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IIHMR UNIVERSITY

THE IIHMR UNIVERSITY, JAIPUR

Student Handbook
2019 -2021
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.
- 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.

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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 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 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 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 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 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 premised on field and research-based learning through practical exposure and participatory approach.

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.

Mission

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

Core Values

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

2 Recognition and Accreditations

2.1 NIRF Ranking

The National Institutional Ranking Framework (NIRF) evaluated broad parameters for ranking various universities and institutions. The parameters broadly cover “Teaching, Learning and Resources,” “Research and Professional Practices,” “Graduation Outcomes,” “Outreach and Inclusivity,” and “Perception”. The IIHMR University ranked among top 75 Management Institutes in India under the Management category by NIRF- 2019.

2.2 NBA Accreditation

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

2.3 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 Schools at University, Programmes and Objectives

3.1 Schools at The IIHMR University

- Institute of Health Management Research (IHMR)
- School of Pharmaceutical Management (SPM)
- School of Development Studies (SDS)

3.2 Programs offered at The IIHMR University

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

3.3 Program Structure

First Year

- Introductory and Core Courses
- Summer Training

Second Year

- Specialized Courses
- Dissertation and Internship

Structure of the Courses

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

3.4 Program Objectives

MBA Hospital and Health Management:

The broad objectives 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 are as under:

- 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 organisation.
- 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.

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.

- 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.

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:

- 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 so that once they graduate, students can hit the ground running.

4 MBA Academic Calendar

Teaching Schedule Term 1, 2019

MBA Hospital and Health Management First Year Section-A

Date	Course Code	Course Name	Course Credit	Faculty*
July 15-26	CC-602	Principles of Management	3	Alok Mathur
July 29-August 9	CC-603	Health Policy and Health Care Delivery System	3	Sameer Phadnis
August 12-16	CC-616	Self-Awareness and Mindfulness for Managers	1.5	Pankaj Gupta/Sandeep Sandhar
August 19-30	CC-606	Essentials of Demography	3	Arindam Das/Sujata Verma
September 02-13	CC-605	Essentials of Epidemiology	3	DK Mangal /ML Bairwa
September 16-20	CC-617	Communication Skills	1.5	Ashok Kapoor GF
September 23-30		Term Examination		
October 01-05	NC	Individual Development Program & Outbound Training	Non-Credit	School and GF

MBA Hospital and Health Management First Year Section-B

Date	Course Code	Course Name	Course Credit	Faculty*
July 15-26	CC-606	Essentials of Demography	3	Arindam Das/Sujata Verma
July 29-August 9	CC-602	Principles of Management	3	Alok Mathur
August 12-23	CC-603	Health Policy and Health Care Delivery System	3	Manisha Chawla GF
August 26-30	CC-616	Self-Awareness and Mindfulness for Managers	1.5	Pankaj Gupta/Sandeep Sandhar
September 02-13	CC-605	Essentials of Epidemiology	3	DK Mangal /ML Bairwa
September 16-20	CC-617	Communication Skills	1.5	TBD
September 23-30		Term Examination		
October 01-05	NC	Individual Development Program & Outbound Training	Non-Credit	School and GF

MBA Hospital and Health Management Year Section-C

Date	Course Code	Course Name	Course Credit	Faculty*
July 15-26	CC-605	Essentials of Epidemiology	3	DK Mangal / ML Bairwa
July 29-August 09	CC-606	Essentials of Demography	3	Arindam Das/Sujata Verma
August 12-23	CC-602	Principles of Management	3	Alok Mathur
August 26-30	CC-616	Self-Awareness and Mindfulness for Managers	1.5	Pankaj Gupta/Sandeep Sandhar
September 02-13	CC-603	Health Policy and Health Care Delivery System	3	Sameer Phadnis
September 16-20	CC-617	Communication Skills	1.5	TBD
September 23-30		Term Examination		
October 01-05	NC	Individual Development Program & Outbound Training	Non-Credit	School and GF

MBA Pharmaceutical Management First Year

Date	Course Code	Course Name	Course Credit	Faculty*
July 15-26	CC-614	National and International Environment. for Pharmaceutical Industry	3	Ashok Peepliwal
July 29-August 09	CC-602	Principles of Management	3	Arpita Bhasak
August 12-16	CC-604	Biostatistics	3	Dhirendra Kumar/Rahul Sharma
August 19-23	CC-	Self-Awareness and Mindfulness for Managers	1.5	Pankaj Gupta/Sandeep Sandhar
August 26-30	CC-604	Biostatistics	-	Dhirendra Kumar/Rahul Sharma
September 02-13	CC-617	Essentials of Pharmaco- Epidemiology	3	Rahul Sharma
September 16-20	CC-626	Communication Skills	1.5	TBD
September 23-30		Term Examination		
October 01-05	NC	Individual Development Program & Outbound Training	Non-Credit	School and GF

MBA Rural Management First Year

Date	Course Code	Course Name	Course Credit	Faculty*
July 15-26	CC-636	Rural & Urban Society	3	Rahul Ghai / Anuradha S. P
July 29- August 9	CC-602	Principles of Management	3	R Ranjan/Sazzad Parwez/
August 12-16	CC-638	Basic Services and Entitlement	1.5	Ratna Verma /GF
August 19-23	CC-645	Self-Awareness and Mindfulness for Managers	1.5	Pankaj Gupta/Sandeep Sandhar
August 26- September 06	CC-641	Essentials of Economics	3	Anuradha S. P /Sazzad Parwez
September 09-13	CC-640	Field Work Segment I		Ratna Verma/Rajiv Ranjan
September 16-20	CC-647	Communication Skills	1.5	Ashok Kapoor GF
September 23-30		Term Examination		
October 01-05	NC	Individual Development Program & Outbound Training	Non-Credit	School and GF

