



Master of Business Administration (Hospital Administration and Healthcare Management)



**Third Batch 2024-26
MBA (HA&HM) Handbook**

IIM JAMMU

AIIMS JAMMU

IIT JAMMU

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1. ABOUT THE INSTITUTES

1.1 IIM Jammu

The Indian Institute of Management (IIM) brand has now become synonymous with innovation, talent and zeal for success, and contribution in management. The Government of India established IIM Jammu in Jammu and Kashmir in 2016. From the very beginning, IIM Jammu has set high standards for outstanding value-based quality education, high-quality research, executive education, consultancy, and strong corporate as well as international linkages. IIM Jammu encourages contemporary research concentrating on regional, national, and international issues. The vision of IIM Jammu is to develop leaders and entrepreneurs who can perform globally to make a valuable difference to the Inclusive Society and the Corporate world.

IIM Jammu offers the following programs:

(a) Doctoral Program:

- Doctor of Philosophy (Ph.D.) in Management

(b) Post-Graduate and Undergraduate Programs:

- Master of Business Administration (MBA)
- Master of Business Administration (Hospital Administration and Health Care Management)
- Executive Master of Business Administration (EMBA)
- IIT Jammu–IIM Jammu Dual Degree Program
- Integrated Programme in Management (IPM)

(c) Executive Education:

- Open Programs
- In-company Programs
- Advance Management Programs
- On-line Certificate Programs

(d) Faculty Development Programs

- Academic Leadership Program
- Faculty Development Program
- Quality Improvement Program

IIM Jammu is operating from its 200 acres state of the art campus its state-of-the-art campus at Jagti, which is 14 Kms from Jammu City, about 16 kms. from Jammu Railway Station and 18 kms. from Jammu Airport. The Campus is a blissful mix of modern architecture, culture and heritage of Jammu and Kashmir. The institute runs its IPM program from the Old University Campus, Canal Road, Jammu.

IIM Jammu has also established a transit Satellite campus at Srinagar. The campus is located in the heart of the Srinagar city, on NH1 Nowgam which is at a distance of 10 km from the Sheikh ul Alam International Airport Srinagar. The transit campus has in-campus residence facilities and is built as a Centre of Excellence in the area of executive education and Entrepreneurship. The transit campus will also have an incubation center promoting entrepreneurship in the region. IIM Jammu Srinagar Campus leverages the locational importance of Srinagar city by offering a blend of high-quality training with a touch of heavens.

1.2 AIIMS Jammu

All India Institute of Medical Sciences (AIIMS) is a name synonymous with excellence and quality in healthcare delivery. It has become a global brand and leveraging on the existing AIIMS. Government has stepped ahead to shape up a group of premier public health medical institutions in India which will be forerunner in the field of quality medical education training and providing robust patient care to millions of people. The Vision of AIIMS Jammu is to establish a center of excellence in medical education, training, health care and research imbued with scientific culture, compassion for the sick and commitment to serve the underserved. In a series of establishing ‘AIIMS-like’ organizations all over the country, the legacy has now reached at the doorsteps of people in Jammu & Kashmir with establishment of this prestigious institute AIIMS Jammu in Vijaypur town of Samba district - a first of its kind and the first of two proposed for erstwhile state of Jammu & Kashmir including Ladakh region. Opening-up of this AIIMS indeed does reflect commitment of the Government to mobilize national resources to augment the existing medical facilities and bridge gaps in the field of healthcare delivery. A long-standing demand of people for treatment of serious ailments now seems fulfilled; the locals will no longer need to travel to far flung cities of Chandigarh, Amritsar or New Delhi. The new AIIMS, Jammu will not only establish itself as a center of higher learning and healthcare services for thousands of native populaces, but shall also open up immense academic and occupational opportunities. Prestige of AIIMS-like institutions is derived from their ‘Trinity of Mission’ – Training, Patient Care & Research.

1.3 IIT Jammu

IIT Jammu is recognized as an “Institute of National Importance” under the “Institutes of Technology Act” of 1961. IIT is an autonomous public higher education Institute funded by the Government of India, and functions under the governance of the IIT Council. The Indian Institute of Technology Jammu was inaugurated on 6th August 2016, and welcomed the first batch of students into the campus in Paloura, Jammu. In the initial phases, the establishment of IIT Jammu was done under the mentorship of IIT Delhi. IIT Jammu is inspired by young India and its urge to build a collective society. IIT Jammu is a young Institute of bold thinkers. It diverts the dynamic energy of the nation’s youth towards detailed observations, progressive imaginations and need-gap identification. IIT Jammu blends the approach of interactive and hands-on learning into its pedagogic principles. Curriculum template in the academic system of IIT Jammu has been structured to be multi-disciplinary to cater to the rapidly changing scientific and technological needs of the global community. The programs are designed to encourage students to relate academic theory to real-world practice and to collaborate with like-minded community in and out of the lecture hall. 20 minutes away from Jammu airport and railway station, IIT Jammu’s Jagti campus is well-connected and abundantly green with a beautiful landscape. Close to Trikuta Hills, the campus fluently captures the raw beauty of nature. IIT Jammu ensures that students understand the realworld application of their theoretical knowledge by providing them facilities that enable experimentation and innovation. The numerous laboratories, workshops and student-managed tinkering labs aim at providing a fertile space for the development of a well-rounded Engineer.

2. OVERVIEW OF MBA (HA & HM)

Program Learning Goals (PLGs) (Competencies)

PLGs	Learners of IIM Jammu need to possess the following competencies
1	Technical professional knowledge in the Indian and global healthcare environment
2	Communication skills
3	Analytical and problem-solving skills
4	Teamwork and Interpersonal skills
5	Ethical and socially responsible leadership

Program Learning Objectives (PLOs)

PLGs	PLOs	After completing this program, learners will ...
1	1	Acquire an understanding of management functions and administration of the healthcare business.

	2	Develop business strategies in the Indian and global healthcare context.
2	3	Demonstrate effective oral communication skills.
	4	Demonstrate effective written communication skills.
3	5	Develop business acumen
	6	Apply decision-making skills for sustainable healthcare practices.
4	7	Demonstrate the ability to work in teams and relate interpersonally with others in a cross-cultural environment.
5	8	Apply the ethical framework of leadership related to the business, societal, and cultural environment in decision making

With the above objectives in mind, the curriculum of MBA (HA & HM) Programme is designed to achieve following Programme outcomes (POs). At the end of the program, our MBA (HA & HM) graduate shall:

PO1: Have a good understanding of socio-economic, technological, ecological, and political environment of hospitals and the healthcare industry in India and the globe

PO2: Have strong interpersonal skills and domain knowledge

PO3: Be capable of decision-making and problem solving in the structured and un-structured environments of the hospitals and healthcare industry

PO4: Demonstrate leadership & team building in a cross-cultural environment of the hospitals and healthcare industry

PO5: Be socially and ethically responsible Hospital Administrators and Health Care managers

PO6: Have ability to take risks and be an entrepreneur.

3. INTRODUCTION TO RULES, REGULATIONS AND PROCEDURES

Academic standards and code of conduct are necessary to promote fair and orderly conduct in a community as large as the Institute. All students at IIM Jammu are required to abide by these rules and conduct themselves at all times in a manner that tends credibility to the Institute and enhances its prestige in the community at large.

This manual is designed to provide students with the norms for students' academic and personal conduct at IIM Jammu, All India Institute of Medical Sciences (AIIMSJ) and Indian Institute of Technology (IITJ). The Academic and administrative sections provide important information on registration, curriculum, academic performance, evaluation system, attendance, academic discipline, scholastic awards, and related issues.

Please note that the information, rules, regulations, and procedures contained in this Handbook are liable to change at the discretion of the IIM Jammu, AIIMS Jammu and IIT Jammu at any time and whenever it is deemed necessary to do so, without prior notice.

4. ACADEMIC CALENDAR

The Academic Calendar (2024-26) of the 3rd batch of MBA (HA & HM) is given in **Annexure-I**. The first-year course work is spread over three terms, followed by a compulsory summer internship assignment. The second-year course work is scheduled over three terms and is interspersed with the Placement activities. The Programme ends with the award of MBA (HA & HM) degrees during the Annual Convocation to all those who successfully complete all requirements for the award of the degree. MBA (HA & HM) course structure is given in **Annexure-II**.

5. ORIENTATION & PREPARATORY PROGRAMS

The Orientation & Preparatory Programs would be conducted at the beginning of the first term. All first-year students of MBA (HA & HM) are required to participate in the above programs.

The objectives of the orientation program are as follows:

- To familiarize students with IIM Jammu systems, processes, procedures and general rules.

- To acquaint students with the faculties and staff of the institute.
- To acquaint students with the teaching and learning methods used at IIMJ with special emphasis on the case method.
- To provide students an introduction to the aim and objectives of the MBA (HA & HM) Programme of IIM Jammu

A five days Orientation Programme is planned this year from July 15th to July 20th, 2024 (**Annexure-III**). Everyday students will start their day with an early morning yoga session. Students will be addressed by eminent speakers from Corporate, Academia, Government and Administration. Apart from lecture sessions, the Orientation will have outbound activities which infuses a strong sense of motivation, team building, team dynamics, leadership qualities and self-development. It will be followed by six days Preparatory Programme which has four academic foundational modules on Business Communication, Financial Accounting, Quantitative Techniques and IT and Analytics. These modules provided a common grounding for the Programme irrespective of their educational backgrounds.

6. REGISTRATION

The students will be required to register on the registration day before the start of each Term. The date of registration for every term is mentioned in the Academic Calendar (**Annexure-I**). No refund is admissible on any part of the term fees if a student withdraws voluntarily, is unable to continue, not able to meet the academic standards required to continue in the Programme or debarred from the Programme on disciplinary grounds, after registering for the term. The guidelines for registration are as follows:

6.1 MBA (HA & HM) -1st Year (Term I)

The registration will be provisional subject to verification of degrees, certificates and testimonials and timely submission of requisite fees. If at a later stage, any of the degrees, certificates and testimonials are found to be forged/incorrect, registration of student will be automatically cancelled.

Candidates who have appeared for their final degree examination must bring an official certificate (with seal & date) from the Head of the Institution/Department specifying that they have completed all the requirements (including examinations, project, viva voce, etc.) for the award of bachelor's degree and only final result is awaited. The final examination mark sheet (showing that the candidate has passed the examination) must be submitted within 15 days of declaration of result, and in any case not later than December 31, 2024, failing which registration in the Programme will be automatically cancelled.

6.2 MBA (HA & HM) -2nd Year (Term IV)

The registration will be provisional subject to the following:

- Student should meet the minimum academic performance standards (CGPA of 5.00 on a 10 point scale) to continue into the program.
- Submission of
 - (a) Summer Project Report;
 - (b) Completion Certificate from the Organization; and
 - (c) Confidential Evaluation Report from the Industry Expert
- Timely Payment of Term fees and other dues.
- Timely return of books due to the Programme Office and Library.
- Return of any other Institute's belongings borrowed by the students.
- Submission of duly filled in Registration Form.

6.3 MBA (HA & HM) (Term II, III, V, VI)

The registration in Term II, III, IV and V will be provisional to the following:

- Student should meet the minimum academic performance standards to continue into the program.
- Timely payment of term fees and other dues.
- Submission of duly filled in Registration form.

6.4 Fee Payment Schedule

The Fee Payment Schedule for the students of the MBA (HA & HM) of 2024-26 batch is as follows:

Term	Fees (₹)	**Due Date (Tentative)	Term	Fees (₹)	**Due Date (Tentative)
I	3,14,790	July 11, 2023	IV	3,20,790	June 14, 2025
II	3,12,480	Oct 18, 2024	V	3,12,480	Sept 18, 2025
III	3,12,480	Jan 8, 2025	VI	3,12,480	Dec 8, 2025

**The Due Date mentioned above is inclusive of days taken for completing the transaction i.e. actual date of credit in IIM Jammu account.

6.5 Late Registration

- A student can register for the term **ONLY** after successful payment of the Term fee. The payment receipt shall be required to be uploaded for the registration. Without payment of term fee or a valid fee payment receipt the registration will not be considered to be complete. All registrations after the due date will be considered as late registration.
- The Chairperson (MBA- HA & HM) may allow a maximum of one week for late registration after which the student will not be allowed to register barring exceptional circumstances (This will be decided on case-to-case basis by Chairperson (MBA-HA & HM)).
- For late registrations, within one week after the last date, with prior permission of the Chairperson (MBA- HA & HM), a late fee of Rs. 2,000/- will be levied and for late registration without permission of the Chairperson (MBA- HA & HM) an additional fine of Rs. 10,000/- will be imposed.
- For all late registrations during second week, after last date, an amount of Rs. 200/- per day (inclusive of Saturday/Sunday/holiday) up to the date of registration will be imposed in addition to a late registration fee of Rs. 10,000/-.
- All registrations after the second week requires approval from the Chairperson (MBA- HA & HM).
- The fine on late registration is applicable regardless of the reasons for the delay.
- Students, who do not register as mentioned above nor seek permission for late registration, will have to drop the term and need to seek the permission of the Director to join the Programme in the next academic year to complete the remaining academic requirements to be eligible for award of the degree. The permission of the Director will only be provided on genuine grounds. If a student seeks permission on medical grounds, then the student needs to produce a medical certificate from the Government Hospital.
- Students are advised to collect the course material within 3-days (maximum) after registration. An additional amount of Rs.500/- will be charged for issuing the course material after the due date.

- No refund is admissible on any part of the fees, if a student withdraws voluntarily after registration, in the respective Terms.
- Promotion for second year of MBA (HA & HM) is provisional and will be confirmed on meeting the academic performance criteria of the first year. The Fee structure for 2024-26 is attached as Annexure IV.

7. CURRICULUM

7.1 Course Workload

Class hours for courses are determined in direct proportion to their credit units. A typical course in our MBA (HA & HM) Programme carries three credit units and involves 30 hours of classroom teaching and 10 hours of interaction time with the course instructor outside the class. The courses of lesser or more duration is assigned proportionate credits. A three-credit course requires approximately 100 hours of work, both in and outside the classroom, from the student. The 30 hours teaching in three credit courses is usually spread over 10-11 weeks.

7.2 First Year Program

All first-year courses are compulsory core courses and together fetch a total of 64.5 credits for a student. A list of first year courses including information on assigned credit units of each course is given in **Annexure-III**.

7.3 Summer Internship Programme (SIP)

Every MBA (HA & HM) student will be required to work on an assignment/project with a company or an organization from healthcare industry for a period of eight to ten weeks after completion of his/her first-year end-term exams (i.e., between April and June). The summer placement is a compulsory credit requirement of the MBA (HA & HM) Programme and carries three credits. The Placement Office of IIM Jammu will assist the students in finding suitable summer assignments. The summer placement aims at achieving the following objectives:

- (a) Widening the horizon of students by providing them an opportunity to work in real organizations.
- (b) Getting the hands-on experience of day-to-day challenges of real business organizations and resolving such challenges by applying their knowledge and understanding of such situations developed through their MBA (HA & HM) curriculum.
- (c) Providing students an opportunity to network with a prospective employer and exploring possibilities of getting a pre-placement job offers.
- (d) Honing the skills of students to present their summer internship work in the form of Project Reports.
- (e) Enriching of CVs of students by providing them the opportunity to work on real-life projects and then mentioning the same in their CVs.

Each student will be working under a company mentor in his/her organization and needs to sincerely work on the assigned project/tasks under the guidance of company mentor and are encouraged to acquire Pre-Placement Offers (PPOs) Before proceeding for their summer internship, every student will also be assigned a faculty mentor of IIM Jammu. Every student needs to keep his/her faculty guide updated of his/her summer internship work/project progress through a fortnightly report.

Post completion of his/her SIP, student necessarily needs to submit the following to the Program Office for registering into Term IV: (i) a detailed report of internship project/tasks in the prescribed format; (ii) the confidential grading of his/her SIP work done by his/her Company guide in a sealed & signed envelope; and (iii) a certificate from the host organization on its letterhead certifying the completion of the SIP. No students will be allowed to register for the second year without these documents.

The grade of the student in the summer internship is decided through the joint evaluation of his/her summer internship work/project by his/her *company mentor* (50% marks) and *faculty guide* (50% marks). Towards the completion of the summer internship, company mentor evaluates the summer internship work of the student for 50% marks based on grading rubric shared with him/her and sends a confidential report of the same to the Placement Office via email. A hardcopy of the confidential grading (on the organization's letterhead) in a sealed & signed envelope is also provided to the student on last day of his/her internship. Similarly, the faculty guide evaluates the summer internship work of the student for the remaining 50% marks based on the grading rubric shared with him/her and sends a confidential report of the same to the Program Office. A salient part of the evaluation by faculty guide will be based on presentation of summer internship report by the student before the faculty panel led by his/her faculty guide. Sometimes a company or organization may allow the student to disclose only the limited contents of the project report with the Institute due to reasons of confidentiality of report information. Even in case of confidential SIP project works, the student would request the Placement Office or Faculty mentor to talk with the company mentor for allowing him/her to share non-confidential portions of his/her SIP project with the assigned faculty panel (team of two faculty members). Additionally, Placement Office/Faculty mentor would assure the company that the project information shared by the student would not be used for any commercial purposes and be not disclosed further to anyone by the faculty panel.

The final grade of the student in the summer internship will be included in his/her Term IV grade sheet and will be derived by averaging of the grade points received from the Company mentor and the faculty guide. A student getting overall "D" or "F" Grade will be required to repeat his/her Summer Internship Training with the next batch and will not be given MBA (HA&HM) degree unless he/she improves his/her grade in the SIP.

7.4 Second Year Program

The Program Office will announce the elective courses to be offered in the second year of MBA (HA&HM) by the first week of February 2025, based on the elective pool offered by various functional areas. MBA (HA & HM) II Courses: A student needs to complete 48 credit units in the second year. Outof this:

- 1) student must take 45 credit units from elective courses offered over the three terms such that
 - 15 credit units in Term IV (3 credit units from management, 9 credit units from healthcare and 3 credit units from Technology Domains);
 - 18 credit units in Term V (6 credit units from management, 9 credit units from healthcare and 3 credit units from Technology Domains);
 - 12 credit units in Term VI (3 credit units from management, and 9 credit units from healthcare domain).
- 2) A student must undergo 3.0 credits from one Course of Independent Study (CIS) in Term IV.

The students in the second year can choose a maximum of one audit (non-credit) course per term besides choosing their credit electives subject to the approval of the course faculty. Please see section 7.6 for detailed information on Audit courses.

For MBA- HA & HM (Batch 2024-26), students need to submit their choice of electives for Term IV, V & VI to the Program office latest by March 13, 2025. The indicated choices for Term IV elective courses will be firm choices. No changes in Term IV choices are permitted after the last date as announced by the Program office.

