



THE IIHMR UNIVERSITY

JAIPUR

Student Handbook

MBA Programs

INSTITUTE OF HEALTH MANAGEMENT RESEARCH

SCHOOL OF PHARMACEUTICAL MANAGEMENT

SCHOOL OF DEVELOPMENT STUDIES

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Disclaimer

- This document only seeks to assist the student by providing the basic information required during the pursuance of this program and is not valid for legal purposes. This information may be read in conjunction with other rules, regulations, policies etc of the University.
- The University reserves the right to revise and /or change the contents of the document from time to time.

1. INTRODUCTION

We are happy to welcome you to the IIHMR University!

This handbook aims to provide with all the basic information which may be required during this program. We assure you of a memorable experience being part of this prestigious program, which will take you to new realms of academic and professional excellence.

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

The IIHMR University, Jaipur (established in 1984 known as Indian Institute of Health Management Research) has made phenomenal contribution to both research and education in the area of management of health care. And has achieved a pride 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 programs related to health care were introduced to meet the rising demand for quality of health care that is accessible and affordable.

MBA Pharmaceutical Management program 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 program has set high standards of management education in the pharmaceutical management sector. it has attained the status of a premier program 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. It strives to understand, analyze, 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 experimental 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 program is on self learning through field exposure and participatory approach.

2. OBJECTIVES OF THE PROGRAMS

MBA Hospital and Health Management:

The broad objective of the program is 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. The objectives under:

- I. To enhance decision making and administrative competence of students to enable to face challenges of healthcare industry.
- II. To develop skills in planning, building and managing healthcare organisations.
- III. To participate and contribute to the formulation of public health policies.
- IV. To promote knowledge through applied and conceptual research relevant to management and to disseminate this knowledge through publications.
- V. To collaborate with other institutions in India and abroad in furtherance of professional exposure.

MBA Pharmaceutical Management:

The broad objective of the program 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.

- I. To help understand concepts and techniques of modern management and their application in making the managerial roles of the participants efficient and effective.
- II. To develop skills of analyzing, diagnosing and solving operational problems in the delivery of pharmaceutical services.
- III. To help learn the application of qualitative and quantitative analytical tools as applicable to pharmaceutical industry.
- IV. 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.
- V. To enlarge the outlook and vision of participants about the larger background and context of pharmaceutical management.

Management education and assisting in institution building in a meaningful manner.

MBA Rural Management:

The program 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 program are largely being prepared for an “operational” engagement. For this to take effect, the course outline of the IIHMRU, MBA (RM) strikes a balance between three things:

- I. Critical thinking, active engagement with multiple stakeholders, and lateral thinking that allows students to think practically and strategically.
- II. 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.
- III. Strong fieldwork and organizational skills based on off campus learning experiences so that once they graduate, students can hit the ground running.

3. GENERAL INSTRUCTIONS

3.1 Academic Session

Duration of the programs is two years. The courses are conducted in a modular pattern. The academic calendar for each academic year is displayed and distributed by the Academic Office. The listed vacations/holidays are given for each academic year as per the University's holiday list.

3.2 Class Timings

- a) Classes commence at 10.00 AM and continue upto 5.00 PM with tea break and lunch break, Monday to Friday.
- b) Selected Saturdays and Sundays are meant for seminars, and extracurricular activities. Students will be informed about such activities in advance.

3.3 Class Participation and General Conduct

- a) Be punctual.
- b) Be a proactive learner, and participate actively in all discussions.
- c) Never hesitate to ask a question.
- d) Complete all your assignments on time.
- e) Be proactive in networking with the faculty and the students.
- f) Never hesitate to seek help, but avoid dependency and exploitation of goodwill.
- g) Take initiative and display leadership qualities in class room discussion and extracurricular activities organized by the University.
- h) All the students are advised to wear their identity cards while they are in the campus.
- i) Be appropriately dressed when on campus.

3.4 Code of Conduct Regarding Mobile Phones

The students should not use the mobile phone in the class-room. Mobile phones are prohibited in the examination hall. 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.

3.5 Course Material

- Books and reference materials are available in the library. Books can be borrowed from the library only through library cards/Identity cards as per library rules.
- The course objectives, syllabus and module wise time table will be shared by the course coordinator.

