

Students Handbook for Academic Session 2020-21

DISCLAIMER

- This document only seeks to assist the student by providing the basic information required during the pursuance of this programme and is not valid for legal purposes.
- The University reserves the right to revise and /or change the contents of the document from time to time.
- Legal disputes if any shall come under the jurisdiction of Jaipur.

Table of Content

1. Preamble.....	8
2. University Vision, Mission and Core Values.....	8
2.1 Vision	8
2.2 Mission	8
2.3 Core Values	8
3. Recognition and Accreditations.....	9
3.1 NIRF Ranking	9
3.2 NBA Accreditation.....	9
3.3 NAAC Accreditation.....	9
3.4 UGC Approval.....	9
4. Schools at University, Programmes and Objectives.....	9
4.1 Schools at The IIHMR University.....	9
4.2 Programmes Offered at the IIHMR University	9
4.2.1 MBA Programmes.....	9
4.2.2 Other Programmes.....	9
4.3 Programme Structure.....	9
4.3.1 First Year	9
4.3.2 Second Year.....	10
4.3.3 Structure of the Courses	10
4.4 Programme Objectives	10
4.4.1 MBA Hospital and Health Management	10
4.4.2 MBA Pharmaceutical Management.....	10
4.4.3 MBA Rural Management	10
5. MBA Programmes’ Academic Calendars.....	11
6. Eco-friendly Environment.....	11
6.1 Eco-friendly Campus.....	11
6.2 Solar Energy	11
6.3 Sewage Treatment Plant (STP).....	11
6.4 Water Conservation	11
7. About University’s Facilities.....	11
7.1 Classrooms	11
7.2 Hostel Facility	11
7.3 Library	12
7.3.1 Library Timings.....	12

7.3.2	Borrowing Privilege	12
7.3.3	Library Rules	13
7.3.4	Turnitin	13
7.4	IT Department	13
7.4.1	Computer Lab Timings.....	13
7.4.2	Use of Computers	13
7.4.3	Use of Printers	14
7.4.4	E-Mail ID.....	14
7.4.5	Internet ID	14
7.4.6	ICT.....	14
7.4.7	Coll Poll- Mobile App.....	14
7.4.8	Do's and Don'ts for Use of Computer Lab	14
	Do's	14
	Don'ts.....	15
7.5	Medical Facility.....	15
7.6	University Canteen	15
7.7	Recreation Facility.....	15
7.8	Gymnasium.....	15
8.	Services for PIOS/NRI and International Students.....	16
9.	Fee Payment Schedule.....	16
10.	Attendance and Leave Rules.....	17
10.1	Class Timings	18
10.2	Annual Academic Calendar.....	18
10.3	Closed Holidays.....	18
11.	Late Shri P D Agarwal Scholarship / Fellowships.....	18
11.1	Scholarships for Fee Waiver (For First Year Students).....	18
11.1.1	For MBA Hospital and Health Management.....	18
11.1.2	For MBA Pharmaceutical Management	19
11.1.3	For MBA Rural Management.....	19
11.2	Scholarship for Financial Assistance (For Second Year Students)	20
11.3	Fellowships.....	20
12.	Student Committees	21
13.	Important Rules, Regulations and Code of Conduct.....	21
13.1	University Grants Commission (Grievance Redressal) Regulations 2012.....	21
13.1.1	Grievance Redressal	21
13.1.2	Process of Filing a Complaint	22
13.2	Anti-Ragging Measures	22

13.2.1	Roles and Responsibilities of Anti Ragging Committees.....	23
13.2.2	Process of Filing a Complaint	23
13.3	Internal Complaints Committee.....	24
13.3.1	What Constitutes Sexual Harassment?	24
13.3.2	Process of Filing Complaint	25
13.3.3	Student Members of ICC	25
13.4	Code of Conduct Regarding Mobile Phones	25
13.4.1	Code of Conduct.....	25
13.4.2	Breach of Conduct.....	26
13.4.3	Indiscipline in University Premises	26
13.4.4	Academic Malpractices	27
13.4.5	Cyber Crime	27
14.	Mandatory Requirements for the Course.....	27
14.1	Summer Training.....	27
14.2	Internship and Dissertation.....	28
14.2.1	Internship.....	28
14.2.2	Dissertation.....	28
14.2.3	Attendance: As per paragraph number 10.	28
14.3	Capstone Project (Only for MBA PM Students).....	28
15.	Feedback.....	29
16.	Examination and Student Assessment.....	29
17.	Placement Guidelines.....	30
17.1	Placement Cell.....	30
17.2	Eligibility for Placement.....	30
18.	Awards of Degree and Medals.....	31
18.1	Award of MBA Degree	31
18.2	Award of Gold Medal.....	31
19.	Convocation.....	31
	Annexure A.....	32
	Annual Academic Calendars	
	Annexure B.....	2
	List of Faculty at IIHMR University	
	Annexure C.....	3
	Help Desk	

PERSONAL MEMORANDA

1. NAME : _____

2. ENROLLMENT NO. : _____

3. PROGRAMME NAME : _____

4. STREAM AND SECTION : _____

5. HOSTEL BLOCK AND ROOM NO. : _____

6. AADHAR CARD NO. : _____

7. ADDRESS FOR COMMUNICATION: _____

: _____

8. PERMANENT ADDRESS : _____

: _____

9. MOBILE NO. : _____

10. E-MAIL ID : _____

11. DATE OF BIRTH : _____

12. BLOOD GROUP : _____

1. Preamble

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

The IIHMR University, Jaipur has made phenomenal contribution to both research and education in the area of management of health care and has achieved a prime place in management, planning and research in the health sector at the national and international levels. The graduates of the University have transformed health care sector and hospital management paradigms in the country and developed a critical mass of hospital administrators and managers in India. The Post-Graduate Diploma in Hospital and Health Management (PGDHM) now known as MBA Hospital and Health Management was started in 1996. Subsequently other PG programmes related to health care were introduced to meet the rising demand for quality of health care that is accessible and affordable.

MBA Pharmaceutical Management programme aims at developing trained professionals with requisite skills in planning and operating management techniques; diagnosing and solving management problems; and acquiring consultancy skills, with a view to preparing them to manage pharmaceutical industrial units. As the programme has set high standards of management education in the pharmaceutical management sector. it has attained the status of a premier programme in the country. Our students go for training and placement to a large number of pharmaceutical organizations.

IIHMR University's School of Development Studies (SDS), earlier known as a School of Rural Management was founded in 2012 which offers a signature programme in MBA (Rural Management). It strives to understand, analyse, and identify realistic solutions and management interventions to meet the developmental challenges confronting a rapidly transforming India. The core of academic practices at the SDS seeks to balance analytical, professional, and experiential learning while aspiring to act progressively in different spheres of life, to truly impact life in ways that are necessary for the sustained well-being of countless people negotiating India's rural-urban continuum. These attitudes are woven into the research, teaching, training, and consulting engagements of the SDS.

The focus of the programme is premised on field and research-based learning through practical exposure and participatory approach.

2. University Vision, Mission and Core Values

2.1 Vision

To emerge as a world-class post-graduate and research University in generating and disseminating knowledge and providing students a unique learning experience in management education and research that will best serve the betterment of society.