The choices for Term V and Term VI elective courses will be tentative and can be changed up to 15th August (for Term V courses) and up to 15th October (for Term VI courses). It may be noted that the change, if any, will be allowed, subject to no existing running elective course(s) gets dropped. A student can at the most change a single elective choice per term from his/her initially

subscribed list provided it doesn't result in any existing running elective getting dropped. In addition, the student may be asked to change some of his/ her chosen electives in case Program office finds that parallel scheduling of some electives while being necessary (due to non-availability of slots), is challenging on account of up to 2 students being common across any two elective courses.

The students will give elective course choices according to the procedure and timings as communicated by the Program Office. Each student must submit a signed hard copy of the elective selections to the Program Office, failing which the students will have to accept the elective allotted to him/her by the Institute. The choice submitted through signed hard copy is final & firm through Term IV, V & VI. The students must also clearly specify the elective course where they intend to register as an audit student. The students should retain with themselves a copy of the course list submitted to the office.

The existing minimum number of credit students (excluding audit student) in an elective to get it floated shall be 1/3rd students of the total batch size. Electives will not be offered if the requisite numbers of students do not opt for it. Similarly, an upper cap of students in an elective may be kept beyond which no students will be allowed to take the course.

The respective areas may announce prerequisites which may be in terms of minimum grade in earlier courses/terms or an earlier term course(s). Students can subscribe to the particular elective provided they fulfill its mentioned prerequisites. The Finance area has fixed the following prerequisites for subscription of finance elective for the Batch 2024-26:

- A minimum of B+ either in Healthcare Financial Accounting (Term I) or in Healthcare Financial Management (Term II).
- In case of fulfillment of both the above prerequisites, the subscription list will be prepared based on the CGPA of the student.

Similar prerequisites may be announced by other areas which will be intimated to the batch well in advance. The prerequisites may be modified/ changed/ updated from time to time depending on the decision of the area. All students are required to abide by the prerequisites announced by the areas.

In case the Institute, due to some exigencies, decides to drop a course, the students who have subscribed to that course will be asked to register for another course to meet their requirement of electives/credits.

7.5 Value Added Compulsory Workshops

The Chairperson (MBA- HA & HM) may, on the advice of Functional Area faculties, announce Value Added Compulsory Workshops. These workshops are done on contemporary relevant topics which as yet may not have formed part of our regular MBA (HA & HM) courses. The attendance of students in such workshops is compulsory. These workshops are included as audit workshops in the grade sheet of the term in which they are organized. Students who comply with all requirements of a workshop (including minimum attendance of 80%) will only get the benefit of inclusion of that particular workshop in their grade sheet. A student on complying with all requirements of a workshop will receive a grade of S (Satisfactory) for that workshop. Some of these workshops may desire additional payment of workshop fees over and above the regular term fees. Wherever such fees are applicable, students will be allowed to participate/attend the workshop subject to prior payment of requisite fees.

7.6 Audit (Non-Credit) Course / Non-Credit Compulsory Courses

Auditing a course allows a student to take a class without the benefit of course grade being included in the Term Grade Point Average (TGPA)/ Cumulative Grade Point Average (CGPA) calculation. A student who audits a course does so for self-enrichment and academic exploration. The auditing of a course is allowed only on a space-available basis with the approval of the instructor of the course. A student is allowed a maximum of three credit units equivalent course(s) per Term in the second year of the MBA (HA & HM) as the audit course(s). The audit course(s)

will be over and above the spelled-out credit units to be taken in every term of the second year of the MBA (HA & HM) program. The grade secured by a student in a course audited by him/her will be treated as a grade in any other elective course and shall be mentioned in the grade sheet. However, the grade obtained in the audit course will not be used for the purpose of the qualifying criteria for award of Degree and will not be included in the calculation of TGPA/CGPA.

The fee for audit course(s) will be over and above the term fees (Rs.10,000/- for a full-credit course and Rs. 6,000/- for a half credit course) to be paid additionally along with the usual fee for the term in which the course is offered.

The student who is seeking to audit an elective course, shall indicate which elective course is to be treated as audit course at the time of elective bidding. Such information should reach Program office as per the notified date. The decision of Program Office to allow or disallow a student from seeking auditing of an elective course would be final.

The grade obtained in the non-credit compulsory course will not be counted in the calculation of the TGPA/CGPA. Further, satisfactory completion of a non-credit compulsory course will be a minimum **C grade**, else the student needs to repeat the course for fulfilling the requirement of the award of degree. The general attendance norms will be followed in terms of Non-Credit compulsory courses.

7.7 Course of Independent Study (CIS)

The objective of CIS is to provide students an opportunity to explore their own idea and do some original thinking in an area of their interest from the healthcare industry. This helps in development of Higher Order Thinking Skills (analytical, synthesis and integrative skills) of students. Additionally, CIS provides opportunity to students to acquire 'deeper' understanding of the select field of study. The chosen theme for CIS need not necessarily belong to a given functional area, and may embrace multi-functional linkages.

7.7.1 Guidelines for CIS

One CIS - in Term IV at a hospital is to be done. The CIS has 3.0 credit units assigned to it. A student needs to work under faculty Supervisor(s) of AIIMS Jammu/IIM Jammu/IIT Jammu. The consent of the Supervisor(s) must be submitted to the Program Office of IIM Jammu along with the elective choices. The CIS proposal for Term IV, duly signed by the faculty supervisor must be submitted to the Program office on the day of the Term IV registration, as applicable.

7.7.2 Faculty Supervision and Faculty Panel

The CIS has to be done under the supervision of Faculty Member(s) chosen by the student and approved by the Chairperson (MBA- HA & HM). The final enrollment for CIS will be done along with the confirmed choices of electives opted for Terms VI/V. Written consent of the faculty supervisor(s) and the proposed title of the CIS are necessary at that time. For every proposed CIS project, MBA (HA & HM) Committee will constitute a two-member faculty panel led by the faculty supervisor(s). The faculty panel would be responsible for monitoring and evaluation of the CIS project. Faculty Members are free to lay down criteria for choosing students and limiting the number of students for supervision.

- a) Two copies of the CIS report must be submitted to the Program office before the first day of the end term examination, of the respective term.
- b) No extension of time for submitting the report will be allowed.
- c) On receipt of the report, Program Office will issue a notice to the student for presentation to the faculty panel before end term examinations.
- d) Presentation once made will be final. No student will be allowed to make a presentation more than once.

7.7.3 Proposal Evaluation

A student should submit his/her CIS proposal to the Program Office by end of **second (fourth)** week of the term in which CIS is initiated. The proposal will be evaluated by the faculty panel. If satisfied with the proposal, the faculty panel may accept the proposal. If not satisfied, the faculty panel may reject the proposal or may propose amendment to the proposal and ask the student concerned to resubmit the proposal through Program Office.

7.7.4 Guidelines for CIS

(a) The CIS offers an opportunity to the student to explore a topic in-depth in an area of special interest to the student. The CIS comprises an investigation, together with the written report and interpretation thereof, of a subject accepted and approved by a member of the faculty. A CIS could either be of an exploratory type or a prescriptive type with a focus on its applicability to the healthcare management situations. It may be a case study, field study, a study of a policy problem, a historical study, development of a new method, comparison of two or more methods, formulation and testing a hypothesis relevant to some areas of hospital administration and healthcare management. The CIS may be a field/library-based study or both.

(b) Report format for the CIS report will vary depending on the nature of CIS.

Report format for survey studies, empirical works, etc.

- Title Page
- Abstract
- Introduction
- Literature Review – Empirical & Theoretical
- Research Gaps & Objectives
- Hypothesis Development
- Methodology
- Data and Data Sources
- Results & analysis
- Recommendations with justification (where applicable)
- Limitations and scope for further work/study
- References

Report format for Case Studies

- Title Page
- Abstract
- Introduction
- Main Body of the paper includes all facts and issues related to the documented pedagogical innovation/ industry experience/case (this can have multiple sections depending on the requirement of the situation)
- Closing section
- Tables, Exhibits
- References
- Any non-text material like photos/videos/audios can be submitted in the form of a CD.

Case Studies should necessarily be accompanied by teaching notes which should contain:

- Synopsis of Case
 - Case Positioning
 - Learning Objectives
 - Substantive questions & analysis
 - Study Questions
 - Teaching Process – including suggested dos and don'ts
 - Optional Epilogue
 - Optional Theory.
- (c) The evaluation of a CIS will be based on the parameters suggested in (b), the adequacy of data and the language, cogency, format and getup. The evaluation scheme should be as under:

Sl. No.	Component	Weightage
1.	Proposal	10%
2.	Mid-term review (to be submitted before the mid-term exam.)	20%
3.	Final Report (to be submitted before the final-term exam.)	50%
4.	Oral Presentation	20%

The final evaluation of the work will be done by the faculty panel led by the faculty supervisor(s) on the usual 10-point letter grading system.

- (d) Two copies of the CIS report must be submitted to the Program Office on the first day of the end term examination, of the respective term.
- (e) The students are also required to make a presentation on their CIS report in a to the faculty panel members of IIM Jammu/AIIMS Jammu/IIT Jammu.

7.7.5 Certificate of Approval

A Certificate of Approval is to be attached in the final report and the format of the certificate is annexed at **Annexure-V**.

8. INTERNATIONAL ADJUNCT/ VISITING FACULTY

The Institute has a strong resolve to engage world-class faculty members in its MBA (HA & HM) Programme to provide international exposure to the students. In this regard, the Institute may invite from time-to-time faculty members from the Partner Institutes/ Universities under Faculty Exchange Programme and other top Institutes across the globe.

Due to the long-distance and related travel time, the courses which will be taught by the international adjunct/visiting faculty members are allowed to be completed within 2-3 weeks. However, even in such cases, faculty is not allowed to finish the course in less than 2 weeks of time. In such cases, faculty is also allowed to conduct only one single comprehensive end-term exam in lieu of separate mid-term and end-

term exams. Also, the weightage of such end-term exams should be between 50% to 60%.

9. ATTENDANCE

9.1 Attendance Rules

100% attendance is mandatory in all courses. A maximum of 20% leeway in attendance is provided to allow for any unanticipated medical reasons/ personal reasons/ contest/ placement/ institutional work/ any other activities. Thus, even with exigencies, a student is expected to attend a minimum of 80% of classes in each course. If a student fails to meet the minimum specified 80% attendance requirement in one or more course(s), his/her original Grade(s) based on academic performance in those course(s) would be lowered in accordance with the grade penalty rules laid down in the following table:

Attendance % (In each Course/s)	Grade Penalty
More than or equal to 70% but less than 80%	1 Grade drop (e.g. from A+ to A, B- to C, C to D, etc.)
More than or equal to 60% but less than 70%	2 Grade drop (e.g. from A+ to A-, B to C, C to D, etc.)
More than or equal to 50% but less than 60%	1 Letter Grade drop (e.g. from A+ to B+, B+ to C, C to D, etc.)
Less than 50%	F grade will be awarded

If a student gets D grade in a particular course and also gets a grade drop due to attendance shortage, 'D' will become an 'F' grade. It is important to note that students having less than 50% attendance in a course due to any reason including medical problem(s) will be awarded F grade in that course. In other words, minimum 50% attendance is required to be eligible to get a pass grade.

9.2 General Guidelines

The Institute insists on regular and prompt attendance in classes. Attendance will be taken by the instructor directly and the students should be attentive at the time of attendance to get their presence recorded in the attendance register. Unauthorized absence from class/institute will be considered a breach of discipline and the Institute will be free to take appropriate action in such cases.

A student is required to monitor his /her attendance regularly. All doubts regarding attendance should be clarified with concerned faculty within appropriate time (at the end of each class during recess or at the end of class hours of the day). If the student is marked absent even when present, he/she should immediately inform the concerned faculty by submitting a written application justifying his/her stand.

Under extra-ordinary circumstances, students may obtain leave of absence under the following rules and procedures:

- Students must follow the procedure specified by the institute for availing leave of absence from the campus. Students going out of station or to their local guardian for overnight stay must follow due procedure first getting his application recommended from Chairperson (Student Affairs) and Administrative Officer - Academics. If a student is noticed to be out of station for overnight without prior approval, disciplinary action may be taken against him/her to the extent of debarring from appearing in the examinations. Students are advised not to visit local guardians frequently or go out of the station as it will hamper their academic progression.
- In case of sickness, medical certificate issued and/or countersigned by the Institute Medical Officer/Visiting Doctor or a Doctor from Government Hospital, along with the prescribed application form must be submitted to the Program Office within 3 days of joining classes after illness. No student shall be allowed to join the Programme unless he/she presents a medical fitness certificate duly endorsed by the institute Medical Officer/ or Government Hospital.

Institute's Medical Officer/Visiting Doctor/Government Hospital Doctor will issue medical

certificates only in case of diagnosed illness where they are convinced that the student is too ill to attend classes. These include hospitalization, communicable diseases (chicken-pox, jaundice, and typhoid) and accidental injuries (fractures and deep traumas).

In general, for medical treatment in Jammu city or in any other city, student must be referred by the Institute's Doctor / Visiting Doctor / Health Centre. Resident Doctor's/Visiting Doctor's reference may not be required only in case of emergency.

For grounds other than sickness or family emergency, leave may not be granted for a period exceeding three teaching days. Before applying for leave, student should contact their course instructors to ensure that they are not missing any quizzes or examinations during the leave period. No attendance will be granted for such leave. Students must refrain from approaching the visiting and full-time faculty members for any exemptions in attendance on any grounds.

The Program Office or the concerned faculty will not be responsible for the student losing any segment of evaluation on account of his/her leave or not meeting the minimum desired attendance of 80%.

9.3 Attendance for Participation in National /International Level Contests/Events:

Students can participate in prestigious events being hosted by top institutions/universities/organizations with prior approval from the Chairperson (MBA- HA & HM). We don't encourage their participation into insignificant events. They need to adhere to the following guidelines if they desire attendance in lieu of participation in events/competitions being hosted by other institutions:

- i. Attendance will only be provided if:
 - a. Competition/event is hosted by top category institution(s)/ universities/ organization(s) (IIMs, AIIMSs, IITs and institutions of similar standing) of any stream; or
 - b. Student is representing the state, union territory or country.
- ii. Permission has to be processed at least three days before the date on which the student will be missing his/her course session(s), by submitting an application along with the documentary proof to the Programme office.
- iii. In an academic year, a student can be given a maximum exemption of 10% in courses whose sessions are scheduled during the period when student has participated in the event.
- iv. Institute authorities reserve rights to deny the permission to participate depending on the date(s) and nature of event/competition for which student is seeking exemption.
- v. Any component of course evaluation missed on account of participation into such events will not be reorganized for the student.

9.4 Attendance for Corporate Engagement/Placement Activities:

Students formally participating in the corporate outreach program/placement process through the Placement Office would be provided up to a maximum of 10% attendance in a course if course sessions have taken place when student is involved in the above activities. To avail above attendance, student participation has to be certified by the Placement Officer/Chairperson (Placements). We expect that a student involved in the above activities shouldn't utilize the provided 20% leeway in the attendance for the personal reasons and shouldn't seek this 10% as additional remission in attendance after exhausting 20% leeway on his personal causes. All students need to take note of following regarding 10% remission due to the involvement in the above activities:

- i. Attendance will only be provided if student engages in the above activities with the prior permission of the Placement Officer/Chairperson (Placements).
- ii. Permission has to be processed at least three days prior to the date on which student will be missing his/her course session(s) by submitting an application along with the

documentary proof to the Programme office.

- iii. In an academic year, a student can be given a maximum exemption of 10 % in courses whose sessions are scheduled during the period when student has participated in the event.
- iv. Institute authorities reserve rights to deny the permission to participate depending on the date(s) and nature of event/competition for which student is seeking exemption.
- v. Any component of course evaluation missed on account of participation into such events will not be reorganized for the student.

10. EVALUATION SYSTEM & ACADEMIC PERFORMANCE

10.1 Examinations & Continuous Evaluation

The structure of evaluation may vary with course. The evaluation of academic performance in each course is based on varying combinations of the following components:

• Any two or more formats (Class Tests/ Quizzes/ Project/ Assignments/ Class Participation/Presentations/ Games & Simulation etc.)	40-50%
• Mid-Term Exam	20-30%
• Term-End Exam	30-40%
• Total	100%

No midterm examination will be conducted in Term VI and the weightage of one single comprehensive end-term exam component would be 50-60%.

Both mid-term and end-term exams are compulsory for a 3-credit course and must constitute at least 50% of the total evaluation. For courses with 1.5 credit units, mid-term examination is optional, but end term examination is compulsory. For continuous evaluation during the Term, faculties can choose any two formats from the suggested modes. The relative weightage of components for a specific course will be at the discretion of the course faculty within above prescribed ranges. The detailed evaluation scheme for every course will be conveyed to the students at the start of the course by the course instructor. Attendance is necessary for Mid and End Term examinations for every student in each term, failing which he/she will be debarred from the registration for next term. Such students are required to continue from that term along with next batch.

No repeat MID/ END Term will be allowed under any circumstances except for recorded absence in any MID/END Term exam due to the death of immediate family (parents, spouse, siblings, and children) or on medical reasons. In such cases, Chairperson (MBA- HA & HM) after due validation through submitted documents (death certificate or medical certificate issued and/or countersigned by the Institute Medical Officer/Visiting Doctor or a Doctor from Government Hospital) may permit student to appear in a specially arranged MID/ENDTerm exam. All such cases will be decided on case to case basis at the end of the academic term or session.

10.2 The Grading System

A ten-point grading scale with corresponding letter grades as follows will be used:

Letter Grade	A+	A	A-	B+	B	B-	C	D	F
Grade Point (GP)	10	9	8	7	6	5	4	3	0

In addition to the ten-point grading scale, there are two special letter grades, namely, **S** and **X**, which stand for Satisfactory and Unsatisfactory, respectively. These are described as follows:

Satisfactory S and Unsatisfactory X Grades: A student is awarded these grades in a Pass/Fail Course or Non-Credit compulsory course; satisfactory performance is recorded as ‘S’ grade, and unsatisfactory as ‘X’ grade. Credits earned in these courses will not be counted in the calculation of the TGPA/CGPA. when the student earns ‘X’ grade in a particular course, she/he has to repeat that course.

The Term Grade Point Average (TGPA) will be calculated by computing the sum of grade points in respective courses multiplied by their respective credits, and dividing it by the total credits for all courses in the term.

$$TGPA = \frac{\sum (Course\ GP * Course\ Credits)}{\sum Gradable\ Credits}$$

Similarly, the Cumulative Grade Point Average (CGPA) will be calculated at the end of each term as a composite index of the academic performance of the student up to that stage in the Program. Therefore, it means that TGPA is an indicator of student performance for a term, whereas CGPA is an indicator of student performance in an academic year.

A good instrument for evaluation should be able to distinguish between learners with different levels of the course proficiency & understanding right from the basic to the advanced levels. Such carefully planned evaluations help a lot towards the closure of the course to arrive at the justifiable grade ranges for the course. The Faculty Member will assign a numeric score to each student, which will be the weighted sum of component scores. Numeric score for individual components along with class distribution of scores may be communicated to the students. Any student desires clarification on his/her numeric scores in any component can discuss and resolve the matter with the concerned course instructor(s) within two days of receiving/publishing of marks.