3.6 Recreation Facilities

The University offers a variety of recreation facilities. The campus includes courts for outdoor games like Tennis, Volleyball, Basketball, Badminton and Gymnasium. 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.

3.7 Medical Facilities

- a) All the students are covered under Medclaim Policy as per the University norms.
- b) A first-aid kit is kept at hostel-cum-guest house office.
- c) For emergency treatment, The University provides all necessary support. Please contact the incharge hostel-cum-guest relation/warden immediately in case of an urgent health problem.
- d) All costs related to treatment of emergency/non-emergency problems will be borne by the student concerned except for indoor treatment, which is paid by health insurance company under terms and conditions.

3.8 Fee Payment Schedule

The program fee is payable in five installments. 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 is advised to mention his/her names and roll numbers on the back side of the demand draft/ cheque.

S No	Particulars	Due Date for Payment
a)	First Installment	Within 10 days of admission
b)	Second Installment	Within 20 days of admission
c)	Third Installment	Before 5 December, 2018
d)	Fourth Installment	Before 5 April, 2019
e)	Fifth Installment	Before 5 August, 2019

Failing to deposit the fee on time, students are required to pay the late fee @ **50/ day**.

A student who fails to deposit his/her fee, will not be allowed to take the examinations pending payment of fee.

3.9 Uniform

The students are required to maintain the decorum and dignity. The students should be formally dressed at all the time when in campus. The University would provide the University

uniform. The students are required to come in uniform in all formal functions and when ever advised.

3.10 Attendance Requirement

All students are expected to attend all sessions of the course. To appear in any term examination, a student should have at least 75% attendance in each course conducted during the term. Attendance would be maintained by the course coordinator. The student will be notified the status of their eligibility to appear in the examination by the Academic Office. Refer para **4.7** of this handbook for complete details on 'Availing Leave'.

3.11 Academic Monitoring

For monitoring and supervising academic activities at the University, the office of the Director/ Proctor and Schools Dean will perform the required day-to-day functions. For policy formulation and reviewing academic activities the Board of Studies of the respective MBA course and the Academic Council will meet at periodic intervals.

3.12 Stream Selection

MBA Hospital and Health students will be allotted streams at the end of the first-year, based on their preference and merit. For other MBA programs the course will be of two years in their chosen fields.

3.13 Student Advisors (Guide/Mentors)

Every student will be attached with one of the faculty members as their mentor in the first-year. The second-year students will work for their dissertation under the guidance of faculty member/s as his/her guide.

3.14 Extra Curricular Activities

The students are encouraged to participate in extracurricular activities. The following avenues are available for students:

- Annual Conference of the University
- Participation in conferences in other institutions
- Sports and games
- Cultural activities

3.15 Discipline

Students are required to follow discipline. If a student is found to indulge in any act of indiscipline, action against him/her will be taken, based on the gravity of the disciplinary act.

4.2 Induction

Induction program is organized to create a **Comfort Zone** to prepare students for group living, sharing institutional values, developing competencies in written and verbal communication, and computer literacy. Before starting the core courses of Term I, the students will attend “**Comfort Zone Exposure**” for the first two weeks. During this phase, a few of the following courses are offered:

- Essentials of Computers and IT
- Written and Verbal Communication
- Human Process Lab

4.3 Core Courses

The first-year and second-year core courses with credit hours are indicated in annual academic calendar distributed to the students at the beginning of the program. The core courses are subject to change as per industry requirements. Followed by due approval of academic bodies of the University (BOS and Academic Council)

4.4 Summer Training

Summer training is an integral part of the program. The students get training for 2 months in various organizations in the country and abroad for practical exposure and hands-on training to:

- 4.4.1 learn through assisting the manager/administrator in daily operational management, and, if possible,
- 4.4.2 Help the management to study and address some identified issues/problems associated with some specific operational area/program. The main purpose of the summer training is, therefore, to learn the functioning of the organizations. During summer training, students are expected to acquaint themselves with various departments and functioning of the organization. The training is expected to reinforce classroom teaching in organizational settings.

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 examine students on the basis of the content and quality of work and presentation. No first-year student will be promoted to second year unless he/she has successfully completed first-year courses and summer training.

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 dean academic and students affairs.

The student will submit a certificate from organization where he has completed 2 months of training. In absence of production of certificate he/she will not be promoted to second year.

