






# Master of Business Management (Healthcare)

## Fifth Batch 2026-28

## MBA (Healthcare) Handbook

IIM JAMMU AIIMS JAMMU IIT JAMMU

**MBA (Healthcare) Students**
**Batch 2026-2028**

The MBA (Healthcare) Handbook is intended to be a resource for MBA (Healthcare) students and faculty. It puts forth the structure of the two-year full-time MBA (Healthcare) Program at IIM Jammu along with the rules, regulations, and procedures applicable to the MBA (Healthcare) batch of 2026-28. Academic Policies like attendance criteria, evaluation system, academic discipline, examination rules, requirements for the award of degree, general rules, placement procedures, library and hostel rules are explained in detail. Students are required to comply with these strictly. In case of any clarifications or discrepancies, kindly contact the Program Office. Please do spend some time and go through the information carefully to avail all the opportunities offered by IIM Jammu. The signature of the student is required on the last page titled “Student Undertaking”. The "Student Undertaking" is to be submitted to the Program Office.

**Chairperson MBA (Healthcare)**

# Indian Institute of Management Jammu

## Vision

To develop leaders and entrepreneurs who can perform globally to make a valuable difference to the Inclusive Society and the Corporate world.

## Mission

- To position IIM Jammu as one of the top business schools in India with global outlook imbedded with regional and national focus.
- To be known as a business school par excellence for outstanding value-based quality education, high quality research, executive education, consultancy and strong corporate as well as international linkages.
- A B-School, which will serve the humanity, the society, the state and the nation for economic growth and prosperity.

## Our Core Values

- Indian Ethos and Business Ethics
- Excellence
- Innovation & Entrepreneurship
- Integrity
- Diversity and Inclusion
- Collaboration and Sustainable

1. About IIM Jammu,AIIMS Jammu and IIT Jammu....2
2. Overview of MBA (Healthcare)....3
3. Introduction to Rules, Regulations and Procedures....3
4. Academic Calendar....4
5. Orientation & Preparatory Program....4
6. Registration....5
7. Curriculum....5
8. International Adjunct/ Visiting Faculty....10
9. Attendance....11
10. Evaluation System & Academic Performance....13
11. Academic Discipline & Integrity....16
12. Examination Rules....19
13. Award of Degree....21
14. General Rules....22
15. Code of Conduct....22
16. Financial Assistance....24
17. IIM Jammu Library....25
18. International Student Exchange Program (ISEP)....27
19. Final Placement Rules....28
20. Live Projects....29
21. Hostel Rules....29
22. Community Service....30
23. Fines Related to Student Affairs....30
24. Events/Festivals held on Campus....31
25. Hostel Rooms....31
26. Student Mess Service....38
27. Payment of Mess Bill and Hostel Fees....39
28. Role of Mess Committee....39
29. Journey Concessions....40
30. Co-Curricular Activities....40
31. Alumni....40
32. Annexure-I: Academic Calendars (2026-28) of 05th batch of MBA (Healthcare)....43
33. Annexure- II: Course Structure for MBA (Healthcare) Program....45
34. Annexure- III: Orientation Program....47
35. Annexure- IV: MBA (Healthcare) Fee Structure (2026-28)....52
36. Annexure- V: Certificate of Approval for CIS Report....53
37. Annexure- VI: Academic Etiquette....54
38. Annexure- VII: Important People and Numbers....55
39. Annexure- VIII: Application for the Event Participation Form....57
40. Annexure- IX: Application for the Medical Leave etc....58
41. Annexure- X: Student Exchange....61
42. Annexure- XI: Student Undertaking in compliance with the rules in the MBA (HC) Handbook…62
43. Annexure- XII: Payments and Fines....64

## 1. ABOUT 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.

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 in Healthcare (MBA-HC) with AIIMS Jammu and IIT Jammu
- Dual Degree Program: Master of Business Administration in AI & Business Analytics with AIT Thailand (MBA -AI&BA)
- Executive Master of Business Administration (EMBA)
- Integrated Program in Management (IPM)
- eBBA
- BBA (Hons.)
- Dual Degree Program: B.Tech. and MBA with IIT Jammu

**(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 operates from its 200 acres state-of-the-art campus located at Jagati, 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.