While submitting the final scores of students in a course to the Program Office, the Faculty Member will also specify score range for each letter grade. To avoid problem of skewness, grading pattern should follow an approximate normal distribution except that the discretion should be used while awarding grades D and F. Faculty members are required to follow the following grading guidelines for courses with total enrollment of more than 20 students:

Grade Type	Suggested percentage of students of total course strength
Letter grade A (A+, A, A-)	About 30%
Letter grade B (B+, B, B-)	About 60%
Letter grade C, D and F	About 10%

For courses with total enrollment less than 20 students, faculty members can deviate from above suggested ranges without being highly skewed towards the higher or lower letter grades.

Faculty should not directly disclose the grade ranges to the students as in exceptional circumstances the MBA (HA & HM) Committee may need to moderate the grade ranges before finalization of results. All grades will be circulated to the students by the Program office only after the MBA (HA & HM) Committee approves the results.

In exceptional circumstances, MBA (HA & HM) Committee would reserve the right to moderate the submitted grade ranges of courses to ensure adherence to the grading guidelines and ensure consistency of grading across sections (in case same course is taught in multiple sections). The right of moderation would be used by the MBA (HA & HM) Committee (for upward or downward revision of grades) only under exceptional circumstances (i.e., in case of major deviation from the grading guidelines).

10.3 Promotion & Graduation

- 10.3.1** CGPA and number of D & F grades will form the basis for determining if a student is eligible: (a) for promotion from the first to the second year, (b) for award of MBA (HA & HM) degree at the end of the Program that will be jointly awarded by IIM Jammu, AIIMS Jammu, and IIT Jammu, and (c) to continue in the Programme.
- 10.3.2** In order to qualify for promotion to the second year, the student's CGPA at the end of the first year must not be less than 5.00. Moreover, for continuation in the Programme and/or to qualify for promotion, at no stage in the first year shall the student accumulate:
- (a) F grade in more than two courses; or
 - (b) D grade in any course if he/she has obtained F grade in two courses; or
 - (c) D grade in more than two courses if he/she has obtained F grade in one course; or
 - (d) D grade in more than four courses if he/she has not obtained F grade in any course.
- 10.3.3** In order to qualify for the Degree, the student's CGPA at the end of the second year must not be less than 5.00. Moreover, for continuation in the Programme and/or to qualify for the Degree, at no stage in the second year shall the student accumulate:
- (a) F grade in more than one course; or
 - (b) D grade in any course if he/she has obtained F grade in one course; or
 - (c) D grade in more than two courses
- 10.3.4** Notwithstanding the provisions in 10.3.2 and 10.3.3, in order to qualify for the Degree and/or continuation in the program, the student shall not accumulate more than two F grades at any stage in the entire program.
- 10.3.5** For the purpose of the criteria in 10.3.2, 10.3.2 and 10.3.4, an F or D grade in any course will be treated as a full F or D irrespective of the credit weightage of the course. Failure to achieve the prescribed minimum standards of academic performance will result in the student's termination from the program.
- 10.3.6** The CGPA will be on the basis of Courses taken at IIM Jammu in all six Terms. However, for students participating in International exchange Program, the CGPA shall be calculated by considering courses taken at IIM Jammu in FIVE Terms and courses taken in the foreign university/business school for one term. CGPA will be calculated for all SIX Terms by considering the evaluation at foreign university/business school (equivalent grade) and GPA of the five terms at IIM Jammu. If a student fails to qualify any course during the International Student Exchange Program, then F grade obtained in a course(s) will be considered for the purpose of academic evaluation at IIM Jammu.
- 10.3.7** CGPA of MBA (HA & HM) Programme of IIM Jammu is based on relative grading in the individual courses and hence is not convertible into percentages. However, notionally the CGPA may be multiplied by a factor of 10 to obtain a numerical percentage.
- 10.3.8** If a student is terminated from the Programme in the first year, he/she may file an appeal to the Director (Chairperson, Faculty Council), who in consultation with the Faculty Council may reconsider his/her case for readmission in the next academic year. The decision of the director on such an appeal will be final. However, the student has the provision to appeal only once during the first year.

- 10.3.9** If a student is terminated from the Programme in the second year, he/she may file an appeal to the Director (Chairperson, Faculty Council), who in consultation with the Faculty Council may reconsider his/her case for readmission in the second year with the upcoming batch in the next academic year. The decision of the director on such an appeal will be final. However, the student has the provision to appeal only once during the second year.
- 10.3.10** A student is terminated from the second year, can appeal for repeating the second year with the upcoming batch if and only if there is no case of in-discipline during his/ her study period at IIM Jammu.
- 10.3.11** Students who have been awarded an F grade (or accumulate 2 D grades) as well as a CGPA of less than 4.5 at the end of any term in the Programme will be asked to withdraw from all student committees of IIM Jammu.
- 10.3.12** Provision for Grade Improvement for students with “F” grade
- (a) Students with “F” grade in any course will be provided an opportunity to improve their grade by reappearing in supplementary end-term exam to be conducted for that course by paying requisite fee of Rs. 8000/- per course.
 - (b) Supplementary exam component will be equivalent to the component of End term exam only and will be added with performance of student in the other remaining components originally used in the course to arrive at the new final grade. The grading will be done by applying the original grading ranges used in the course.
 - (c) The maximum grade which can be earned by a student through the provision of supplementary exam is ‘C’ grade or lower even when by applying the original grading ranges used in the course may be resulting in better grade than “C”.
 - (d) There is no provision for further re-examination if student secures ‘F’ grade by availing the opportunity of supplementary exam.
 - (e) Students who secured “F” Grade in any course and want to avail the Grade Improvement opportunity should submit the supplementary exam form available with the Program office. Students who are awarded “F” Grade on disciplinary grounds may not be allowed to take any supplementary examination for grade improvement.
 - (f) Students who are awarded “F” Grade due to shortage of attendance will not be eligible to take any supplementary examination for grade improvement.
- 10.3.13** The joint Academic Committee of IIM Jammu, AIIMS Jammu and IIT Jammu may expel a student from the Programme at any time if his/her conduct is detrimental to the educational process of the institute(s).

A student who is expelled from or is required to leave the institute on any ground may file an appeal to the Director of the any institute, who in consultation with the Faculty Committee may like to reconsider his/her case and take a decision accordingly. The decision of the Director Jammu on such an appeal will be final.

11. ACADEMIC DISCIPLINE & INTEGRITY

- 11.1** The Institute attaches utmost importance to strict integrity and honesty in academic work by the students. Students must maintain strict discipline in classrooms, examinations, quizzes, projects, assignments, and all other segments of academic work.
- 11.2** Resorting to copying or helping to copy in any form in examinations or quizzes or home assignments or other elements of evaluation, and/or reproducing passages from written work of others without necessary acknowledgement, and/or passing on or receiving papers in connection with any academic work to be evaluated, and/or canvassing for grades is strictly prohibited.
- 11.3** Unless otherwise specified by the concerned faculty, the students must not collaborate in any

way with anybody. In other words, the answers as presented to the concerned faculty should be independent work of each student. They are advised that they should not, in their own interest, communicate their written analysis or answers of home assignments to any other students.

- 11.4 Bringing laptops to the classes is strictly prohibited. Laptop is allowed in the class room only upon the instructions of course faculty.
- 11.5 Mobile phones, tablets, iPads etc. are totally banned in the class and examinations unless allowed by the concerned faculty. In the incident of possession of these electronic gadgets in the class/examination hall by any student, the student may be debarred from classes/examinations, and appropriate disciplinary action will be decided by Chairperson (MBA- HA & HM) in consultation with MBA (HA & HM) Committee.
- 11.6 Eatables viz., tea, coffee, snacks and any other items are strictly prohibited in the class rooms.
- 11.7 All students must attend classes, project presentations, examinations in a formal decent dress.
- 11.8 All students must attend all institutional functions as attendance will be taken by CRs and will be submitted to Program Office.
- 11.9 Academic indiscipline.

Following may be treated as (but not limited to) acts of academic indiscipline:

Marking or attempting to mark proxy attendance in class, canvassing for marks/grades with faculty members, approaching the faculty for relaxation in certain academic norms, use of mobile phones in class, misbehaving with a student/faculty/staff, and creating indiscipline in class.

On receiving a complaint from an instructor against a student or acting suo-moto, Chairperson (MBA- HA & HM) or Administrative Officer - Academics, shall initiate disciplinary action against any student for any alleged misconduct. The Chairperson (MBA- HA & HM)/ Administrative Officer - Academics and/or the MBA (HA & HM) Committee may conduct an enquiry if needed, Chairperson (MBA- HA & HM)/ Administrative Officer – Academics/ MBA (HA & HM) Committee may impose any one or more of the following penalties depending on the severity of the case:

- Fine, public apology and community service
- Declaring the student ineligible for scholarships/award/students' bodies or participation in management festivals, international student exchange program
- Letter grade drop/ 'F' grade in one or more courses
- Barring from Placement
- Termination/expulsion from the program
- Any other punishment as deemed appropriate

11.10 Academic Malpractices:

Following will constitute academic malpractice / misconduct:

Misconduct	Incidence	Action / Penalty
*Copying in Quizzes, Take - home Assignments, Class Projects	First Time	Zero marks in that evaluation component (entire component, not in individual quiz/assignment)
	Second Time	Zero marks (F grade) in the course.
	Third Time	Termination from the Program

*Copying in mid-term and end term examination	First Time	Zero marks (F grade) in the course
	Second Time	Termination from the Program
Plagiarism in CIS / Summer Project/ Assignments (Checked with AI detection)	Less than 20%	No Fine
	20%-30%	One grade drop
	30%-40%	Two grade drops
	Above 40%	Termination from the Program
Tampering with attendance, recording false attendance	First Time	Two Grade-cuts in respective course
	Second Time	Zero marks (F grade) in the course
	Third Time	Termination from the Program
Using cell phones/ internet in the class without permission	First Time (in a particular course)	No attendance for that particular class.
	Second Time (in a particular course)	One grade cut in the course
	Third Time (in a particular course)	F grade in the course
Producing false medical certificate for attendance	First time	Fine Upto Rs. 10,000/-
	Second time	Termination from the Program
Producing false income and academic certificates	First time	Termination from the Program

*Copying includes exchange of questions paper, answer sheet, keeping mobile, using internet etc.

Note:

- Students are advised to respect the invigilators and any kind of misconduct will result in disciplinary action against them. Any student, though caught first time for malpractice or use of unfair means during midterm or end term examination, may be terminated from the Program by the MBA Committee depending on the severity of the case and to maintain the academic sanctity.

11.11 Role of Class Representatives

Class representatives form an integral part of the student community and work in collaboration with all committees and clubs to help in general administration of the activities concerning the students. These elected representatives of the batch report to Chairperson MBA- HA & HM) and the Program Office. They along with Academic Committee ensure smooth functioning and management of classes and various academic related activities and functions of the Institute, including discipline in the classrooms and Examination Hall.

11.12 Role of Academic Committee:

Introduction

The joint Academic Committee will provide support to relevant matters of MBA (HA & HM) Programme as per the instructions of Chairperson (MBA- HA & HM) or Administrative Officer - Academics. Academic Committee will work under the guidance of Chairperson (MBA- HA & HM) and Administrative Officer - Academics. Committee members shall support Program office in seeking the commitment of faculty and administrators in ensuring that academic priorities are unambiguously stated and consistent with the overall educational mission of the Institutes. This committee acts as a facilitator between students and the faculty members.

Objectives

The primary objective of the Committee is to facilitate all the activities related to academics between the various stakeholders of the Institute(s) namely Program Office, Faculty body and Students.

Activities

- Support Program Office in Organizing Guest lectures, Panel Discussions and open-houses etc.
- Communicate to all concerned about the Timetable changes (if any).
- Distribution of Study material/cases of relevant courses to all concerned as suggested by Program Office.
- Support the Program office in organizing institutional activities viz. Orientation Program, Annual convocation, etc.
- Counselling and guidance to junior batch students during selection of electives
- Support junior students in Selection of Electives.
- Support Chairperson MBA (HA&HM)/ Administrative Officer - Academics to identify professional, educational or institutional issues that may be of concern to academic effectiveness.
- Conduct an annual self-evaluation of the performance of the Committee, and the effectiveness and compliance with this charter.
- Periodically review and assess the effectiveness of the library resources and give recommendations to the Library in-charge through Program Office.
- To support Chairperson (MBA- HA & HM) and Administrative Officer – Academics in monitoring the compliance and implementation of the rules mentioned in the MBA (HA & HM) handbook. The members have to act in collaboration with the class representatives of the batch.
- Responsibility to inform Program Office to frame penal actions for the students who may be held guilty of non-compliance of institute rules.
- Counsel the students regarding the class timings and report to Program Office, if any students is entering the class late, so that proper action can be taken to maintain discipline.
- Weekly report on any suggestion/feedback regarding the attendance, maintenance of class room and any other academic related issues.
- Ensure that the students are dressed in formal attire/smart casuals during the class hours depending on the requirement.
- Support Chairperson (MBA- HA & HM) and Administrative Officer - Academics in maintaining student discipline in the classes.

12. EXAMINATION RULES

Following examination rules will be observed for Mid & End Term examinations:

- (a) Students must carry their institute identity cards during the examinations.
- (b) Dress Code- Decent Casuals/ formals, (anything like boxers, bathroom slippers, sleeveless wear etc. which is detrimental to student's image as a management professional, is not acceptable).
- (c) All students must occupy their respective seats as per the seating plan 15 minutes before the starting time for Mid-term and End-term exams. Any student found shuffling the seating arrangement, or not occupying his/her seat at the scheduled commencement time for the examination may be debarred from the examination.
- (d) Doors of the Examination Hall will be closed five minutes prior to the commencement of the

examination. Late comers will be allowed only after 15 minutes from the time of start of the examination.

- (e) If any of the students arrive in the examination hall after 30 minutes from the start of the exam, they will not be allowed to take the exam and have to contact the Exam committee immediately.
- (f) Students must put their signatures and the serial number(s) of the answer books/ supplementary sheets on the attendance sheet. Answer sheets without name/roll numbers may not be evaluated.
- (g) Students are not permitted to use pencils for writing answers in examinations.
- (h) Students are not permitted to carry any of their mobile phones/bags/folders/ notes into the examination hall. All such materials, other than those specified by the instructor to the Program Office, must be kept outside the examination halls, before the start of the examination. If any such material is found on the chair flap or lower rack of the student's chair, or anywhere in or around the PGP Block, other than the specified place, the same will be considered an attempt to use unfair means. Further, mobile phone found in possession during the examination, will be confiscated.
- (i) Any violation of the above will be severely dealt with. If found, the same will be confiscated and appropriate action would be initiated. The mobile phone/ device will be returned only under provision 13.3 of this manual.
- (j) No answer book(s) or question paper(s) will be issued to any student as long as he/she is in possession of any book/ notes/bags, etc. However, with the permission of the instructor(s) concerned, prescribed books are allowed to be brought in for an open book examination. Bringing any other book(s) (for open book examination) will also be considered as adopting unfair means.
- (k) Ordinarily no student would be permitted to temporarily leave the examination hall while the examination is in progress. Permission to temporarily leave the hall may be granted in exceptional circumstances. No student shall be permitted temporary absence from the examination hall during the first 45 minutes of an examination.
- (l) No student shall be permitted temporary absence from the examination hall during the last 30 minutes of an examination.
- (m) Not more than one student shall be permitted temporary absence from the examination hall at any given time.
- (n) The period of permitted temporary absence from the hall must be recorded in the sheet provided in the examination hall and must not exceed 2 minutes.
- (o) Any student finishing the examination early and leaving the examination room early must leave the class room area immediately. Silence must be maintained when arriving for or leaving from an examination.
- (p) When the examination is in progress, if any student is found discussing anything with another student, either in or outside the examination hall, the same will also be treated as adopting unfair means. Strict vigilance and random checking will be done in this regard, and severe punishment will be imposed whenever a student is found to be violating these regulations.
- (q) Exchange of calculators, mathematical and other tables, charts, books/ notes/ cases etc., is not permitted during examinations.
- (r) Instructors/Invigilators have been authorized to summarily disqualify any student who is found to violate any of these instructions or resorting to any unfair means.
- (s) Use of unfair means in examinations will be treated as a serious disciplinary offence wherein the student may be debarred from writing the exam and may have to repeat the course in following academic year. Such a student may be declared ineligible for promotion/ placement/ award of degree until successful completion of the examination. If the student is found to be using unfair means in examinations again, the student's registration in the MBA (HA & HM) may be terminated and the student may be expelled from the program.

- (t) Under no circumstances, the answer books are to be taken out of the classrooms/ examination halls. Handing in the answer books will be the sole responsibility of the student.
- (u) There will be no compensatory examination on account of absence from mid-term and end-term examinations on any ground. Thus, any absentee will be awarded '0' (zero) marks on account of absence in any component of the evaluation scheme. Students on medical and authorized leave may, however, be given an opportunity to repeat course(s) in the next academic session, or appear in a special examination if so permitted by the Chairperson (MBA- HA & HM).
- (v) All students are required to submit compulsory feedback for faculty members, in the prescribed format floated by the Program Office, just before the Mid Semester and End Semester examinations. Faculty feedback is crucial and a critical aspect of IIM Jammu so all students should use it wisely. It is expected that all students to be true and honest while giving in responses. All the responses will be anonymous and the response of the individual will be kept confidential. All such students who do not submit the faculty feedback, as per promulgated date and time, will not be allowed entry into the examination.
- (w) The concerned faculty members will show evaluated Mid-Term examination answer books/ Assignments/ Project Reports/Quizzes to the students either directly or through the Program Office. However, schedule of showing mid-term examination answer books will be informed to the Program Office by the concerned faculty either directly or through class representative. Moreover, students need not return mid-term examination answer books. Students not getting the mid-term answer books should report the matter to respective class representative within two days of showing the answer books, failing which it will be assumed that all students have collected their answer books.
- (x) The Program Office will show the End-Term examination answer books in the following term (except for terms III and VI, where the End-Term answer books are not normally shown). Clarification on evaluation of mid-term examination can be directly sought from the faculty concerned. For End-Term examinations, students should submit the clarification desired, if any, in writing. Students will not contact the faculty members directly for clarification unless permitted by the Chairperson (MBA- HA & HM)/Faculty In-charge Exam Administration in exceptional circumstances. Requests for re-evaluation of answer books are strictly prohibited. Only those answer sheets, where there are totaling errors or unchecked answers, will be forwarded to the concerned faculty by the Program Office. Requests for seeing evaluated answer books shall not be entertained after one full term has elapsed since the examination and in no case after the Convocation.

