adjusted by the at the end of the final term.

Chapter-4: Committees and Clubs for Students Welfare

Student clubs and committees are an integral part of the university experience, providing a bridge between the administration, faculty, and students. They offer a diverse range of activities and initiatives that cater to a wide array of interests, passions, and academic pursuits.

By becoming an active member of a club or committee, you open the door to a multitude of benefits. These platforms serve as catalysts for personal and professional growth, allowing you to develop vital skills such as leadership, communication, teamwork, problem-solving, and organization. Engaging in club activities presents opportunities to broaden your horizons, gain practical experience, and network with like-minded individuals, faculty members, and professionals in various fields.

Moreover, participation in the student clubs and committees helps you to cultivate a sense of belonging within the university community. It offers an avenue to forge lasting friendships, collaborate with peers who share your passions, and create cherished memories that will enhance your overall university experience.

As you embark on your journey at IIHMR University, we encourage you to explore the numerous opportunities available to you through these engaging and enriching platforms.

The club and committee members are expected to work closely under the guidance of faculty coordinators to implement the activities of different committees and clubs of IIHMR University.

The respective Club and Committee members and faculty coordinators can contact Proctor while designing the annual activity plan and guidance for implementation of the activity.

The respective committee will organise at least one meeting in a month to review and to accelerate the activities of the committees/ clubs. Minutes of the same should be drawn and maintained properly.

There will be 15 **students' committees and clubs** in the academic year 2023-2024.

4.1 Objectives of the Students' Committees and Clubs

The broad objectives of the students' committees and clubs are to:

1. Enhancing the student experience by providing a platform where students can channel their innovative ideas, seek guidance, and transform their concepts into reality. This fosters an environment of creativity and problem-solving.
2. Acquiring knowledge, skills, and experience in essential areas such as leadership, communication, problem-solving, group dynamics and management, finance, presentation, and public speaking through active participation in clubs and committees.

This allows students to develop a well-rounded skill set that is highly valuable in their personal and professional lives.

3. Exploring one's own interests, goals, and aspirations, and rekindling past hobbies by actively engaging in various activities organized by students' committees and clubs. This encourages self-discovery, personal growth, and the pursuit of individual passions.

The brief description of various committees and clubs for which elections will be held are given below:

4.2 CRs-Student Council Committee

The student council is comprised of elected representatives from various classes.

The class representatives are the interface between the students, faculty, and academic administration. They are responsible for coordinating the day-to-day class activities. They are also responsible for coordinating guest lectures and informing fellow students about various student affairs. A few of the functions of class representatives are: -

- Develop a rapport with faculty and academic staff by actively participating in class discussions, seeking their guidance when needed, and showing respect and professionalism.

- Build connections and rapport with classmates by actively engaging with them, listening to their perspectives, and representing their interests.

- Disseminate important information to classmates regarding academic policies, program, deadlines, and other relevant updates. They ensure that their classmates are well-informed about university-related matters and serve as a point of contact for any questions or clarifications.

- Class representatives encourage student engagement and participation in extracurricular activities, clubs, and events.

- Support faculty in managing the classroom dynamics to ensure an inclusive and conducive learning environment. Assist in promoting active student engagement, respectful communication, and participation from all students.

- Raise common concerns of students to the appropriate authorities and ensure that instructions given to them are effectively communicated and followed by their fellow students.

4.3 Place COMM-Placement Committee

The Placement Committee plays an important role in guiding and supporting students' career journeys. It actively facilitates various academic initiatives such as organizing summer training opportunities for first-year students and works diligently to secure internships and final

placements. The committee's responsibilities related to the Summer Internship Program (SIP) and Internship/Placement include:

- The committee will identify the suitable organizations that offer internship and placement opportunities aligned with students' career aspirations.
- They will gather and analyse relevant data, ensuring that comprehensive information about potential employers is available to students.
- The committee will prepare a comprehensive placement brochure that highlights the achievements and capabilities of the students, effectively presenting them to prospective employers.
- They will organize mentoring sessions and aptitude training to equip students with the necessary skills and knowledge to excel in interviews and assessments conducted by organizations.
- The committee will maintain consistent communication with students, providing updates on internship and placement opportunities, and offering guidance and support throughout the process.
- They will ensure seamless coordination between organizations and students. They liaise with employers to fulfil their requirements before, during, and after the placement process, addressing any concerns or challenges that may arise.

4.4 iWorcon - Workshop and Conference Committee

The annual conference "Pradanya" is organized by the workshop and conference Committee which has been acclaimed by all for its academic value. The Workshop and Conference Committee helps students to actively participate in National and International conferences. The committee looks for such opportunities and shares it with the student community to facilitate their participation in the conferences and enrich their academic experience. Other than annual conference "Pradanya" they are also responsible for organising one/two-day conferences, symposium and seminars/webinars/Master Class series, etc. They are expected to identify and invite guest speakers to address the students. Committee's activities include:

- The committee will identify relevant and engaging themes for future conferences, seminars, symposiums, or guest lectures, ensuring they align with the mission and vision of the University.
- The committee will create informative brochures that provide detailed information about the upcoming conferences, including the agenda, keynote speakers, session topics, and registration details.
- The committee will act as a liaison for marketing, implementing strategies to promote the future conferences to a wider audience. This will involve utilizing various channels such as social media, newsletters, and collaborations with other institutes or organizations.

- The committee will identify and invite suitable speakers who are experts in their respective fields to present at the conferences. They will ensure a diverse range of speakers who can contribute valuable insights and perspectives to the events.
- The committee will reach out to potential participants from organizations and other institutes, encouraging their attendance and participation in the conferences. They will maintain regular communication and provide necessary information to facilitate a smooth registration process.
- The committee will meticulously plan the conferences, including scheduling sessions, arranging venues, managing logistics, and coordinating audiovisual equipment and facilities.
- During the conferences, the committee will ensure effective management of sessions, and addressing any technical or logistical requirements. The committee will oversee the arrangement and coordination of poster or paper presentations, ensuring that participants have the necessary resources and support for their presentations.
- After the conferences conclude, the committee will collect feedback from participants, and prepare comprehensive conference reports summarizing key highlights, insights, and outcomes.

4.5 Synergy- Alumni Relations Committee

The Alumni Relations Committee plays a significant role in encouraging collaboration and engagement between the university and its alumni. Their primary responsibilities revolve around maintaining a strong alumni network and leveraging it for the benefit of current students, the university, and fellow alumni. Some key roles of the Alumni Relation Committee will include:

- The committee will maintain an up-to-date database of alumni information, ensuring accurate records for effective communication and engagement.
- The committee will actively reach out to alumni across different graduating classes, regions, and industries, encouraging their involvement and participation in alumni activities. They explore opportunities for collaboration between alumni and the university, fostering a mutually beneficial relationship.
- The committee will encourage alumni to actively engage with the university by participating in guest lectures, workshops, know your alumni and alumni-led initiatives. They facilitate alumni involvement in student mentoring programs, sharing industry insights, and providing guidance to current students.
- The committee will create platforms for alumni to connect with each other, fostering professional networking and mentorship. They organize events such as alumni reunions, networking sessions, and industry-specific panels, providing alumni with opportunities to share experiences and support each other's career growth.