IM Jammu has also established a transit Satellite campus at Srinagar. The campus is located in the heart of 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 heaven.

### 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 (Healthcare)

Program Learning Goals (PLGs) (Competencies)

| **PLGs** | **Learners of IIM Jammu need to possess the following competencies** |
|---|---|
| PLG 1 | Global Business Acumen |
| PLG 2 | Problem solving and decision making |
| PLG 3 | Communication Skills |
| PLG 4 | Entrepreneurial Orientation |
| PLG 5 | Socially and ethically responsible |
| PLG 6 | Technical and Professional Knowledge in Healthcare |

Program Learning Objectives (PLOs)

| **PLGs** | **PLOs** | **After completing this program, learners will…** |
|---|---|---|
| PLG 1 | PLO 1 | Appraise internal and external business environment. |
| | PLO 2 | Develop business strategies in Indian and the global context. |
| PLG 2 | PLO 3 | Appraise business problems |
| | PLO 4 | Formulate effective solutions by systemic plan of action. |
| PLG 3 | PLO 5 | Demonstrate effective oral communication skills. |
| | PLO 6 | Demonstrate effective written communication skills. |
| PLG 4 | PLO 7 | Formulate the new business ventures and products opportunity |
| PLG 5 | PLO 8 | Appraise diversity and inclusivity in decision process. |
| | PLO9 | Demonstrate ability to make socially and ethically responsible decisions |
| PLG 6 | PLO 10 | Acquire an understanding of management functions and administration of the healthcare business. |
| | PLO 11 | Develop business strategies in the Indian and global healthcare context. |

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

**PO1:** Have good understanding of socio-economic, technological, ecological, and political environment of India and the globe
**PO2:** Have strong interpersonal skills and domain knowledge
**PO3:** Be capable of decision-making and problem solving in structured and unstructured environment
**PO4:** Demonstrate leadership & team building in a cross-cultural environment
**PO5:** Be socially and ethically responsible managers
**PO6:** Have ability to take risks and be entrepreneurial

## 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 the Institute. 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 IIM Jammu at any time and whenever it is deemed necessary to do so, without prior notice.*

## 4. ACADEMIC CALENDAR

The Academic Calendar (2026-28) for 1st year of the 11th batch of MBA (Healthcare) are 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 Program ends with the award of MBA (Healthcare) degree during the Annual Convocation to all those who successfully complete all requirements for the award of the degree. MBA (Healthcare) 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 (Healthcare) 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 (Healthcare) Program of IIM Jammu

A five days Orientation Program is planned this year from July 13th 2026 to July 17th, 2026 (**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 Program which has four academic foundational modules on Business Communication, Financial Accounting, Quantitative Techniques and IT and Analytics. These modules provide a common grounding for the Program 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 Program or debarred from the Program on disciplinary grounds, after registering for the term. The guidelines for registration are as follows:

### 6.1 MBA (Healthcare)-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, 2026, failing which registration in the Program will be automatically cancelled.*

### 6.2 MBA (Healthcare)-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 Program Office and Library.
- Return of any other Institute's belongings borrowed by the students.
- Submission of duly filled in Registration Form.

### 6.3 MBA (Healthcare) (Term II, III, V, VI)

The registration in Term II III, V and VI 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 Post Graduate Program of 2026-28 batch is as follows:

| Term | Fees (₹) | **Due Date (Tentative) | Term | Fees (₹) | **Due Date (Tentative) |
|---|---|---|---|---|---|
| I | 3,79,126 | July 13, 2026 | IV | 3,85,126 | June 13, 2027 |
| II | 3,79,126 | Oct 18, 2026 | V | 3,79,126 | Sept 19, 2027 |
| III | 3,79,126 | Jan 10, 2027 | VI | 3,79,126 | Dec 12, 2027 |

**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 (Healthcare) 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 (Healthcare).
- For late registrations, within one week after the last date, with prior permission of the Chairperson MBA (Healthcare), a late fee of Rs. 2,000/- will be levied and for late registration without permission of the Chairperson MBA (Healthcare) an additional fine of Rs. 10,000/- will be imposed.
- For all late registrations during second week, after last date, an amount of ₹ 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 (Healthcare).
- 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 Program 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 (Healthcare) is provisional and will be confirmed on meeting the academic performance criteria of the first year. The Fee structure for 2026-28 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 (Healthcare) Program 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 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 Program (SIP)

Every MBA (Healthcare) student will be required to work on an assignment/project with a company or an organization 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 (Healthcare) Program and carries three credits.