2.2 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 research, training, consultation, and institutional networking in a national and global perspective.

2.3 Core Values

- Compassion
- Inclusiveness
- Excellence
- Innovativeness
- Leadership
- Transparency
- Accountability etc.

3. Recognition and Accreditations

3.1 NIRF Ranking

The National Institutional Ranking Framework (NIRF) evaluates broad parameters for ranking various universities and institutions. The parameters cover “Teaching, Learning and Resources,” “Research and Professional Practices,” “Graduation Outcomes,” “Outreach and Inclusivity,” and “Perception”. The IIHMR University ranked among top 65 Management Institutes in India under the Management Category by NIRF- 2019.

3.2 NBA Accreditation

The National Board of Accreditation (NBA), India evaluates with the objective of Assurance of Quality and Relevance of Education, especially of the programmes in professional and technical disciplines, i.e., Engineering and Technology, Management, Architecture, Pharmacy and Hospitality, through the mechanism of accreditation of programmes offered by technical institutions. Our MBA Programme of Hospital and Health Management is NBA accredited under management category.

3.3 NAAC Accreditation

The IIHMR University has been accredited by National Assessment and Accreditation Council (NAAC), Government of India based on parameters which assesses excellence of the University.

3.4 UGC Approval

The IIHMR University is an UGC approved university vide their letter No.: NO. F.5-3/2017 (CPP -1/PU), 18 January 2017.

4. Schools at University, Programmes and Objectives

4.1 Schools at The IIHMR University

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

4.2 Programmes Offered at the IIHMR University

4.2.1 MBA Programmes

- MBA- Hospital and Health Management (IHMR)
- MBA-Pharmaceutical Management (SPM)
- MBA-Rural Management (SDS)

4.2.2 Other Programmes

- MPH- in Co-operation with Johns Hopkins University, Bloomberg, USA
- Ph. D.

Programme Structure

4.3.1 First Year

- Introductory and Core Courses
- Summer Training

4.3.2 Second Year

- Specialized Courses
- Dissertation and Internship

4.3.3 Structure of the Courses

- Medium: English
- Duration: Two-years full time
- Term System: Trimester

4.4 Programme Objectives

4.4.1 MBA Hospital and Health Management

The broad objectives of the programmes are to build knowledge and skills to perform as effective professionals in health and hospital systems, both in the public and private sector. The syllabus and course content are designed keeping in mind the current requirements of the healthcare industry.

- To enhance decision making and administrative competence of students to enable to face challenges of healthcare industry.
- To develop skills in planning, building and managing healthcare organization.
- To participate and contribute to the formulation of public health policies.
- To promote knowledge through applied and conceptual research relevant to management and to disseminate this knowledge through publications.
- To collaborate with other institutions in India and abroad in furtherance of professional exposure. Management education and assisting in University building in a meaningful manner.

4.4.2 MBA Pharmaceutical Management

The broad objective of the programme is to build knowledge and skills to perform as effective professionals in pharmaceutical systems, both in the public and private sectors. The syllabus and course contents are designed to meet the needs of fresh graduates and mid-career professionals.

- To help understand concepts and techniques of modern management and their application in making the managerial roles of the participants efficient and effective.
- To develop skills of analysing, diagnosing and solving operational problems in the delivery of pharmaceutical services.
- To help learn the application of qualitative and quantitative analytical tools as applicable to pharmaceutical industry.
- To help understand and appreciate methodologies of pharmaceutical management training and develop skills with the focus on strategic responsibility for training and human resources development for pharmaceutical industry.
- To enlarge the outlook and vision of participants about the larger background and context of pharmaceutical management.
- Management education and assisting in University building in a meaningful manner.

4.4.3 MBA Rural Management

The programme Educational Objectives (PEOs) of MBA RM course, is 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 MBA in rural management programme are largely being prepared for an “operational” engagement. For this to take effect, the course outline of MBA (RM) strikes a balance between three things:

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

Foundational managerial skills associated with development praxis, ideally for all sectors (government, civil society 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 enables students on graduation to hit the ground running.

5. MBA Programmes' Academic Calendars

Refer to Annexure A for Academic Calendars.

6. Eco-friendly Environment

6.1 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 bottle, forks, straws, spoons, cups, glass Styrofoam plates and others are completely restricted. Being a Health University, we are committed to maintain health, hygiene, and cleanliness as a part of Swachta and Green Campus. Students are expected to keep the campus, hostel, and washrooms clean.

6.2 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.

6.3 Sewage Treatment Plant (STP)

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

6.4 Water Conservation

Form the beginning, university has given the emphasis to water conservation by building. 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.

7. About University's Facilities

7.1 Classrooms

All the lecture halls are spacious, equipped with modern teaching aids and specifically designed to facilitate participatory learning environment. Every lecture hall has a computer connected to the Wi-Fi network that allows the faculty to retrieve relevant information on time. Some lecture halls are equipped with interactive display board. The university has two auditoriums with a seating capacity of 130 and 220 respectively and a conference hall.

7.2 Hostel Facility

The IIHMR University provides spacious, well-furnished, and air-conditioned hostel rooms with all modern amenities. At present university is having 4 hostels with twin sharing, and cubicles occupancy.

7.3 Library

The IIHMR University Library and Documentation Centre was dedicated on May 31, 1996 to A. Henderson, renowned for his outstanding contribution to the eradication of smallpox.

Dr D.A. Henderson Library and Documentation Centre have 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, Rural Management 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 31200 volumes including textbooks, reference books, training materials, case studies, manuals, reports and conference proceedings. In addition, Library has eBook collection (ProQuest eBooks central and EBSCO eBook), over 130 National and International Journals, Newsletters, CD-ROM databases, from India and abroad. Library is subscribing to ProQuest, J-Gate and Sage online e-Journals database. Library has DELNET (Developing Library Network) membership, and Indiastat.com, Popline etc. database. Library also houses Udai Pareek HRD Resource Centre.

The library is user friendly and convenient to access relevant information in various format (print & non print) to serve Academic house of IIHMR-U to meet their teaching, learning, training, and research requirements. The library with designated areas for different sections to provide right attribute for reading and reflection. With 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. The Online database and full text collection can be accessed through IIHMR University Digital Repository.

URL: <http://172.16.16.17:1001>

7.3.1 Library Timings

The library is open throughout the year except on a few public holidays (observed by the university) when it remains closed. Presently there is a change in library hours due to COVID-19. The library hours are:

		<u>Presently due to COVID-19</u>
Working days:	:8.00 AM To 10.00 PM	9:30am – 5:30 pm
Second, Fourth Saturday and All Sunday:	:9.00 AM To 05.00 PM	Off

Note: The loan counter shall be closed at 9.00 pm on working days and 4.30 pm on Second/Fourth Saturday and Sundays.

7.3.2 Borrowing Privilege

- a) Each Student would be given an identity card by academic department with barcode ID.
- b) 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.
- c) Identity Card is non-transferable. The students are responsible for its safekeeping.
- d) A student who has lost an identity card shall make a written report of the same to the library in charge and Academic Office.
- e) 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.
- f) Any loss of library books should be reported to the library in charge immediately in writing.
- g) 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.