- The committee will serve as a central point of contact for alumni. They facilitate regular communication, organize alumni events, and keep alumni updated on university news, achievements, and opportunities.
- The committee will be responsible for organising Know Your Alumni series, time-to-time.
- The committee will be responsible for facilitating the Alumni Mentoring Program.

4.6 H&M/ Homey - Hostel and Mess Committee

The Hostel and Mess Committee will play a crucial role in ensuring the smooth functioning of the hostel and mess facilities at IIHMR University. Under the supervision of the Chairperson of the Hostel and Mess Committee (faculty level), the committee will have the following roles and responsibilities:

- The committee will act as a liaison between the administration, caterers, and hostel authorities on one side, and the students on the other. They will facilitate effective communication and address any concerns or issues raised by students regarding hostel and mess facilities.
- The committee will be responsible for facilitating the grievance redressal process for students. They will actively listen to students' concerns, communicate them to the relevant authorities, and ensure timely resolution and feedback.
- The committee will diligently keep a close eye on daily issues related to hostel infrastructure, housekeeping, and mess facilities. They will proactively identify and address any maintenance or service-related issues, ensuring a comfortable and conducive living environment for students.
- The committee will strive to provide an enriching and enjoyable experience for students during their stay on campus. They will organize fun-packed events and food carnivals, creating opportunities for social interaction, recreation, and community building.
- The committee will actively collaborate with other clubs and committees to ensure the successful execution of various events and initiatives. They will coordinate with different groups to incorporate hostel and mess-related activities into the overall event planning and management.

4.7 Archive - Library Advisory Committee

The Library Advisory Committee has been constituted for advising, developing, and monitoring policies for the overall development of the library in terms of collection development, processing, storage and retrieval of information.

The committee reviews and recommends the formulation of relevant policies with particular attention to the collection, budget and distribution of resources among academic divisions and different schools. The library committee provides a channel of communication between library, faculty, staff and students, facilitating academic interaction conducive to enhancement of learning.

The library committee will look into the matters relating to library such as inviting indents from faculty members for books, journals, and other learning resources including e-resources; Facilities

provided for smooth and effective functioning of library like ventilation, seating, power supply, internet; and service provided for effective utilization of library resources like library orientation for fresher's, guidance for students of all streams. The library committee will work in coordination with all the departments and committees functioning for the academic as well as professional development of students and faculty.

The following are the roles and responsibilities of the library committee:

- Implement Library Management software.
- Providing library search facility e. OPAC to all students and departments with the aid of internet and intranet.
- To enrich the library by procuring leading national/ international journals etc.
- To display the renewal dates of all journals and get them renewed in time.
- Library committee will advise and support in establishing departmental libraries.
- Budget preparation and allocation of funds for all departments while purchasing books and other reading materials.
- Conducting library orientation and information literacy programs for students and faculty
- Membership in professional organizations and associations, like INFLIBNET, IITs, Foreign libraries.
- Maintain Book Bank Scheme facility for weaker students.
- Coordinate with faculty members for putting special focus on toppers and below average students.
- Preparing library annual plan.
- Weeding out unused and most damaged publications.
- Cultivating reading habits among students, faculty and staff
- Converting potential users into habitual users.
- Application of ICT in all areas of library including library automation
- Providing library search facility to all faculty and students with the aid of LAN or WAN
- Assessment of the library services provided by the library, if necessary. Suggesting improvements in library services

4.8 Gempower -Gender Champions Club

The Gender Champions Club accordance with UGC guidelines in line with the directive of Ministry of Women and Child Development. The club aims at creating an enabling environment on campus for greater gender equality and to treat women with dignity and respect. The Gender Champion Club undertakes various activities to promote gender equality, raise awareness about gender-related issues, and foster an inclusive and empowering environment. The activities of the Gender Champion Club include:

- The club will organize awareness campaigns to educate students and the wider community about gender-related issues such as gender stereotypes, gender-based violence, and gender discrimination. These campaigns aim to challenge societal norms and promote a more inclusive and equitable society.
- The club will conduct workshops and training sessions on topics such as gender sensitivity, unconscious bias, and gender mainstreaming. These sessions aim to enhance understanding, sensitivity, and awareness among students regarding gender-related issues.
- The club will invite experts, activists, and professionals to deliver guest lectures and participate in panel discussions on gender-related topics and on POSH. These events provide opportunities for students to learn from diverse perspectives and engage in meaningful conversations.
- The club will engage in advocacy efforts to promote gender equality and influence policy changes. It may organize campaigns, petitions, or lobbying activities to advocate for gender-inclusive policies and practices both within the university and in the broader society.
- The club will collaborate with other student clubs, organizations, and NGOs working in the field of gender equality. This collaboration allows for collective efforts in organizing events, sharing resources, and amplifying the impact of initiatives.
- The club will organize film screenings followed by discussions to critically analyze and reflect on gender-related themes and representations. This helps students gain a deeper understanding of gender issues and encourages dialogue on the subject.
- The club will actively engage with the broader community to promote gender equality and address gender-related issues. This may involve collaborating with local organizations, conducting outreach programs, and organizing awareness campaigns beyond the university campus.

4.9 Aakriti- Art and Cultural Club

The Art and Cultural Club of the university will actively engage in organizing a diverse range of cultural events, fostering a vibrant atmosphere where students wholeheartedly participate in activities such as arts, painting, drama, singing, and dance. The committee aims to promote a friendly spirit among students through the organization of festivals, picnics, and various other engaging activities. Additionally, the club will arrange theatre workshops that not only cultivate artistic skills but also impart valuable management lessons to the students. The primary responsibilities of the club include:

- The club will identify significant occasions such as the University's Foundation Day, Independence Day, Republic Day, Blood Donation Day, and festivals of various religions. They will organize corresponding functions that celebrate these occasions, showcasing the diverse cultural heritage within the university community.

- The club will take charge of stage management for conferences, seminars, and other events held at the university. They will ensure smooth transitions, set designs, lighting arrangements, and overall stage coordination to create a captivating and professional atmosphere.
- The club will organize cultural competitions within the university, providing a platform for students to showcase their talents and express themselves artistically. These competitions will encourage healthy competition and appreciation of various art forms among the university community.
- The club will maintain discipline among participants during functions and events. They will ensure that all participants adhere to the code of conduct, creating a respectful and enjoyable environment for everyone involved.

4.10 Spardha- Sports Club

The Sports Club will have the primary objective of promoting a culture of physical fitness, sportsmanship, and healthy competition among future students, faculty, and staff at IIHMR University.

The club will have following responsibilities:

- The Sports Club will be responsible for organizing the annual sports meet, providing an opportunity for students to participate in various sports activities and showcase their athletic abilities.
- The club will take charge of ensuring the provision and upkeep of sports infrastructure and equipment and ensuring its availability for use by students, faculty, and staff. This will involve regular maintenance, inventory management, and coordination with relevant authorities for equipment procurement or repairs.
- The Sports Club will organize future intra-university sports events, tournaments, or friendly matches to encourage participation and provide opportunities for future students to engage in competitive sports activities.
- The club will collaborate with other wellness-focused groups or committees to organize fitness programs, workshops, or seminars related to physical health, nutrition, and overall well-being.
- The Sports Club will collaborate with external sports organizations, clubs, or institutions in the future to facilitate sports exchanges, friendly matches, or participation in intercollegiate sports events.
- The club will coordinate training sessions and workshops, to enhance the skills and abilities of interested students in specific sports disciplines.
- The club will strive to promote a sports culture on campus, encouraging active participation in sports, fostering sportsmanship, and creating an inclusive and supportive environment for all future students.