4.5 Internship

All students would be required to undergo a 3 months 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 the 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.

4.6 Dissertation

All students are required to submit a dissertation (to be called dissertation and not dissertation report) 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.

4.7 Availing Leave and Short Attendance

- 4.7.1** Attendance of students in every course will be monitored and relevant attendance record will be maintained by the Course Coordinator concerned. Whenever a student avails leave, he/she will be required to take prior written permission from the course coordinator. Format for the leave application form is available with the academic office and also attached with this handbook. 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 proceeding on leave. Respective course coordinators will submit the attendance record every week (Friday Evenings) to the Academic Office. The completed and signed attendance record received from respective course coordinators, attendance of the students will be computed by the Academic office.
- 4.7.2** The Academic Office will inform the Examination Cell the names of students who are not eligible to take the examination.
- 4.7.3** 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 to academic office within two days of proceeding on leave to academic office. Grant of permission does not mean that the absence has been condoned for the purpose of computing attendance.
- 4.7.4** 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 25%. When a student is deputed by the University on official duty, such period of deputation can be considered for condonation by Dean Academics on the recommendation of respective deans.
- 4.7.5** 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 condoned by 25% provided the students complete extra assignment. Under no circumstances (even medical reasons) will a student with less than 50% attendance be allowed to take his/her examinations.

- 4.7.6** 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. Under no circumstance will the period of absence (inclusive of the condoned period) exceed 50%.
- 4.7.7** For initiating the process of condonation of period of absence, the candidate must submit an application justifying the period of absence with reasons and supporting documents. If the case is found valid by the Academic Cell, 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 (Dean Academic) the period of delay. The cases duly condoned shall be allowed to take the examination in the respective subjects.
- 4.7.8** Prior to the scheduled commencement of examination, the Academic Office 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.
- 4.7.9** Students will be charged an administrative fee as applicable per subject for supplementary exams.

5. EXAMINATION AND STUDENT ASSESSMENT

- 5.1 Evaluation:** The student assessment would be based on the performance in the mid-term and term examinations.
- 5.2 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.

The maximum marks for mid-term examination is 30.

- 5.3 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.

The maximum marks for term examination is 70.

5.4 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.

5.5 Maximum Number of Attempts: The maximum number of attempts available for a student is 02 (two) per course.

The examination system and student assessment is laid down under “Rules and Regulations of University Examinations 2015”.

6. 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.

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

7. 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 from 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 mark in any subject and exemplary conduct including his/her behavior and attitude through out the program will be eligible candidate for award of the gold medal.

8. CONVOCATION

Convocation is an important function of the University and has a great sanctity. All eligible students are required to be dressed in uniform. Each student may be given formal convocation gown and cap. Students will march in procession to the place of function. All eligible students will join the convocation photograph along with the chief guest and faculty members. No student should leave the convocation venue till the convocation is officially declared closed.

9. 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 by any law to guarantee placement / job or any such opportunity amounting to self reliance to any student perusing programs.

9.1 Eligibility for Placement

A student would be allowed to appear for any placement interview if she/he fulfills 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

9.2 Placement Cell

A placement cell is established in the University to facilitate and coordinate placement process. To follow the guideline for placement and maintain the discipline will be the responsibility of the students. The cell is consisted of Proctor and Dean Academic, Schools Dean, Deputy Registrar Academic, Placement Manager, Executive and Placement representative and placement committee. All the placement activities in campus will be conducted by and through the placement cell.

To coordinate the activities with the placement cell, the students would be responsible for constituting a Placement Committee. The committee will function in closed coordination with respective schools deans.

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.