The Placement Office 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 (Healthcare) 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 same to the Program Office. A salient part of 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 (Healthcare) 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 (Healthcare) by the first week of February 2027, based on the elective pool offered by various functional areas.

MBA (Healthcare) 2nd year Courses: A student must take at least 48 credit units from courses offered over the three terms such that student does not take:

- Less than 18 credit units in Term IV;
- Less than 15 credit units in Term V; and
- Less than 15 credit units in Term VI.

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 (Healthcare) (Batch 2026-28), students need to submit their choice of electives for Term IV, V & VI to the Program office latest by March 13, 2027. 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 10% of the total batch across all the functional areas. Electives will not be offered if the requisite numbers of credit 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:

- A minimum of B+ in both Financial Accounting (Term 1) and Corporate Finance (Term 2)
- Subject to fulfillment of above requirement, an upper cap of 70 students in each of the finance elective
- 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 (Healthcare) 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 (Healthcare) 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 (Healthcare) 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 (Healthcare) 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. 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

CIS can be taken only in Term V and/or Term VI for any student. A student interested in CIS needs to work under faculty Supervisor(s). The consent of the Supervisor(s) must be submitted to the Program Office along with the elective choices. The CIS proposal for Term V and Term VI, duly signed by the faculty supervisor must be submitted to the Program office on the day of the Term V/ Term VI registration, as applicable. In case the duly signed proposal is not submitted, the student would be asked to drop the CIS and register for elective course(s).

#### 7.7.2 Eligibility Criteria

The eligibility criteria for CIS is:

- Minimum CGPA of 7.00 in MBA (Healthcare)-I (First year).
- Minimum B+ grades in all relevant courses to the area of the CIS. The courses relevant to the area of a particular proposed CIS would be determined by the proposed faculty guide and approved by the MBA (Healthcare) Committee.

- Student opting for CIS should not have any F or D grades in any course. This would be subject to review on a case-to-case basis by the MBA (Healthcare) Committee.

### 7.7.3 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 (Healthcare). The final enrollment for CIS will be done along with the confirmed choices of electives opted for Terms V/VI. 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 (Healthcare) Committee will constitute a three-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.

### 7.7.4 Proposal Evaluation

A student, who had opted for CIS, 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.

### 7.7.5 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 management situations. It may be a case 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 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 seminar open to all faculty and students of the IIMJ community.

### 7.7.6 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 (HEALTHCARE) Program 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 Program 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

The Institute insists on regular and prompt attendance in classes. 100% attendance is mandatory in all courses. A maximum of 10% leeway in attendance is provided to allow for any unanticipated medical reasons/ personal reasons/ contest/ placement/ institutional work/ any other activities. However, in the absence of valid supporting documents or evidence for such exigencies, students with attendance between 90% and 100% for all courses will incur a one-grade drop. Thus, even with exigencies, a student is expected to attend a minimum of 90% of classes in each course. If a student fails to meet the minimum specified 90% 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 80% but less than 90% | 1 Grade drop (e.g. from A+ to A, B- to C, C to D, etc.) |
| More than or equal to 70% but less than 80% | 2 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% | 1 Letter Grade drop (e.g. from A+ to B+, B+ to C, C to D, etc.) |
| More than or equal to 50% but less than 60% | 1 Letter Grade drop + 1 Grade drop after the letter grade drop (e.g. from A+ to B, B+ 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/ through biometric and the students should be attentive at the time of attendance/ marking their attendance through biometric to get their presence recorded. 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.

**ONLY** 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 the Chief Program 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 Program unless

he/she presents a medical fitness certificate duly endorsed by the institute's 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 of the Institute. 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 (Healthcare). 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, IITs and institutions of similar standing) of any stream; or
   b) Student is representing the state or country.

ii. Permission has to be processed at least three days before the date on which student will be missing his/her course session(s), by submitting an application along with the documentary proof to the Program 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 Program 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 (Healthcare)) 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/END Term 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 |

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.