4.11 Connect/ Mindfulness-Campus Welfare and Wellness Club

The Campus Welfare and Wellness Club of IIHMR University is committed to innovating methods in favor of campus welfare. It ensures to provide a unique academic environment based on positive interaction among the students and the University. It is the head of all students extracurricular and co-curricular activities and to build and involve.

The club will have following responsibilities:

- The club will organize and conduct awareness campaigns to educate and sensitize the students about important social issues such as mental health, gender equality, environmental sustainability, and more.
- The club will organize and participate in community service initiatives, such as volunteering for social cause, organizing blood donation camp, or conducting workshops for underprivileged children. These activities aim to make a positive impact on the local community.
- The club will arrange workshops and seminars on topics relevant to student welfare, such as stress management, career planning, financial literacy, or time management. These events provide students with valuable skills and knowledge to enhance their personal and academic lives.
- Collaborate with other clubs, organizations, or academic departments to organize joint events or initiatives that promote student welfare and well-being. This can include partnering with mental health organizations, environmental clubs, or student government associations.
- Promote the anti-ragging activity and non-discrimination policy among the students and to protect them for any incidence.
- The club will engage in advocacy and lobbying efforts to address issues affecting students' welfare. This can involve raising concerns with the university administration, or relevant authorities to bring about positive changes in policies or campus facilities.
- Establish peer support programs where trained club members provide support, guidance, and mentorship to fellow students who may be facing challenges or difficulties. This can include setting up buddy systems, peer counselling, or study groups.
- Organize health and wellness-related events, such as yoga or meditation sessions, fitness challenges, health fairs, or nutrition workshops. These activities promote physical and mental well-being among students.
- Hosting social events and gatherings that promote inclusivity and a sense of community on campus.

4.12 Socialspark - Media, Web and PR Club

Media, Web and Public Relations is a prime Committee of IIHMR University Jaipur. It is solely responsible for all external communications from the University.

The Media, Web and PR Club of IIHMR University is responsible for extensive coverages of all university events. It will prepare press releases to print and digital media, and posts updates on social media about all campus activities, blood donation camps, entrepreneur meets and student achievements and university performance. They should go for the releases of coverage only after the approval of President Office.

- The club will be responsible for conducting interviews with esteemed guests, industry leaders, alumni, and lecturers to gather insights and perspectives on the latest global trends and developments.
- The club will serve as a bridge between IIHMR University and the external world, which encompasses neighbouring communities, government entities, media outlets, and the general public. It facilitates communication and fosters meaningful connections with these stakeholders.
- The club will play a vital role in advancing information and communications related to IIHMR University's mission of driving academic excellence. It utilizes various managed media channels to effectively disseminate relevant information and promote the institute's initiatives.
- The club will work towards increasing the visibility of IIHMR University across different digital media platforms, including Facebook, Instagram, LinkedIn, YouTube, Twitter, Blogs, Inside IIHMRU, and other relevant social media and posting platforms. They strategically position the university and enhance its brand image.
- The club will be responsible for designing and implementing engaging social media campaigns. They create compelling content to attract and engage the university's target audience, aligning with the institution's goals and values.
- The club will design eye-catching promotional posters and videos for flagship events hosted by the university. They also provide live coverage and create after-movies to capture and showcase the essence of these events.

4.13 Analytica -Analytics Club

The Analytics club is responsible for promoting the culture and passion for the field of analytics and is a community of like-minded individuals keen on numbers, data, and the role of analytics in today's digital world through:

- The club will focus on providing students with a solid understanding of basic analytical skills and concepts. This knowledge is crucial for managers to navigate the data-driven business landscape effectively.

- The club will empower students with the necessary tools and techniques to gather, organize, and derive valuable insights from large datasets. This enables them to make informed decisions based on data-driven evidence.
- The club will keep students informed about the latest methods and techniques used to approach various business challenges by leveraging data. This ensures that students stay updated with the evolving field of analytics.
- The club will organize case competitions, both internal and national, where students can apply their analytical skills to solve real-world business problems. Additionally, they conduct analytics competitions such as quizzes, puzzles, and meme wars to encourage friendly competition and skill enhancement.
- The club will provide opportunities for students to work on live projects, allowing them to gain practical experience in applying analytics to real-world scenarios. This hands-on approach further strengthens their analytical capabilities.
- The club will invite industry experts and professionals to deliver guest lectures and conduct webinars on various topics related to analytics. This provides valuable insights, industry perspectives, and networking opportunities for students.
- The club will conduct workshops to help students develop proficiency in essential tools such as Excel, PowerBI, Python, SQL, and other relevant technologies used in analytics. These workshops enable students to acquire practical skills required in the field.
- The club will help in publishing informative materials such as DATAVERSE, SQL Concepts, Learning Series, and other publications that cover diverse aspects of analytics. These resources serve as reference materials and help students deepen their understanding of analytics concepts.

4.14 E-Cell- Entrepreneurship Cell

The Club aims to help students to cultivate a startup business idea, teach them basic strategies like estimating costs and writing a business plan, and help them network their ideas toward sources of funding.

Entrepreneurship and start up club aim to provide the students with access, resources, and mentorship to cultivate their interests in innovation to transform them into the future entrepreneurs of tomorrow. Through IIHMR Foundation the club can initiatives the following activity:

- The club will offer a platform for students to network with startups, founders, members, alumni, and other relevant stakeholders in their areas of interest. This enables students to establish connections, exchange ideas, and collaborate on potential entrepreneurial ventures.
- Students will have the opportunity to pitch their business ideas and receive expert advice through collaborations with Imperial's Enterprise Lab. This guidance helps refine their concepts and develop viable strategies for success.
- The club will provide students with the necessary tools and skills to start their own businesses or join existing start-ups. This includes training on estimating costs, writing business plans, and understanding the fundamental strategies required in the entrepreneurial journey.

- Students will gain valuable insights and best practices from the start-up ecosystem as well as established firms. They learn from real-world experiences, understanding the challenges, successes, and innovative approaches adopted by entrepreneurs.
- The club will actively promote entrepreneurial awareness among students. It organizes workshops, seminars, and events that focus on cultivating an entrepreneurial mindset, fostering innovation, and developing an understanding of the entrepreneurial ecosystem.
- The club will provide opportunities for students to meet and socialize with like-minded individuals who share a passion for entrepreneurship. This creates a supportive community where students can collaborate, exchange ideas, and inspire one another.
- The Club members will gain access to exclusive events, such as speaker sessions, panel discussions, and workshops conducted by industry experts and successful entrepreneurs.

