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1. INTRODUCTION

We are delighted to welcome you to The IIHMR University.

This handbook aims to provide you with all the basic information which you may require 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 achieving 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. It is considered to be a flagship educational program in developing trained professional managers with requisite skills for managing hospitals, health care institutions, and health related programmes both in the public and the private sectors, and to meet the rising demand for quality of health care that is accessible and affordable.

The focus of the program is on self learning through field exposure and participatory approach.

2. OBJECTIVES OF THE PROGRAMMES

The broad objective of the programmes is to build knowledge and skill to perform as effective manager in health and hospital systems, both in the public and private sector. The syllabus and course content are designed to meet the needs of fresh graduates and mid-career professionals.

2.1 The Specific Objectives of the Programs are:

- 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 health care, hospital services, pharmaceutical industry, rural health, other courses are also relevant to management of health.
- iii. To help learn about appropriate strategies for effective planning, implementation and evaluation of institutional and community-based health and family welfare programs.
- iv. To help learn the application of qualitative and quantitative analytical tools as applicable to health, family welfare and hospital management related problems.
- v. To help understand and appreciate methodologies of health/hospital management training and develop skills with focus on strategic responsibility for training and human resources development for health care delivery in urban as well as rural areas.
- vi. To broaden the outlook and vision of participants about the larger background and context of health care and health management in their historical, sociological and cultural framework.
- vii. To acquaint students in intricacies of financing accounting, --, human resource management and procurement and supply chain management in healthcare.

3. GENERAL INSTRUCTIONS

3.1 Academic Sessions

Duration of the courses is two years. The courses are conducted in a modular pattern. The time table for each academic year is displayed and distributed by the Academic Office in advance. 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 05.00 PM with two tea breaks and a lunch break, Monday to Friday/ Saturday (sometimes on Sunday also).
- b) Saturdays are meant for special academic sessions/ presentations seminars, and extracurricular activities. The class representatives would inform the classes accordingly. The notice board would also display the program.

3.3 Class Participation and General Conduct

- a) Be punctual, will groomed and in dress expected from industry.
- 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, students, alumni and industry representatives visiting the campus.
- f) Never hesitate to seek help, but avoid dependency and exploitation of goodwill.
- g) Take initiative and leadership in class room discussions and extracurricular activities organized by The University.

3.4 Code of Conduct Regarding Mobile Phones

The Students should not use mobile phones in the class-rooms. 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 phones should be switched off during the classes and The University functions.

3.5 Course Material

The University provides compiled reading material and handouts to the students. Books and reference materials are available in the library. Books can be borrowed from the library only through library cards as per library rules.

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 also available in the recreation common room.

3.7 Medical Facilities

- a) A first-aid kit is kept at hostel-cum-guest house office.
- b) For emergency treatment, The University provides all necessary support. Please contact the In-charge hostel-cum-guest relation/warden immediately in case of an urgent health problem.
- c) 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 certain conditions.

3.8 Fee Payment Schedule

The program fee is payable in four installments. The first, second and third installments are to be paid in the first-year and the fourth installment is to be paid at the start of the second-year. Students are required to deposit their fee through RTGS/NEFT/demand draft made out in favour of "Institute of Health Management Research" 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 of Due Dates for Payment of Fee

- | | | |
|---|--------------------|---|
| 1 | First Installment | To be paid within 10 days of the declaration of admission |
| 2 | Second Installment | To be paid within 20 days of the declaration of admission |
| 3 | Third Installment | Before 5 December of year of admission |
| 4 | Fourth Installment | Before 5 July of Next Year |

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

3.9 Medical Insurance

The students are covered under the 'Medicclaim Policy' as per The University norms.

3.10 Uniform

The students are required to maintain the decorum and dignity. The students should be formally dressed. The University would provide The University uniform. The students are required to come in uniform in all formal functions and when advised by the Dean, Academic and Student Affairs.

3.11 Attendance Requirements

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 instructor. 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'.

3.12 Legal Disputes

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

3.13 Academic Monitoring

For monitoring and supervising academic activities at The University, the office of the Director/ Dean, Academic and Student Affairs will perform the required day-to-day actions. 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.

3.14 Stream Selection

The students will be allotted streams (Hospital Management/Health Management) at the end of the first-year, based on their preference and merit. For other MBA programmes the course will be of two years in their chosen fields, however, few courses may be common for all streames of MBA.

3.15 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.

3.16 Extra Curricular Activities

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

- Conference at The University
- Participation in conferences in other institutions
- Sports and games
- Cultural activities

3.17 Discipline

Students are required to follow discipline in the campus. If a student is found to indulge in any indiscipline, strict action against him/her will be taken based on the gravity of the disciplinary act. The student is liable to be produced before the Academic Credentials and Disciplinary Committee for investigation and punitive action as per the laid down regulations.