- h) The library staff at the issue counter are authorized to examine all materials taken in or out of the library by the members.
- i) 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.
- j) 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
- k) All students are required to submit softcopy of summer training and soft copy as well as hard copy of dissertation at the end of their academic year for getting “No Dues Certificate” from the library.

7.3.3 Library Rules

- a) No user will write/mark upon or damage any book belonging to the library.
- b) Books removed from the shelves should be left on the study table and no effort should be made to replace these books.
- c) A rack is placed near the loan counter. Readers entering the library shall keep their personal belonging such as books, bags, etc. at the rack. Only notebooks are allowed inside the library.
- d) Issued books are not allowed inside the library. Please keep the issued books on the wooden rack near the loan counter.
- e) Help maintain a quiet atmosphere for study. Conversation disturbs other students who want to study. If discussion is necessary, please go to the classrooms.
- f) Switch off or put your mobile phones on silent mode while entering the library.
- g) Spitting, smoking, napping, drinking tea, eating or any behaviour which may disturb other users are strictly prohibited inside the library.

7.3.4 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 be used to assist in helping you learn how to properly acknowledge quotations.

7.4 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:

7.4.1 Computer Lab Timings

The computer lab will be opened from 8.00 am to 8.00 pm on all working days except class timings and The University’s closed holidays.

9:00 AM to 5.00PM on Sunday, second Saturday and fourth Saturday

Presently due to COVID-19 the lab timings are from 9-30 am to 5-30 pm except closed holidays, Sundays and closed Saturdays.

7.4.2 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.

7.4.3 Use of Printers

- a) Students should use their own stationary.
- b) For laser printers use only new A4 size papers. Do not use dot-matrix papers, rough and crushed papers in the laser printers.
- c) Do not waste computer stationeries. Use draft mode when you take a rough print out.
- d) If any problem arises refer the case to technical person of the computer lab.
- e) 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.

7.4.4 E-Mail ID

A separate E-mail ID will be provided to each student as academic email communication facility.

7.4.5 Internet ID

- a) Internet facilities are available through ID and password round the clock through wi-fi facility in the campus.
- b) Using Internet for indecent and objectionable purposes is punishable offence.
- c) Students are bound to follow the University norms for internet accessibility, failing which may cause suspension/withdrawn of facilities.

7.4.6 ICT

The IIHMR University has recently adopted 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, office notices, examination admit card and term marks. Students can access ERP portal on <https://erp.iihmr.edu.in>

Students can get all the basic information about himself by using 'My Profile' feature. Also, to view fees related issues students are advised to use 'My Fee' feature in ERP. At present 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. Hostel details like name of the hostel, room number, room type and floor. Allotment dates are also available in their ERP portal.

7.4.7 Coll Poll- Mobile App

It is another important digital app Coll Poll - mobile app for IIHMR University. Orientation of Coll Poll will be given. Basic features presently available in Coll Poll are: Help Centre, Poll and Quiz, Notices, Feeds. Many more features like LMS, hostel gate pass is in the pipeline and very soon will be 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>

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

Do's

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

Don'ts

- a) Use of privately owned/pirated software installation, downloading and printouts.
- b) Indulge in chatting, online gaming and social networking between 9.00am to 6.00pm on working days of the University.
- c) Laptop and laptop charger are not allowed.
- d) Misuse of common folder space available in IIHMR2K3 Server.
- e) Use of external device (pen drive, digital camera, headphone, etc.) to the computer lab without prior permission of lab in-charge.
- f) Students are not allowed to tamper with any of the computer hardware part. For Any technical support you may contact IT department (Ext. 749).

7.5 Medical Facility

The IIHMR University medical room is located near cafeteria / canteen. A physician visits the medical Centre from 5-6 pm on Mondays, Thursdays and Saturdays. A first-aid kit is kept at reception and the hostel-cum-guest house office. Wheelchair is available at reception for any eventuality.

All the students are covered under Mediclaim Policy offered by National Insurance Company on annual basis. The insurance card received from the company is distributed to the students. Students can avail the medical services in the event of any hospitalization, they can avail cashless hospitalization from Hospitals which are empanelled by the Insurance Company.

7.6 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 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.

Canteen is open from 07:00 AM to 10:00 PM on all days.

7.7 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, Swimming pool, Badminton Court, Gymnasium, Yoga and Mindfulness centre etc. In addition, there is an open playground. Depending on the interest of students the ground could be made ready for games like Football/Cricket. In addition, indoor games including Table Tennis, Carom and Chess are available in the recreation/ common room.

7.8 Gymnasium

The IIHMR university provides the 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 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.

8.

Services for PIOS/NRI and International Students

Visa Requirements

a) Regular Programmes

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
- Bona fides certificate from the university/college/institution
- Bank Statement proving availability of funds for non-Scholarship students

b) 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.

c) Medical Test

All Foreign Nationals/NRI students will have to undergo a medical fitness test before taking final admission. 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.

d) Medical Insurance

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.

e) Proficiency in English

- The student should have passed the qualifying examination in English medium.
- The student must have a valid score in proficiency test in English like TOFEL and IELTS

9. Fee Payment Schedule

The programme fee is payable in five instalments. The payment schedule is given below. Students are required to deposit their fee through RTGS/NEFT/Cheque/demand draft made out in favour 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 of admission
Second Installment	Within 20 days of admission
Third Installment	Before 5 December, 2020
Fourth Installment	Before 5 April, 2021
Fifth Installment	Before 5 August, 2021

Failing to deposit the fee on time, students are required to pay the late fee @ 100/ day.

If a student fails to deposit his/her fee, will not be allowed to take the examinations.

The Institute may debar students from taking the End Term Examination if payments has not been received.

10. Attendance and Leave Rules

10.1 Attendance Requirement

All students are expected to attend all sessions of the course. As per UGC, 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 instructor. The student will be notified the status of their eligibility to appear in the examination by Examination Cell.

Attendance of students in every course will be monitored and relevant attendance record will be maintained by the Course Coordinator concerned. In a day attendance will be marked twice a day. Whenever a student avails leave, he/she will be required to take prior written permission from the course coordinator. Respective course coordinators 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 respective course coordinators 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.

- a) The Academic Office will inform the Examination Cell the names of those students who are not eligible to take the examination.
- b) 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.
- c) 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 grant of permission does not mean that the absence has been condoned for the purpose of computing attendance.
- d) The Examination Cell will permit only those students to take the examination, who have 75% or more attendance in the concerned course and total number of classes missed should not in any case exceed 5%. 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 70% attendance in that course.
- e) 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 5%. Under no circumstances (even medical reasons) will a student with less than 70% attendance be allowed to take his/her examinations.
- f) Cases of those students with attendance between 70-75% 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 30%.

- g) 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.
- h) 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.
- i) For supplementary examinations students will be charged an administrative fee per supplementary paper.

10.1 Class Timings

Class Timings are from 9:30 am to 5:00 pm for first year students and 10:00 am to 5:30 pm for second year with tea and lunch breaks from Monday to Friday/Saturday (sometimes Sundays are also teaching days).

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

10.2 Annual Academic Calendar

Annual Academic Calendar has been incorporated in this handbook as annexure and also available on website.

10.3 Closed Holidays

List of Annual Holidays is also provided to the students and is available for reference on the University website.