13. AWARD OF DEGREE

The Degree – MASTER OF BUSINESS ADMINISTRATION (Hospital Administration and Healthcare Management) will be awarded jointly by IIM Jammu, AIIMS Jammu and IIT Jammu to such students who in the judgment of the faculty council have fulfilled all the conditions and requirements for the same. The Degree will be awarded at the IIM Jammu's Annual Convocation, which is held towards the end of each academic year as indicated in the Academic Calendar.

All students qualifying for the Degree shall pay a fee along with the 2nd Year Term VI fee for participating in the Convocation program. All students shall attend the Convocation and must confirm their participation to the Program Office of IIM Jammu. All students seeking Degree must clear all the dues and submit the clearance from various departments on prescribed form, at least two full working days before the Convocation.

Those seeking the award of Degree in absentia must intimate Program Office before the Convocation, and will have to pay an additional in-absentia fee of Rs.1000/-. The Institute has provision for issuing duplicate Degree in some restricted cases.

13.1 Awards

At the time of Convocation, the medal is awarded to the meritorious student who secures the highest CGPA time to time in the MBA (HA&HM) during the two years of Program. The Chairperson's Gold Medal

is awarded to the meritorious student in the MBA (HA&HM) Program at the time of convocation.

Sponsored Medals

These may be instituted over a period of time with communication in this regard to all community members.

13.3 Policy for issuing duplicate Degree

The Institute will issue a duplicate Degree only in the case where the original is lost or damaged. In case of loss of original Degree, the student shall have to furnish an affidavit and/or a copy of FIR reporting that the original Degree is lost. In case of damaged Degree, the student shall have to submit the damaged Degree. The student shall also have to furnish:

- A passport size photograph of self;
- Copy of transcripts of MBA (HA & HM) from IIM JAMMU and
- Copy of birth certificate of self

The present Chairperson (BOG), the Director and the Chairperson (MBA- HA & HM), will sign the duplicate Degree.

An amount of Rs. 5000/- (INR Five Thousand only) will be charged for the issue of duplicate Degree Policy for Issuing Duplicate Transcripts (Grade Card/Certificate)

The Institute provides the facility of sending official copies of the transcripts to our alumni desirous of pursuing further studies abroad or who have lost the originals. An amount of Rs. 1000/- per set (1st year and 2nd year) will be charged for issue of Duplicate Transcripts.

13.4 Policy for Issuing Duplicate Identity Card

In case of lost identity cards, the duplicate cards may be issued on fulfillment of the following requirements:

- (a) A copy of the FIR lodged in a police station.
- (b) A fine of Rs. 500/-.

However, in case of damaged identity cards, students will be required to deposit the damaged card along with a fine of Rs. 500/- for issue of a duplicate identity card.

13 GENERAL RULES

- (a) The case method of instruction depends upon the confidence of the organizations on which cases are written. Case names and data are frequently disguised. Students should ensure that the confidentiality of the data obtained for educational purposes is not violated in any way.
- (b) All First-Year students will occupy fixed seats in class as specified in the seating chart, which will be put up at the beginning of the term. Students will be issued name cards for display on their desk in classrooms. Students are expected to keep them safely. An amount of Rs. 100 will be charged for issuing of a duplicate name card.
- (c) Students are not permitted to bring their mobile phones in the classrooms. If found possessing a mobile phone, the same will be confiscated by the faculty and deposited in the Program Office. The phones (including the SIM card) will be returned only after three working days and on payment of a fine of Rs. 5000/-.
- (d) Tele-recording of any event in the class rooms and putting the same in the public domain is strictly prohibited. In the event of violation of this rule, strict disciplinary action will be taken
- (e) Smoking is strictly prohibited in IIM Jammu Campus premises. Action will be taken on the reported cases.
- (f) A student who leaves or is asked to leave the Institute must immediately vacate his/her accommodation

and clear all his/her dues from all departments/sections/clusters of the Institute using the No-Dues form available in the Program Office within 30 days, failing which they are not entitled to any kind of reimbursements.

- (g) Students must take all care to ensure the correctness of information while making declaration at any point of time in the institute. Wrong declaration may lead to the student's termination from the Program.
- (h) Students are advised to take care of their personal belongings viz Laptops, Bags, Wallets, Books & course material, etc. The Program Office will not be responsible for loss of any such item(s) and no complaint to this regard will be entertained.
- (i) Students are advised to retain record of the fee paid, prescription, medical certificates & term grade-sheets, etc. as they may be required for various purposes later on (either during the Programme or even afterwards).

The decision of the Director in matters of interpretation of the rules will be final and binding on all concerned.

14 CODE OF CONDUCT

- (a) Resorting to copying or helping to copy in any form, in examinations or quizzes or home assignments or other elements of evaluation; reproducing passages/phrases from written work of others without necessary acknowledgment; passing or receiving papers in connection with any academic work to be evaluated or canvassing for grades is prohibited.
- (b) Academic dishonesty in any form, whatever minor it may be, will lead to severe penalties including expulsion. Penalties will not be waived in any case, even when it is the first instance of dishonesty by the student
- (c) Unless otherwise specified by the faculty concerned, the students must not collaborate in any way in so far as their writing effort is concerned in connection with home assignments. In other words, the answers as presented to the faculty concerned should be the independent work of each student. Students are advised that they should not, in their own interest, communicate their written analysis or answers in home assignments to any other student. Students are advised not to pass on their examination answer papers and written assignments to the next batch or seek such material from the senior batch. Copying from past year's assignments is strictly prohibited.
- (d) Notwithstanding anything contained in these rules, no discussion of any sort will be permitted in the examination halls; and the faculty members, if they think fit, may disallow or restrict discussion or consultation about the home assignments and examinations or may adopt any other measure to prevent the use of unfair means in any segment of evaluation.
- (e) **Attendance:** It is mandatory for all the students to be present for all the institutional activities including all events, guest lectures, and compulsory batch meets. A fine of Rs. 2000/- will be imposed on the absentees. The list of such students will be shared by the concerned organizer and with the approval of the undersigned the same will be communicated to the Accounts department. The fine will have to be paid online within the stipulated period to avoid any further penalty as decided by the organizers. *Excused Absence:* Any exemption for institutional work should be with the prior approval of the competent authority or the event convener. Exemption will also be given on strict medical grounds and a medical certificate would be required for the same from a recognized government hospital. An intimation of such absence should be communicated to the organizers before the start of the event and a copy of same should be marked to the concerned Chairperson.
- (f) **Dress Code:** IIM Jammu, AIIMS Jammu and IIT Jammu expect students to dress appropriately and encourages them to behave as the occasion demands. Students will be required to dress formally from time to time and shall be notified of this in advance. Students would be communicated about the dress code for the events and the same has to be adhered by the students. For industry guest lectures the formal business dress code should be strictly followed. However, for all the events where Director/Faculty Members or Outside Guests will also be present, business casuals should be the dress code. In no such events, students should wear Pajamas, Lowers, Boxers, Chappals etc.

Clean shave (or well-groomed) and neat hairdo is MANDATORY. In case of non-adherence, a fine of Rs. 500/- will be imposed on the defaulters and No attendance will be provided/marked for that particular class and engagement.

- (g) **Punctuality:** Students have to be present at the event venue at least 10 minutes prior to the start timing of the session. Late-arrival would be considered as absent only and accordingly the fine would be imposed i.e. Rs. 2000/-.
- (h) **Use of mobile phones or any other electronic gadgets,** by anyone, except the event organizers/coordinators, is not allowed during the event. A fine of Rs. 500/- will be imposed in case found violating this norm. It is strongly advised that the mobile phones should be kept on silent mode (not even on vibrating mode). If accidentally also the mobile phone rings during the event, it would be considered as violation of the norm.
- (i) **Any other non-disciplinary action** like sleeping, cross-talk, asking disrespectful/objectionable questions to the guest etc. will be penalized Rs. 500/-. The coordinators of the event would share the list of such students immediately after the event.
- (j) Fine will be imposed on each and every violation committed, separately, during the event.
- (k) For guest lectures, students are advised to go through the profile of speaker and be prepared for the topic beforehand. Students should ask only relevant questions during the guest lecture as it would earn a good reputation for our institute among the industry people. *The fine should be paid within 7 days of intimation and a copy of the online receipt should be submitted to the concerned organizer. In case of any dispute/ discrepancies, decision of the concerned Chairperson will be final.*
- (l) Public Acts of Intimacy: obscene display of personal affection inside the IIM campus and partner institutes is strictly prohibited.

When students are in public places in the campus the following are unacceptable:

- Provocative or revealing clothing
 - Offensive logos/texts/symbols on clothes, bags, personal items or accessories which may hurt the sentiments of others
 - Clothing or accessories that may create a health or safety hazard for themselves or others
- Consequences of violation of the above:

1 st Instance	Written warning. Students may be asked by the Faculty members to leave the class and come appropriately dressed.
2 nd Instance	Fine of Rs 1000
3 rd Instance	Fine of Rs 5000+ informing the parents
4 th Instance	Expulsion from the program

Student must adhere to other Academic Etiquette mentioned.

16. FINANCIAL ASSISTANCE & SCHOLARSHIPS

The Vision of the Institute is to provide adequate financial aid opportunities in the future, so that no student is prevented from pursuing the Programme due to financial constraints. Schemes proposed in the future may include the following:

16.1 Need-cum-Merit Scholarship:

IIM Jammu has instituted a Financial Assistance Scheme after due deliberations and approval of the Board of IIM Jammu has been obtained. This assistance scheme will be Need-Cum-Merit basis, for which the requisite processes and procedure is described below:

- (a) The need-based scholarship scheme will be extended to second year financially weak meritorious students who have a minimum CGPA of 7.00 at the end of first year without

any D or F grade.

- (b) The economic criteria for the assistance: Gross annual Family Income (parents, self and spouse) below Rs. 3,00,000/- will get 100% tuition fee waiver, Rs 3,00,001/- to 4,00,000/- will get 50% tuition fee waiver, Rs. 4,00,001/- to Rs. 5,00,000/- will get 25% tuition fee waiver. If the gross annual family income exceeds Rs. 5,00,000/-, the student will not get any financial assistance. The Upper limit of the number of recipients of the assistance in any year will not exceed 10% of the Batch Strength.
- (c) There should not be any case of indiscipline against the student during his/her study period at IIM Jammu.
- (d) The student must not be availing any scholarship/financial assistance/ support from any other sources.
- (e) The student needs to fulfill the above-mentioned criteria throughout the second year to continue to get the benefit.

16.2 SC/ST Scholarships

IIM Jammu facilitates scholarships awarded by different Ministries such as Ministry of Social Justice and Empowerment, Ministry of Tribal Affairs, Ministry of Minority Affairs, etc. Students have to apply to respective ministry through NSP portal and institute facilitates the rest.

16.3 Minority Scholarship

Deserving Minority students (based on family income) eligible for Minority scholarship can apply to Ministry of minority affairs through NSP and Institute facilitates the rest.

16.4 Loan Schemes

Institute has made arrangements with bank/s to provide loans for all needy students to finance the educational expenses of this course. Interested students may apply for the loan. The Institute will only recommend the name of the student to the loaning organization. Procurement and repayment of loans will be made by mutual agreement between the student and loaning organization. The Institute does not bear any financial or other obligation connected with the loan.

17. LIBRARY

17.1 IIM JAMMU LIBRARY

IIM Jammu Library acts as a learning resource center for the IIM Jammu academic fraternity. The objective of the library is to facilitate appropriate and user-friendly access to current and relevant information to its patrons. The Library holds a rich collection of printed as well as electronic resources which include Books, Journals, e-Databases, e-Journals, Reports, Case Studies, etc. The library is subscribing important electronic resources like EBSCO-Business Source Complete, Elsevier ScienceDirect e-Journals, Emerald Insight eJournals, INFORMS eJournals, ACE Equity Databases, Bloomberg Terminal, Euromonitor Passport, Statista, EPWRF India Time series, etc. The Library is also subscribing other eResources as per the need of the B-School users like ET Prime, Magzter and Business Standard Digital Archive.

IIMJ Library is fully computerized library and using an Open Source Software KOHA-LMS for its housekeeping operations. The Library offers convenient campus-wide access to digital resources through its subscription to e-databases & e-journals and also facilitates in finding out the real-time availability of library materials from their own computer terminals.

17.1.1 **Collection**

Books

The Library has a highly selective collection in Business & Management in print books and over 1.6 lakh e-books in the area of management and related subjects.

Journals

The Library subscribes to around 30 print periodicals and 4,000 e-journals available in full-text through the online databases subscribed by the library.

OPENING HOURS

Monday – Saturday

Reading & Consultation : 09:30 AM to 10 :00 PM
Issue/Return of books : 10:00 AM to 06:00 PM

Saturday

Reading & Consultation : 09:30 AM to 6:00 PM
Issue/Return of books : 10:00 AM to 06:00 PM

17.1.2 **Member Privileges**

The library is primarily intended for use by faculty, students, administrative, research and other members of the Institute. The categories of members and their privileges are as follows:

Category	Entitlement for Books	Loan Duration
MBA/ MBA (HA & HM) students	4	15 Days

17.1.3 **Overdue charges**

An amount of Rs 5/- per day per book will be charged if books are not returned within the stipulated period.

17.1.4 **General Rules of IIM Jammu Library**

- Use of mobile phones inside the library is strictly prohibited.
- No refreshments or foodstuff of any kind shall be consumed anywhere inside the library.
- Keeping in mind that the library is a place of individual study and research, members should maintain an atmosphere of dignity, peace and silence within the library premises.
- Suggestions for purchasing books and other materials and improving the library services are welcome.
- If necessary, the librarian can cancel the membership and refuse admission to anyone who violates the rules and regulations of the library or indulges in any other type of misconduct.
- The reader should check the books before borrowing to ensure that these are not damaged. If a book is found to be damaged or certain pages are missing, the borrower should get this statement recorded on the book, otherwise he/she shall be held responsible for the damage, discovered at the time of returning the books.
- Members should return all materials borrowed from the library before proceeding on any kind of long leave. Any member going out of the campus for more than a fortnight will ensure that the library has access to the books issued to him/her.
- Members should not sub lend the materials borrowed from the library.

- (i) Library materials should be handled with utmost care. Nobody should write, damage and make any mark on any kind of library materials.
- (j) The borrower is fully responsible for the books borrowed in his/her membership card.
- (k) Absence and illness are not acceptable excuses for exemption from paying an overdue charge.
- (l) The Librarian may recall a book at any time before its due date.
- (m) If the borrower has lost the issued book, the borrower is liable to pay the cost of the book plus the prescribed overdue charge.
- (n) If a book belonging to a set of Multi Volume is lost, the borrowers will replace the entire set at their own cost and take the remaining books of the set in the library with them.
- (o) Mutilations, markings or removal of pages will be considered as "damage". Such documents, as also the lost ones, will have to be replaced or paid for at the current price. Incase of rare and out-of-print books, price assessment made by the Librarian will be final and binding.
- (p) Books or other materials taken from the stacks should not be re-shelved by the readers, but should be left on the tables reserved for this purpose. Please remember that a book misplaced is a book lost.
- (q) While entering the library, readers should leave their personal belongings, such as bags, brief-cases, personal books, and parcels near the counter reserved for this purpose. However, they can carry loose papers and note books, laptops, and valuable materials.
- (r) Readers leaving the library should allow the library/security staff to examine their personal belongings.
- (s) Smoking in the library is strictly prohibited.

17.1.5 No-dues Certificate

While leaving the institute after completion of the course, all students are required to obtain a "No-dues certificate" from the Library in order to ensure that they owe no dues to the Library.

17.1.6 Online Public Access Catalogue (OPAC)

The Library offers convenient campus-wide access to find out the real-time availability of library materials from their own computer terminals. Users may search the status of available documents in the library collection at <http://koha.iimj.ac.in/>

17.1.7 Electronic Library

The electronic library is accessible across the campus-wide network at <http://library.iimj.ac.in/>. The electronic library allows users to access Online Catalogue for print books and connect with to access all subscribed e-Resources from anywhere, anytime on campus-wide network of IIMJammu.

Major E- Resources are included on the portal: -

- ❖ ACE Knowledge Portal
- ❖ Bloomberg Terminal (Library Only)
- ❖ Business Source Complete -EBSCO
- ❖ CMIE-ProwessIQ
- ❖ CMIE-States of India
- ❖ CRISIL Research
- ❖ Ebook Central - ProQuest
- ❖ Emerald Insight
- ❖ EPW Digital Archives
- ❖ EPWRF India Time Series
- ❖ EMIS: Emerging markets research, data and news
- ❖ ETPrime
- ❖ Financial Results
- ❖ Financial Times/FT.com

- ❖ Harvard Business Review
- ❖ Indian Boards
- ❖ INFORMS PubSuite
- ❖ JSTOR
- ❖ PressReader
- ❖ ProQuest ABI/INFORM Collection
- ❖ SAGE Journals (Humanities and Social Science (HSS) Package)
- ❖ Science Direct eJournals
- ❖ Springer eJournals Package
- ❖ Statista
- ❖ Taylor & Francis eJournals Package
- ❖ Wall Street Journal (WSJ)

To know more about the library collection, services, rules, regulations, etc. please visit the “IIMJ Library” section in the e-library site at <http://koha.iimj.ac.in/>

17.2 AIIMS JAMMU LIBRARY

AIIMS Jammu is in the process of establishing a state-of-the-art, fully digitized library at AIIMS, Vijaypur, Jammu. Central Library, AIIMS Jammu, has the vision to develop the library as one of the leading Knowledge Resource Centre in the Medical Sciences by delivering advanced and innovative services to the knowledgeable community of AIIMS Jammu. Central Library, AIIMS Jammu, Strive Continuously to adopt best practices to make information systems relevant, effective and vibrant.

Along with its futuristic vision, Central Library, AIIMS Jammu has a mission to accomplish. The mission of the library is to provide seamless access to valuable & qualitative resources in physical and digital forms to support the teaching, research and learning needs of AIIMS Jammu. And to facilitate the creation of new knowledge through acquisition, organization and dissemination of knowledgeable resources. Central Library, AIIMS, Jammu will soon subscribe to the print & e-resources.

17.3 IIT JAMMU LIBRARY

Central Library is an integral part of IIT Jammu’s academic and research work. As an information center of the institute, the Central Library offers a conducive environment for studies and research work. The Library offers information and knowledge resources through a carefully developed balanced collection of books.

17.3.1 Current Collection

The library’s rapidly growing collection of research monographs, textbooks, reference books, conference proceedings, CDs, VCDs, DVDs, etc., cover the areas of academic and research interests of the Institute.

Print Books: 3827

Subscribed eBooks- 43

Database: - 05

Full text e-Resources: 16

Standards – 01 (BIS Complete Set)

Academic Writing Tool-01

Plagiarism Detection Software-02

Remote Access Service: -02

17.3.2 Opening Hours

The library remains open on each day from 9:00 AM To 5:30 PM except Sunday and Gazetted holidays for its readers.