9.3 Roles and Responsibilities of Students

- a) Each student should prepare their own brief curriculum vitae (CV) as per the format and guidelines provided by the faculty/academic administration. The CV should be submitted to the placement committee/placement officer when asked for. Failing to do so, will risk non inclusion in placement process.
- b) Students are required to provide his/her email-ID and updated mobile numbers to the placement cell.
- c) If the student wants to convey any information to the placement cell, he/she can convey it through the placement representatives or by directly writing to the placement cell.
- d) The students should inform the placement cell if they get some pre-placement offer from any organization. No student is allowed to directly contact the organizations for placements. All the communications will be coordinated by the placement cell. The placement cell strongly discourages the students to go for off campus placements in the companies those are coming to the campus, as this affects the company-University relations adversely.
- e) Student must maintain discipline and good behavior during placement process, summer training and internship.
- f) All the students have to compulsorily attend all the PPTs (Pre-Placement Talks).
- g) Once a student applies for any organization then he/she has to appear for the full selection procedure. If a student applies for an organization and leaves the process in between, the student will be debarred from the placement activity. However, if terms and conditions of the job are not known before selection, he/she is permitted to opt out after PPT.
- h) Once a student is selected by any organisation he/she will not be allowed to appear for placement interview of any other organisation and no requestes for the salary or place allocated to them after selection will be entertained. When a student has appeared in

selection process of one organisation and result has not been declared by that organisation he/she will be allowed to appear in selection process of second organisation but he/she will be required to join the organisation which has declared the result first.

- i) The decision/policy of the organization will not be challenged by the placement cell or students. In case of any disputes, the decision of The University placement cell will prevail.
- j) Students should respect and follow the time frame given for any activity by the placement cell.
- k) Each student will be given only one opportunity. If the student has failed to seek placement in two opportunities he/she will be given opportunity when placements of other students are over.
- l) All the students should keep in mind that they or the placement cell cannot ask the organization to put the student on rolls unless and until the student has obtained the certificate/transcript of passing the program.
- m) Any student found to adopt any unfair means and deviates from the criteria, will be disqualified from the placement process.

10. LIBRARY

The IIHMR University Library & Documentation Centre was dedicated on May 31, 1996 to Dr. D. A. Henderson, renowned for his outstanding contribution to the eradication of small pox.

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 & EBSCO Ebook), over 130 National and International Journals, Newsletters, CD-ROM databases, from India and abroad. Library is subscribing to ProQuest, J-Gate & 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 being fully computerized which includes: availability of Wi-Fi facility, acquisition, cataloguing, circulation and serial control, with web OPAC feature i.e. online public access catalogue and digital library available through Greenstone digital Library software, availability of computers for students to access library resources.

The Online database & full text collection can be accessed through IIHMR University Digital Repository.

URL: <http://172.16.16.17:1001>

10.1 Library Hours

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

Working days	8.00 AM To 10.00 PM
Second, Fourth Saturday & All Sunday	9.00 AM To 05.00 PM

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

10.2 Borrowing Privilege:-

- Each Student would be given an identity card by academic department with barcode ID.
- Each student can be issued three (3) documents at a time for 15 days though Identity card. It may however be re-issued for another 15 days.
- Identity Card is non-transferable. The students are responsible for their safekeeping.
- A student who has lost an identity card shall make a written report of the same to the library incharge and academic office.
- Only identified books are issued to a user only on showing his or her identity card. Reference materials like Dictionaries, Directories, Thesis, Summer Placement Reports, Journals, News Magazines, News Papers, News Letters and New Books on Display will not be issued out.
- All losses of library books should be reported to the library incharge immediately in writing.
- If one book of a set is damaged or lost, the user concerned shall be liable to replace the books or else they have to pay the actual cost of the books plus 20% extra fine as service charges to the library. If one volume is lost than the user has to pay for the whole set of volume.
- All books on loan shall be returned at the expiration 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 incharge.
- The library staff at the issue counter are authorized to examine all materials into and taken out of the library by the members.
- All students are required to submit their reports in softcopy of summer placement and soft copy as well as hard copy of dissertation at the end of their session for getting "NO Dues" Certificate from the library.
- Return of all library documents and show identity card in required for obtaining the clearance certificate needed for departure from the University.

10.3 Library Rules: -

- No user will write upon, damage or make any mark upon 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 wooden rack is lying near the loan counter. Readers entering the library shall keep their personal belonging such as books, bags, etc. at the wooden 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 quiet atmosphere for study. Conversation disturbs your neighbors who want to study. If discussion is necessary, please go to the common/class rooms.
- **Switch off mobile phones while entering the library.**
- Spitting, smoking, napping, drinking tea and edibles and behaviour which may disturb other users are strictly prohibited inside the library.

11. IT DEPARTMENT

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

11.1 Timing of Computer Lab

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.

9.00AM to 5.00PM on Sunday, second Saturday and fourth Saturday

11.2 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 strictly follow the system. Students are required to turn off computer after using it.