*Subject to change

Teaching Schedule Term 2, 2019 MBA Hospital and Health Management First Year Section-A

Date	Course Code	Course Name	Course Credit	Faculty*
October 07-18	CC-607	Organization Behaviour	3	Nutan P Jain/Neetu Purohit
October 21-25	CC-604	Bio-Statistics	3	JP Singh/Abhishek Sharma
October 28- November 01		DIWALI BREAK		
November 04-08	CC-604	Bio-Statistics	3	JP Singh/Abhishek Sharma
November 11-15	CC-615	Essentials of Hospital Services	1.5	Sandesh Kumar
November 18-22		CONFERENCE WEEK		
November 25-29	CC-601	Health and Development	1.5	Veena Nair
December 02-06	CC-612	Business Communication (CPM)	1.5	Alok Mathur
December 09-13	CC-612	Behavior Change Communication (CPM)	1.5	Neetu Purohit
December 16-20		TERM EXAMINATION		

MBA Hospital and Health Management First Year Section-B

Date	Course Code	Course Name	Course Credit	Faculty*
October 07-18	CC-604	Bio-Statistics	3	JP Singh/Abhishek Sharma
October 21-25	CC-607	Organization Behaviour	-	Nutan P Jain/Neetu Purohit
October 28- November 01		DIWALI BREAK		
November 04-08	CC-607	Organization Behaviour	-	Nutan P Jain/Neetu Purohit
November 11-15	CC-612	Behavior Change Communication (CPM)	1.5	Neetu Purohit
November 18-22		CONFERENCE WEEK		
November 25-29	CC-615	Essentials of Hospital Services	1.5	Sandesh Kumar
December 02-06	CC-601	Health and Development	1.5	Veena Nair
December 09-13	CC-612	Business Communication (CPM)	1.5	Alok Mathur
December 16-20		TERM EXAMINATION		

MBA Hospital and Health Management Year Section-C

Date	Course Code	Course Name	Course Credit	Faculty*
October 07-11	CC-612	Business Communication (CPM)	1.5	Alok Mathur
October 14-18	CC-601	Health and Development	1.5	Veena Nair
October 21-25	CC-612	Behavior Change Communication (CPM)	1.5	Neetu Purohit
October 28- November 01		DIWALI BREAK		
November 04-08	CC-615	Essentials of Hospital Services	1.5	Sandesh Kumar
November 11-15	CC-604	Bio-Statistics	3	JP Singh/Abhishek Sharma
November 18-22		CONFERENCE WEEK		
November 25-29	CC-604	Bio-Statistics	-	JP Singh/Abhishek Sharma
December 02-13	CC-607	Organization Behaviour	-	Nutan P Jain/Neetu Purohit
December 16-20		TERM EXAMINATION		

MBA Pharmaceutical Management First Year

Date	Course Code	Course Name	Course Credit	Faculty*
October 07-18	CC-620	Managerial Economics	3	GMK Madnani (GF)
October 21-25	CC-623	Organization Behavior	3	Arpita Basak
October 28- November 01		DIWALI BREAK		
November 04-08	CC-624	Organization Behavior	-	Arpita Basak
November 11-15	CC-613	Research Methods	3	Rahul Sharma
November 18-22		CONFERENCE WEEK		
November 25-29	CC-613	Research Methods	-	Rahul Sharma
December 02-13	CC-622	Pharmacology and Therapeutic Management	3	Rahul Sharma/Saurabh Kumar
December 16-20		TERM EXAMINATION		

MBA Rural Management First Year

Date	Course Code	Course Name	Course Credit	Faculty*
October 07-11	CC-637	Gender and Development	1.5	Ratna Verma /Nutan Jain
October 14-25	CC-639	Organizational Behavior	3	Nutan Jain /Shweta Aggarwal
October 28- November 01		DIWALI BREAK		
November 04-08	CC-634	Financial Accounting	1.5	Namrata Jain (GF)
November 11-15	CC-640	Field Work Segment II		Piyusha Mazumdar/ Sazzad.Parwez
November 18-22		CONFERENCE WEEK		
November 25- December 06	CC-628	Managerial Analysis and Communication	3	Shweta Agarwal
December 09-13	CC-642	Legal Environment	1.5	Hemant Mishra / Rajiv Ranjan
December 16-20		TERM EXAMINATION		

*Subject to change

Teaching Schedule Term 3, 2019

MBA Hospital and Health Management First Year Section-A

Date	Course Code	Course Name	Course Credit	Faculty*
December 23-27	CC-610	Essentials of Health Economics and Financing	3	PR Sodani
December 30-January 03		WINTER BREAK		
January 6-January 10	CC-610	Essentials of Health Economics and Financing	-	PR Sodani
January 13-24	CC-613	Research Methods	3	Anoop Khanna/ Neetu Purohit
January 27-February 07	CC-611	Financial Management	3	Monika Choudhary
February 10-21	CC-608	Marketing Management	3	Seema Mehta
February 24-March 06	CC-609	Human Resource Management	3	Tanjul Saxena
March 09-13		Community Studies	1.5	Sunita Nigam
March 16-23		TERM EXAMINATION		
March 24-27		Preparation of Summer Training		
March 30-May 29		Summer Training	8	
June 01-05		Supplementary Examination		
June 08-12		Poster Presentations		