17.3.3 Library Division/Section Acquisition Division

This section is responsible for the acquisition of all the books, e-books, government documents, and other reading material relevant to the requirements of the teaching and research programs of the institute. The section helps the faculty members in selecting the new documents for procurement in the library through the alert services, publisher's catalogs, and bibliographies. Procedure for Book (Print & Online) Purchase

The following procedure has been adopted for the procurement of books for the library.

Online Recommendation through EG:

The faculty members initiate online Book recommendation requests through EG, a library filled all the necessary bibliographical details with price and send them to the concerned; HoD has forwarded the same to the library for purchasing.

Circulation Division:

The section provides membership to the students, faculty, and other staff of the Institute for the issue of Print books through Koha software. All the bonafide students of the institute are members of the library for the access of e-resources/subscribed contents. The books were issued to the library users according to their privileges on all the working days and Saturdays.

17.3.4 Library Membership:

The faculty members, staff & students of the institute are required to register as library members by filling in the membership form available at the library circulation desk or through EG portal by filling help desk request. This entitles to borrowing the print books from the library for the purpose of academic and research work.

17.3.5 Overdue Fine:

Overdue fine on users is just to remind them that the books are for use and should be continuously reached to its right users. Keeping this view library observes an overdue fine. So, the books returned after the due date will be considered overdue, and overdue fine will be assessed as per below:

1. Rs. 02/- (Two) only per book per day for the first 14 days for all user categories, followed by Rs. 05/ (Five) per book per day.
2. If the overdue fine exceeds 90 days, the books will not be issued on their account, and account will be suspended for next 30 days.

17.3.6 Electronic Resource Division:

The ERD deals with the subscription process of online resources. The division subscribed Full-text E-Resources (Packages), Bibliographic Resources, and Individual full-text journals title for the user community. Institute also gets access to Full-text E-Resources (Packages) and Bibliographic Resources through central funding under EshodhSindhu (eSS) program by INFLIBNET, Gandhinagar. Apart from this the division also provides the research assistance tools like Turnitin iThenticate, Grammarly, and Knimbus to its users.

Standards:

Indian Standards Online (BIS)

Bibliographic Resources:

MathSciNet
SciFinder Scholar
Web of Science

Fulltext E-Resources (Packages)

ACM Digital Library
ACS All Publication Package

American Concrete Institute (ACI) Journal Online
American Institute of Physics Journals (AIP)
American Physical Society Journals (APS)
ASCE Journals
ASME Journals
IEEE IEL Online
IEEE PES Resource Center
IEEE Smart Grid Resource Center
JSTOR Archive Journal & Primary Source
Royal Society of Chemistry (RSC Gold + Archives)
SAGE – Engineering & Material Science (EMS) Collection
Science Direct (5 Subject Collection; Material Science, Chemistry, Mathematics, Engineering, and Computer Science)
SIAM Journals
Springer Journals 1700+
Wiley Online Journals
Wiley online (52 Journals)

Miscellaneous/Individual Journals (Fulltext)

Journal of Fluid Mechanics
Nature Journal (Main Title)
MIT Technology Review
(For Access please consult to Library)
Harvard Business Review
(For Access please consult to Library)
The Economist (Print + Digital) (For Access please consult to Library)

17.3.7 Resource Sharing (RS) and Document Delivery Service (DDS) and InterLibrary Loan (ILL):

The library has always taken an active part in availing the benefits of sharing resources with other major libraries. The requested article is being provided to the faculty members with the help of the Union catalog of E-Resources which covers the resources of 23 IITs, 7 IISERs and 1 IISc (31 Institutions). This is done through document delivery services.

17.3.7 Rules and Regulations:

- ✓ All issue & return of Library materials is handled from the Circulation Desk during its working hours.
- ✓ Borrowers are requested to make sure that the books are properly issued or returned.
- ✓ No book in damaged conditions may be accepted from the borrower. Mutilated or spoiled books may have to be replaced by the borrower.
- ✓ Library materials will be issued/returned, only if borrower shows the I-Card at the circulation desk.
- ✓ Library tickets are not transferable. The borrower is responsible for the return of the books borrowed on his/her card.
- ✓ Members are held responsible for all items issued on their name until they are returned by the respective members to the Library.
- ✓ No material from the Library should be taken out without proper issue/ recording. Any type of violation may lead to disciplinary action.
- ✓ Library users are requested to bring their I-Card while coming to the Library.
- ✓ No personal belongings allowed inside the library.
- ✓ Only notepaper/notebooks/laptops will be allowed inside the library.

- ✓ Members are requested to handle the Library reading materials with the utmost care. Mutilation, writing, scribbling, marking, cutting pages will be severely dealt with.
- ✓ The Library user shall not engage in audible conversation in any part of the Library.
- ✓ Use of mobile phone in the Library is prohibited.
- ✓ Refreshment of any kind shall not be taken anywhere in the library premises.

18. INTERNATIONAL STUDENT EXCHANGE PROGRAM (ISEP)

IIM Jammu has developed the International Student Exchange Program (ISEP) with its partner institutions to provide a cross-cultural exposure with a mutually valuable scholarly global perspective. IIM Jammu believes these engagements would result in knowledge sharing and dissemination, and adoption of best business practices from partner institutions in academics and research.

Guidelines for ISEP

1. The students are allowed to go for ISEP during the terms IV, V, and VI only.
2. Students who go on an Exchange Program in term V must take the full course load for students at their respective partner institution/university, taking only post-graduate level courses that amount to not less than 150 contact hours over the exchange term. A student can take credit for a maximum of 30 additional contact hours beyond 150, provided the International Relations Office Committee approves the course. Thus, a student must earn a minimum of 15 credits while on exchange.
3. Representative course load in the terms is as follows:
 - a. Term IV: 150 hours (15 credits: three, nine and three credits in management, healthcare and technology area respectively) and one CIS (3 credits)
 - b. Term V: 180 hours (18 credits: six, nine and three credits in management, healthcare and technology area respectively)
 - c. Term VI: 120 hours (12 credits: three and nine credits in management and healthcare area respectively)
4. A student not getting a passing grade in a course while on the exchange will not earn any credit.
5. The credits for courses in each exchange institution/university will be released by the partner institution/university, depending on their course offerings.
6. Students failing to earn the required credits from the ISEP will be asked to make up the deficit by taking additional course work at IIM Jammu in the sixth term of the same year or the next academic year and will not be granted the degree till they complete the academic requirements.
7. The deficit from the ISEP cannot be more than three credits. Registering for such an additional course is subject to meeting the minimum and maximum credits requirements in a term.
8. The Program Office of IIM Jammu will create grade equivalence considering the partner institution/university grading system which will be placed before the MBA(HA&HM) Committee for recommendation. The decision of the MBA (HA&HM) Committee in this regard will be final.
9. The students going for ISEP are required to complete the student exchange process mandated by International Relations Office. They are supposed to opt for courses that have not been taught in earlier terms at IIM Jammu, AIIMS Jammu and IIT Jammu.
10. The students must fill the student exchange request form and duly submit it to International Relations Office to verify the details and approval from the Program Office. The proforma of the form is attached in **Annexure X**.
11. No excused absence from attending classes will be granted to students on ISEP who leave before closing the last term OR arrive late for the following term. Thus, students not attending classes for the reasons stated above will be marked absent.

12. Students whose exchange term ends later than the start of the sixth term at AIIMS Jammu can register with prior permission within a maximum of two weeks from the start of the sixth term. This leeway is available only if their institution/university term or examinations runs during the first two weeks of the sixth term.
13. However, even with prior permission, no attendance waiver will be granted for the days missed, and fines for late registration will apply.
14. A student on exchange with a partner institution/university during AIIMS Jammu's Term VI will be eligible for convocation, provided the exchange term ends in line with the academic calendar of IIM Jammu.
15. The students must submit the marksheet/transcript received from the partner institution/university to the Program Office for conducting grade equivalence and generation of the IIM Jammu transcript.
16. Students of a batch, whose exchange program gets extended beyond IIM Jammu's date of convocation for that batch, will not be eligible for convocation of that year and award of medals in his/ her batch. Such students will be provided a provisional degree by IIM Jammu post completion of their exchange term. They will receive their degree certificates in the convocation conducted in the succeeding academic year.

19. PLACEMENT

In the event of a student getting 'poor' evaluation report in respect of summer training project, it will be treated as unsatisfactory and also recorded as 'U' in his/her MBA (HA & HM) Grade Sheet. The student with such a report will have a term/three months to have it converted into satisfactory ('S') after some additional work with the concerned company.

19.1 Final Placement Rules

The Placement Office of IIM Jammu will facilitate, guide and counsel the second-year students in securing suitable final placement at the end of the Programme by bringing them in touch with prospective employers. However, in no way does it guarantee an on-campus placement to them.

- (a) Students availing of the placement facility provided by the Institute may be charged a fee as decided by the Institute from time to time.
- (b) Campus interviews for final placement normally commence in the first or second week of October.
- (c) Normally no leave of absence from class for attending placement interviews will be allowed until the end of the Program.
- (d) Final placement facilities may not be provided to those students who are in arrears.

The campus placement Programme is conducted according to the rules framed each year by the Placement Office of IIM Jammu in consultation with the student representatives. Once finalized, the rules are binding on each student participating in the program, and their violation may disqualify the student(s) concerned from seeking campus placement.

20. LIVE PROJECTS

Live project means doing the project on a real problem being faced by a company. Owing to its location, The program offering institutes have an advantage of being connected to Healthcare organizations located in the Jammu region. These projects can be very important and the students will get to mention them on your CVs during placements. Institute consciously tries to initiate its class sessions early in the day so that student can get time to establish connection with companies around and work on live projects. Anytime kept free by the institute can be used for engaging in live projects. However, there is no provision of condoning attendance requirements of courses on account of any engagements w.r.t to the live projects.

21. HOSTEL RULES

The MBA (HA & HM) program is fully residential and all the students enrolled for this programme are

required to stay in the hostel unless exempted from this condition, in special cases, by the competent authority. The guiding principle for hostel behavior will be based on the “good neighbor” principle. Students are expected to show due sensitivity to the needs of others.

21.1 Dos & Don'ts for Hostel

21.1.1 Do's

- a. Lock your room always, even when going out for short durations
- b. Keep your valuables and cash under lock
- c. Take special care of your mobiles, laptops etc.
- d. Maintain silence hours (10 pm to 7 am) every day
- e. Read the notice board (both at your institute and the hostel) regularly
- f. Contact your Hostel Supervisor (HS) or Warden or Security officer in case of any problem
- g. Enter your complete details in the register at security desk while leaving the hostel for more than a day
- h. Obtain visitors pass well in advance for your visiting parents/relatives from the Administrative office/hostel supervisor
- i. Dine in the mess on the campus and pay your mess bills on time
- j. Protect yourself against communicable diseases
- k. Follow the code of conduct for the students

21.1.2 Don'ts

- a. Don't Cook in your rooms
- b. Don't keep or feed pets in your room or campus
- c. Don't play loud music (in your room or campus)
- d. Don't play or create disturbance in the corridors
- e. Don't conduct or attend parties (in your room or anywhere on the campus)
- f. Don't smoke, consume alcohol or indulge in substance abuse
- g. Don't indulge in ragging
- h. Don't keep or play televisions in your rooms
- i. Don't keep valuables or heavy cash in your rooms
- j. Don't damage institute's property or assets. If found guilty, you will be liable to pay fine equivalent to the prevailing market price of the damaged property/asset
- k. Don't act in a manner that offends the local cultural, social values, local sensibilities and rule of the land.
- l. Don't loiter anywhere inside or outside the hostel campus.
- m. Don't permit proxy/dummy room-mates in your room
- n. Don't permit non-residents to stay in or use your room
- o. Don't light lamps /candles, carry crackers or burn/burst crackers in and around the hostel premises
- p. Don't use portable air conditioner, room heater, electric kettle and other heavy electric appliances. If you are found using these prohibited items, you will be liable to pay fine of Rs. 5000/-

- q. Don't waste water or electricity
- r. Don't violate hostel rules
- s. Possession of firearms/weapons/poisonous substances of any kind in the hostel is strictly forbidden, which may lead to termination from the program.
- t. Students indulging in verbal abuse/physical fights or violent behavior, either by themselves or with fellow friends, shall not be tolerated and strict disciplinary action will be taken against them.

The students, indulging in verbal abuse/physical fights or violent behaviour, will be penalized as follows:

- i. First Time Incident: Rs. 25,000/- fine and cost of repair in case of damages (if any) will be imposed with a warning letter issued by the Chairperson (Student Affairs);
- ii. Second Time Incident: Rs. 50,000/- fine and cost of repairing in case of damages (if any) will be imposed with a warning letter issued by the Chairperson (Student Affairs);
- iii. Third Time Incident: the student will be terminated from the respective program.
- iv. Depending on severity of the action, higher fines may also be imposed.

21.2 Events/Festivals Held on Campus

During major events, when a significant number of non-IIM Jammu students are expected to be residing on the campus, it is surely the responsibility of the organizing committees to ensure stringent conformance to the codes/norms of behavior on campus. To this effect, the non-IIM Jammu students would have to agree to conform to the rules in writing at the time of registration.

21.3 Hostel Rooms

21.3.1 Allotment/ Vacation/ Shifting

During the first year of MBA (HA & HM), the students will reside at IIM Jammu Campus and in the beginning of the second-year students will shift to AIIMS Jammu Hostels. The students are expected to follow the hostel rules of respective institutes' hostel during their stay in each campus.

Hostel allocation is done to promote interaction amongst students of diverse backgrounds (region, qualification, work experience, religion, language, culture, etc.) and is at the discretion of the Warden(s)/ CAO on condition that the student agrees to abide by all the rules and regulations of the hostel. The Chief Administrative Officer/Warden may refuse hostel facilities without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds. Students may be required on disciplinary grounds to vacate their rooms at short notice. Similarly, students may be required to shift to alternate accommodation at short notice due to administrative reasons. The Hostel Management reserves the right to break open any room which is not vacated, pack up the contents and store it. No complaints of breakage or loss will be entertained. Important rules regarding the Hostel Rooms are as under:

- i. The hostel facilities fee/deposit may be paid at the time of counselling or registration/admission.
- ii. It is mandatory for all students to stay in the hostels and be a member of the mess in the hostel.
- iii. Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the Warden/Hostel Supervisor.
- iv. Change of accommodation from one hostel to another during a term is not permitted.
- v. Allotment made to a student is subject to cancellation if he/she fails to occupy the room in the prescribed time. Students will also forfeit their rooms if they fail to clear all their dues to the hostel by the decided date.

- vi. The warden reserves the right to break open rooms in case of any violation of Hostel rules, suspected unlawful activities or on the basis of security risk perceived.
- vii. Every attempt will be made to provide hostel accommodation to all students. However, once a student vacates the hostel, he/she will not be re-allotted hostel accommodation for a minimum period of 6 months during the period of the program.
- viii. The rooms allotted to the students at the time of admission are for a limited period of up to one year or less. Residents are required to shift to other blocks/ rooms as and when informed by hostel authorities. This shifting may be necessitated due to administrative reasons and students are required to co-operate. Residents must occupy rooms specifically allotted to them. Residents shall not change over to any other room except with the written permission of the Warden. Allotment of a room made to any student is subject to cancellation if he/ she fails to occupy it in the stipulated time or is found absent from the room without prior information or any valid reason. Residents will also forfeit their allotment if they fail to clear all their dues to the hostel by the scheduled date.
- ix. Residents who wish to vacate the hostel must meet the Hostel Supervisor for necessary formalities/advice. Permission of the student's Parents and Hostel In-charge along with certain documentation is mandatory. While planning to vacate the hostel, refund rules given at the end of this book must be consulted.
- x. When there is a vacant seat in the room, the duplicate key of the room must be deposited with the Supervisor of the block to facilitate allotment of the vacant seat to another student.
- xi. No student should stay away from his/her room during the night except with prior written permission of the Chairperson (Student Affairs). Any student, who wishes to leave the campus temporarily or otherwise, should obtain the permission of Supervisor in writing. Those applying for permission must state the date and time of his/her intended departure and return as well as the destination and enter all these details in the in-out register maintained in Security at gate. All visitors including parents/guardians must be entertained only in the visitors lounge and during visiting hours only. A visitor's pass will be obtained from the office of the Security, well in advance by concerned student.
- xii. Any damage/breakage to hostel property will be charged to the occupants of the room/block with a fine equivalent to the prevailing market price of the damaged property/asset. Disciplinary action will also be initiated.
- xiii. All instructions/notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board every day to acquaint themselves with latest information/orders.
- xiv. Fire Hazards and Safety: Candles and incense are a fire hazard and are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the Hostel premises throughout the year. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines, if any, before leaving their rooms. This is necessary to avoid an inadvertent fire.
- xv. In case of Fire: Residents must call/alert the Hostel Supervisor(s)/Warden(s)/Security Staff(s).
- xvi. The Hostel Warden or his representative may enter any room for verification at any time of the day or night.

- xvii. The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or any valid reason. This will, however, be carried out by the security person in the presence of the hostel Supervisor, Security Officer and one more person at the discretion of the Warden. On such occasions, the items in the room will be listed by these officials and kept in the store room. A verbal report, followed by a written report will be sent to the higher Authorities.
- xviii. All hostel inmates must report any disciplinary matter or problems concerning them or their room-mate/neighbor(s) coming to their notice to the Hostel Supervisor. In case their room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the Hostel Supervisor.
- xix. Giving the room keys to any person (except the Hostel Supervisor) in good faith is at their own risk. The management will not take any responsibility for any loss of costly articles/money.
- xx. Insurance of Laptops/Valuables: It is the responsibility of the Hostel residents to get their laptops and valuables, if any, insured by themselves.
- xxi. Security of ATM/Debit cards/Credit Card: All students must take care of their ATM/Debit cards. They are advised not to disclose their PIN to anybody- even to their best friends.
- xxii. Waiting List for changing Hostels/Rooms: Students desirous of shifting to different rooms within their present Hostels or wishing to shift to other Hostels must put their names in the “Waiting List” being maintained at respective Hostels and the Supervisor. Such students will be accommodated based purely on the waiting list seniority.

21.3.2 Maintenance of Rooms

- i. The rooms have been distempered and painted as per schedule and will be maintained regularly by the management as per the maintenance schedule. Residents are not permitted to re-paint or do any alteration of any nature without the written permission of Hostel Supervisor.
- ii. All maintenance complaints/requirements will be attended to by JE. Complaint(s) must be entered in the register(s) available with JE and Supervisors of their hostels. The complaints will be attended to expeditiously and are monitored by the Hostel Supervisor. Residents are not permitted to employ any outsiders for any such job without the permission of Hostel Supervisor.
- iii. Residents must bring to the notice of the Hostel Supervisor any failures/breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The service of an electrician is available round the clock for attending to any defect in the electric system or fittings. When leaving the room, the occupants must take care to see that all the electrical appliances are switched off. Every effort must be made to economize the use of electricity.
- iv. The rooms and surroundings must be kept clean. The service of the cleaners must be obtained to ensure that the rooms are swept and cleaned while the residents are in the room. The housekeeping supervisors are at the service of residents. Residents are responsible for the cleanliness of their rooms. They should see that the rooms are properly swept every day. All waste paper and refuse must be placed in receptacle provided for that purpose.
- v. The electric points provided in each room are to be used for connecting table lamps.