11. Late Shri P D Agarwal Scholarship / Fellowships

The Scholarship Policy of the University is Reproduced Below

The IIHMR University, Jaipur envisages providing Scholarships in the form of tuition fee waiver to prospective students, financial assistance and fellowships to students already enrolled in academic course of the University. The policy/ guidelines for granting Scholarship / fellowship are as under.

11.1 Scholarships for Fee Waiver (For First Year Students)

To attract bright students in all programmes under all the Schools, exemption from the tuition fee has been allowed to those students who have consistently excellent academic performance in the examination passed so far. The eligibility for such waiver shall be as under:

11.1.1 For MBA Hospital and Health Management

- Total Number of Scholarship Available: 15 Scholarships.
- Eligibility Criteria and Amount of Scholarship: The Scholarship will be awarded to students based on eligibility criteria and amount as per the following details:

S. No	Scholarship waiver	MBBS	CAT/XAT (Percentile)	MAT/CMAT/ NMAT/ATMA/ (Percentile)	No. of Scholarships	Scholarship Amount per seat	Total Scholarship Budget
1.	50% of total fee	70% above	80 & above	NA	2	4,80,000	9,60,000
2.	20 % of total fee	60 – 69.99%	70-79.99	90 & above	3	1,92,000	5,76,000
3.	10% of total fee	50 – 59.99%	60-69.99	80-89.99	10	96,000	9,60,000
Total					15	7,68,000	24,96,000

11.1.2 For MBA Pharmaceutical Management

- Total Number of Scholarship Available: 18 Scholarships
- Eligibility Criteria and Amount of Scholarship: The Scholarship will be awarded to students based on eligibility criteria and amount as per the following details:

S. No	Scholarship waiver	Bachelor's Degree	CAT/XAT (Percentile)	MAT/CMAT/ NMAT/ATMA/ (Percentile)	No. of Scholarships	Scholarship Amount per seat	Total Scholarship Budget
1.	50% of total fee	95% & above	80 & above	NA	2	4,20,000	8,40,000
2.	20 % of total fee	85-94.99%	70-79.99	90 & above	6	1,68,000	10,08,000
3.	10% of total fee	75-84.99%	60-69.99	80-89.99	10	84,000	8,40,000
Total					18	6,72,000	26,88,000

11.1.3 For MBA Rural Management

- Total Number of Students Available: 21 Scholarships
- Eligibility Criteria and Amount of Scholarship: The scholarship will be awarded to students based on eligibility criteria and amount as per the following details:

S. No	Scholarship waiver	Bachelor's Degree	CAT/XAT (Percentile)	MAT/CMAT/ NMAT/ATMA/ (Percentile)	No. of Scholarships	Scholarship Amount per seat	Total Scholarship Budget
1.	50% of total fee	50% & above	50	-	1	2,62,500	2,62,500
2.	20 % of total fee	50% & above	-	-	20	1,05,000	21,00,000
3.	Total				21	3,67,500	23,62,500

Terms and Conditions

- Scholarships are not guaranteed to all the candidates fulfilling the above criteria
- Limited Scholarships (i.e. 21) will be awarded based on the above criteria, overall profile and score obtained in the selection process at the sole discretion of the Admission & Scholarship Committee.
- SC/ST/OBC/PwD/EwS/Kashmiri Migrants/ Children or Widows pf personnel of the Armed Forces meeting the above criteria will be given preference in award of Scholarship
- The total Scholarship amount will be adjusted in the last installments. The amount of Scholarship will be disbursed directly to the student.

Declaration: The University reserves the right to add, withdraw or modify any of the criteria, amount and count for all Scholarship details mentioned above at any time. Decision of the University will be final regarding award of Scholarships to the deserving candidates. The Academic Department of the University will maintain the records related to the grant of Scholarships.

11.2 Scholarship for Financial Assistance (For Second Year Students)

Total number of scholarships available: 10

The IIHMR University, Jaipur also consider it appropriate to provide financial aid to merit holders as well as needy students. This Scholarship which will be equivalent to 30% of the second-year tuition fee will be granted to each student on **need-cum-merit** basis. The following broad criteria will be considered for selection of such financial assistance:

- a. If a student is an orphan or the bread earner in her/ her family is dead and does not have any financial income to support her/his studies, she/ he will be awarded this Scholarship on first priority provided that she/ he maintains good conduct and secures more than 60% aggregate marks or equivalent grades in the examinations held by the University.
- b. If the number of applicants is more than the number of Scholarships available, the committee constituted for this purpose will examine the income certificates and educational performance at the University. It is essential for all such applicants to obtain more than 60% aggregate marks in the examinations held by the University.
- c. Scholarship Selection Committee: The President of the IIHMR University will constitute a selection committee for the evaluation and selection of students for Scholarships/ fellowships. The Selection Committee will ensure that the criteria and the spirit of the policy are adhered to.
- d. Applications for applying for the grant of Scholarship for financial assistance: The students at the University may apply (format enclosed) with requisite details to the Registrar every year by August 31. The application should be in the prescribed format along with all requisite supporting documents and papers. The selection will be made by the Selection Committee to be formed for this purpose. The recommendations of the Committee will be sent to the President for approval.
- e. The amount of Scholarship for financial assistance will be adjusted against the payable tuition fee and will not be disbursed directly to the student.
- f. Each applicant will be eligible to receive only one of the tuition fee waivers or financial assistance Scholarships.

11.3 Fellowships

Total number of Fellowships available: Two. The amount allocated is Rs. 2.00 lacs.

The IIHMR University, Jaipur also announces **PD Agarwal fellowships in Health and Hospital Management**, each amounting to Rs. 1,00,000/-. One fellowship will be awarded to the best Ph.D. scholar whose published work and PhD thesis is of superior quality and the other one to a 2nd year student of other academic courses of University who exhibits not only excellent scholarly achievements but sets an example for her/his character, and commitment to the common good cause. The student selected for this fellowship has to maintain good conduct throughout the period of study. The fellow must have a potential for leadership, and ability to play the role of a catalyst in whatever domain she/ he chooses.

There will be no application for such fellowship, but the members of the committee constituted for this purpose will keep track on academic, other activities and initiatives of PhD scholars/ second year students of the programme. Each member of the committee will identify one candidate and after due deliberations on the requisites of this fellowship, the head of the committee will recommend two students for this fellowship. The announcement of the fellowship will be made before January 31 and the scholarship will be awarded on the day of the convocation programme.

General Procedures for Grant of Scholarships/ Fellowships

- a. The academic department of the University is responsible for announcing and informing to prospective and enrolled students about the scholarship policy and its criteria.
- b. The University reserves the right to add, withdraw or modify any of the criteria, amount and count for all the tuition fee waivers/ financial assistance scholarship/fellowship cited above at any time.
- c. Record Keeping Requirements: The academic cell of the University will maintain the records connected with the grant of scholarships/ fellowships.