MBA Hospital and Health Management First Year Section-B

Date	Course Code	Course Name	Course Credit	Faculty*
December 23-27	CC-613	Research Methods	3	Anoop Khanna/ Neetu Purohit
December 30-January 03		WINTER BREAK		
January 6-January 10	CC-613	Research Methods	-	Anoop Khanna/ Neetu Purohit
January 13-24	CC-608	Marketing Management	3	Seema Mehta
January 27-February 07	CC-609	Human Resource Management	3	Tanjul Saxena
February 10-21	CC-611	Financial Management	3	Monika Choudhary
February 24-28	CC-610	Essentials of Health Economics and Financing	3	PR Sodani
March 02-06		Community Studies	1.5	Sunita Nigam
March 09-13	CC-610	Essentials of Health Economics and Financing	-	PR Sodani
March 16-23		TERM EXAMINATION		
March 24-27		Preparation of Summer Training		
March 30-May 29		Summer Training	8	
June 01-05		Supplementary Examination		
June 08-12		Poster Presentations		

MBA Hospital and Health Management Year Section-C

Date	Course Code	Course Name	Course Credit	Faculty*
December 23-27	CC-608	Marketing Management	3	Seema Mehta
December 30-January 03		WINTER BREAK		
January 6-January 10	CC-608	Marketing Management	-	Seema Mehta
January 13-24	CC-610	Essentials of Health Economics and Financing	3	PR Sodani
January 27-February 07	CC-613	Research Methods	3	Anoop Khanna/ Neetu Purohit
February 10-21	CC-609	Human Resource Management	3	Tanjul Saxena
February 24-March 06		Community Studies	1.5	Sunita Nigam
March 09-13	CC-611	Financial Management	3	Monika Choudhary
March 16-23		TERM EXAMINATION		
March 24-27		Preparation of Summer Training		
March 30-May 29		Summer Training	8	
June 01-05		Supplementary Examination		
June 08-12		Poster Presentations		

***Subject to change**

Teaching Schedule Term 3, 2019

MBA Pharmaceutical Management First Year

Date	Course Code	Course Name	Course Credit	Faculty*
December 23-27	CC-623	Intellectual Property Rights	1.5	Abhishek Dadhich
December 30-January 03		WINTER BREAK		
January 06-17	CC-609	Human Resource Management	3	Tanjul Saxena
January 20-31	CC-621	Business Communication	3	Alok Mathur
February 03-07	CC-619	Pharmaceutical Marketing Management	1.5	Sandeep Narula
February 10-21	CC-611	Financial Management	3	Arpita Basak
February 24-March 06	CC-618	Regulatory Environment for Pharma Business	3	Abhishek Dadhich
March 09-13	CC-624	Digital and Social Media Marketing	1.5	Sandeep Narula
March 16-24		TERM EXAMINATION		
March 25		Capstone Project	3	Abhishek Dadhich
March 26-27		Preparation of Summer Training		
March 30-May 29		Summer Training	8	
June 01-05		Supplementary Examination		
June 08-12		Poster Presentations		

MBA Rural Management First Year

Date	Course Code	Course Name	Course Credit	Faculty*
December 23-27	CC-609	Human Resource Management	3	Shweta Agarwal
December 30-January 03		WINTER BREAK		
January 6-January 10	CC-609	Human Resource Management	-	Shweta Agarwal
January 13-24	CC-643	Quantitative Techniques	3	Susmit Jain /Hemant Mishra
January 27-February 07	CC-635	Rural Marketing	3	Arpita Basak
February 10-February 21	CC-633	Public Governance and System Management	3	Rajiv Ranjan/ Rahul Ghai
February 24-February 28	CC-611	Financial Management	1.5	Prashant Sipani (GF)
March 02-13	CC-644	Understanding Development Organization	3	Goutam Sadhu / Anuradha S. P
March 16-23		TERM EXAMINATION		
March 24-27		Preparation of Summer Training		
March 30-May 29		Summer Training	8	
June 01-05		Supplementary Examination		
June 08-12		Poster Presentations		

***Subject to change**

5 Facilities

5.1 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 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 Swachcha and Green Campus. Students are expected to keep the campus, hostel, and washrooms clean.

5.2 Classroom

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 120 and 225 respectively and a conference Hall.

5.3 Hostel facility

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

5.4 ICT

IIHMR University has recently adopted ERP to promote transparency, accountability and fair judgement in all the academic and related activities. Students are requested to use ERP for your day to day activities. The students are given their usernames and password to access their personal profile, academic calendar, attendance, homework assignment, office notices, examination admit card and term marks. Students can access ERP portal by <https://erp.iihmr.edu.in>

Students can get all the basic information about him 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 by faculty members in ERP, but very soon it will be automated through Bio- metric machine integration. Students can get Academics related information: Timetable, Schedule, Attendance report, Assignment and Courses. In Examination feature student can view, download and print their Exam hall ticket and also view their result. Hostel details: Hostel name, building name, Floor number, Room number, Room Type, Allotment date are also available in their ERP portal.