Use of any domestic electric appliance etc. is not permitted. Infringement of these rules will be severely dealt with. For the use of authorized electric appliances permission may be obtained from Warden/Hostel Supervisor. Any private unauthorized electric appliance found in any of the rooms without permission will be confiscated and disciplinary action initiated.

- vi. Small air coolers are allowed inside the hostel room with prior permission from the hostel warden/supervisor and for that the resident has to pay Rs. 1000/- per month.
- vii. Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported through Housekeeping Supervisors/Hostel Supervisor.

21.4 Timings – Leaving campus

The students are not allowed to leave or enter in the campus after 10.00 p.m. Students who wish to go to any place such as Railway station, Airport etc. for the night trains or flights must take prior permission at least one day in advance from the Chairperson (Student Affairs) or the concerned activity head.

21.5 Visitors

Visiting hours for guest(s)/acquaintance(s) are from 7.00 am to 9.30 p.m. Visitors including parents and guardians must obtain visitors pass from the Security Office IIM Jammu, even to enter the visitors lounge in the hostels. The security guards will refuse entry without passes. Except the residents no one else including Parents are permitted to stay in the students' room.

21.6 Complaints and Suggestions

- i. All complaints regarding repairs/maintenance in the Hostels must be entered personally by the students in "Complaint Registers" maintained in all the Hostels. These complaints are attended to expeditiously by JE (Electrician) staff. All complaints are also monitored regularly by the Hostel Supervisor.
- ii. Residents of the hostels are not permitted to convene meetings of any sort in the Hostel premises without the prior permission of the Warden. Disobedience of this rule will be dealt severely.
- iii. There are "Suggestion Boxes" kept in all the hostels for suggestions, if any, from the residents. For this, residents may drop their suggestions and complaints, duly signed with their names and roll numbers, in these Suggestion Boxes which are opened periodically. Appropriate action will be taken on all suggestions/ complaints and a feedback given to the student(s). No cognizance of anonymous suggestions/complaints will be taken.
- iv. The Hostel Supervisors/Wardens are available round-the-clock on telephone, and may be contacted in case of any emergency. Their telephone numbers are given for your reference/security and are also displayed at various places in all the Hostels.

21.7 Medical Facilities

- i. If a student is sick continuously for three days, he/she will keep the Warden and chairperson (students' affairs) informed of his/her condition.
- ii. If a resident falls sick, he/ she or room-mate/friend must immediately inform the hostel warden and the person on duty who will make arrangements to shift/ evacuate the student to the Institutes' health center (Sanjeevani)/ nearby hospital and look after him/her. All cases of sickness must be immediately reported to the Medical Officer/Enlisted Hospital for necessary treatment. Information regarding any resident falling sick or getting admitted in the hospital must be relayed to the hostel/institute authorities on priority.

21.8 Absence from Hostel

When a resident of the hostel wishes to leave the hostel/station on vacation/holidays or otherwise the following action will be ensured:

- i. The student will submit to the Hostel Warden a signed application on the laid down format duly countersigned and stamped by his/her college authorities. Once permission is accorded by the Supervisor, the students will also ensure the following mandatory action is done before leaving the hostel. The application forms can be obtained from either their hostel Supervisor/Administrative Office.
- ii. Hostel residents will make a necessary entry in the IN-OUT Register available in Security at Gate. It is mandatory to record departure/return date and time and place to which they are going along with the postal address and telephone/mobile number.
- iii. Disciplinary action/penal fines will be levied on defaulters.

21.9 Noise Levels in the Hostel

- i. Anything which interferes with student's studies must be avoided at all times. "Silence Hours" will be observed from 10.00 p.m. to 7.00 a.m. on all days. No noise of any sort will be permitted during the "Silence Hours". Serious action will be taken on the breach of this rule. Residents must not go to others' rooms and disturb the inmates. Complaints from other residents will be investigated and action taken accordingly. Playing of loud music and disturbing the quiet atmosphere by any other means is not permitted as it disturbs the fellow hostel mates. You may use earphones while listening to music. Playing any kind of outdoor games inside the hostels/corridors is not permitted.

21.10 Prohibitions in Hostel

- a) Students are requested to avoid singing aloud, shouting or making any types of noises which are likely to distract the attention of those who may be studying in their rooms or hostel libraries.
- b) Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
- c) Cooking in hostel rooms is not permitted.
- d) **Substance abuse, consumption of alcohol, and smoking or chewing of tobacco and its related products is strictly banned in the hostels and in the Institute's premises. Defaulters will be penalized as per the following:**
 - a) **First Time Incident:** Rs. 25,000/- fine and cost of repairing in case of damages (if any) will be imposed with a warning letter issued by the Chairperson (Student Affairs); and
 - b) **Second Time Incident:** Rs. 50,000/- fine and cost of repairing in case of damages (if any) will be imposed with a warning letter issued by the Chairperson (Student Affairs).
 - c) **Third Time Incident:** the student will be terminated from the respective program.
- e) Partying in the rooms, in the corridors or anywhere in the hostel is not permitted whatever may be the occasion.
- f) No televisions are permitted to be kept in the hostel rooms by the students.
- g) The residents are forbidden to keep any heavy cash/valuables in the room. The resident is responsible for the safety of his/her items inside the rooms. They may deposit all sums of money not immediately required by them for their expenses in the local Banks.
- h) **Ragging in any form is banned inside and outside the campus. Strict action will be taken against the defaulters. No leniency will be shown to the offenders. Suspension and/or withdrawal from the hostel/college is one of the actions taken promptly.**
- i) The entry of all boys is strictly forbidden inside the girls' hostel. However, girls are allowed to visit the boys' hostel from 7.30 am till 10 pm. No additional permission from girls to stay beyond 10 pm will be entertained. Common areas may be utilized for any other common activities.

- j) In case of a violation of the stated rule, defaulters will be penalized as per the following:
- a) **First Time Incident:** Rs. 25,000/- fine and with a warning letter issued by Chairperson (Student Affairs);
 - b) **Second Time Incident:** Rs. 50,000/- fine and one-month suspension from all academic activities; and
 - c) **Third Time Incident:** the student will be terminated from the respective program.
- k) Students must keep themselves aware of the laws regarding sexual harassment. Any case of sexual harassment in any form by any member of the campus community will be severely dealt with by the administration. Notice on Sexual Harassment may be read on notice board of the Institute.

21.11 Vehicles

No vehicle is allowed inside the campus or hostel premises. If a student is found in possession of vehicle inside the campus, he/she will be liable for the disciplinary action.

21.12 Security in Campus

- a) Students are required to cooperate with the institute security staff regarding the security issues. No altercation or argument with security staff is accepted.
- b) The students shall carry their ID cards while leaving the campus, and shall inform the security desk and enter the details in the register regarding the destination, contact number and expected time of return.
- c) The students are requested to view this measure not as an intrusion into their affairs, but merely as a security precaution for their own safety.
- d) Hostel entrances: Except the residents no one else including Parents are permitted to stay in the students' room. Visitors will be permitted to enter their wards hostel rooms only if the student is present.
- e) All residents should return to the campus by 10.00 p.m. after which the campus gates will be closed.

21.13 Violations

Any violation of the above hostel rules will be viewed very seriously. Minor violation will be managed by the Hostel Supervisor with the assistance of the hostel administration. He/she will be imposed penalties and / or fines as appropriate. Major violations, will be dealt with by the institute administration. The punishment in case of major violations may include, but not be limited, to expulsion and / or legal proceedings.

21.14 Policy on Sexual harassment of woman at workplace (Prevention, Prohibition & Redressal)

IIM Jammu is Sexual Harassment free campus, for any such cases or events students are advised to seek support from Chairperson (Student Affairs) or any female member (Faculty & Staff) of the institution. Notice on Sexual Harassment may be read on notice board.

In order to handle such grievances an Internal Complaint Committee has been formed with the approval of the Competent Authority for assessing and conclude the issues. For any complaints/grievances, the students may write to icchairperson@iimi.ac.in.

21.15 Policy on Anti-ragging at the Institutes

Ragging of any form is strictly prohibited inside and outside the IIM Jammu, AIIMS Jammu and IIT Jammu campuses. The anti-ragging Committee constituted for this purpose by the Institute is empowered to take immediate action against any untoward incident and counsel the fresher. Students seeking Admission shall have to furnish an undertaking in this regard. To enhance

familiarity and acclimatize the new students to the academic and social environment of the campus, the Institute organizes an orientation session in the first week of the new academic calendar.

Anti-Ragging Policy at IIM Jammu: The students taking Admission at IIM Jammu will be required to give an undertaking in the proforma, signed by the candidate and his/her parent/guardian to the effect that he/she is aware of the Institute's approach towards Ragging and the punishment to which he/she shall be liable if found guilty of Ragging.

All the students admitted under the Institute will have to observe and abide by the discipline rules prescribed by the Institute / Institute. He/she will submit to the disciplinary jurisdiction of the Head of the Institution and other competent officers or authorities or bodies of the Institute as the case may be. In this respect, he/she has to submit the declaration in the proforma at the time of Admission.

Ragging constitutes one or more of any of the following acts as listed in the UGC regulation on Ragging:

- Any conduct by any student or students, whether by words spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness to fresher or any other student.
- Indulging in rowdy or indiscipline activities by any student or student causes or is likely to cause annoyance, hardship, physical or psychological harm, or raise fear or apprehension in any student.
- Forcing student/s to do any act which they will not in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment to adversely affect the physique or psyche of such to freshers or any other students.
- Any act by a senior student that prevents disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse, including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm, or any other danger to health or person.
- Any act or abuse by spoken words, emails, posts, and public insults would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfort to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority by a student over any fresher or any other student.

The following administrative actions may be initiated in the event of Ragging:

- Suspension from attending Classes and Academic privileges
- Withholding/Withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any Test/Examination or other Evaluation process.
- Withholding Results.
- Debarring from representing the Institution in any Regional, National, or International Meet, Tournament, Youth Festival, etc.
- Suspension/Expulsion from the Hostel.

- Rustication from the Institution for a period ranging from one-four semesters.
- Cancellation of Admission.
- Expulsion from the Institution and consequent debarring from Admission to any other institution for a specified period.

The list of the Committee members is given in the Annexure.

Anti-Ragging Policy at AIIMS Jammu: As per directions of the Hon'ble Supreme Court of India, the Government has banned ragging completely in any form inside and outside of the campus and the Institute authorities are determined not to allow any form of the ragging. Therefore, at the time of admission, every student will be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Director and several authorities of the AIIMS who may be vested with the authority to exercise discipline under the Acts, the statutes, the Rules and the rules that have been framed there under-by competent authorities of AIIMS.

Prohibition of and Punishment for Ragging:

1. Ragging in any form is strictly prohibited, within the premises of College/Department of Institution and any part of AIIMS and also outside the AIIMS Campus.
2. Any individual or collective act or practice or ragging gross indiscipline shall be dealt with under these rules.
3. Ragging for the purpose of this rules, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are, in anyway, considered junior or inferior by other students and includes individual or collective acts or practice which:
 - a. Involve physical assault or threat or use of physical force
 - b. Violate the status, dignity and honor of women students
 - c. Violate the status; dignity and honor of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes
 - d. Expose students to ridicule and contempt and affect their self-esteem
 - e. Entail verbal abuse and aggression, indecent gesture and obscene behavior
4. The Director, Dean, Hostel Superintendent and Faculty of AIIMS, Jammu shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, the Dean or any other Faculty member/or authority may also suo moto enquire into any incident of ragging and make a report to the Director of the identify of those who have engaged and the nature of the incident.
6. The Dean may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. On the receipt of a report under clause (5) or (6) or a determination by the relevant authority disclosing the occurrence or ragging incidents described in the Clause 3(a), (b) and (c) the Director shall direct or order rustication of a student or students for specific number of semesters.
8. The Director may in other cases of ragging order or indirect that any student or students be expelled or be not, for a stated period, admitted to a course of study as AIIMS, Jammu department examination for one or more semesters or that the result of the student or students concerned in the examination(s) in which they appeared be cancelled.
9. For the purpose of these Rules, abetment to ragging will also amount to ragging.
10. In case of any discrepancy between these rules and the Government of India Policy, the GOI policy will prevail.

22. STUDENT CATERING

- 22.1** The Institute provides infrastructure for the mess facilities to the students. One-year contract for provision of meals has been given to a vendor after following a due process of hiring. Over a period of time, the management of the mess facilities should be done by the elected member(s) of the students' community.
- 22.2** Students are expected to take their meals in the Students' Mess.
- 22.3** The Dining Hall has a self-service system. Diners are expected to pick up their meals from service counters and leave the used plates, etc. at the place specified.
- 22.4** Students are advised not to take any utensils, furniture or any other items from the Student Mess.
- 22.5** The Mess will be open for service during the following hours (timing may change with prior notice)

	<u>On week days</u>	<u>Sundays & Other Inst. Holidays</u>
Breakfast	07.30 - 10.00 a.m.	8.00 - 10.00 a.m.
Lunch	12.30 - 2.30 p.m.	12.30 - 02.30 p.m.
Tea	05.00 - 6.30 p.m.	05.00 - 6.30 p.m.
Dinner	08.00 - 10.00 p.m.	08.00 - 10.00 p.m.

- 22.6** For guests and extra mess facilities, students should enter the extra item/meal in the book kept for extras. Failure to make the entry will result in a fine of Rs.20/- in addition to the cost of the item/meal.
- 22.7 Sick Diet**
The mess in-charge will work out the rules in consultation with Student Affairs. These would be brought in force after a notification.

23. PAYMENT OF MESS BILL AND HOSTEL FEES

- 23.1** The students must pay their mess bills and other charges during the academic year under the schedule of payment and terms and conditions laid down.
- 23.2** Mess charges are billed on the basis of actual expenses incurred. Mess Bills for every month will have to be paid before the 7th of the next month.
- 23.3** If a student goes out of town or takes his/her meals outside the Mess for more than 2 consecutive days he/she will be allowed a mess rebate of 75% of the mess expenses on the days of absence, provided absence from campus is duly authorized by the Chairperson (Students' Affairs). Students should ensure that they provide 24 hours prior notice in writing for this. Exemption from Mess-Charges is allowed only for full days. Exemption for part of a day will not be entertained.
- 23.4** Refund is not admissible on mess charges.

24. JOURNEY CONCESSIONS

- 24.1** Railways and Airlines allow student's concessions for journeys during official Institute vacations to hometown and return.
- 24.2** The Students' Affairs Office will help arrange concessions for students who apply for the same and submit the required information in the prescribed format. These concessions are issued to students who satisfy the age restrictions on the date of the journey, and are only for return journeys between Jammu and the hometown declared by the student.

25. CO-CURRICULAR ACTIVITIES

- 25.1** The Institute encourages the participation of students in co-curricular activities, without prejudice to academic work.
- 25.2** The Students Council will announce details on the organizational arrangements for the conduct of co-curricular activities.

26. ALUMNI

IIM Jammu, AIIMS Jammu and IIT Jammu accord alumni status to all students who successfully complete the full time MBA (HA & HM) program. On successful completion of the full time MBA (HA & HM) program, the students are awarded with a life time alumni ID. The outgoing students are required to login to the official alumni portal “AlmaConnect “of IIM Jammu. On boarding to the portal is mandatory and is aligned to the Institute “No-dues “policy. All outgoing students are required to join and strengthen the alumni network of IIM Jammu and Partner Institutes.

The benefits of being an Alumni of IIM Jammu and Partner Institutes will be as following:

- **Alumni Tag for Life:** Students will get the Alumni Tag of all the three institutes (IIM Jammu, AIIMS Jammu and IIT Jammu) which will be valid for entire life.
- **Official IIM Jammu Email ID:** Students will receive the official email ID from IIM Jammu. This will be like student’s personal id which they can use for life.
- **Institute Connection:** The alumni will regularly get updates about the Institute events, progress and initiatives that the Institute will keep taking in due course of time.
- **Job Opportunities:** Regular posting of jobs from the alumni network. This not only allows a visibility of market options but also ensures a discussion in the alumni network on the suitability of profiles. The alumni discuss the latest trends in the job market and the kind of skill sets required.
- **Support at IIM Jammu (Main campus and Off Campus):** The Institute allows the usage of various institute facilities (on main as well as off campus) at very nominal charges for its alumni.
- **Be a Part of Alumni Group:** Stay connected with your alma mater.