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

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 (Healthcare) 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 (Healthcare) Committee approves the results.

In exceptional circumstances, MBA (Healthcare) 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 (Healthcare) 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 IIM Jammu MBA (Healthcare) degree at the end of the Program, and (c) to continue in the Program.

**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 Program 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 Program 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 (Healthcare) Program 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 Program in the first year, he/she may file an appeal to the Director (Chairperson, Academic Council), who in consultation with the Academic 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 Program in the second year, he/she may file an appeal to the Director (Chairperson, Academic Council), who in consultation with the Academic 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 Program 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.

(f) Students who are awarded "F" Grade on disciplinary grounds may not be allowed to take any supplementary examination for grade improvement.

(g) 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 Academic Council of IIM Jammu may expel a student from the Program at any time if his/her conduct is detrimental to the educational process of the institute.

A student who is expelled from or is required to leave the institute on any ground may file an appeal to the Director, who in consultation with the Program Committee/ Academic Council may like to reconsider his/her case and take a decision accordingly. The decision of the Director 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 (Healthcare)/ Chief Program Officer (Academics) in consultation with MBA (Healthcare) 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, and creating indiscipline in

class.

On receiving a complaint from an instructor against a student or acting suo-moto, Chairperson MBA (Healthcare) or Chief Program Officer - Academics, shall initiate disciplinary action against any student for any alleged misconduct. The Chairperson MBA (Healthcare)/ Chief Program Officer (Academics) and/or the MBA (Healthcare) Committee may conduct an enquiry if needed, Chairperson (MBA (Healthcare))/ Chief Program Officer (Academics)/ MBA (Healthcare) 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 in mid-term and 'F' grade in the end-term of 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 shall be subject to 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 (Healthcare) 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 (Healthcare) 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 ~~the~~ discipline in the class rooms and Examination Hall.

### 11.12 Role of Academic Committee:

*Introduction*

Academic Committee will provide support to relevant matters of MBA (Healthcare) Program as per the instructions of Chief Program Officer - Academics. Academic Committee will work under the guidance of Chief Program 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 Institute. 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 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 Program Office 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 Chief Program Officer – Academics in monitoring the compliance and implementation of the rules mentioned in the MBA (Healthcare) 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 Program Office 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 Program Office 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.

(l) No student shall be permitted temporary absence from the examination hall during the first 45 minutes of an examination.

(m) No student shall be permitted temporary absence from the examination hall during the last 30 minutes of an examination.

(n) Not more than one student shall be permitted temporary absence from the examination hall at any given time.

(o) 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.

(p) 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.

(q) 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.

(r) Exchange of calculators, mathematical and other tables, charts, books/ notes/ cases etc., is not permitted during examinations.

(s) 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.

(t) 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 Program may be terminated and the student may be expelled from the program.

(u) 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.

(v) 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 (Healthcare)).

(w) 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**.

(x) The concerned faculty members will show evaluated Mid-Term examination answer books/ Assignments/ Project Reports/Quizzes to the students directly. 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.

(y) 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 (Healthcare)/Chief Program Officer – Academics/ Controller of Examination 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 will be awarded 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 Institute'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. 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

- Chairperson's Gold Medal is awarded to the graduating student who ranks first in academic performance in the Post-graduate Program.
- Director's Medal is awarded to the graduating student who ranks second in academic performance in the Post-graduate Program.
- Chairperson MBA (Healthcare)'s Medal is awarded to the graduating student who ranks third in academic performance in the Post-graduate Program.

These medals are awarded to the students, subject to their attaining minimum standards of scholastic excellence specified from time to time.

### 13.2 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 (Healthcare) from IIM JAMMU and
- Copy of birth certificate of self

The present Chairperson (BOG), the Director and the Chairperson MBA (Healthcare), will sign the duplicate Degree. An amount of Rs. 5000/- (INR Five Thousand only) will be charged for the issue of duplicate Degree

### 13.4 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 (1$^{st}$ year and 2$^{nd}$ year) will be charged for issue of Duplicate Transcripts.

### 13.5 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.

## 14. 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 Program or even afterwards).

(j) Students are advised to maintain proper decorum while they are interacting with any official of the Institute.