5.5 Coll poll- Mobile app

It is another very important digital app Coll Poll - mobile app for IIHMR University. Orientation of Coll Poll given. Basic features presently available in Coll Poll are: Help centre, Poll and Quiz, Notices, Feeds. Many more features like Placement are 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 and. Students can access on desktop browser too through <https://iihmr.collpoll.com> .

5.6 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 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 and full text collection can be accessed through IIHMR University Digital Repository.

URL: <http://172.16.16.17:1001>

5.6.1 Library Hours

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

Working days:	:8.00 AM To 10.00 PM
Second, Fourth Saturday and 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.

5.6.2 Borrowing Privilege:

- a) Each Student would be given an identity card by academic department with barcode ID.
- b) Each student can be issued three (3) documents at a time for 15 days though Identity card. It may however be re-issued for another 15 days.
- c) Identity Card is non-transferable. The students are responsible for their 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 only on showing his or her identity card. Reference materials like Dictionaries, Directories, Thesis, Summer Placement Reports, Journals, News Magazines, News Papers, Newsletters and New Books on Display will not be issued ours.
- f) Any losses of library books should be reported to the library in charge immediately in writing.
- g) 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.
- h) The library staff at the issue counter are authorized to examine all materials into and taken 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 incharge.
- j) 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.
- k) Return of all library documents and show identity card in required for obtaining the clearance certificate needed for departure from the University.

5.6.3 Library Rules

- a) No user will write upon, damage or make any mark upon 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 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.
- 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 quite atmosphere for study. Conversation disturbs your neighbours who want to study. If discussion is necessary, please go to the common/classrooms.
- f) Switch off or put your mobile phones on silent mode while entering the library.
- g) Spitting, smoking, napping, drinking tea and edibles and behaviour which may disturb other users are strictly prohibited inside the library.

5.7 IT Department

The University has a full-equipped IT system for use of 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 key information on the use of computer lab:

5.7.1 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.

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

5.7.2 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.

5.7.3 Use of Printers

- a) Students should use their own paper stationary.
- b) 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.
- 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 for all students.

5.7.4 E-Mail ID

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

5.7.5 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.

5.7.6 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 set 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.

5.7.7 Don'ts

- a) Use of unnecessary 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 to IT department (Ext. 749).

5.8 Medical Facility

The IIHMR University medical room is located near cafeteria / Canteen. A physician is visiting the medical Centre at 5-6 pm on Monday and Thursday. 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 student. Student can avail the medical services in the event of any hospitalization, they can avail cashless hospitalization from Hospitals which come under the Insurance Company Policy.

5.9 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.

5.10 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.

5.11 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.

5.12 Services For PIOS/NRI and International Students

All the Foreign Nationals/NRI students will require a student visa endorsed to only IIHMR University, Jaipur for joining full time programs. No other endorsement is acceptable.

5.12.1 Visa Requirements

a) Regular Programs:

All the Foreign Nationals/NRI students will require a student visa endorsed to only IIHMR University, Jaipur for joining full time programs. 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:

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 PhD program 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 center) during the stay at the university. A copy of the said insurance policy should be submitted at the time of final admission. There is a medical facility available on campus and further medical aid will be made available from hospitals nearby.

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

PIOS/NRI and International 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.

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 center) during the stay at the university. A copy of the said insurance policy should be submitted at the time of final admission.

6 Important Timelines and Guidelines

6.1 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 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, 2019
Fourth Installment	Before 5 April, 2020
Fifth Installment	Before 5 August, 2020

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 allow to take the examinations.

6.2 Attendance and Leave rules

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’.

6.3 Availing Leave and Short Attendance

- a) 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 permission written 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; attendance of the students will be computed by the Academic office. While computing the attendance of the student the Academic persons will add up attendance of two sessions per day and then compute the percentage of sessions attended.
- b) The Academic Office will inform the Examination Cell the names of those students who are not eligible to take the examination.
- c) It is obligatory for the students to seek prior sanction of the Course Instructor/Course Coordinator/Proctor and Dean Academic on the prescribed leave form before proceeding on leave. The sanctioned leave form is available with the Academic Office. The sanctioned leave 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 also prior to proceeding on leave.
- d) 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.
- e) 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.
- f) 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 approved by the University. 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.
- g) 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 circumstance will the period of absence (inclusive of the condoned period) exceed 30%.
- h) 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 the period of delay. The cases duly condoned shall be allowed to take the examination in the respective subjects.

- i) 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.
- j) Students will be charged an administrative fee per supplementary paper.

6.4 Class Timings

Class timings starts from 9:30 am to 5:00 am first year with the tea and lunch break. And 10:00 am to 5:30 pm for second year and Monday to Friday/Saturday (sometimes Sundays are also teaching days). Saturdays and Sundays are meant for special academic sessions/ presentations seminars, and extracurricular activities. Students will be informed about such activities in advance.