The Institute also expects the following from its Alumni:

- **Keep the IIM Jammu Flag soaring high:** Represent the Indian Institute of Management Jammu with pride, respect, professionalism and appropriate behaviour.
- **Not misuse the ‘Alumni’ status** in such a way that it brings down the name and pride of Indian Institute of Management Jammu and Partner Institutes.
- **Not violate any moral and ethical code of conduct** that may jeopardize the name of Indian Institute of Management Jammu and Partner Institutes.
- **Not use the information about events, programs and individuals of Indian Institute of Management Jammu for soliciting or marketing personal products or services.**
- **Be an active member of the alumni network**
- **Respect the trademarks and use material of the institute for the purpose they were intended only.**
- **Agree that the decision to issue, dissolve or revoke the Alumni status will be sole prerogative of Indian Institute of Management Jammu and Partner Institutes.**
- **To contribute to the Institute building exercise in whatever manner that they can.**

Annexure-I

Academic Calendars (2024-26) of 3rd Batch of MBA (HA & HM) for Academic Year 2024-26

INDIAN INSTITUTE OF MANAGEMENT JAMMU		
MBA (HA&HM) 1st YEAR ACADEMIC CALENDAR, Batch 2024 – 26		
Term I		
13-Jul-2024 to 19-Oct-2024		
Activity	Date	Day
Registration	13-Jul-24 to 14-Jul-24	Saturday to Sunday
Inauguration	15-Jul-24	Monday
Orientation	15-Jul-24 to 20-Jul-24	Monday to Saturday
Muharram	17-Jul-24	Wednesday
Preparatory Classes	22-Jul-24 to 27-Jul-24	Monday to Saturday
Commencement of Term-I Classes	29-Jul-24	Monday
Independence Day*	15-Aug-24	Thursday
Janmashtami	26-Aug-24	Monday
Mid Term Exams	04-Sep-24 to 07-Sep-24	Wednesday to Saturday
Rajbhasha Diwas*	14-Sep-24	Saturday
Milad-Un-Nabi	16-Sep-24	Monday
Display of Answer Scripts Term-I (Mid Term) by the course faculty to students	17-Sep-24 to 18-Sep-24	Tuesday to Wednesday
Submission of Term-I (Mid Term) Marks and Answer Sheet to the Program Office	23-Sep-24	Monday
Mid Term Result	30-Sep-24	Monday
Gandhi Jayanti*	02-Oct-24	Wednesday
Dussehra	12-Oct-24	Saturday
Classes End	15-Oct-24	Tuesday
End Term Exams	16-Oct-24 to 19-Oct-24	Wednesday to Saturday
Display of Answer Scripts Term-I (End Term) by the course faculty to students	28-Oct-24 to 29-Oct-24	Monday to Tuesday
Submission of Term-I Marks (End Term) and Answer Sheet to the Program Office	01-Nov-24	Friday
End Term Result	05-Nov-24	Tuesday
Term II		
21-Oct-2024 to 09-Jan-2025		
Activity	Date	Day

Registration & Study Material Distribution	19-Oct-24	Saturday
Commencement of Term-II Classes	21-Oct-24	Monday
National Unity Day*	31-Oct-24	Thursday
Diwali	31-Oct-24	Thursday
Guru Nanak's Birthday	15-Nov-24	Friday
Constitution Day*	26-Nov-24	Tuesday
Mid Term Exams	27-Nov-24 to 30-Nov-24	Wednesday to Saturday
Display of Answer Scripts Term-II (Mid Term) by the course faculty to students	05-Dec-24 to 06-Dec-24	Thursday to Friday
Submission of Term-II Marks (Mid Term) and Answer Sheet to the Program Office	09-Dec-24	Monday
Empyrean 2024-25*	13-Dec-24 to 15-Dec-24	Friday to Sunday
Mid Term Result	16-Dec-24	Monday
Christmas Day	25-Dec-24	Wednesday
Classes End	06-Jan-25	Monday
End Term Exams	06-Jan-25 to 09-Jan-25	Monday to Thursday
Display of Answer Scripts Term-II (End Term) by the course faculty to students	14-Jan-25 to 15-Jan-25	Tuesday to Wednesday
Submission of Term-II Marks (End Term) and Answer Sheet to the Program Office	20-Jan-25	Monday
End Term Result	27-Jan-25	Monday
Term-III		
10-Jan-2025 to 28-Mar-2025		
Activity	Date	Day
Registration & Study Material Distribution	09-Jan-25	Thursday
Commencement of Term-III Classes	10-Jan-25	Friday
National Youth Day*	12-Jan-25	Sunday
Parakram Diwas*	23-Jan-25	Thursday
Republic Day	26-Jan-25	Sunday
Mid Term Exams	14-Feb-25 to 18-Feb-25	Friday to Tuesday
Display of Answer Scripts Term-III (Mid Term) by the course faculty to students	24-Feb-25 to 25-Feb-25	Monday to Tuesday
Submission of Term-III Marks (Mid Term) and Answer Sheet to the Program Office	03-Mar-25	Monday
Mid Term Result	07-Mar-25	Friday
Women's Day*	08-Mar-25	Saturday

Holi	14-Mar-25	Friday
Classes End	21-Mar-25	Friday
End Term Exams	24-Mar-25 to 28-Mar-25	Monday to Friday
Submission of Term-III Marks (End Term) and Answer Sheet to the Program Office	11-Apr-25	Friday
End Term Result	17-Apr-25	Thursday
Summer Internship Program	1st April Onwards	

*All students are required to participate in the Institute function.

The Academic Calendar of Term IV, V and VI will be announced during Term III depending on the number of electives offered and chosen by the students.

Annexure-II

Course Structure of MBA (HA & HM) Program

The two years of the MBA (HA & HM) program is divided into six terms, each year consisting of three terms. The first year has core courses and a Summer Internship Program. The second year has elective courses and one Course of Independent Study. The Program structure of MBA (HA & HM) entails every student to compulsory complete:

- a) 64.5 core course credits in the first year
- b) 3.0 credits from the 8-10-week long 'Summer Internship Program (SIP)' at the end of Term III with a company or an organization from the healthcare industry
- c) 3.0 credits from one 'Course of Independent Study (CIS)' in the second year: one in a hospital
- d) 42.0 course credits through the choice of his/her electives in the second year

Additionally, students are permitted to:

- a) Audit Courses (Maximum of 3 courses in the second year) by paying the requisite additional fees.
- b) International Student Exchange Program: Merit Based in the second year
- c) National and International Live Projects

First Year Course Structure

Institute	Area	Term I	Credit	Term II	Credit	Term III	Credit
IIM Jammu	Finance & Accounting	Healthcare Financial Accounting	3.0	Healthcare Financial Management	3.0	Healthcare Management Accounting	1.5
						Financial Institutions and Markets	1.5
	Business Communication	Business Communication	1.5	-	-	-	-
	Economics & Business Environment	Managerial Economics	3.0	-	-	-	-
	Marketing	Marketing Management – I	3.0	Marketing Management – II	3.0	-	-
	OB & HRM	-	-	Organizational Behaviour	3.0	Human Resources Management	1.5
	Operations, Supply Chain & Decision Sciences	Quantitative Methods	3.0	Business Research Methods	1.5	Supply Chain & Materials Management in Healthcare	3.0
		Operations Management	3.0	-	-	-	-
	IT, Systems & Analytics	Spreadsheet Modelling	1.5	-	-	-	-
	Business Policy, Strategy & General Management	-	-	CSR	1.5	Entrepreneurship and New Venture Planning	3.0
Strategic Management						3.0	
Total Credits (IIM Jammu)			18.0		12.0		13.5
AIIMS Jammu	Health Administration & Medical Care	Hospitals & Healthcare Services in India	3.0	Health Economics and Insurance	1.5	Hospital Administration for Managers	3.0
	Economics & Healthcare Environment	-	-	Ethical Issues & Legal Aspects in Hospitals	3.0	Public Relations & Communication in Hospitals	1.5
	Hospital Administration & Planning			Hospital Planning and Designing	3.0		
	Total Credits (AIIMS Jammu)			3.0		7.5	

IIT Jammu	IT, Systems & Analytics	-	-	Information Systems for Healthcare Managers	3.0	Health Data and Analytics	3.0
Total Credits (IIT Jammu)			0		3.0		3.0
Total Term Credits			21.0		22.5		21.0

- Every student has to undergo a mandatory non-credit course on "Happiness" in the first year of the MBA (HA & HM) program.
- Every student need to compulsorily complete a week-long Bharat Immersion Programme Internship as a partial requirement of the CSR course.
- Summer Internship Project (SIP): 8 to 10 weeks with a company or an organization from healthcare industry. It has 3.0 credit units assigned to it.

Second Year Course Structure

A student must take 45.0 credits from elective courses offered during the second year and 3.0 credits from one Course of Independent Study (CIS).

Institute	Term IV	Term V	Term VI
IIM Jammu	Elective 1	Elective 1	Elective 1
	-	Elective 2	-
AIIMS Jammu	Elective 2	Elective 3	Elective 2
	Elective 3	Elective 4	Elective 3
	Elective 4	Elective 5	Elective 4
IIT Jammu	Elective 5	Elective 6	-
	CIS - 1		

* Student need to take 15 elective courses in the second year provided all elective courses carry 3 credit units. In Term IV and Term V, student is supposed to take one and two electives from Management Domain respectively, three electives from healthcare domain and one elective from Technology domain. In Term VI, a student is supposed to take one elective from the Management Domain and three electives from the Healthcare Domain.

- Student need to take 15 elective courses in the second year provided all elective courses carry 3.0 credit units.
- The requirements of number of electives can increase or decrease depending on the credit units of chosen electives.
- Course of Independent Study (CIS): One CIS - in Term IV with a hospital. The CIS has 3.0 credit units assigned to it.
- International Student Exchange Program (ISEP): Merit Basis

Total Credit units in MBA (HA & HM) Program = 21.0 + 22.5 + 21.0 + 3.0 + 3.0 + 45.0 = 115.5



Indian Institute of Management Jammu

Orientation Program

July 15 – 20, 2024

5th Batch of Ph.D. (2024- 28)

&

3rd Batch of Ph.D. (WP) (2024-28)

&

9th Batch of MBA (2024- 26)

&

3rd Batch of MBA (HA&HM) (2024-26)

&

4th Batch of EMBA (2024-26)

Day 1: July 15, 2024 (Monday)

(Overall Coordinator – Dr. Parvathy B)

-
- 06:00 am – 07:00 am : ‘Maximize Happiness and Mindfulness’ by Shri Sahil Mehra, Yoga Guru
(Coordinator: Team Anandam)
- 09:00 am – 11:00 am : Self-Introduction by Faculty Members and new Batch Students
(Coordinator: Dr. Manu Bansal and Dr. Apurva)
- 11:00 am – 12:00 Noon : Inaugural Program
(Master of ceremony – Dr. Anuja Akhouri)
- 11:00 am – 11:03 am : Program Inauguration by Lighting of Lamp
- 11:03 am – 11:05 am : Saraswati Vandana by the 2nd Year Students
- 11:05 am – 11:07 am : Presentation on Students Profile by Dr. Rashmi Ranjan Parida, Chairperson
(Admissions)
- 11:07 am – 11:10 am : ‘Academics at IIM Jammu’ by Prof. Jabir Ali, Dean (Academics)
- 11:10 am – 11:15 am : ‘Welcoming the New Batch’ by Prof. (Dr.) Shakti Gupta, Director AIIMS
Jammu

- 11:15 am – 11:20 am : ‘Welcoming the New Batch’ by Prof. Manoj Singh Gaur, Director IIT Jammu
- 11:20 am – 11:25 am : ‘Welcoming the New Batch’ by Prof. B.S. Sahay, Director IIM Jammu
- 11:25 am – 11:35 am : Dr. Milind Kamble, Chairman, BoG, IIM Jammu to preside over the function and deliver the presidential address
- 11:35 am – 11:55 am : Hon'ble Minister of State (Independent Charge) Government of India, New Delhi, Dr. Jitendra Singh, will be the Chief Guest and deliver his words of wisdom to the new batch
- 11:55 pm – 11:59 pm : Vote of Thanks by Dr. Ashish Kumar, Chairperson (Student Affairs), IIM Jammu
- 11:59 pm – 12:00 Noon: National Anthem
- 12:00 Noon – 01:00 pm : Session by Lt. Gen. Navin Sachdeva, AVSM, SM, GOC, 16 Corps Nagrota, J&K
(Coordinator: Dr. Nitin Upadhyay and Dr. Rambabu Lavuri)
- 1:00 pm – 02:00 pm : Lunch
- 02:00 pm – 03:00 pm : Session by Shri R.R. Swain, Director General of Police, Jammu and Kashmir
(Coordinator: Dr. Mahesh Gadekar and Dr. Sumesh P.S)
- 03:00 pm – 04:00 pm : ‘First Steps Towards Management World’ by Ms. Mekhla Sinha, Executive Director, GHRDC
(Coordinator: Dr. Anuja Akhouri and Dr. M. Vijay Prabhakar)
- 04:00 pm – 04:15 pm : Break
- 04:15 pm – 05:15 pm : ‘Academic Rigor, Pedagogy and Expectation’ from Students by Dr. Rambalak Yadav, Chairperson (Doctoral Program)/ Dr. Parvathy B, Chairperson (MBA)/ Dr. Harsha Jariwala, Chairperson (MBA (HA&HM))/ Dr. Archana Sharma, Chairperson (EMBA)
- 05:15 pm – 06:00 pm : ‘Academic Regulations, Academic Discipline and Student Handbook’ by Shri Arup Bhattacharya, Administrative Officer – Academics
- 06:00 pm – 07:00 pm : Evening Snacks & Networking
- 07:00 pm – 08:30 pm : Interactions with Council and Committee Students 2nd Year
(Coordinator: Office of the Student Affairs)
- 09:00 pm – 10:00 pm : IIM Jammu Family Dinner with Students

Day 2: July 16, 2024 (Tuesday)

(Overall Coordinator – Dr. Rambalak Yadav)

- 06:00 am – 07:00 am : ‘Maximize Happiness and Mindfulness’ by Shri Sahil Mehra, Yoga Guru

(Coordinator: Team Anandam)

- 09:00 am – 09:30 am : ‘Knowledge Management Center’ by Shri Shailesh Lohiya, Librarian IIM Jammu
- 09:30 am – 10:00 am : ‘ERP & IT Support System’ by Dr. Nitin Upadhyay, Shri Asif and Shri Avinash, IIM Jammu
- 10:00 am – 01:00 am : Out Bound Activities (Group A and B) in Auditorium
(Coordinator: Office of the Student Affairs)
- 01:00 pm – 02:00 pm : Lunch
- 02:00 pm – 03:00 pm : Session by Dr. Anurag Batra, Chairman and Editor-in-Chief E4m & BW Businessworld Group
(Coordinator: Dr. Ateeque Shaikh and Dr. Pratik Mahehwari)
- 03:00 pm – 04:00 pm : Session by Sourav Dasgupta, Sr. Vice President & Head of IT, Allcargo Logistics Ltd
(Coordinator: Dr. Kapil Manohar Gumte and Dr. Bijoy Rakshit)
- 04:00 pm – 04:15 pm : Break
- 04:15 pm – 05:00 pm : ‘The Many Dimensions of Management’ Royal Majesty Padma Vibhushan Maharaja Dr. Karan Singh, Former Union Cabinet Minister, Health, Civil Aviation and Education, Govt. of India, Ambassador of India in USA
(Coordinator: Prof. Jabir Ali)
- 05:00 pm – 05:30 pm : ‘Administrative Support, Discipline, Hostels and Security on the Campus’ by Cmdr. Kesavan Baskkaran(R), Chief Administrative Officer (CAO)
- 05:30 pm – 05:45 pm : ‘Finance & Accounts Services’, Shri Rajat Jain, Financial Advisor & Chief Accounts Officer, IIM Jammu
- 05:45 pm – 06:30 pm : ‘International Accreditation & Ranking’, Dr. Raj Kumar V., Dr. Gaana J., Dr. Rambabu Lavuri
- 06:30 pm – 07:00 pm : Evening Snacks & Networking
- 07:00 pm – 09:00 pm : Cultural programs by Jammu & Kashmir Academy of Art, Culture and Languages (JKAACL)
(Coordinator: Office of the Student Affairs)
- 09:00 pm – 10:00 pm : Dinner

Day 3: July 18, 2024 (Thursday)

(Overall Coordinator – Dr. Archana Sharma)

- 06:00 am – 07:00 am : ‘Maximize Happiness and Mindfulness’ by Shri Sahil Mehra, Yoga Guru
(Coordinator: Team Anandam)

- 9:00 am – 10:00 am : ‘Students’ Policy, Rules and Regulations at IIM Jammu’ by Dr. Ashish Kumar, Chairperson (Student Affairs)
- 10:00 am – 01:00 pm : Outbound Activities (Group A)
(Coordinator: Office of the Student Affairs)
- 10:15 am – 11:15 am : Session by Shri Naveen Tandon, Head Policy and Strategy, Apple (Group B)
(Coordinator: Dr. Niti Shekar and Dr. Somu Gorai)
- 11:15 am – 11:45 am : Break
- 11:45 am – 01:00 pm : Session by Ms. Nayeema Kouser, Centre Head (Board Member), Kraft Heinz (Group B)
(Coordinator: Dr. Mamta Tripathi and Dr. Rambabu Lavuri)
- 01:00 pm – 02:00 pm : Lunch
- 02:00 pm – 03:00 pm : ‘Branding IIM Jammu: The Role of Students’ by Prof. B. S. Sahay, Director, IIM Jammu
(Coordinator: Dr. Jai Kamal)
- 03:00 pm – 04:00 pm : ‘Teaching through Case Study’ by Prof. Jabir Ali, Dean (Academics)
- 04:00 pm – 04:15 pm : Break
- 04:15 pm – 05:15 pm : Session by Shri Mohit Gupta, Co-Founder, Friends of Books (FROB)
(Coordinator: Dr. Barnali Chaudhary and Dr. Sundar R.)
- 05:15 pm – 06:45 pm : Session by Ms. Anubhuti Sharda, DySP Cyber Cell, Jammu
(Coordinator: Dr. Barnali Chaudhary and Dr. Sundar R.)
- 06:45 pm – 06:30 pm : ‘International Student’s Exchange Program and Working in a Cross-Cultural Environment’ by Dr. Sarbjit Singh, Chairperson (International Relations)
- 06:30 pm – 07:00 pm : Evening Snacks & Networking
- 07:00 pm – 09:00 pm : Cultural programs by ‘Natrang’ by Padmashri Balwant Thakur
(Coordinator: Office of the Student Affairs)
- 09:00 pm – 10:00 pm : Dinner

Day 4: July 19, 2024 (Friday)

(Overall Coordinator – Dr. Harsha Jariwala)

- 06:00 am – 07:00 am : ‘Maximize Happiness and Mindfulness’ by Shri Sahil Mehra, Yoga Guru
(Coordinator: Team Anandam)
- 9:00 am – 10:00 am : ‘Temple Economy’ by Shri Anshul Garg, CEO, Shri Mata Vaishno Devi Shrine Board
(Coordinator: Dr. Kulwinder Kaur and Dr. Pradeep Kumar Tarei)

- 10:00 am – 01:00 pm : **Outbound Activities (Group B)**
(Coordinator: Office of the Student Affairs)
- 10:30 am – 11:30 am : **Session by Deven Kanade, Director- Industry Solutions, Oracle (Group A)**
(Coordinator: Dr. Sudeep Das and Dr. Naveen Goyal)
- 11:30 am – 11:45 am : **Break**
- 11:45 am – 12:45 pm : **Session by Dipti Naidu, Manager, HR Business Partner, Mastercard Technology Private Limited (Group A)**
(Coordinator: Dr. Eshika Aggarwal and Dr. P. Praveen Vijay Raj)
- 12:45 pm – 01:45 pm : **Lunch**
- 01:45 pm – 02:45 pm : **‘Teaching through Case’ (MBA Section A) by Dr. Nitin Upadhyay**
- 01:45 pm – 02:45 pm : **‘Teaching through Case’ (MBA Section B) by Dr. Ateeque Shaikh**
- 01:45 pm – 02:45 pm : **‘Teaching through Case’ (MBA Section C) by Dr. Muqbil Burhan**
- 01:45 pm – 02:45 pm : **‘Teaching through Case’ (MBA Section D) by Dr. Mahesh Gadekar**
- 01:45 pm – 02:45 pm : **‘Teaching through Case’ (MBA(HA&HM)) by Dr. Parvathy B.**
- 02:45 pm – 03:30 pm : **Session by Shri Shiv Kumar Sharma, Secretary at Federation for World Academics (FWA), Founder & Facilitator Education Post**
(Coordinator: Dr. Muqbil Burhan)
- 03:30 pm – 03:45 pm : **Break**
- 03:45 pm – 04:30 pm : **Session by Mehul Oza, Vice President – HR, NSE**
(Coordinator: Dr. Malay Ranjan Mohapatra and Dr. Guangpuanang Kahmei)
- 04:30 pm – 05:15 pm : **Session by Nupur Kohli, HRBP, Grant Thornton**
(Coordinator: Dr. Prakrit Silal and Dr. Gaana J)
- 05:15 pm – 06:00 pm : **‘Incubation and Entrepreneurship at IIM Jammu’ by Dr. Muqbil Burhan, Dr. Mahesh Gadekar and Dr. Vivek Sharma, CIO, IIM Jammu**
- 06:00 pm – 07:00 pm : **Evening Snacks & Networking**
- 07:00 pm – 09:00 pm : **Cultural programs by 1st Year Students**
(Coordinator: Office of the Student Affairs)
- 09:00 pm – 10:00 pm : **Dinner**