12. Student Committees

The University encourages students to participation in functioning of University. The participation of students in Committees help them to learn managing affairs related to students. The Committees also have faculty members for guidance. The following Student Committees are constituted through nominations made by students:

- i. Academic Committee
- ii. Library Committee
- iii. Alumni Committee
- iv. Media and PR Committee
- v. Entrepreneurship Committee
- vi. Cultural Committee
- vii. Sports Committee
- viii. Anti-Ragging Committee
- ix. IT and ERP Committee
- x. Placement Committee
- xi. Campus Welfare, Hostel, Discipline, Environment, Safety Committee
- xii. Gender Champions Committee
- xiii. Food Nutrition and Mess Committee

13. Important Rules, Regulations and Code of Conduct

13.1 University Grants Commission (Grievance Redressal) Regulations 2012

13.1.1 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:

- i. Making admission contrary to merit determined in accordance with the policy of the University.
- ii. Irregularity in the admission process adopted by the University.
- iii. Refusing admission in accordance with the declared admission policy of the University.
- iv. 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.
- v. Demand of money more than that specified in the declared admission policy or approved by the competent authority to be charged by such University.
- vi. Breach of the policy for reservation in admission as may be applicable.
- vii. Complaints of alleged discrimination by students from Scheduled Caste, Scheduled Tribes, OBC, women, minority or disabled categories.
- viii. Nonpayment or delay in payment of scholarships to any students that such institution is committed.
- ix. Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar.
- x. On provision of student amenities as may have been promised or required to be provided by the University.
- xi. Denial of quality education as promised at the time of admission or required to be provided.
- xii. Non-transparent or unfair evaluation practices.
- xiii. Harassment and victimization of students including sexual harassment following will be the University level Students Grievance Redressal Committee.
- xiv. Refund of fees on withdrawal of admissions as per the University norms.

University level Grievance Redressal Committee. The members of the committee are as follow:

S.No.	Name	Designation
1.	Dr. Rani Ladha, Provost	Chair
2.	Dr. Sandesh Kumar Sharma, Associate Dean and Associate Professor, IHMR	Member
3.	Dr. Ashok Peepliwal, Associate Professor, (SPM)	Member
4.	Dr. Ratna Verma, Assistant Professor, (SDS)	Member
5.	Dr. Deepti Sharma, Associate Professor, IHMR	Member
6.	Dr. Nupur Srivastava, Controller of Examination (CoE)	Member

13.1.2 Process of Filing a Complaint

- The student will be free to represent his/her case to the University Level Students Grievance Redressal Committee. 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 considers 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.
- The Committee may meet as frequently as may be necessary.

For Details, Please refer the: <https://www.iihmr.edu.in/academic/committees>

13.2 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.

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 other student.
- 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 students.

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.

13.2.1 Roles and Responsibilities of Anti Ragging Committees

I. 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.

II. 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.

13.2.2 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 Level Anti Ragging Committees are as follows:

University Anti-ragging Committee		
Name and University Appointment	Designation	Contact Number
Dr. Goutam Sadhu, Professor	Chairman	8107777867
Dr. Sandeep Narula, Associate Professor	Member	8058760911
Dr. Neetu Purohit, Associate Professor	Member	9414058100
Dr. Deepti Sharma, Associate Professor	Member	9024322191
Dr Anshuman Sewda, Assistant Professor	Member	9649515979

University Anti-ragging Squad		
Name and University Appointment	Designation	Contact Number
Dr. Dharendra Kumar, Professor	Chairman	9001073140
Dr. Sandesh Kumar Sharma, Associate Dean and Associate Professor	Member	9982110845
Dr. Seema Mehta, Associate Professor	Member	9587635437
Ms. Veena Nair, Assistant Professor	Member	9836105599
Mr. Achleshwar Singh, (Manager - Hostel and Guest House)	Member	9314422020

Hostel Anti-ragging Squad		
Name and University Appointment	Designation	Contact Number
Ms. Veena Nair, Warden	Chairperson	9836105599
Dr. Saurabh Kumar, Dean- SPM	Member	8890398067
Mr. Achleshwar Singh, (Manager- Hostel and Guest House)	Member	9314422020
Ms. Shraddha Kalla, Librarian	Member	9950168340

13.3 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.

13.3.1 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 behaviour of sexual harassment may amount to sexual harassment:

- i. Implied or explicit promise of preferential treatment in her employment; or
- ii. Implied or explicit threat of detrimental treatment in her employment; or
- iii. Implied or explicit threat about her present or future employment status; or
- iv. Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- v. Humiliating treatment likely to affect her health or safety."

A few examples of sexually harassing behaviour 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.

13.3.2 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 shall 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.	Dr. Piyusha Majumdar, Assistant Professor	Member
3.	Ms. Seema Kumari, Assistant Librarian	Member
4.	Ms. Chandra Kanta Pareva, HR Officer	Member
5.	Mr. Rajeev Tewari, Program Director, BCT-Jaipur	Member

13.3.3 Student Members of ICC

1. Nishant Sagar (PhD Cohort-5)
2. Rishabh Singh (MBA – HM 24)
3. Preetha P (MBA – HM 24)

13.4 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.

13.4.1 Code of Conduct

- a) Class timings starts from 9:30 am to 5:00 PM for the first year and 10:00 am to 5:30 pm for second year with the tea and lunch break.
- b) Co-curricular and extra-curricular activities will be done on Wednesday, selected Saturdays and Sundays.
- c) Students should wear their Identity Card provided by 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 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) Conduct of students is expected to be becoming of MBA student.

13.4.2 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 behaviour 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 behaviour any other activities or behaviour 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.

13.4.3 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 actions.

- 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 behaviours 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/Centres 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 organization that 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.

13.4.4 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.

13.4.5 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

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.

14. Mandatory Requirements for the Course

14.1 Summer Training

Summer Training provides the hands-on experience to all the students. This helps them in getting 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 placements.

14.2 The Objectives of the Summer Training 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 in 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.

At the end of summer training 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 organization where he has completed two months of training. In absence of production of certificate, he/she will not be promoted to second year.

14.2 Internship and Dissertation

14.2.1 Internship

All students would be required to undergo a three month duration internship 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 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.

14.2.2 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. Dissertation will be approved by the guide. The student would be required to make presentation of dissertation. The student is advised to prepare a power point presentation. The presentation will be made to the panel of examiners. 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 dissertation. No student would be awarded degree until the dissertation is approved by the panel.

14.2.3 Attendance: As per paragraph number 10.

14.3 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 informed by school of Pharmaceutical Management at appropriate time during the programme.

15. Feedback

All students are required to necessarily give a 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, but feedback may also be asked for after completion of half of the module or on completion of programme.

16. Examination and Student Assessment

Evaluation: The student assessment would be based on the performance in the mid-term and term examinations.

- a) **Mid-Term Examination** 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.
- b) The maximum marks for mid-term examination are 50.

The Internal Assessment will be subdivided into Continuous Internal Assessment (CIA) (Maximum Marks 30) and Mid Term Examination (MTE) (Maximum Marks 20).

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.

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

It is also proposed that for 3 credit course or greater CIA shall compulsorily be a mix of two or more activities other than the midterm examination. The assessment mode, assessment rubrics and the timelines must be blended with the session plan and should be communicated to the students.

- c) **Term Examination** is an assessment of the student after completion of the group of courses. 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 term examination as per the date and time mentioned in the examination schedule. All examinations would be of maximum three hours duration.
- d) The maximum marks for term examination are 50.
- e) **Criteria for Passing:** The student will be declared passed in the course once the student obtains minimum 50 percent marks out of the maximum marks as total of Mid- Term and Term examination. However, the student will have to pass term examinations with a minimum of 40% marks in the examination.
- f) **Maximum Number of Attempts:** The maximum number of attempts available for a student is 02 (two) per course. Any candidate who has availed two attempts (inclusive of the Term and Supplementary) for any first- or second-year course and has not cleared that course would forfeit his/her registration for the degree.