6.5 Annual Academic Calendar

Annual Academic Calendar is provided to the students at the time of commencement of the regular courses and also uploaded on the IIHMR University website

6.6 Annual Holidays

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

7 Late Shri P D Agarwal Scholarship

Revised Scholarship for students of MB(HHM/PM/RM) admitted during the academic year 2019-2021

IIHMR University, Jaipur envisages granting scholarships to prospective students based on academic merit. The policy/guidelines for granting scholarships are as under:

➤ Scholarship for MBA (Hospital and Health Management)

- **Name of Scholarship:** Late Shri PD Agarwal Scholarship
- **Total Number of Scholarships Available:** 20 Scholarships
- **Eligibility Criteria for Scholarship:** The scholarship will be awarded to students based on combined merit prepared at time of admitting students in the course.
- **Amount of Scholarship:** Rs. 1,00,000 per student. Each student who is awarded the scholarship will receive a total amount of Rs. 1,00,000. The total scholarship amount will be adjusted in the third fee Installment. The amount of Scholarship will not be disbursed directly to the student.
- **Declarations:** 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

Scholarship for MBA (Pharmaceutical Management)

- **Name of Scholarship:** Late Shri PD Agarwal Scholarship
- **Total Number of Scholarships Available:** 20 Scholarships
- **Eligibility Criteria for Scholarship:** Candidates with minimum of 75% marks in Graduation will be eligible for scholarship.
- **Amount of Scholarship:** Rs. 1,00,000 per student. Each student who is awarded the scholarship will receive a total amount of Rs. 1,00,000. The total scholarship amount will be adjusted in the third fee Installment. The amount of Scholarship will not be disbursed directly to the student.
- Limited no. of scholarships (i.e. 20) will be awarded to eligible students on first come first serve basis.

Declarations: 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 scholarship to the deserving candidates. The Academic Department of the University will maintain the records related to the grant of scholarships

➤ **Scholarship for MBA (Rural Management)**

- **Name of Scholarship:** Late Shri PD Agarwal Scholarship
- **Total Number of Scholarships Available:** 20 Scholarships
- **Eligibility Criteria for Scholarship:** Candidates with minimum of 50% marks in Graduation will be eligible for scholarship
- **Amount of Scholarship:** Rs. 1,00,000 per student. Each student who is awarded the scholarship will receive a total amount of Rs. 1,00,000. The total scholarship amount will be adjusted in the third fee Installment (Rs.95000) and fourth instalment (Rs.5000). The amount of Scholarship will not be disbursed directly to the student.
- Limited no. of scholarships (i.e. 20) will be awarded to eligible students on first come first serve basis.
- **Declarations:** 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 deserving candidates. The Academic Department of the University will maintain the records related to the grant of scholarships

Note: Studentship scheme will also be there in addition to above mentioned Merit based scholarship for some of the students after joining the program. Studentship requires students to mandatorily become part of a research centre of their choice and work under the guidance of the centre head. Details of the studentship scheme will be shared separately.

8 Mechanisms and Provisions for Student Safety and Wellbeing

8.1 Grievance Redressal

Along with research, teaching is often a critical component of the Post Graduate University like IIHMR. A grievance is a formal method for a student to complain about a problem at the University, for anything that's perceived as unfair.

In order to ensure transparency by Technical institutions imparting technical education, in admissions and with Paramount Objective of preventing unfair practices and to provide a mechanism to innocent students for redressal of their grievances.

Grievances include the following complaints of the aggrieved students:

- Making admission contrary to merit determined in accordance with the policy of the University.
- Irregularity in the admission process adopted by the University.
- Refusing admission in accordance with the declared admission policy of the University.
- 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;
- Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution.
- Breach of the policy for reservation in admission as may be applicable.
- Complaints of alleged discrimination by students from Scheduled Caste, Scheduled Tribes, OBC, women, minority or disabled categories.
- Non-payment or delay in payment of scholarships to any students by the University.
- Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar.
- On provision of student amenities as may have been promised or required to be provided by the University;
- Denial of quality education as promised at the time of admission or required to be provided
- Non-transparent or unfair evaluation practices;
- Refund of fees on withdrawal of admissions as per university norms.

Objective:

To provide opportunities for redress of certain grievances of students already enrolled in any institution, as well as those seeking admission to such institutions, and a mechanism thereto.

Process of Filing a Complaint

- The student will be free to represent his/her case to the School level Student 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 School to ascertain effective redressal 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. In case there is no response within the stipulated period or if the complainant is not satisfied with the recommendations of the School Level Grievance Redressal Committee, he/she may prefer an appeal to the University Level Grievance Redressal Committee within 15 days of receipt of decision of School Level Grievance Redressal Committee.
- Any complaint or grievance regarding sections/departments other than the Schools shall be placed directly to University level Redressal Committee.

Level 1. School Grievance Redressal Committee (SGRC)

- A complaint from an aggrieved student relating to the school college shall be addressed to the School Grievance Redressal Committee (SGRC), with the following composition, namely:
 - Dean / Head of the School– Chairperson;
 - Three senior members of the teaching faculty to be nominated by the Dean / Head

Members;

- A representative from among students of the School, - Senior batch to be nominated by the Dean / Head of the School based on academic merit/excellence in sports/performance in cocurricular activities.

Special Invitee.

- The term of the members and the special invitee shall be two years.
- The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- In considering the grievances before it, the SGRC shall follow principles of natural justice.
- The SGRC shall send its report with recommendations, if any, to the Vice- Chancellor of the affiliating University and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

Level 2 University Student Grievance Redressal Committee (USGRC)

- A complaint by an aggrieved student not satisfied by the School Grievance redressal Committee of the University shall be addressed to the University Student Grievance Redressal Committee (USGRC) to be constituted at the level of the University with the following composition, namely:
 - Pro-President or Registrar of the University;
 - Two Professors, from outside the /School, of which the matter is, to be nominated by the Vice Chancellor.