3.18 Identity Cards

The students are required to be in the campus with their Identity cards issued by The University. Students will not be allowed to enter the examination hall without the identity cards.

3.19 Student Committees

The University has following student committees for coordination with faculty members nominated for various events:

- Placement Committee
- Conference Committee
- Cultural Committee
- Alumni Committee
- Campus Welfare Committee
- Mess Committee
- Sports Committee

4. PROGRAM STRUCTURE

4.1 Program Overview

- Medium: English
- Duration: Two-years full time
- Term System: The program has been designed on term system. There will be 'four or more terms' spread over two years.

In addition the students are required to undergo the following trainings:

- Summer Training 2 Months (8 weeks)
- Internship and Dissertation 3 Months (12 weeks)

Summer training and Internship are a mandatory programs for all students.

Students are required to submit a report and make poster presentation after summer training. Submission of dissertation after completing the internship is mandatory for all students. Students are required to write a dissertation based on their individual field/research work during the second year of the program. Each student would defend the dissertation before a panel of experts at the end of second year to be eligible for the award of degree and participation in the convocation.

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 three weeks. During this phase, a few of the following courses (subjected to change) are offered:

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

4.3 Core Courses

The first-year and second-year core courses with credit hours are indicated in annual teaching calendar distributed to the students at the beginning of the programme. The core courses are also given in Information Brochure but are subject to change as per industry requirements.

4.4 Summer Training

Summer training is an integral part of the program. The students get training for 2 months (8 weeks) in various organizations in the country or 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 substantiate classroom teaching in organizational settings.
- 4.4.3 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. Alternatively, the student may also suggest an organization in which they would like to go for summer training with the approval of the Dean, Academic and Student Affairs and respective mentors.

4.5 Internship

All students would be required to undergo a 3 months (12 weeks) 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 tasks 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 internship report to the Academic Office after approval of the mentor/guide. He/she would submit a soft copy of the report to the library.

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.

4.6 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/mentor. 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 (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 defend 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 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 as it is pre-requisite for obtaining degree.

4.7 Availing Leave

- 4.7.1 It is obligatory for the students to seek prior sanction of the course instructor/course coordinator/Dean, Academic and Student Affairs on the prescribed leave form before proceeding on leave. The prescribed leave form is available with the Academic Office. The sanctioned leave form should be submitted to the Academic Office for record. In case the student is in the hostel and desires to leave the campus during the leave, it is imperative to seek permission from the hostel warden also prior to proceeding on leave.
- 4.7.2 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 purposes of computing attendance.
- 4.7.3 The Examination Cell will permit only those students to take the examination, who have 75% or more attendance in the concerned course and the total number of classes missed should not in any case exceed 25%. When a student is deputed by The University on official duty, such period of deputation can be considered for condonation provided the student has a minimum of 50% attendance in that course.
- 4.7.4 In the event of illness requiring hospitalization of the student for longer periods, the authentication of the same is to be obtained from competent specialists. Under exceptional

circumstances, such absence will be further condoned by 25%. Under no circumstances (even medical reasons) will a student with less than 50% attendance be allowed to take his/her examinations.

- 4.7.5 Attendance of students in every course will be monitored and relevant attendance record shall be maintained by the course coordinator concerned. Whenever a student avails leave, he/she will be required to take prior permission from the course coordinator.
- 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 and Student Affairs. 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 examination 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/not satisfactorily completed the assignment and could be/could not be considered for condonation”. Based on this, the Controller of Examination will prepare the case on a note sheet and forward the same to the competent authority for condoning the period of delay. The cases duly condoned by the competent authority shall be allowed to appear in the examination in the respective subjects.
- 4.7.8 Prior to the scheduled commencement of examination, the Examination Cell shall 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.

4.8 Time-table

The Dean, Academic and Student Affairs would arrange to display the session plan for each term courses. Any changes in time schedule would be communicated accordingly by the Dean. During the course, the student would be required to follow the instructions of the course instructor. At the start of the course, the course instructor would inform about the session plan and pattern of examination. The student would be required to attend all field-trips, assignments and group work proposed in the course.

5. EXAMINATION AND STUDENT ASSESSMENT

5.1 Evaluation

The student assessment would be based on the performance in the mid-term and term examinations. Mid term exam will have weightage of 30% and term exam 70% of total marks.

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.

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 authority for the examination system and student assessment is laid down under "Regulations for Conduct of Examinations at The IIHMR University, Jaipur".