The authority for the examination system and student assessment is laid down under "Rules and Regulations of University Examinations 2015".

The grade points and percentage equivalents for IIHMRU are as follows:

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	–

***Introductory and elective courses are not considered for grade point average.**

17. 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.

17.1 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.

17.2 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.

18. Awards of Degree and Medals

18.1 Award of MBA Degree

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

- Passed in all courses
- Successful completion of summer training
- Successful completion of internship
- Approved dissertation

In addition to Degree, the student will also receive a transcript with grading system. In case the student has passed through a supplementary examination, it will be recorded as Supplementary in respective course.

18.2 Award of Gold Medal

V.P. Agarwal Gold Medal is awarded by The University to a student with outstanding academic performance. 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 of all the term examination) and has no supplementary/grace marks in any subject and exemplary conduct including his/her behaviour and attitude throughout the programme will be eligible candidate for award of the gold medal.

19. 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.

Annual Academic Calendars

MBA SECOND YEAR (HOSPITAL MANAGEMENT)			
Date	Course Code	Course Name	Credits
July 27- Sept 04			
Basic Courses			
July 27-31	BC-101	Design Thinking	NC
Aug. 04-08	BC-102	Basic Excel	NC
Aug. 10-14	BC-103	Social and Economic Environment	NC
Aug. 17-21	BC-104	Written Analysis and Communication	NC
Aug. 24-28	BC-105	Excel Application and PowerPoint Presentations	NC
Aug. 31 - Sept. 04	BC-106	Health & Wellness: What you need to know about Covid-19?	NC
Sept 7-Nov 27			
Term 1 Core Courses			
Sept 7-11	CC-601	Health and Development	1.5
Sept 14-18; Sept 21-25	CC-602	Principles of Management	3
Sept 28-Oct 2, Oct 5-9	CC-603	Health Policy and Health Care Delivery System	3
Oct 12-16, Oct 19-23	CC-604	Biostatistics	3
Oct 26-30, Nov 2-6	CC-605	Essentials of Epidemiology	3
Nov 9-15			
Diwali Break			
Nov 16-20; Nov 23-27	CC-606	Essentials of Demography	3
Nov 30-Dec 4; Dec 5			
Exam, Term 1 Courses			
Dec 7-Feb 19			
Core Courses, Term 2			
Dec 7-11; Dec 14-18	CC-607	Organizational Behaviour	3
Dec 21-25; Dec 28- Jan 1	CC-608	Marketing Management	3
Jan 4-8; Jan 11-15	CC-609	Human Resource Management	3
Jan 18-22; Jan 25-29	CC-610	Essentials of Health Economics and Financing	3
Feb 1-5			
Annual Conference			
Feb 8-12; Feb 15-19	CC-611	Financial Management	3
Feb 22-26			
Exam, Term 2 Courses			
Mar 1-Apr 23			
Core Courses, Term 3			
Mar 1-5	CC-612	Communication Planning and Management (Business Communication)	1.5
Mar 8-12	CC-612	Communication Planning and Management (Behaviour Change Communication)	1.5
Mar 15-19; Mar 22-26	CC-613	Research Methods	3
Mar 29-Apr 2	CC-615	Essentials of Hospital Services	1.5
Apr 5-9	CC-616	Self-Awareness and Mindfulness for Managers	1.5
Apr 12-16; Apr 19-23	CC-618	National Health Programmes	3
Apr 26-30	CC-619	Entrepreneurship and Innovations in Health Care	1.5
May 3-7			
Exam, Term 3 Courses			
May 10-July 2 (8 Weeks)	ST-799	Summer Training	8
July 5-9		Supplementary Exams	
July 12-16		Poster Presentations	

MBA SECOND YEAR (HOSPITAL MANAGEMENT)			
Date	Course Code	Course Name	Credits
		Core Courses, Term 4	
Aug 4-8; Aug 10-14	HOM-702	Organization and Management of Clinical Services	3
Aug 17-21; Aug 24-28	HOM-703	Organization and Management of Support Services	3
Aug 31 - Sept 4	HOM-704	Organization and Management of Utility Services	1.5
Sept 7-11	HOM-706	Material and Equipment Management	1.5
Sept 14-18; Sept 21-25	HOM-707	Marketing Management of Hospital Services	3
Sept 28-Oct 2; Oct 5-9	HOM-708	Strategic Management	3
Oct 12-17		Exam, Term 4 Courses	
		Core Courses, Term 5	
Oct 19-23; Oct 26-30	HOM-709	Hospital Management Information System	3
Nov 2-6	HOM-712	Quality Management and Patients' Safety	1.5
Nov 9-15		Diwali Break	
Nov 16-20	HOM-712	Quality Management and Patients' Safety	1.5
Nov 23-27	HOM-721	Hospital Preparedness for Disaster Management	1.5
Nov 30-Dec 4; Dec 7-11	HOM-715	Hospital Planning and Facility Management	3
Dec 14-18; Dec 21-25	HOM-710	Health Insurance and Managed Care	3
Dec 28- Jan 1			
Jan 4-8		Exam, Term 5 Courses	
		Core Courses, Term 6	
Jan 11-15; Jan 18-22	HOM-716	Operations Management in Hospitals	3
Jan 25-29	HOM-719	Management Accounting	1.5
Feb 1-5		Annual Conference	
Feb 8-12	HOM-717	Clinical Epidemiology	1.5
Feb 15-19	HOM-711	Legal Framework in Health Care	1.5
Feb 22-26		Dissertation Preparation	
Mar 1-5		Elective 1	1.5
Mar 8-12		Elective 2	1.5
Mar 15-19		Exam, Term 6 Courses	
Mar 22-Jun 18	DIS-800	Dissertation	12
Jun 21-25		Supplementary Exams	
Jun 28-July 2		Defending Dissertation	
Jul 23-(TBD)		Convocation	

MBA SECOND YEAR (HEALTH MANAGEMENT)			
Date	Course Code	Course Name	Credits
Aug 4- Oct 9			
Core Courses, Term 4			
Aug 4-8	HEM-701	Applied Demography and Population Dynamics	1.5
Aug 10-14; Aug 17-21	HEM-702	Applied Epidemiology	3
Aug 24-28; Aug 31-Sept 4	HEM-703	Health Survey Research Methods	3
Sept 7-11	HEM-718	Data Management and Analysis	1.5
Sept 14-18; Sept 21-25	HEM-704	Logistics and Supply Chain Management	3
Sept 28-Oct 2; Oct 5-9	HEM-705	Programme Planning, Implementation, Monitoring and Evaluation	3
Oct 12-17			
Exam, Term 4 Courses			
Oct 19- Jan 1			
Core Courses, Term 5			
Oct 19-23; Oct 26-30	HEM-708	Strategic Management	3
Nov 2-6	HEM-709	Health Management Information System	3
Nov 9-15			
Diwali Break			
Nov 16-20	HEM-709	Health Management Information System	
Nov 23-27; Nov 30-Dec 4	HEM-712	Quality Management and Patients' Safety	3
Dec 7-11; Dec 14-18	HEM-713	Operations Research	3
Dec 21-25	HEM-706	NGO Management	1.5
Dec 28 - Jan 1			
Jan 4-8			
Exam, Term 5 Courses			
Jan 11- Feb 26			
Core Courses, Term 6			
Jan 11-15	HEM-707	International Health	1.5
Jan 18-22; Jan 25-29	HEM-710	Health Insurance and Managed Care	3
Feb 1-5			
Annual Conference			
Feb 8-12	HEM-711	Legal Framework in Health Care	1.5
Feb 15-19	HEM-719	Public Health Emergency Management	1.5
Feb 22-26			
Dissertation Preparation			
Mar 1 -12			
Electives			
Mar 1-5		Elective 1	1.5
Mar 8-12		Elective 2	1.5
Mar 15-19			
Exam, Term 6 Courses			
Mar 22 - Jun 18	DIS-800	Dissertation/Internship	12
Jun 21-25		Supplementary Exams	
Jun 28 - July 2		Defending Dissertation	
Jul 23 (TBD)		Convocation	