11.3 Use of Printers

- Students should use own paper stationary.
- Use only new A4 size papers when you take the laser printout. 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 for all students.

11.4 E-Mail ID

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

11.5 Internet ID

- 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.

11.6 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 set 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 unnecessary software installation, downloading and printouts.
- Indulge in chatting , online gaming and social networking between 9.00am to 6.00pm 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, head phone, 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 to IT department (Ext. 749)

12. LEGAL DISPUTES

Legal disputes, if any shall come under the jurisdiction of Jaipur.

13. ANTI RAGGING MEASURES

NOTIFICATION

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.

Formation of Committee and Squads:

Complying with the directives of the Hon'ble Supreme Court of India, the University Grants Commission and the Government, the University has constituted the following Anti-ragging committee and squads for implementation of such directives of the Hon'ble Court and the UGC:

Anti-ragging Committee

Name and University Appointment	Designation	Contact Number
Col.(Dr.)Ashok Kaushik Professor Proctor	Chairman	9649906976
Dr. Nutan P. Jain Professor & Warden	Member	09414066416
Dr. Neetu Purohit Associate Professor	Member	9414058100
Dr. Sandeep Narula Associate Professor	Member	8058760911

University level Anti-ragging Squad

Name and University Appointment	Designation	Contact Number
Col. (Dr.) Pramod Kumar Professor	Chairman	8299553080
Dr. Mohan Bairwa Assistant Professor	Member	9718835447
Dr. Seema Mehta Associate Professor	Member	9587635437
Dr. Tanjul Saxena Associate Professor	Member	9784593254
Mr. Achaleswar Singh (In-charge, Hostel and Guest Relations)	Member	9314422020

Hostel level Anti-ragging Squad

Name & University Appointment	Designation	Contact Number
Dr. Nutan P Jain Professor and Warden	Chairman	09414066416
Mr. Neeraj Srivastava Deputy Registrar (Administration and HR)	Member	9314944490
Dr. Saurabh Kumar Associate Professor	Member	8890398067
Mr. Achaleswar Singh Hostel and Guest Relations In charge	Member	9314422020
Ms. Shraddha Kalla Librarian	Member	9950168340

The Committee and squads constituted hereinabove shall be responsible for ensuring an atmosphere of learning in the campus which is free from any fear, coercion, agony, pressure and harassment. The squads constituted above will work under the overall guidance of the Anti ragging Committee of the University and in co ordination with each other. The complaints/ grievances of ragging will be initially handled by the respective squad and on the report of the squad final decision will be taken by the Anti ragging Committee after affording an opportunity of hearing to the concerned person.

The committee and squads constituted for the purpose are advised to go through the directives, recommendations given by the Hon'ble Supreme Court, the UGC and the Government from time to time on this matter and to ensure compliance of such directives and recommendations. The Anti ragging Committee shall ensure that University's policy of zero tolerance on ragging should clearly be put across to the student community and the new entrants be assured safe and secure atmosphere within the campus and outside. The Committee may organize seminars/ workshops etc. for sensitizing the students on this issue and sharing with them the prevalent directives of the Apex Court and the UGC and the existing deterrent provisions of law.

14. IMPORTANT APPOINTMENTS AND TELEPHONE NUMBERS

Name	Title & Designation	Telephone Numbers
Dr. P.R. Sodani	Acting President	9829120956
Dr. Ashok Kaushik	Proctor	9649906976
Dr. Sandeep Narula	Dean School of Pharmaceutical Management	8058760911
Dr. Goutam Sadhu	Dean School of Development Studies	8107777867
Dr. Gautam Mukherjee	Registrar	7073999965
Shri. Hem K Bhargava	Dy. Registrar (Academics)	9314422015
Shri Neeraj Srivastava	Dy.Registrar (Admin & HR)	9314944490
Dr Nutan Jain	Warden	9414066416

ACADMIC OFFICE STAFF

Name	Office
Mr. Sohan Shrimal	Admission Cell
Mr. Punyavardhan Singh Ms. Sadhana Pareek	Operation Cell
Ms. Preeti Chaudhary	Placement Cell
Mr. L.P Sharma Mr. Ravi Tanwar	Examination Cell
Ms. Sakshi Chawla	Alumni