Members;

- A member of the faculty (of the school), well-versed with the mechanism of grievance redressal to be nominated by the Chairperson.

Members;

- A representative from among students of the University to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.
- The term of the Chairperson, members of the Committee, and the special invitee shall be of two years.
- The quorum for the meeting of USGRC, including the Chairperson, but excluding the special invitee, shall be three.
- In considering the grievances before it, the DSGRC shall follow principles of natural justice.
- The USGRC shall submit its report with recommendations, if any, Vice Chancellor, with a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

For Details Please refer the <https://www.iihmr.edu.in/contacts/grievance>

8.2 Anti-Ragging

Ragging in any form is prohibited in the premises of IIHMR Jaipur campus.

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?

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or a junior student. 2. Indulging in a rowdy or undisciplined activity which causes or is likely to cause annoyance, hardship or Psychological harm or to raise fear or apprehension thereof in a fresher or a junior student. 3. Asking the students to do any act or perform something which such student will not o in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or Psyche of a fresher or a junior student Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Roles and Responsibilities of Anti Ragging Committees

I. Institute Anti Ragging Committee

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

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 in to any incident of ragging if noticed. c. Anti-Ragging Squad shall maintain the record in the register of the surprise visits.

Process of filing a complaint

Any aggrieved student or person who has witnessed an episode of ragging may report the same to the head of Anti Ragging Committee

The details of various Anti Level Committees are as follows:

University Anti-ragging Committee		
Name and University Appointment	Designation	Contact Number
Dr. Goutam Sadhu, Professor, Dean Administration	Chairman	8107777867
Dr. Piyush Kant Pandey, Dean Academics	Member	8824950542
Prof. N. Meena Kumari, Warden	Member	7904696947
Dr. Sandeep Narula, Associate Professor	Member	8058760911
Dr. Neetu Purohit, Associate Professor	Member	9414058100

University Anti-ragging Squad		
Name and University Appointment	Designation	Contact Number
Prof. Anuradha S. Palanichamy, Dean, SDS	Chairman	8750186891
Dr. Mohan Bairwa, Associate Professor	Member	9718835447
Dr. Seema Mehta, Associate Professor	Member	9587635437
Dr. Tanjul Saxena, Associate Professor	Member	9784593254
Mr. Achleshwar Singh, (Hostel and Guest Relations)	Member	9314422020

Hostel Anti-ragging Squad		
Name and University Appointment	Designation	Contact Number
Prof. N. Meena Kumari, Warden	Chairman	7904696947
Dr. Saurabh Kumar, Associate Professor	Member	8890398067
Mr. Achleshwar Singh, (Hostel and Guest Relations)	Member	9314422020
Ms. Shraddha Kalla, Librarian	Member	9950168340

8.3 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.

What constitutes Sexual Harassment?

- a) A broad definition of sexual harassment consists of any physical or verbal behaviour and any form of communication that has unnecessary, improper or unwelcome sexual connotations. Sexual harassment may vary in form depending on circumstances. It may consist of, but not be limited to, any of the following:
- b) Unwelcome sexual advances, requests for sexual favours, display of sexual visuals, sexual audios, pornographic or obscene material and any other verbal or physical conduct of a sexual nature,
- c) Transmitting any message, by mail, telephone, e-mail etc. which is obscene, lewd, suggestive or blatantly sexual in nature,
- d) Any explicit or implicit communication wherein a sexual favour or demand, whether by words or actions, is made a condition for an individual's employment, career progress, promotion etc. thereby creating a hostile environment,
- e) Sexually charged jokes or remarks and behaviour which have sexually oriented innuendoes,
- f) Consistent pattern of unnecessary physical contact, staring or targeting unreasonable attention at an individual in day-to-day dealings, f. Any pervasive pattern of behaviour which makes others uncomfortable, insecure, feel humiliated or disadvantaged on the basis of gender differentiation,
- g) actual sexual assault

As mentioned above, this is an indicative but not an exhaustive list of possible forms of sexual harassment.

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://www.iihmr.edu.in/academic/complaint-form-for-harassment-against-women.pdf> 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. Monika Choudhary, Associate Professor, IHMR	Chairperson
2.	Dr. Abhishek Dadhich, Assistant Professor, IHMR	Member
3.	Ms. Ratna Verma, Assistant Professor, SDS	Secretary
4.	Ms. Shraddha Kalla, Librarian, IIHMRU	Member
5.	Ms. Jyotsna Choudhary, Sr. HR Officer	Member
6.	Mr. Rajeev Tewari, ED, Bhoruka Charitable Trust	External Member

9 Discipline and Code of Conduct

9.1 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.

9.1.1 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 office and the staff rooms during unspecified hours.
- f) All students are expected to attend all sessions of the course. They will not to leave the university premises without the permission of the Dean.
- 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.

9.1.2 Breach of Conduct

- a) The conduct that 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's 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, misuse or alteration of parking. permits, 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 request alternative appointment.

9.1.3 Cyber Crime

Cybercrime 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 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

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.