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. In case the student passes with grace, the transcript would read "G" against the grade of the respective course. In case the student has passed through a supplementary examination, it will be recorded as Supplementary in respective course.

7. AWARD OF GOLD MEDAL

V.P. Agarwal Gold Medal is awarded by The University to a student with outstanding academic performance. The principal criteria for selecting a student for the award of gold medal is overall outstanding academic performance and exemplary conduct including his/ her behavior and attitude throughout the programme.

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. During the convocation, students would be awarded with a Degree and transcript.

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, communication skills, presentation, leadership styles and behavior.

The IIHMR University facilitates the placement process, but it takes no responsibility 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 the courses offered by The University.

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 organization

9.2 Placement Cell

A placement cell is established in The University to facilitate and coordinate placement process. To maintain the discipline and guidelines for placement will be the responsibility of the students. The cell is constituted by Deputy General Manager (Corporate Academics) and Assistant Manager (Academics and Placements). 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 in consultation with Dean, Academic and Student Affair and the Associate 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 his 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/assistant manager (academics and placements) 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 preplacement 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) 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.

- i) Students should respect and follow the time frame given for any activity by the placement cell.
- j) There is no restriction on appearing in interviews until the first job is secured. A student will be considered to have secured a job if her/his name appears in the selection list. No requests for salary or place allocated to them after selection will be entertained.
- k) 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.
- l) Any student found to adopt any unfair means and deviates from the criteria, will be disqualified from the placement process.
- m) All students are restrained from communicating with placement organisations directly unless specifically asked for.

10. LIBRARY

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, 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 28500 volumes including textbooks, reference books, training materials, case studies, manuals, reports and conference proceedings. In addition, it has audio and videocassettes, over 126 National and International Journals, Newsletters, CD-ROM databases, from India and abroad. Library is subscribing to ProQuest & J-Gate e-Journals database. Library has DELNET (Developing Library Network) membership, and Indiastat.com, Popline etc. database. The library's acquisition, cataloguing, circulation and serial control are totally computerized under Libsys Software with WebOPAC. Library also houses Udai Pareek HRD Resource Centre.

Library can get accessed online through an e-portal at <http://library-k> or <http://192.168.0.185>.

10.1 Library Hours

The library is open throughout the year except on closed holidays observed by the University. On working days, library will be open from 8.00am to 10.00pm. On second Saturday, fourth Saturday and Sundays, library will be opened from 9.00am to 5.00pm. The book issue counter will be closed at 9.00pm on working days and 4.30pm on second Saturday, fourth Saturday and Sunday.

10.2 Issuing of Books

- 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 reissued 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 in-charge.
- 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.
- 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 issued 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 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 production of identity card is 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. Dog-earring of books is strictly prohibited.
- 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 quite 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 in 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. All students are expected to have the personal laptops, though the

University has a computer lab to match the students' needs. Following are a few of the informations on the use of computer lab:

11.1 Timing of Computer Lab

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

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

- 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 mal-handling, the facility will be withdrawn for all students.

11.4 E-Mail

A separate Email-ID will be provided to each student for using email facility.

11.5 Internet

- 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.

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.
- Push keyboard under the table and set chair at proper place after the use of computer.
- Shutdown the computer and switch off the monitor after use.
- Switch off the unnecessary lights and fans before leaving the computer lab.

Don'ts

- Use of unnecessary software installation downloading and printouts.
- Indulge in chatting and online gaming between 9.00am to 6.00pm on working days of the University.
- Use of social networking websites.
- Laptop and laptop charger are not allowed.
- Misuse of your group 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.

12. POLICY TOWARDS RAGGING

The University observes “zero tolerance” policy to ragging and expels students found guilty of maltreating fresher's. Any student accused of ragging would be given a chance to explain his conduct and if found guilty, be straightaway expelled from The University. Supreme Court

has directed that the punishment for ragging should be exemplary and justifiably harsh to stop recurrence of the ugly incidence

Ref. : Directives of the Supreme Court of India, dated May 16, 2007 in SLP No (s) 24295 of 2006 University of Kerala Vs Council, Principals', Colleges, Kerala & Ors (with SLP(C) No. 24296-99/2004 & W.P. (Cri) No. 173/2006 and SLP(C) No. 14356/2005)

- **Directives of the Supreme Court**

- (i) The punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
- (ii) Every single incident of ragging where the victim or his parent/guardian or the Head of institution is not satisfied with the institutional arrangement for action, a **First Information Report** must be filed without exception by the institutional authorities with the local police authorities. Any failure on the part of the institutional authority or negligence or deliberate delay in lodging the FIR with the local police shall be construed to be an act of culpable negligence on the part of the institutional authority. If any victim or his parent/guardian of ragging intends to file FIR directly with the police, that will not absolve the institutional authority from the requirement of filing the FIR.
- (iii) In the prospectus to be issued for admission by educational institutions, it shall be clearly stipulated that in case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he has indulged in ragging, **admission may be refused or he shall be expelled from the educational institution.**
- (iv) It shall be the collective responsibility of the authorities and functionaries of the concerned institution and their role shall also be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and in case of their failure, action can be taken; for example, denial of any grant-in-aid or assistance from the State Governments.