MBA FIRST YEAR (PHARMACEUTICAL MANAGEMENT)			
Date	Course Code	Course Name	Credits
July 27- Sept 04			
Basic Courses			
July 27-31	BC-101	Design Thinking	NC
Aug. 04-08	BC-102	Basic Excel	NC
Aug. 10-14	BC-103	Social and Economic Environment	NC
Aug. 17-21	BC-104	Written Analysis and Communication	NC
Aug. 24-28	BC-105	Excel Application and PowerPoint Presentations	NC
Aug. 31 - Sept. 04	BC-106	Health & Wellness: What you need to know about Covid-19?	NC
Sept 7-Nov 27			
Term 1 Core Courses			
Sept 7-11; Sept 14-18	CC-614	National and International Environment. for Pharmaceutical Industry	3
Sept 21-25, Sept 28-Oct 2	CC-602	Principles of Management	3
Oct 5-9, Oct 12-16	CC-609	Human Resource Management	3
Oct 19-23, Oct 26-30	CC-617	Essentials of Pharmaco- epidemiology	3
Nov 2-6	CC-623	Intellectual Property Rights	1.5
Nov 9-15			
Diwali Break			
Nov 16-20; Nov 23-27	CC-620	Managerial Economics	3
Nov 30-Dec 4; Dec 5			
Exam, Term 1 Courses			
Dec 7-Feb 19			
Core Courses, Term 2			
Dec 7-11; Dec 14-18	CC-613	Research Methods	3
Dec 21-25; Dec 28- Jan 1	CC-607	Organizational Behaviour	3
Jan 4-8; Jan 11-15	CC-627	Pharmacology and Therapeutic Management	3
Jan 18-22, Jan 25-29	CC-611	Financial Management-1	3
Feb 1-5			
Annual Conference			
Feb 8-12, Feb 15-19	CC-604	Biostatistics	3
Feb 22-26			
Exam, Term 2 Courses			
Mar 1-Apr 23			
Core Courses, Term 3			
Mar 1-5, Mar 8-12	CC-618	Regulatory Environment for Pharma Business	3
Mar 15-19; Mar 22-26	CC-619	Pharmaceutical Marketing	3
Mar 29-Apr 9	CC-621	Business Communication	3
Apr 12-16	CC 625	Self-Awareness and Mindfulness for Managers	1.5
Apr 19-23	CC-628	Digital and Social Media Marketing	1.5
Apr 26-30		Capstone Presentations	
May 3-7			
Exam, Term 3 Courses			
May 10-July 2 (8 Weeks)	ST-799	Summer Training	8
July 5-9		Supplementary Exams	
July 12-16		Poster Presentations	

MBA SECOND YEAR (PHARMACEUTICAL MANAGEMENT)			
Date	Course Code	Course Name	Credits
Core Courses, Term 4			
Aug 4-8, Aug 10-14	PHRM-723	Sales and Distribution Management	3
Aug 17-21, Aug 24-28	PHRM-728	Product and Brand Management	3
Aug 31-Sept 4	PHRM-709	Management Information System	1.5
Sept 7-11	PHRM-737	Public Health Policy	1.5
Sept 14-18, Sept 21-25	PHRM-731	Clinical Research and Development	3
Sept 28- Oct 2,	PHRM-736	Medical Devices	1.5
Oct 5-9	PHRM-727	Total Quality Management	1.5
Oct 12-17		Exam, Term 4 Courses	
Core Courses, Term 5			
Oct 19-23; Oct 26-30	PHRM-716	Project and Entrepreneurship Management	3
Nov 2-6	PHRM-706	Strategic Management	3
Nov 9-15		Diwali Break	
Nov 16-20	PHRM-706	Strategic Management	-
Nov23-27; Nov 30- Dec 4	PHRM-729	Supply Chain Management	3
Dec 7-11; Dec 14-18	PHRM-738	Marketing Analytics	3
Dec 21-25	PHRM-732	Consumer Behaviour	1.5
Dec 28-Jan 1			
Jan 4-8		Exam, Term 5 Courses	
Core Courses, Term 6			
Jan 11-15, Jan 18-22	PHRM-724	Pharmaceutical International Business Management	3
Jan 25-29	PHRM-725	Pharmaceutical Production Management	1.5
Feb 1-5		Annual Conference	
Feb 8-12	PHRM-725	Pharmaceutical Production Management	1.5
Feb 15-19		Dissertation Preparation	
Feb 22-26;	PHRM-739	Business Data Analytics	1.5
Mar 1-5		Elective 1	1.5
Mar 8-12		Elective 2	1.5
Mar 15-19		Exam, Term 6 Courses	
Mar 22-Jun 18	DIS-800	Dissertation/Internship	12
Jun 21-25		Supplementary Exams	
Jun 28-July 2		Defending Dissertation	
Jul 23-(TBD)		Convocation	