9.1.4 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. Proctorial Board may initiate disciplinary proceedings against student(s) suspected of violating the Code of Conduct of the University outlined herein and/or elsewhere within the jurisdiction of the Regulations of the University

- 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) Damage, defacement, or destruction of any private or University property.
- e) Conducts that endanger the health or safety of members of the IIHMR University or other persons.
- f) 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.
- g) Visiting classrooms, library, faculty rooms, academic Departments/Centres and administrative Sections, in unacceptable casual dresses
- h) 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
- i) 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

9.1.5 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 into Academic Section or a laboratory, faculty room, office of an academic Department/Centre, without permission and /or tampering/ changing records/documents in any form.
- h) Plagiarism in any form is strictly prohibited.
- i) Violation of IIHMR University policies causing threat to academic integrity.

10 Mandatory Requirements for the Course

10.1 Summer Training

MBA Summer Internships provide 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 when the time of Final Placements comes.

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/program.

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.

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 2 months of training. In absence of production of certificate, he/she will not be promoted to second year.

10.2 Internship and Dissertation

10.2.1 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.

10.2.2 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.

10.2.3 Attendance: (As per detailed in section 6.20)

10.2.4 Capstone Project

a) Exclusively 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 Program. The Capstone Project aims at exposing the students to advanced topics (or even subjects) that cater to research activities. It creates an ideal environment for exploring upcoming areas of Pharmaceutical management study.

The Capstone Project is a tool to integrate the field exposure with academic pursuit. The Capstone Projects require students to draft a detailed set of recommendations for how to solve a specific business problem for an organization selected by the student with the approval of a faculty member. In creating these recommendations, students demonstrate their competency in common pharmaceutical management areas of study, including Pharmacoeconomics, market assessment of therapeutic segments, Pharmaceutical strategic management, and operations.

The capstone project is conducted independently by the student under the guidance of his/her Capstone coordinator.

This guide is intended to assist students in preparing a capstone project that conforms to the established technical as well as managerial requirements of style and format of the Pharmaceutical Management program.

The capstone project will require both an oral presentation and final product (i.e. a community assessment report, a video, a website, a program evaluation, etc.)

S. No.	Milestone Tasks	Compliance Date
1.	Orientation	01/08/2019 - 10.00 am
2.	Capstone project proposal submission	09/08/2019 – 5.00 pm
3.	Project work starting	12/08/2019 to 15/03/2020
4.	Capstone project draft submitted to respective coordinator	22/03/2020
5.	Viva-Voce Presentation	24/03/2020 to 27/03/2020 at 10.00 AM to 5.00 PM
6.	Final capstone project draft submitted to coordinator after revisions	27/03/2020

b) Preparing the Project proposal or outline

The Project proposal is a mentored experience. Students should expect to work closely with their senior supervisor. The faculty will review and make comment on the outline to help guide and prepare the student for discussion of their proposal with their project coordinator. Students are required to submit a project proposal or detailed outline of their paper to their faculty member before they begin their work. The proposal must contain the following:

c) Identify a Subject / Title page:

During first years of studying the MBA-PM course some areas must have generated interest that one wishes to pursue further during the career. Within this area of interest there are multiple issues which have drawn attention for further exploration. If one feels a desire to generate fresh information or get deeper insight or develop improved understanding of the situations in the field of interest, then select that area/subject for dissertation. Give a Title for the work one proposes to undertake based on the subject identified.

- Student's name
- Names of faculty coordinator

d) Background and Rationale

- Introduction to the Pharmaceutical Sector with their different area of expertise
- Discussion of the problem in the context of the theory, concepts, and methods of relevant to pharmaceuticals discipline.
- Significance of various policies/practices in pharmaceutical.

e) Critical review of relevant literature

Search for all possible resources published related to the subject of interest. Explore books, journal articles, previous dissertation studies and case studies. From each review, draw up a brief paragraph, stating the results/ findings/ issues raised by respective author/(s). The specification of the problem should be guided by what others have learned and written about. The review guides you to frame the rationale of the work you want to do. It guides you to frame the RESEARCH Question or the Hypothesis. It makes your thinking process specific and focused.

f) Develop Problem Statement

The research questions may either focus on description or reasoning for the situation under study. This problem could be stated as a hypothesis or a research statement/question/s.

g) Define Objective(s)

The research questions become the reference point for all the steps that follows. It sets up the general and specific objective(s) of the study/research. The objective(s) so framed should be so written that they generate specific and measurable data, and further is achievable within the time frame available for the dissertation

h) Select Study Design

The research question would guide the study design. Is the research question answering the status or is it testing relationships? Descriptive/Analytical. Is there a time and place relationship? Retrospective / cross-sectional / prospective / longitudinal

i) Describe Methods

- Sample design: A brief description of how the sample would be drawn
- Data collection method: Give the procedure involved in data collection
- Data analysis plan: Describe the procedure involved to convert the data into meaningful information. (analytical software proposed to be used) Results or Findings (to include tables, figures, and/or exhibits) Presentation/Discussion

j) Implications and recommendations

References should be completed as scientific research journals.

Give the details of the literature reviewed including, titles of the subject, name of the author, name and volume, date of publication.

k) Timeline

- Include proposed dates of drafts/sections of paper as well as presentation date.

l) The project may include various research topics from:

- Marketing of various pharmaceuticals Products
- Administration policies and practices in pharmaceutical cooperate
- Drug Regulatory Practices in different countries
- Prescription audit

m) Roles and Responsibilities of Students

Expectations of students include:

- Identify Preceptor (faculty member) to work with student during the capstone project
- Identify agencies/ Area as potential sites
- Develop proposal following guidelines with preceptor
- Develop timeline for completion of capstone project with preceptor
- Develop project using a theoretical framework (if applicable)
- Meet regularly with preceptor
- Submit progress reports

- Submit proposal to preceptor
- Submit mid-point program student evaluation
- Complete a final Capstone project paper following guidelines
- Submit project paper to project coordinator
- Coordinate a time for capstone project presentation
- Present the project to the committee and other students using a PowerPoint presentation
- Complete and submit a final capstone project paper based on recommendations of revisions by the committee.