(v) **Anti-ragging committees and squads** shall be forthwith formed by the institutions and it shall be the job of the committee or the squad, as the case may be, to see that the Committee's recommendations, more particularly those noted above, are observed without exception and if it is notice that there is any deviation, the same shall be forthwith brought to the notice of this Court.

(vi) The Committee constituted pursuant to the order of this Court shall continue to monitor the functioning of the anti-ragging committees and the squads to be formed. They shall also monitor the implementation of the recommendations to which reference has been made above.

• **Action Taken by the University**

Formation of Committees and Squads: Complying with the directives of the Hon'ble Supreme Court of India, the University has formed the following Anti-ragging committees and squads for overseeing the implementation of the provisions of the verdict with immediate effect:

University level anti-ragging Committee

<i>Name and University Appointment</i>	<i>Designation</i>	<i>Contact Number</i>
Brig. (Dr.) S K Puri, VSM (Retd.) Advisor, Academic and Student ,Affairs	Chairman	9413007288
Col. (Dr.) Ashok Kaushik Dean, Academic and Student Affairs	Member	9649906976
Dr. Nutan P. Jain Professor & Warden	Member	09414066416
Dr. Vinod Kumar SV Associate Professor	Member	9460082269
Dr. Neetu Purohit Associate Professor	Member	9414058100
Dr. Sandeep Narula Associate Professor	Member	8058760911

University level Anti-ragging Squad

<i>Name, University Appointment</i>	<i>Designation</i>	<i>Contact Number</i>
Brig. (Dr.) S. K. Puri VSM (Retd.) Advisor, Academic and Student Affairs	Member	--
Col. (Dr.) Ashok Kaushik Dean, Academic and Student Affairs	Member	9649906976
Mr. NK Sharma Assistant Professor	Member	9460636163
Dr. Santosh Kumar Associate Professor	Member	9314611919
Dr. Seema Mehta Assistant Professor	Member	9587635437
Dr. Tanjul Saxena Assistant Professor	Member	9784593254
Mr. Achaleswar Singh In-charge (Hostel and Guest Relations)	Member	9314422020

Hostel level Anti-ragging Squad

<i>Name, University Appointment</i>	<i>Designation</i>	<i>Contact Number</i>
Col. (Dr.) Ashok Kaushik Dean, Academic and Student Affairs	Member	9649906976
Dr. Nutan P Jain Professor and Warden	Chairman	09414066416
Dr. Arindam Das Associate Professor	Member	8890181973
Mr. Neeraj Srivastava Deputy General Manager, Corporate (Administration and Planning)	Member	9314944490
Mr. Achaleswar Singh Hostel and Guest Relations Incharge	Member	9314422020
Ms Seema Pareek Estate Maintenance Officer	Member	9352369108

Squads shall work in co-ordination with the University level Anti-ragging committee and oversee the implementation of the recommendations.

- **Undertaking from Students and Parents**

- At the time of admission all students submit the undertaking. Each student is bound by this undertaking throughout the course. However, to reinforce the commitment, the student has to resubmit the undertaking in the prescribed format before the start of second academic year.

- **Undertaking from the Students as per the provisions of anti-ragging verdict by the Hon'ble Supreme Court**

- I, Mr./Ms., Roll No.:
....., Program:
....., student of University of Health Management Research, Jaipur do hereby undertake on this day month year, the following with respect to above subject and Office Order.

1. That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging and the measures proposed to be taken in the above references. (available at <http://www.iihmr.org>)
2. That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law.
3. That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the University if the above statement is found to be untrue or the facts are concealed, at any stage in future.
4. That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Govt. of India and the University authorities for the purpose from time to time.

Signature of Student

I hereby fully endorse the undertaking made by my child / ward.

Signature of Mother/Father and/or Guardian

Witness:

Disclaimer

- The University reserves the right to revise and /or change the contents of the document from time to time.

Student Guide

MBA Programmes



IIHMR UNIVERSITY

**Institute of Health Management Research
JAIPUR**