Day 5: July 20, 2024 (Saturday)

(Overall Coordinator – Dr. Manu Bansal)

- 06:00 am – 07:00 am : **‘Maximize Happiness and Mindfulness’ by Shri Sahil Mehra, Yoga Guru**
(Coordinator: Team Anandam)

- 09:00 am – 10:00 am : ‘Law and Order in Jammu’, Shri Anand Jain, ADGP, Jammu
(Coordinator: Dr. Parvathy B and and Dr. Vaseem Akram)**
- 10:00 am – 10:30 am ‘Placements at IIM Jammu’, Dr. Baljeet Singh, Co-Chairperson
(Placements)**
- 10:30 am – 11:30 am : Session by Souren Paul, Country Lead – Marketing, Pfizer
(Coordinator: Dr. Harsha Jariwala and Dr. Rajkumar V.)**
- 11:30 am – 11:45 am : Break**
- 11:45 am – 12:45 pm : Session by Manay Khaitan, Associate Director, Pepsico
(Coordinator: Dr. Archana Sharma and Dr. Vedika Saxena)**
- 01:00 pm – 02:00 pm : Lunch**
- 02:00 pm – 03:00 pm : Session by Richa Dwivedi, Chief of Staff, HSBC
(Coordinator: Dr. Sarbjit Singh and Dr. Yashoda Devi)**
- 03:00 pm – 04:00 pm : Session by Nishant Shekhar, Managing Director, BCG
(Coordinator: Dr. Baljeet Singh and Dr. Praveen Kumar)**
- 04:00 pm – 04:15 pm : Break**
- 04:15 pm – 06:00 pm : Valedictory Session**
- 04:15 pm – 04:30 pm : Students Reflections on Orientation Program**
- 04:30 pm – 04:40 pm : Address by Prof. B.S. Sahay, Director IIM Jammu**
- 04:40 pm – 04:55 pm : Address by Shri Baldev Prakash, MD & CEO of Jammu and Kashmir Bank,
Guest of Honor**
- 04:55 pm – 05:10 pm : ‘Energy Management, Shri RK Tyagi, Chairman & Managing Director,
Power Grid Corporation Ltd., Guest of Honor**
- 05:10 pm – 05:25 pm : ‘Energy Management, Shri Sandeep Kumar Gupta, Chairman &
Managing Director, GAIL Ltd., Guest of Honor**
- 05:25 pm – 05:55 pm : ‘Valedictory Address’ by the Chief Guest Shri Atal Dulloo, Chief Secretary,
Jammu and Kashmir**
- 05:55 pm – 05:58 pm : Vote of Thanks by Dr. Parvathy B, Chairperson, MBA**
- 05:58 pm – 05:59 pm : National Anthem**
- 06:00 pm – 07:00 pm : Hi-Tea & Networking**
- 09:00 pm – 10:00 pm : Dinner**
-

**Indian Institute of Management Jammu
All India Institute of Medical Sciences Jammu
Indian Institute of Technology Jammu**

**Master of Business Administration
(Hospital Administration and Healthcare Management)**

Fee Structure for 2024-26
(All figures in INR)

First Year

	Term – I	Term – II	Term – III	Total
Tuition fee	1,98,000	1,98,000	1,98,000	5,94,000
Other academic/non-academic expense*	1,16,790	1,14,480	1,14,480	3,45,750
Total Fees	3,14,790	3,12,480	3,12,480	9,39,750

Second Year

	Term – IV	Term – V	Term – VI	Total
Tuition fee	1,98,000	1,98,000	1,98,000	5,94,000
Other academic/non-academic expense*	1,22,790	1,14,480	1,14,480	3,51,750
Total Fees	3,20,790	3,12,480	3,12,480	9,45,750
Total Fees for the Course	18,85,500			

***Other Academic/Non-Academic expenses includes Academic support, Library fees, Hostel fees, IT Infrastructure, Student welfare, Alumni fees, Health Insurance etc.**

Caution Deposit (Refundable) of Rs. 20000 has to be paid at the time of admission (in addition to Fees and Expenses mentioned).

The amount of Rs. 50,000 deposited while accepting the offer of admission, will be adjusted against the 1st Term Fee.

Mess Bills is to be paid as per actuals.



Annexure-V

**Indian Institute of Management Jammu
All India Institute of Medical Sciences Jammu
Indian Institute of Technology Jammu**

**Master of Business Administration
(Hospital Administration and Healthcare Management)**

Certificate of Approval for CIS Report

The CIS Report titled “.....”
.....” submitted by “.....” is hereby
approved as a certified study in Management carried out and presented in a manner satisfactory to
warrant its acceptance as a prerequisite for the award of Masters of Business Administration Programme
(Hospital Administration and Healthcare Management) for which it has been submitted. It is understood
that by this approval the undersigned does not necessarily endorse or approve any statement made,
opinion expressed or conclusion drawn there in but approve the CIS Report only for the purpose it is
submitted.

Signatures of Faculty Guide

Academic Etiquette

Students are advised to take note of following guidelines and adhere to them strictly:

- Reach class-room on time. Late comers will not be allowed. Entering the classroom late or leaving the classroom prior to the end of class would be considered a disruption to the learning environment.
- Eatables (tea/coffee, cold drinks, snacks, etc.) are strictly prohibited inside the class-rooms.
- Mobile phones are strictly prohibited in the class rooms and examination hall.
- Tele-recording of any event in the class rooms without formal permission from the concerned faculty and putting the same in the public domain is strictly prohibited.
- Smoking is strictly prohibited in the IIM Jammu, AIIMS Jammu and IIT Jammu.
- Do not shout/speak loudly in the classroom area.
- Do not use the class-room computers and other electronic gadgets for non-academic purposes.
- Ensure to collect books/other things before leaving the class-rooms. Class rooms will not be opened after office hours.
- Students are required and expected to conduct themselves in a mature and considerate manner. Students should conduct and express themselves in a way that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class.
- Don't engage in behaviour that disrupts or interferes with the learning environment. Behaviour such as, but not limited to, talking in class while the faculty member or other students are speaking, using offensive language, creating distractions or disturbances, sleeping, reading unrelated materials, and moving about the classroom would be considered disruptive behaviour to the learning process.
- Posting on personal social media about the institute or any of the institute's activity or international communication is strictly prohibited. Strict disciplinary action may be taken including suspension and termination from the Program.

Important People and Numbers

IIM Jammu Administration

Name	Designation	Email
Prof. B.S. Sahay	Director	director@iimj.ac.in
Prof. Jabir Ali	Dean Academics	dean.academics@iimj.ac.in
Dr. Parvathy B	Chairperson (MBA)	chairpersonmba@iimj.ac.in
Dr. Harsha Jariwala	Chairperson (MBA- HA&HM)	chairpersonmba-hahm@iimj.ac.in
Prof. Jabir Ali	Chairperson (Placement)	chair.placecom@iimj.ac.in
Dr. Rashmi Ranjan Parida	Chairperson (Admissions)	chairpersonadmissions@iimj.ac.in
Dr. Ashish Kumar	Chairperson (Students' Affairs)	chair.studentaffairs@iimj.ac.in
Dr. Sarbjit Singh	Chairperson (International Relations)	chair.internationalrelations@iimj.c.in
Dr. Pradeep Kumar Tarei	Chairperson (Alumni Affairs)	chairpersonalumni@iimj.ac.in
Dr. Jai Kamal	Hostel Warden (Boys) – Jagti Campus	boyshw1jagti@iimj.ac.in
Dr. Yashoda Devi	Hostel Warden (Girls) – Jagti Campus	girlsshw1jagti@iimj.ac.in
Dr. Manu Bansal	Hostel Warden (Boys) – Canal Road Campus	boyshostelwarden_maincampus@iimj.ac.in
Dr. Gaana J	Hostel Warden (Girls) – Canal Road Campus	girlshostelwarden_maincampus@iimj.ac.in
Mr. Shailesh K. Lohiya	Librarian	librarian@iimj.ac.in
Cmdr Kesavan Baskaran (R)	Chief Administrative Officer	cao@iimj.ac.in
CA. Rajat Jain	FA & CAO (Finance & Accounts)	FA-CAO@iimj.ac.in
Mr. Arup Bhattacharya	Administrative Officer – Academics	ao.academics@iimj.ac.in

Program Office Staff

Name	Designation	Email	Phone
			0191-3510313
Ms. Manbir Kour	Office Assistant	oa.mba@iimj.ac.in	
Mr. Vinay	MTS	-	
Mr. Rahul	MTS	-	
Mr. Rakshit	MTS	-	

IIM Jammu- Anti Ragging Committee

Name	Mobile	Email address
Dr. Jai Kamal (Chairperson)	8527758960	jai@iimj.ac.in
Dr. Kapil Manohar Gumte	9167188025	kapil@iimj.ac.in
Dr. Sudip Das	7829915597	sudip@iimj.ac.in
Dr. P Praveen Vijaya Raj	8270524846	ppraveen@iimj.ac.in
Dr. Apurva	9560670053	apurva@iimj.ac.in
Cmd Kesavan Baskkaran	8588872081	cao@iimj.ac.in

Helpline Numbers

Police Station (Women Cell, Canal Road)	0191 250 1537
Police Station (Bakshi Nagar)	0191 258 0102
Fire Brigade (Gandhi Nagar)	0191 243 5283
Emergency Van	0191 2585837

AIIMS Jammu

AIIMS Jammu Administration

Name	Designation	Email
Dr. (Prof.) Shakti Gupta	Director	directoraiimsjammu@gmail.com
Lt. Gen. (Dr.) Sunil Kant	Committee Member (MBA-HA&HM)	ms@aiimsjammu.edu.in
Dr. Pranay Mahajan	Committee Member (MBA-HA&HM)	drpranaydohaaiimsjammu@gmail.com

IIT Jammu

IIT Jammu Administration

Name	Designation	Email
Dr. Manoj Singh Gaur	Director	director@iitjammu.ac.in
Dr. Abhay Sharma	Committee Member (MBA-HA&HM)	dean.contedu@iitjammu.ac.in
Dr. Lakhvinder Singh	Committee Member (MBA-HA&HM)	lakhvinder.singh@iitjammu.ac.in

**Indian Institute of Management Jammu
All India Institute of Medical Sciences Jammu
Indian Institute of Technology Jammu
Master of Business Administration
(Hospital Administration and Healthcare Management)
Application for the Event Participation Form**

Name: _____

Enrolment Number: _____

Name of Event: _____

Describe process of selection for the event (attach the invitation from the organizers).

Describe how you or/and IIMJ will be benefitted from your participation in the event?

Duration for which you will be missing class sessions if you are allowed to participate in the event (including the travel period)? From _____ to _____

Provide course-wise number of sessions which will be conducted in the above period Course Name	Current percentage of attendance in the course	Number of sessions which will be conducted in the above period	<i>For use of Program Office (please verify the information and provide your observations)</i>

Whether recommended by the Chairperson (Student Affairs) and Hostel Warden?

Particular	Whether recommended or not? (with signatures)
Hostel Warden	
Chairperson (Student Affairs')	

Whether recommended by Administrative Officer – Academics and approved or not by the Chairperson (MBA-HA&HM)?

Administrative Officer - Academics	
Chairperson (MBA – HA&HM)	

Student needs to submit the participation or any other certificate received from the organizers to avail maximum upto 10% of attendance in courses for which sessions would be conducted during the above period on his joining back after his/her participation in the event.



Indian Institute of Management Jammu
All India Institute of Medical Sciences Jammu
Indian Institute of Technology Jammu

Annexure- 63

Master of Business Administration (Hospital Administration and Healthcare Management)
Application for Medical Leave/family Emergency

Name: _____

Program: _____

Batch: _____

Roll Number: _____

Period of Leave: From _____ to _____

Describe the reason for leave (Attach documentary proof viz., medical certificate etc. along with email from parents)

Signature of the Student with Date

Particular	Signature and Date
Administrative Officer – Academics or Authorized Person in Program Office	
Chairperson (Student Affairs) or Authorized Person in Student Affairs Office	

Note:

For grounds other than sickness or family emergency, leave may not be granted for a period exceeding three teaching days and even can be denied. Before applying for leave to Student Affairs Office through Program Office should contact his/her course instructors to ensure that s/he is not missing any quizzes or examinations during the leave period. No attendance will be granted for such leaves. Students must refrain from approaching the visiting and full time faculty members for any exemptions in attendance on any grounds. The Program Office or the concerned faculty will not be responsible for the student losing any segment of evaluation on account of his/her leave or not meeting the minimum desired attendance of 80%. In general, for medical treatment in Jammu city or in any other city, student must be referred by the Institute's Doctor/ Visiting Doctor / Health Centre. Resident Doctor's/Visiting Doctor's reference may not be required only in case of emergency.

**Indian Institute of Management Jammu
International Relations Office
Student Exchange Request Form
MBA (HA&HM)**

Name of the Student:	
Roll Number:	
Email Id:	
Contact Number:	
Name of Student's Guardian:	
Guardian's Contact Number:	
Proposed Term for Exchange:	

DETAILS ON EXCHANGE

Name of Partner Institution:	
Probable Period of Exchange:	From _____ to _____
Contact Person in Partner Institution:	
Email id:	

COURSE DETAILS

Sr. No.	Course Code	Course Name*	Course description provided (Yes/No)	Teacher contact hours	Course Credits

*The student is supposed to provide the course description/detailed course outline along with the application.

The course credits available at the partnering institution are _____ credits, with _____ teacher guided hours. Based on this I am,

- a) Fulfilling the requisite credits as per the requirements of IIM Jammu (Term 4 – 150 hours and one CIS, Term 5 – 180 hours, Term 6 – 120 hours).
- b) Earning less credits than the requirements for MBA(HA&HM), and hence will take additional course(s) in succeeding term with a total credit of _____.
- c) Earning less credits than the requirements for MBA(HA&HM), and hence have taken additional course(s) in preceding term with a total credit of _____.

I hereby declare that, the information furnished is correct best to my knowledge. I am aware that, any discrepancy found in the application can lead to cancellation of my candidature for the exchange program.

Signature

Name: _____

Roll no.: _____

Date: _____

Indian Institute of Management Jammu
All India Institute of Medical Sciences Jammu
Indian Institute of Technology Jammu

Student Undertaking with respect to the MBA (HA & HM) Handbook

I, _____ have received & read the MBA (HA&HM) Handbook for Batch 3 (2024-26) jointly run by IIM Jammu, AIIMS Jammu and IIT Jammu carefully and have understood its contents and their ramifications. I will always uphold the values and honor of the said institutes. I promise to fulfill my responsibilities as a student and a human being and treat my colleagues, Staff and Faculty with dignity and respect. I hereby declare that I will abide by the rules, regulations and procedures laid out in the MBA (HA&HM) Handbook and in case of a violation, consent to action, in accordance with the Institution's decision. I agree that IIM Jammu and partner institutes have the right to make any changes as it may deem fit in terms of the MBA (HA&HM) Programme content, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. I also agree that in case of any dispute or differences about the MBA (HA&HM) program, the decision of the Director of IIM Jammu will be final and binding on all the participants.

I understand that if I adopt any unfair means in admission process and during program, then my admission will be cancelled, and all fees paid will be forfeited.

Signature: _____

Name: _____
(First Name) (Middle Name) (Last Name)

Date of Birth: (dd/mm/yy) _____

Program: MBA (HA&HM)

Roll Number: _____ Email ID: _____

Address for Correspondence: _____

Your Contact Details:
Mobile Number(s): _____

Contact Details of Your Parents/Guardians:
Mobile Number(s) of your Father, Mother & Guardian: _____
Email(s) of your Father, Mother & Guardian: _____

For Office Use:
Date of Receipt:

Signature of AO (Academics):

Payments and Fines

Sl. No.	Particular No.	Activity/ Events	Payments/ Fines / Charges (In Rs.)	Remarks
1	6.4	Late Registration (with prior permission of the Chairperson (MBA HA&HM)	2000	
2	6.4	Late Registration (without permission of Chairperson (MBA HA&HM)	10000	
3	6.4	Collecting the course material after the due date.	500	
4	6.5	Late payment of Registration Fee (Payment within one week after last date)	2000	
5	6.5	Payment during second week after last date: ₹ 200/- per day (inclusive of Saturday/Sunday/holiday) up to the date of actual payment of total fee.	200	
6	6.5	Issuance of duplicate fee receipt	100	
7	6.5	Fee for audit course (full credit course)	10000	
8	6.5	Fee for audit course (half credit course)	6000	
9	9.1	Supplementary Examination fee	8000	
10	10.1	Producing false medical certificate for attendance	10000	
11	12	Award of Degree in absentia in-absentia fee (excluding postal charges)	1000	
12	12.3	Issuance of duplicate Degree	5000	
13	12.4	Issuing Duplicate Transcripts (Grade Card/Certificate) (per set - 1st & 2nd year)	1000	
14	12.5	Issuance Duplicate Identity Card	500	
15	13.1	Issuance Duplicate Name plate	100	
16	13.2	Students caught using mobile phone in the classrooms	5000	
17	14	Caught violating code of conduct (under Public Acts of Intimacy)	1000	for 2nd instance
18	14	Caught violating code of conduct (under Public Acts of Intimacy)	5000	for 3rd instance
19	14	Caught violating code of conduct (under dress code)	1000	for 2nd instance
20	14	Caught violating code of conduct (under dress code)	5000	for 3rd instance
21	14	Overdue charges (under library book returning policy)	5	per book - per day
22	19.1	Usage of electric appliances (as per don'ts for hostel)	5000	
23	19.3	Prior Permission to use Air coolers in hostel rooms	1000	per month

24	21.10 (d)	Fines will be imposed on defaulters of substance abuse, consumption of alcohol, smoking or chewing of tobacco and its related products	25000	First Time Incident
			50000	Second Time Incident
			student will be terminated from the respective program	Third Time Incident
25	21.10 (j)	Caught violating Hostel rules (overnight stay)	25,000	First Time Incident
			50,000	Second Time Incident
			student will be terminated from the respective program	Third Time Incident



PROGRAMME OFFICE

Indian Institute of Management Jammu
Permanent Campus, NH-44, Jagti, Nagrota, Jammu
J&K, India; PIN-181221
Phone: +91-191-2585836

Email: mba.hahm@iimj.ac.in / oa.mba@iimj.ac.in Website: www.iimj.ac.in