MBA FIRST YEAR (RURAL MANAGEMENT)			
Date	Course Code	Course Name	Credits
July 27- Sept 04			
Basic Courses			
July 27-31	BC-101	Design Thinking	NC
Aug. 04-08	BC-102	Basic Excel	NC
Aug. 10-14	BC-103	Social and Economic Environment	NC
Aug. 17-21	BC-104	Written Analysis and Communication	NC
Aug. 24-28	BC-105	Excel Application and PowerPoint Presentations	NC
Aug. 31 - Sept. 04	BC-106	Health & Wellness: What you need to know about Covid-19?	NC
Sept 7- Nov 27			
Term 1 Core Courses			
Sept 7-11- Sept 14-18	CC-636	Rural and Urban Society	3
Sept 21-25	CC-638	Basic Services and Entitlement	1.5
Sept 28-Oct 2, Oct 5-9	CC-602	Principles of Management	3
Oct 12-16, Oct 19-23	CC-641	Essentials of Economics	3
Oct 26-30; Nov 2-6	CC-639	Organizational Behavior	3
Nov 9-15			
Diwali Break			
Nov 16-20;	CC-645	Self-Awareness and Mindfulness for Managers	1.5
Nov 23-27	CC-640	Field Work Segment I - Experiencing Rural Realities	1.5
Nov 30-Dec 4; Dec 5			
Exam, Term 1 Courses			
Dec 7-Feb 19			
Core Courses, Term 2			
Dec 7-11	NC	Individual Development Program & Outbound Training	Non-Credit
Dec 14-18	CC-637	Gender and Development	1.5
Dec 21-25; Dec 28- Jan 1	CC-609	Human Resource Management	3
Jan 4-8; Jan 11-15	CC-628	Managerial Analysis and Communication	3
Jan 18-22; Jan 25-29	CC-635	Rural Marketing	3
Feb 1-5			
Annual Conference			
Feb 8-12; Feb 15-19	CC-643	Quantitative Techniques	3
Feb 22-26			
Exam, Term 2 Courses			
Mar 1-Apr 23			
Core Courses, Term 3			
Mar 1-5	CC-634	Financial Accounting	1.5
Mar 8-12	CC-642	Legal Environment	1.5
Mar 15-19; Mar 22-26	CC-633	Public Governance and System Management	3
Mar 29-Apr 2	CC-648	Field Work Segment II	1.5
Apr 5-9	CC-611	Financial Management	1.5
Apr 12-16; Apr 19-23	CC-644	Understanding Development Organization	3
Apr 26-30		Preparation for Summer Training	
May 3-7			
Exam, Term 3 Courses			
May 10-July 2 (8 Weeks)	ST-799	Summer Training	8
July 5-9		Supplementary Exams	
July 12-16		Poster Presentations	

MBA SECOND YEAR (RURAL MANAGEMENT)			
Date	Course Code	Course Name	Credits
		Core Courses, Term 4	
Aug 4-8	RM-734	Rural Finance and Banking	1.5
Aug 10-14	RM-717	Information Communication Technology in Rural Development	1.5
Aug 17-21	RM-719	Data Management and Analysis	1.5
Aug 24-28; Aug 31-Sept 4	RM-708	Strategic Management	3
Sept 7-11	RM-709	Management Information System	1.5
Sept 14-18, Sept 21-25	RM-707	Production and Operation Management	3
Sept 28- Oct 2, Oct 5-9	RM-713	Project Management	3
Oct 12-17		Exam, Term 4 Courses	
		Core Courses, Term 5	
Oct 19-23; Oct 26-30	RM-724	Research Methods	3
Nov 2-6	RM-712	Corporate Social Responsibility	1.5
Nov 9-15		Diwali Break	
Nov 16-20	RM -720	Understanding Water Systems: Aquifers, Rivers, and Ponds	1.5
Nov23-27	RM-722	Participatory Ground Water Management	1.5
Nov 30- Dec 4	RM-721	Participatory Irrigation and Watershed Management	1.5
Dec 7-11; Dec 14-18	RM-715	Rural Health, Water, Sanitation, Hygiene and Nutrition	3
Dec 21-25	RM-725	Field Segment – Land and Water Management	1.5
Dec 28-Jan 1			
Jan 4-8		Exam, Term 5 Courses	
		Core Courses, Term 6	
Jan 11-15; Jan 18-22;	RM-726	Forest, Grass Land and Farm Based Livelihood	3
Jan 25-29	RM-736	Non-Farm livelihoods, Value Chain and Enterprise	1.5
Feb 1-5		Annual Conference	
Feb 8-12	RM-737	Institutions of Collective actions: SHGs, FPOs and Cooperatives	1.5
Feb 15-19	RM-730	Livelihood Entitlement and Advocacy	1.5
Feb 22-26	RM-731	Field Segment - Livelihood, Skills and Enterprises	1.5
Mar 1-5		Elective 1	1.5
Mar 8-12		Elective 2	1.5
Mar 15-19		Exam, Term 6 Courses	
Mar 22-Jun 18	DIS-800	Dissertation/Internship	12
Jun 21-25		Supplementary Exams	
Jun 28-July 2		Defending Dissertation	
Jul 23-(TBD)		Convocation	
		Total Second Year Credits	52.5
		Total First Year Credits	47
		Total Credits (MBA PM)	99.5

Annexure B

List of Faculty at IIHMR University

S.No	Employee Name	Department	Designation
1.	Prahlad Rai Sodani	Academics	President (Officiating), Dean IHMR and Professor
2.	Rani S Ladha	Academics	Provost and Professor
3.	Daya Krishan Mangal	Academics	Dean Research and Professor
4.	Rahul Ghai	Academics	Dean SD and Associate Professor
5.	Saurabh Kumar	Academics	Dean SPM and Associate Professor
6.	Shiv Kumar Tripathi	Academics	Dean Training and Professor
7.	Anoop Khanna	Academics	Professor
8.	Ashok Kaushik	Academics	Professor
9.	Dhirendra Kumar	Academics	Professor
10.	Goutam Sadhu	Academics	Professor
11.	Mahendra kumar Sharma	Academics	Professor
12.	Nutan Prabha Jain	Academics	Professor
13.	Arindam Das	Academics	Associate Dean and Associate Professor, IHMR
14.	Sandeep Narula	Academics	Associate Dean and Associate Professor, SPM
15.	Sandesh Kumar Sharma	Academics	Associate Dean and Associate Professor, IHMR
16.	Alok Kumar Mathur	Academics	Associate Professor
17.	Ashok Peepliwal	Academics	Associate Professor
18.	Deepti Sharma	Academics	Associate Professor
19.	Jagajeet Prasad Singh	Academics	Associate Professor
20.	Monika Chaudhary	Academics	Associate Professor
21.	Neetu Purohit	Academics	Associate Professor
22.	Prashant Sharma	Academics	Associate Professor
23.	Seema Mehta	Academics	Associate Professor
24.	Susmit Jain	Academics	Associate Professor
25.	Sheenu Jain	Academics	Associate Professor
26.	Anshuman Sewda	Academics	Assistant Professor
27.	Ashish Bandhu	Academics	Assistant professor
28.	Hemant Kumar Mishra	Academics	Assistant Professor
29.	Laxman Swaroop Sharma	Academics	Assistant Professor
30.	Piyusha Majumdar	Academics	Assistant Professor
31.	Rahul Sharma	Academics	Assistant Professor
32.	Ratna Verma	Academics	Assistant Professor
33.	Sazzad Parwez	Academics	Assistant Professor
34.	Shyama Prasad Chattopadhyay	Academics	Assistant Professor
35.	Sunil Rajpal	Academics	Assistant Professor
36.	Sunita Nigam	Academics	Assistant Professor
37.	Veena Nair Sarkar	Academics	Assistant Professor
38.	Sutapa Bandyopadhyay Neogi	Academics	Adjunct Professor
39.	Venkatesh Srinivasan	Academics	Adjunct Professor

Annexure C

Help Desk

S.no.	Employee Name	Designation	Contact No.
1	Namgyal Wangmo	Academic Office	8800758037
2	Sohan Shrimal	Academic Office	9928617573
3	Sadhana Pareek	Academic Office	9928617573
4	Lalta Prasad Sharma	Examination	9461586547
5	Devendra Verma	Accounts Office	9602811994
6	Administration		0141 3924700
7	Hostel		0141 3924700
8	Nitin Bhatnagar	IT	9214699583
9	Sonal Mishra	ERP	8875225888
10	Kamlesh Chand Sharma	Library	9414887610