4.15 Shutter and Sketch Club- Photography and Visual Arts Club

Photography is much more than just having a camera and taking pictures. Students in this club have opportunities to hone their skills by understanding and learning about what takes a good photograph, from composition to artistic expression. Students are encouraged to practice their skills while photographing college related activities and sporting events. All levels of experience are welcome and encouraged to explore this exciting side of the visual arts. The club focuses on interaction between experts and students in addition to enhancing peer learning in photography and build an environment to capture memories forever. The club will undertake:

- Encouraged to express their thoughts, emotions, and perspectives through visual mediums.
- The club will provide opportunities for students to showcase their artistic talents and unique visions, fostering creativity and self-expression.
- The club will arrange various events such as workshops, exhibitions, and photography tours, where students can gather, share knowledge, and exchange ideas with fellow enthusiasts. These events create a supportive community that nurtures learning and collaboration.
- The club will foster the habit of imagining concepts and transforming them into tangible artistic creations. Students will be encouraged to explore their imagination, think critically, and develop their skills in conceptualizing and implementing ideas through the medium of arts and photography.
- The club will develop students' photographic and visual arts skills. Through workshops, training sessions, and practical experiences, students will gain technical expertise, enhance their analytical and sensory skills, and become proficient in the art of visual storytelling.

4.16 ESG Warriors - Environment and Social Responsibility Club

Environment and social responsibility club are voluntary student groups promoting participation of students in learning about and working toward the conservation and sustainability of the environment specially working with the village and deprived community. This club will also accelerate the university activities of Unnat Bharat. The objective and activity of Social, Environment and sustainability clubs are:

- The club will organize awareness campaigns on environmental issues, such as climate change, pollution, waste management, and conservation. These campaigns aim to educate students and the wider community about the importance of environmental sustainability.
- The club will collaborate with village and deprived communities to address their environmental and social challenges. It organizes initiatives such as clean-up drives, tree planting events, and awareness workshops in partnership with local communities to foster environmental stewardship.
- The club will promote sustainable practices within the university and encourages students to adopt eco-friendly habits. It should organize workshops and sessions on topics like energy conservation, water management, recycling, and sustainable lifestyles to encourage responsible behaviour.
- The club will initiate and participates in environmental projects aimed at making a positive impact. These projects could include setting up composting systems, creating green spaces on campus, or implementing sustainable practices in university facilities.
- The club will collaborate with relevant NGOs, environmental organizations, and government agencies to support and participate in their initiatives. This collaboration helps amplify the impact of the club's activities and fosters meaningful partnerships.
- The club will invite guest speakers, experts, and professionals to deliver lectures and conduct workshops on various environmental and social responsibility topics.
- The club will engage in advocacy efforts to raise awareness about environmental issues and advocate for policies that promote sustainability. It may organize seminars, debates, or campaigns to encourage discussions on environmental policy and drive positive change.
- The club will collaborate with other clubs and committees to integrate environmental and social responsibility aspects into their activities. This fosters a holistic and interdisciplinary approach to sustainability across various domains.

4.17 Function of the Committees and Clubs

The student's representative along with faculty coordinators and with the consultation of Proctor will prepare the activity plan and budget of the academic year 2023-2024 by 20th September 2023. The same will be present to the Presidents, IIHMR University for approval.

4.18 The Election Procedure

The election procedure for the clubs and committees at IIHMR University follows a fair and transparent process to ensure that members are chosen through a democratic approach. The general election procedure for these clubs and committees may include the following steps:

- **Announcement and Nomination:** The university administration or the club itself announces the upcoming club elections and invites interested students to nominate themselves for various positions within the club. The announcement includes details about the positions available, eligibility criteria, and the nomination process.

- **Nomination Submission:** Interested students submit their nominations for the desired positions by completing the required forms or submitting relevant documents. The deadline for nomination submission is communicated to the students.
- **Verification and Eligibility Check:** The club or the election committee verifies the eligibility of the nominated candidates based on the specified criteria. This may include checking academic standing, enrolment status, and any other relevant requirements.
- **Campaigning:** Once the nominations are confirmed, the candidates are allowed to campaign for their respective positions. They may conduct campaign activities and engaging with potential voters to showcase their qualifications and vision for the club.
- **Voting Process**: A designated voting period is announced, during which registered club members have the opportunity to cast their votes. The voting process can be conducted through electronic means (online voting).
- **Vote Counting and Results:** After the voting period ends, the votes are counted and verified by the election committee. The results are then announced publicly, ensuring transparency and fairness. The candidates who receive the highest number of votes for their respective positions are declared elected.
- **Transition and Handover:** The newly elected members assume their roles and responsibilities within the club.

4.19 Election Schedule

The schedule of elections will be declared by IIHMR University's by the faculty committee to supervise election.

4.20 Guideline for Candidature

- Any student of first- and second-year MBA and MPH Programmes is eligible to nominate himself as a candidate for becoming member of any committee and clubs enumerated above.
- Interested students will be required to submit their nomination online through Coll Poll after successful nomination/registration students will receive the confirmation email from Coll Poll.
- One student can nominate himself for only one position. E.g. one student cannot fill nomination to be member of Alumni Committee as well for Placement Committee or any other committee or club.
- It is recommended to use the laptop/desktop for election nomination.
- If you are using a mobile app then first update your mobile app.
- If any student makes more than one nomination, then, only the first will be taken into consideration and no change in the preferences will be accepted.

- The Election Committee will be taking all necessary steps to conduct the fair election and their decision at any stage of conducting election shall be final.
- Selection will be based on the number of votes obtained by candidates.
- In case of tie both candidates will be selected, and number of total candidates will not be affected, however if tie is for the last position both will be selected, and vacancy will be increased for that committee.
- Any query about the election process be made to the Chair Election Committee only.

A student will be required to vote online through CollPoll on the scheduled date.

- It is recommended to use the laptop/desktop for casting your vote.
- If you are using a mobile app then first update your mobile app.
- Link will remain open from 10:00 AM to 05:00 PM on the dates mentioned above.
- Voting will be within the schools and year of study for specified vacancies. A student is permitted to cast one vote for one committee allocated to school and year of study. For e.g. a voter of second year HM (Health) is permissible to cast following number of votes for a committee and clubs:
- If any student casts more than the maximum number of votes permissible for a committee, all his votes for that committee will be declared void.
- If any student casts more than one vote for one candidate all his votes for that committee will be considered null and void.
- The Election Committee will be taking all necessary steps to conduct the election in a fair manner and their decision shall be final till the preparation of list.
- All students are advised not to make cross-posting and maintain proper net discipline.

Following is the faculty committee to supervise election and declaration of results:

1. Col. Dr Mahender Kumar-Chair
2. Dr. Goutam Sadhu
3. Dr. Tripti Bisawa
4. Dr. Sandesh Kumar
5. Dr. Ratna Verma
6. Mr. Rahul Sharma
7. Mr. Ashish Bandhu

Chapter-5: Students Redressal and Code of Conduct

As per the University Grants Commission (Grievance Redressal) Regulations 2012 following committees for Grievance Redressal and other issues have been formed:

5.1 Grievance Redressal

The objective of the regulations is to provide opportunities for redress of certain grievances of students already enrolled in the institution, as well seeking admission to such institution, and a mechanism thereto.

To ensure transparency in admissions with paramount objective of preventing unfair practices and to provide a mechanism to students for redressal of their grievances, a University Level Students Grievance Redressal Committee has been constituted in the University.