10.3 Evaluation Criteria:

Internal Marks 50

Evaluation Criteria	Critical understanding of research area	Clarity and completeness of problem (Formulation/experiment design)	Quality of work done	Analysis, interpretation and validity of results	Quality of report submitted
Marks	10	10	10	10	10

* Internal Marks will be accessed by Mentor

External Marks: 50

Evaluation Criteria	Presentation; Clarity, Structure, Tools used	Answers to questions; Analysis Dept of understanding of problem/conclusion/inference.
Marks	25	25

*External marks will be assessed by panel of examiners from internal and external industry experts.

10.4 Feedback

All students are required to necessarily give a feedback through the ERP Portal for each module, 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.

10.5 Examination and Student Assessment

- a) **Evaluation:** The student assessment would be based on the performance in the mid-term and term examinations.
- b) **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.
- c) The maximum marks for mid-term examination are 50.
- d) **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.

- e) The maximum marks for term examination are 50.
- f) **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.
- g) **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 & elective courses are not considered for grade point average.
Teaching medium: English**

11 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 programmes.

11.1 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 consists of the Proctor and Dean Academic, Deputy Registrar-Academics, Placement Head, Executive and Placement representative. 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 Proctor and Dean Academic for students of MBA Hospital and Health Management.

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.

11.2 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.

12 Awards Medals and Scholarships

12.1 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.

12.2 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 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 behaviour and attitude throughout the programme will be eligible candidate for award of the gold medal.

12.3 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 prescribed. During the convocation, students would be awarded with a Degree.

13 List of Faculties at IIHMR University

S.no.	Employee Name	Designation	Mobile	E-Mail ID
1	Piyush Kant Pandey	Dean - Academics	9669871234	piyushkant@iihmr.edu.in
2	Ruchi Sogarwal	Dean - SPM	9560906661	ruchisogarwal@iihmr.edu.in
3	Anuradha Palanichamy	Dean - SDS	875018689	anuradhasp@iihmr.edu.in
4	Anoop Khanna	Professor	9828312938	anoop@iihmr.edu.in
5	Prahlad Rai Sodani	Professor	9829120956	sodani@iihmr.edu.in
6	Nutan Prabha Jain	Professor	9414066416	nutan@iihmr.edu.in
7	Goutam Sadhu	Professor	8107777867	gsadhu@iihmr.edu.in
8	Dhirendra Kumar	Professor	9414373143	dhir@iihmr.edu.in
9	Daya Krishan Mangal	Professor	9314505702	mangaldk@iihmr.edu.in
10	Neetu Purohit	Associate Professor	9414058100	neetu@iihmr.edu.in
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12	Jagjeet Prasad Singh	Associate Professor	9414783805	jpsingh@iihmr.edu.in
13	Monika Chaudhary	Associate Professor	9829139992	monika@iihmr.edu.in
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15	Tanjul Saxena	Associate Professor	9784593254	tanjul@iihmr.edu.in
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20	Sandesh Kumar Sharma	Associate Professor	9982110845	sandesh@iihmr.edu.in
21	Ashok Peepliwal	Associate Professor	9799995927	ashokpeepliwal@iihmr.edu.in
22	Sameer Phadnis	Associate Professor	9901814768	sameer@iihmr.edu.in
23	Rahul Ghai	Associate Professor	9898111594	rahulghai@iihmr.edu.in
24	Arindam Das	Associate Professor	8890181973	arindam@iihmr.edu.in
25	Arpita Basak	Associate Professor	9875496405	arpita@iihmr.edu.in
26	Sunita Nigam	Assistant Professor	9351295437	sunita@iihmr.edu.in
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37	Sujata Verma	Assistant Professor	9669535038	sujataverma@iihmr.edu.in
38	Shweta Aggarwal	Assistant Professor	9649193890	shweta@iihmr.edu.in
39	Rajiv Ranjan	Assistant Professor	8511510826	rajiv@iihmr.edu.in
40	Abhishek Sharma	Assistant Professor	9587777453	abhisheksharma@iihmr.edu.in

14 Help Desk

S.no.	Employee Name	Designation	Contact No.
1	Punyavardhan Singh	Academic Office	9660771844
2	Sohan Shrimal	Academic Office	9928617573
3	Sadhana Pareek	Academic Office	9928617573
4	Lalta Prasad Sharma	Examination	9461586547
5	Nikita Jain	Alumni Relation Office	7737187738
6	Devendra Verma	Accounts Office	9602811994
7	Achleshwar Singh	Guest Relation and Hostel	9314422020
8	Baishakhi Roy	Housekeeping and Guest House	8302701370
9	Jeetendra Kumar Kuldeep	Housekeeping Office	9602693960
10	Anil Kumar Verma	Administration Office	8890909505
11	Nitin Bhatnagar	IT	9214699583
12	Sonal Mishra	ERP	8875225888
13	Kamlesh Chand Sharma	Library	9414887610