"Grievances" means, and includes, complaint(s) made by an aggrieved student in respect of the following namely:

a) Making admission contrary to merit determined in accordance with the policy of the University.
b) Irregularity in the admission process adopted by the University.
c) Refusing admission in accordance with the declared admission policy of the University.
d) Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such university, with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue.
e) Demand of money more than that specified in the declared admission policy or approved by the competent authority to be charged by such University.
f) Breach of the policy for reservation in admission as may be applicable.
g) Complaints of alleged discrimination by students from Scheduled Caste, Scheduled Tribes, OBC, women, minority or disabled categories.
h) Nonpayment or delay in payment of scholarships to any students that such institution is committed.
i) Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar.
j) On provision of student amenities as may have been promised or required to be provided by the University.
k) Denial of quality education as promised at the time of admission or required to be provided.
l) Non-transparent or unfair evaluation practices.
m) Harassment and victimization of students including sexual harassment following will be the University level Students Grievance Redressal Committee.

n) Refund of fees on withdrawal of admissions as per the University norms.

University Level Grievance Redressal Committee: The members of the committee are as follows:-

S. No.	Name	Designation
1.	Dr. Gautam Sadhu, Professor	Chairperson
2.	Dr. Deepti Sharma, Associate Professor	Member
3.	Dr. Hemanta Kumar Mishra, Assistant Professor & Warden	Member
4.	Mr. Rahul Sharma, Assistant Professor	Member
5.	Mr. Subhabtata Mitra- Head Human Resource	Member

5.2 Process of Filing a Complaint

- The student will be free to represent his/her case to the University Level Students Grievance Redressal Committee through email: grievance@iihmr.edu.in. The individual grievances received by the University directly shall also be referred to this Committee for redressal.

- The Committee, after receipt of a written representation, if considered necessary, may invite at its discretion the aggrieved complainant for an oral submission. The Committee will summon the relevant papers from the concerned department to find out the factual position of the grievances referred to it and shall submit its recommendations to University within 15 days of receipt of such representation.

5.3 Anti-Ragging Measures

Ragging in any form is prohibited in the premises of IIHMR University, Jaipur. The University observes "zero tolerance" policy to ragging. The University is fully committed to provide a safe and secure place for learning development. Any student accused of ragging would be given a chance to explain her/ his conduct and if found guilty, be straightaway expelled from The University. Hon'ble Supreme Court has also directed that the punishment for ragging should be exemplary and justifiably harsh to stop recurrence of the ugly incidence of ragging. Students can send the incidence of ragging in anti-ragging@iihmr.edu.in to reach the anti-ragging committee or can submit the written complain.

What is Ragging?

Ragging constitutes one or more of any of the following acts:

a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing or handling with rudeness a fresher or any other

student.

b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any otherstudent.

c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment to adversely affect the physique or psyche of such fresher or any other student.

d) Any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any other student or a fresher.

e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or group of students.

f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

i) Any act that affects the mental health and self – confidence of a fresher or any other student.

j) With or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority by a student over any fresher or any other student.

5.4 Roles and Responsibilities of Anti Ragging Committees

5.4.1 University Anti-Ragging Committee
a) To ensure compliance with the provision of UGC regulation 2009 at the institute level.
b) To monitor and oversee the performance of Anti-Ragging Squads in prevention of ragging in the institution.
c) To take appropriate action in case an incident of ragging is reported by Anti-Ragging Squad of the institute and to further inform/ get approval of action to be taken from University Anti-Ragging Committee.

5.4.2 Anti-Ragging Squad
a) To make surprise raids on academic blocks/ hostels and other places vulnerable to incidents of and having the potential of ragging.
b) To conduct on the spot enquiry/ action into any incident of ragging, if noticed.
c) Anti-Ragging Squad shall maintain the record in the register of the surprise visits.

5.4.3 Process of Filing a Complaint

Any aggrieved student or person who has witnessed an episode of ragging may report the same to the head of Anti Ragging Committee. The details of various Anti Level Committees are as follows:

University Anti-Ragging Committee		
Name and University Appointment	**Designation**	**Mob. Number**
Dr. Goutam Sadhu, Professor	Chairman	81077 77867
Dr. Neetu Purohit, Professor	Member	94140 58100
Dr. Sudhinder Singh Chowhan, Associate Professor	Member	94610 68776
Dr. Deepti Sharma, Associate Professor	Member	90243 22191
Dr. Hemant Mishra, Assistant Professor and Warden		
University Anti-Ragging Squad		
Name and University Appointment	**Designation**	**Mob. Number**
Dr. Dhirendra Kumar, Professor	Chairman	90010 73140
Dr. Sandesh Kumar Sharma, Associate Professor	Member	99821 10845
Dr. Seema Mehta, Professor	Member	95876 35437
Mr. Ashish Sharma, Head Administration	Member	86969 43434
Mr. Achleshwar Singh, (Manager Guest Relations and Hostel)	Member	93144 22020
Hostel Anti-Ragging Squad		
Name and University Appointment	**Designation**	**Mob. Number**
Dr. Hemant Mishra, Assistant Professor and Warden	Chairperson	75870 68026
Dr. Saurabh Kumar, Dean- SPM	Member	88903 98067
Mr. Achleshwar Singh, (Manager Guest Relations and Hostel)	Member	93144 22020
Dr. Shraddha Kalla, Librarian	Member	99501 68340

5.5 Internal Complaints Committee

IIHMR University is committed to follow the guidelines stipulated by Hon'ble Supreme Court of India with regard to Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and to providing work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment. IIHMR is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity. IIHMR will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its employees are not subjected to any

form of harassment.

5.5.1 What Constitutes Sexual Harassment?

As per Act "The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:

- Implied or explicit promise of preferential treatment in her employment; or
- Implied or explicit threat of detrimental treatment in her employment; or
- Implied or explicit threat about her present or future employment status; or
- Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- Humiliating treatment likely to affect her health or safety." A few examples of sexually harassing behavior include:
- Unwelcome touching,
- Staring or leering,
- Suggestive comments or jokes,
- Sexually explicit pictures or posters,
- Unwanted invitations to go out on dates,
- Requests for sex,
- Intrusive questions about a person's private life or body,
- Unnecessary familiarity, such as deliberately brushing up against a person,
- Insults or taunts based on sex,
- Sexually explicit physical contact and
- Sexually explicit emails or SMS text messages.

5.5.2 Process of Filing Complaint

The complaint should be made by an aggrieved woman within a period of three months from the date of occurrence of incident and in case of a series of incidents, within a period of three months from the date of last incident. The complaint by an aggrieved woman employee shalt be made to ICC in writing and be sent either by post or given in person to the ICC of the establishment or any, officer authorized by ICC in writing or may be submitted online https://iihmr.edu.in/jaipur/online-grievance-redressal-registration on the prescribed format

The ICC may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the employee from filing a complaint within the said period. Following are the details of the Members of the ICC.

S. No.	Name	Position
1.	Dr. Nutan P. Jain, Professor	Chairperson
2.	Mr. Rajeev Tewari, Head-Research Administration	Member
3.	Dr. Piyusha Majumdar, Associate Professor	Member
4.	Ms. Seema Kumari, Assistant Librarian	Member
5.	Ms. Chandra Kanta Pareva, HR Officer	Member
6.	Ms. Neeru Khangarot, Program Director, BCT-Jaipur	Member

5.6 Code of Conduct Regarding Mobile Phones

The students should not use the Mobile Phone in the classroom. Mobile Phones are prohibited in the examination hall. Strict disciplinary action would be taken against candidates found in possession of Mobile Phones in examination hall. The Mobile Phone should be switched off during the classes and the University functions.

5.7 Code of Conduct

The following (not limited) code of conducts should be followed strictly by all the students:

a) Class timings start from 10:00 AM to 05:00 PM from Monday to Friday / Saturday (Sundays) may also be teaching days sometimes).

b) Students should participate in Co-curricular and extra-curricular activities of the University.

c) Students should wear their Identity Card provided by the university.

d) University uniform should be worn in all official events and gatherings.

e) Students are forbidden from entering the university offices except during non-teaching hours.

f) All students are expected to attend all sessions of the course.

g) Ignorance of not reading any notice/circular through ERP shall not be accepted as an excuse for failing to comply with the directions contained in it.

h) The students must follow the line of authority, if any problem arises, they must report to The Appropriate Authority.

i) The conduct of students is expected from every student.

5.7.1 Breach of Conduct

a) The conduct that interferes with the operations of the University. Such conduct includes but are not limited to disruptions or obstructions of teaching, research, administration, or other IIHMR University activities.

b) Violation of any IIHMR policies, rules, or regulations. It is the responsibility of the student to be familiar with all policies that refer to appropriate behavior on campus.

c) Failing to comply with orders or directives of IIHMR University officials, University Security Personnel, or any other law enforcement officers acting in the performance of their duties.

d) Instigation of a disturbance in violation of IIHMR University policy and/or any local ordinance.

e) Organization or participation in activities which are in violation of IIHMR University policy related to demonstrations and/or assemblies.

f) Unauthorized use of private or University facilities including, but not limited to telephone, internet, computing equipment and accessories and any mode of communication.

g) Forgery, alteration, destruction, misuse, or possession of IIHMR University documents, including but not limited to University identification cards or records without authorization. Violations include, but are not limited to, forgery of applications for financial aid, admission, copying, alteration or misuse of transcripts, and student identification cards etc.

h) Possession, duplication, or use of keys to any IIHMR University premises without authorization; entry or use of University premises without permission.

i) Misuse of IIHMR University computers or computer network.

j) Disorderly conducts including, but not limited to, verbal abuses or inappropriate behavior any other activities or behavior prohibited by the University authority.

k) Failure to appear and/or report to any IIHMR University office in conjunction with any disciplinary matter, at the time specified or to make request for an alternative appointment.

5.8 Indiscipline in University Premises

All students are responsible for conducting themselves in a manner that helps enhance the environment of learning, wherein the rights, dignity, worth and freedom of each member of the campus are respected. A student found responsible for the violation of any clause outlined in this section is subject to disciplinary action.

a) Damage, defacement, or destruction of any private or University property.

b) Conducts that endanger the health or safety of members of the IIHMR University community or other persons.

c) Discriminations against any member of the IIHMR University community, or a visitor, through biased or prejudicial behaviour related to the person's race, colour, nationality, sex, religion, disability, age, or sexual orientation.

d) Conducts that endanger the health or safety of members of the IIHMR University or other persons.

e) Failing to discourage/confront illegal activity and/or violation of the Code and Conduct of Student by active/passive participation/presence during the activity. Harboring or

bringing a pet on IIHMR University premises in violation of university policy.

f) Visiting classrooms, library, faculty rooms, academic Departments / Centre's and administrative Sections, in unacceptable casual dresses.

g) Drinking alcohol and use of drug are strictly prohibited in university premises. Drunkenness will not be tolerated, and students found in a drunken state may face expulsion from institution.

h) Hazing, defined as, but not limited to, any act imposed on current or potential members of a group or organizationthat endangers the mental or physical health or safety of a person, that defaces or destroys public or private property,that is likely to result in humiliation or ridicule, or that is likely to result in interference with academic efforts regardless of the consent of the participants, or any actions or activities prohibited by the IIHMR University authority.

5.9 Academic Malpractices

For purposes of filing formal charges, each of the following offenses will normally be considered as an act of academic malpractice.

a) Copying from another student or by any other means during the examination.
b) Assisting an examinee in copying during examination by any means.
c) Possessing / using unauthorized materials or documents.
d) Failing to thoroughly follow instructions related to the preparation and presentation of work submitted for credit, submitting others' work as one's own, or misleading faculty members about the condition under which the work was prepared.
e) Obtaining all or part of a question paper by unfair means and /or distributing to others.
f) Substituting for another student, or permitting any other person to substitute for oneself, for appearing in the examination.
g) Entering Academic Office, faculty room, or any other Department/Centre, without permission and/or tampering/ changing records/documents in any form.
h) Plagiarism is strictly prohibited.
i) Violation of IIHMR University policies causing threat to academic integrity.

5.10 Cyber Crime

Cyber Crime is a serious offence and will be dealt with strictly by the University if the students are found to be involved in such activities. The following activities (list not all inclusive) will be considered as a cybercrime:

a) Harassment via e-mails.
b) Cyber-stalking.

c) Dissemination of obscene material.

d) Defamation.

e) Computer vandalism, unauthorized control/access over computer system,

f) Transmitting virus.

g) Email spoofing

h) Cheating and Fraud

i) Intellectual Property crimes

j) Possession of unauthorized information

k) Cyber terrorism

l) Distribution of pirated software etc.

m) Showing of Pornographic material

n) Sale of illegal articles

o) Online gambling

p) Online Theft

q) Cyber bullying

r) Child soliciting and abuse.

s) Defamation through social media or any other media by making derogatory statements against the University or its faculty/staff, in writing, verbally or by any gestures is prohibited.

Chapter 6: Explore Jaipur

6.1 History of Jaipur

Jaipur gets its name from its founder Maharaja JaiSingh II (1693-1744) the great warrior and astronomer. He came to power at the age of II on the death of his father Maharaja Bishan Singh. The maharaja was told that his son would achieve greatness and he set out to ensure that Jai Singh Had a good education. He was trained by the best teachers and scholars in art, science, philosophy and military affairs. His scholastic background matched his innate wits when Jai Singh was 15, emperor Aurangzeb summoned hi to court. Jai Singh had contravened the agreement of not waging war against the Marathas in the Deccan.

Aurangazab conferred the title of Sawai, meaning one and a quarter, a title that all of Jai Singh's descendants kept. Jai Sing's lineage can be traced back to the Kucchwaha Rajput clan who came to power in the 12th century.

After independence, Jaipur merged with the states of Jodhpur, Jaisalmer and Bikaner to become the greater Rajasthan union. Man Singh II was bestowed with the title of Rajapramukh and given charge of the new province. The title was later revoked and in 1956, Jaipur became the capital of the state of Rajasthan. Jaipur adds a dash of pink to the colorful state of Rajasthan. Popularly known as the 'Pink City of India', this exotic destination is ideal for a luxe trip. Brimming with hospitality and luxuriance, Jaipur is the perfect spot for indulgence for tourists from across the world. The eclectic mix of traditional and modern attractions keep travelers with varying interests entertained for days.

The welcoming and vibrant Pink city is an ideal place for exploring Rajasthani culture and heritage. As you walk through the lanes of the city, you experience the opulent lives of the Rajputana kings through the splendid forts, palaces and Havelis splattered all across.

Beyond exploring the top places to visit in Jaipur such as the magnificent Amber Fort, Hawa Mahal, Jaigarh Fort, and Hawa Mahal, you can indulge in delicious Rajasthani cuisine and shop at its sprightly bazaars. The markets at Johari Bazar, Bapu Bazar, and MI Road are laden with embroidered leather shoes, embellished handicrafts, regal blue pottery, brilliant tie and dye scarves, camel hide products, and jazzy handmade apparels. You can also witness the beauty of the Thar desert on an exciting camel safari or immerse yourself in the kaleidoscopic Rajasthani culture celebrating local festivals like Dhulandi, Teej, and Gangaur.

6.2 Top Places to Explore in Jaipur

Jaipur allures those planning a grand holiday and a rejuvenating trip while diving deep into Indian culture and heritage. The top places to visit in Jaipur are:

6.3 Amber Fort

The legendary Amber Fort is a seven centuries old Rajputana palace located around 11 kilometers away from Jaipur. Recognized as a UNESCO World Heritage Site, it is among the most magnificent architectural wonders of India. Set up on the Aravalli hills, the Amber fort (also known as Amer Fort) was constructed by Raja Man Singh I in 1592 and was completed by Mirja Raja Jai Singh. Built in red and yellow sandstone complemented by white marble, the splendid fortress offers a breathtaking view of the Maota Lake.

6.4 Nahargarh Fort

Nahargarh Fort was built amidst the Aravalli Hills to fortify the royal residence of the Rajput warriors, the Amber Palace. This majestic structure has overlooked the beautiful city of Jaipur for 300 years. It was constructed by Maharaja Sawai Jai Singh II in 1734 as a retreat palace for the kings and queens. It's fascinating Indo-European architecture and glorious past has attracted tourists from across the world. The Fort has witnessed important historical events during the 18th Century.

6.5 Jantar Mantar

Located in the heart of Jaipur, Jantar Mantar is an astronomical observatory built by Maharaja Sawai Jai Singh II between 1728-1734. The observatory had been a meeting point for scientific cultures from across the world and linked political, social, and religious practices to cosmology. Recognized as a UNESCO World Heritage site it is the largest among the other five similar ones built in Northern India. It houses large stone instruments with striking combinations of geometric forms to view celestial bodies through naked eyes. The precision and accuracy of these astronomical instruments have been alluring to architects, mathematicians, artists, and historians. The observatory also features the world's largest stone sundial which calculates local time and manages to entice the interest of tourists to date.

6.6 City Palace

Located in the heart of the old city, the City Palace, comprises magnificent courtyards, gardens, cenotaphs, and royal buildings. It was conceived and built by the founder of Jaipur, the Rajput King Maharaja Sawai Jai Singh II, and expanded by the rulers who inhabited it later. The palace has elements of Rajput, Mughal, and European architecture intricately put together to exude opulence. Members of the last ruling royal family still reside in a private section of the palace.

6.7 Hawa Mahal

The most iconic landmark of Jaipur, Hawa Mahal is a 200-year-old monument in the heart of the city. Famous for its unique honeycomb design and Indo-Islamic architecture the five-storeyed palace has 953 lattice work windows. It was built in 1799 by Maharaja Sawai Pratap Singh as a summer palace, painted in pink and adorned with floral motifs, dome-shaped arches, and patterned pillars. Its intricately designed windows called 'Jharokhas' enabled the royal ladies to enjoy royal processions and daily market activities on the street without being visible to the public. Royal celebrations took place on the first floor called the Sharad Mandir, the second floor called the Ratan Mandir was decorated with colorful glass work, the other two floors were named Vichitra Mandir and Hawa Mandir. The top floor known as Prakash Mandir had an open terrace on each side offering breathtaking views of the city.

6.8 City Palace

The City Palace, Jaipur is a royal residence and former administrative headquarters of the rulers of the Jaipur State in Jaipur, Rajasthan. Construction started soon after the establishment of the city of Jaipur under the reign of Maharaja Sawai Jai Singh II, who moved his court to Jaipur from Amber, in 1727. Jaipur remained the capital of the kingdom until 1949—when it became the capital of the present-day Indian state of Rajasthan—with the City Palace functioning as the ceremonial and administrative seat of the Maharaja of Jaipur. The construction of the Palace was

completed in 1732 and it was also the location of religious and cultural events, as well as a patron of arts, commerce, and industry. It was constructed according to the rules of vastushastra, combining elements of Mughal and Rajput architectural styles. It now houses the Maharaja Sawai Man Singh II Museum, and continues to be the home of the Jaipur royal family.

6.9 Laxmi Narayan Temple/ Birla Mandir

Located at the foothill of Moti Doongri, the Laxmi Narayan Temple or the Birla Mandir was built in 1988 by the B.M Birla Foundation. Land for the temple was given by the Maharaja of Jaipur for a token amount of one rupee. Birla Mandir is renowned for its architectural excellence crafted in pure white marble. Dedicated to Laxmi (the goddess of wealth) and Narayan (Lord Vishnu), the temple houses hand-sculpted idols of the deities, carved out of single piece marble. Like the other Birla temples across the country, the Laxmi Narayan temple signifies the diversity and richness of Indian culture and the holistic approach of Hinduism.

6.10. Ram Niwas Garden

Located in the heart of the pink city, Ram Niwas Garden is a royal garden. It was built in 1868 by Maharaja Sawai Ram Singh. Sprawling over 30 acres of land is decorated with fountains and has a regal ambiance. It has been flocked by locals and tourists alike since the British Era. Visitors can

also attend the exhibitions held in the park or go bird watching. The park also features a Zoo, a theatre, and an Art Gallery luring a wide variety of travelers.

6.11. Chokhi Dhani

Chokhi Dhani is a Rajasthani theme-based resort. It was established in 1989 to offer a glimpse of rustic village life and authentic Rajasthani lifestyle to tourists. The resort has a traditional vibe- featuring mud huts decorated with ethnic motifs, Rajasthani folk performers singing and dancing to entertain the visitors, and authentic Rajasthani food. Evenings at the resort are busy and fun. You can enjoy activities such as live folk dance and music (Chaupal Nach Gan Re), acrobatics (Nat Ro Kartab), puppet shows (Kathputali Ro Nach), and magic shows (Jadu Ro Khel). You can shop for local handicrafts at the craft bazaar and take leisurely rides on camels, horses, and elephants.

6.12. Jal Mahal

Jal Mahal is one of the most popular landmarks of the city. It was built in 1750 by Maharaja Madho Singh as a lodge and hunting retreat. The symmetrical five-story structure of the palace is set in the middle of an artificial lake known as Man Sagar Lake. The mesmerizing view of the beautiful palace against the backdrop of Aravalli hills and its reflection in the serene lake waters lures thousands of tourists from across the world. Jal Mahal is also recognized as the most

photographed structure of India. Though entry into the palace is reserved, one can explore its beauty while enjoying a boat ride on the lake.

6.13. Albert Hall Museum

Jaipur's historical journey and rich heritage can be best explored through its museums. Albert Hall Museum is among the most prominent museums in the city and is renowned for its well-blended architecture. It was built in 1876 as a concert hall and its design had a stark resemblance to the Victoria and Albert Museum of London. The foundation was laid in 1876 by the Prince of Wales during his Jaipur visit and was converted into a museum by the King of Jaipur, Maharaja Sawai Madho Singh II in 1881. The charming Indo-Saracenic dome structure with intricately engraved arches is built in red sandstone.

6.14 Jawahar Kala Kendra

Jawahar Kala Kendra is an arts and crafts center built in the heart of Jaipur. Construction work was initiated in 1986 as per the layout designed by Charles Correa based on the Indian architectural concepts of Vaastu and Shilpa Shastra. Upon completion in 1991 the center was launched by the state government and dedicated to the first Prime Minister of India, Pandit Jawahar Lal Nehru. Jawahar Kala Kendra preserves Rajasthani culture, traditions, and spiritual values. The red sandstone structure is dedicated to the late prime minister of India, Jawaharlal

Nehru. You can visit the library, theatre, galleries, and auditoriums to explore the rich heritage of India.

6.15 Sheesh Mahal

Sheesh Mahal is located in the Amber Fort complex. It is popularly known as "The Palace of Mirrors" and has been alluring scores of tourists from across the world. Built by Maharaja Man Singh in 1727, the opulent palace has an intricate setting of precious stone and mirror work on its walls and ceilings. The mirror arrangement is peculiar as it reflects a single ray of light to brighten up the entire room. One can witness the exquisite mirror work and marvel at the expertise of designers and architects in those times.

6.16. Johari Bazaar

Jaipur is the business hub of Rajasthan, famous for its handicrafts and indigenous products. Johari Bazaar is the oldest and most colorful market in Jaipur, located near Hawa Mahal. It is a shopper's paradise offering vibrant handmade products, scrumptious local food, and premium quality Kundan jewelry. One can buy authentic Jaipuri jewelry made in gold, silver studded with diamonds, emeralds, and rubies. The narrow lanes of the market are loaded with colorful traditional apparel, embroidered juttis, and opalescent lehengas. The small stalls sell everything

including famous Jaipuri textiles, traditional blue pottery, cotton quilts, and home décor products.
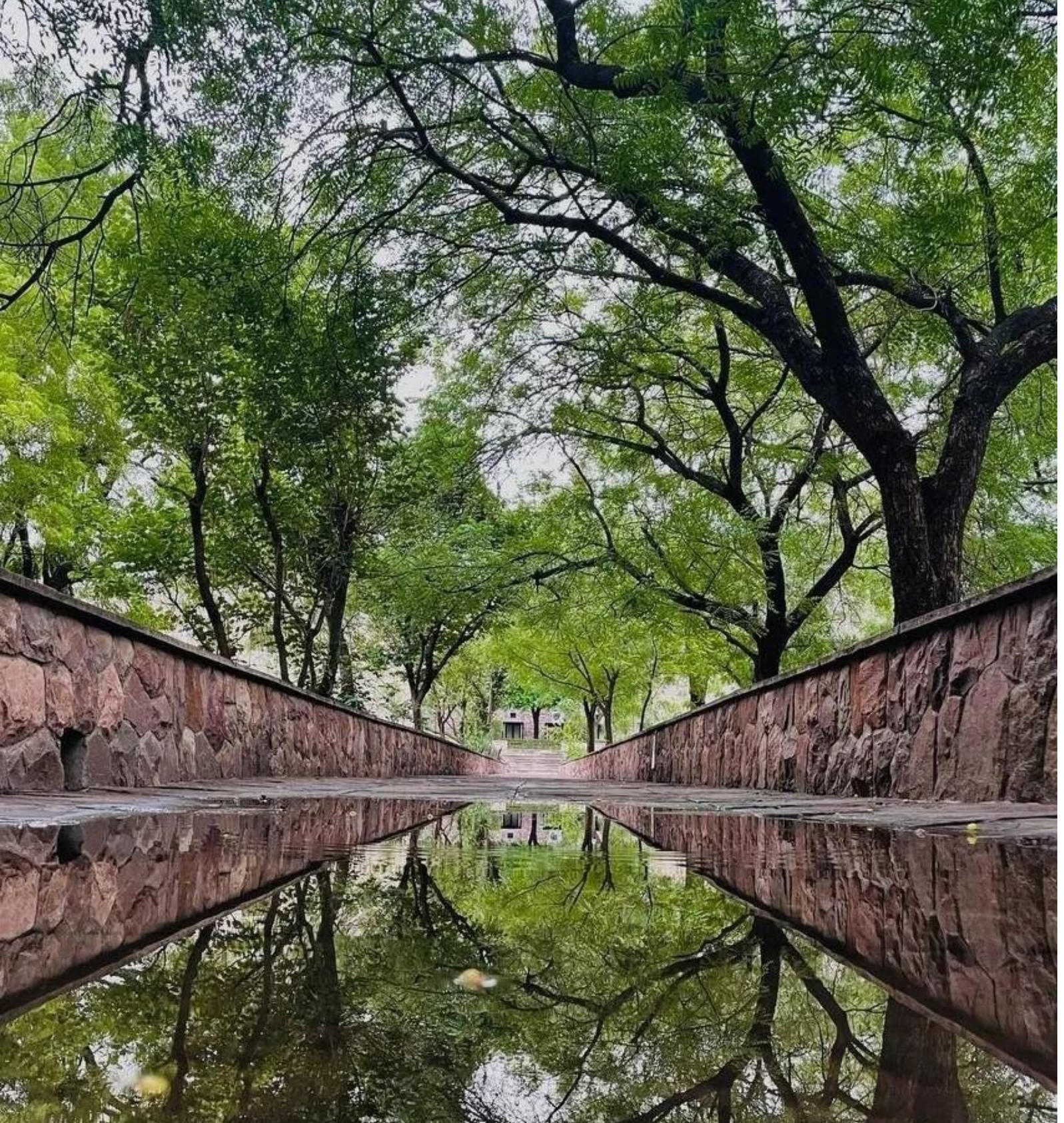
6.17. Bapu Bazaar

Bapu Bazaar is located between the Sanganer Gate and the New Gate of Jaipur. It is one of the most famous markets in Pink city and the best place to buy anything Rajasthani. The exuberant market attracts shoppers from all over the world. One can buy authentic mojari footwear made of camel hide, lac bangles, bandhani dupattas, leheriya sarees, potli bags, colorful puppets, ethnic jewelry, fine cotton quilts, and handwoven textiles at reasonable prices. You can also pick up beautiful showpieces, artifacts, baubles, pen stands, keychains with mirror work as souvenirs and gifts for your loved ones. Don't forget to binge on local snacks and authentic dishes such as chat, samosas, dal-baati-churma, masala tea, and pyaaz kachori. Falooda kulfi is a must-have specialty at Bapu bazaar, it is yummy and keeps you cool as you shop.