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

## 15. 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 acknowledgement; 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 expects 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 accidently also the mobile phone rings during the event, it would be considered as violation of the norm.

(i) Posting on personal social media about the institute or any of the institute's activity or internal communication is strictly prohibited. Strict disciplinary action may be taken including suspension and termination from the Program.

(j) **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.

(k) Fine will be imposed on each and every violation committed, separately, during the event.

(l) 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.*

(m) Public Acts of Intimacy: obscene display of personal affection inside the IIM campus 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:

| | |
|---|---|
| 1st Instance | Written warning. Students may be asked by the Faculty members to leave the class and come appropriately dressed. |
| 2nd Instance | Fine of Rs 1000 |
| 3rd Instance | Fine of Rs 5000+ informing the parents |
| 4th 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 Program 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. 5,00,00/- 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.

(c) The Upper limit of the number of recipients of the assistance in any year will not exceed 10% of the Batch Strength.

(d) There should not be any case of indiscipline against the student during his/her study period at IIM Jammu.

(e) The student must not be availing any scholarship/financial assistance/ support from any other sources.

(f) 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 at IIM Jammu. 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. IIM JAMMU LIBRARY

IIM Jammu Library acts as a learning resource centre for the IIM Jammu academic fraternity. The objective of the Library is to facilitate appropriate and user-friendly access to current and relevant information for its patrons. The Library holds a rich collection of printed and electronic resources, including books, journals, E-Databases, E-journals, reports, case studies, etc. The Library subscribes to more than 25+ electronic resources in various categories, including Academic & Research Literature, Company & Financial Data, eBooks, Industry Data, Market Research Reports, News Papers & Magazines and Socio-Economic Indicators. The major databases include Bloomberg Terminal, CMIE-ProwessIQ, CRISIL Research, Ebook Central - ProQuest, EMIS: Emerging markets research, data and news, FT.com, INFORMS PubSuite, ProQuest ABI/INFORM Collection, Science Direct eJournals, Statista, Taylor & Francis eJournals and Wall Street Journal (WSJ).

IIM Jammu Library is a fully computerized library using 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 facilitates to get real-time availability of library materials from their computer terminals.

### 17.1 Collection

*Books*

The Library has a highly selective collection in Business & Management in 8000 print books and over 1.8 lakh e-books in the area of management and related subjects.

*Journals*

The Library subscribes to around 10 print periodicals and 10,000+ e-journals available in full text through the online databases subscribed by the Library.

OPENING HOURS

Monday – Friday

| | | |
|---|---|---|
| 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 |

### 17.2 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 (Healthcare) | 4 | 15 Days |

### 17.3 Overdue charges

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

### 17.4 General Rules of IIM Jammu Library

(a) Use of mobile phones inside the library is strictly prohibited.

(b) No refreshments or foodstuff of any kind shall be consumed anywhere inside the library.

(c) 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.

(d) Suggestions for purchasing books and other materials and improving the library services are welcome.

(e) 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.

(f) 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.

(g) 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.

(h) 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. In case 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.

### 17.5 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.

### 17.6 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/

### 17.7 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 IIM Jammu. Major E-Resources are included on the portal:

- ACE Knowledge Portal
- Bloomberg Market Concepts (BMC) Certification
- Bloomberg Terminal (Accessible on a designated machine in the Library)
- 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 Times/FT.com
- Finshots
- INFORMS PubSuite
- JSTOR Digital Archives
- PressReader (Newspaper Direct)
- ProQuest ABI/INFORM Collection
- SAGE Journals (HSS) Package
- Science Direct eJournals
- Scopus
- Springer eJournals Package
- Statista
- Taylor & Francis eJournals Package
- Wall Street Journal (WSJ)

Research Tools:

- Grammarly
- Turnitin

### 17.8 Remote Access

IIM Jammu Library has been subscribing all the eResources on campus-wide network and can be accessed from anywhere in the campus. It is also providing access to the subscribed eResources through its remote access portal https://iimjlibrary.remotexs.in/ anytime anywhere/ 24x7.

### 17.9 Collaboration

IIM Jammu Library has co-operative arrangement with other IIMs & other top B-Schools Libraries of the country. This Library is a member of the Developing Library Network (DELNET) through which documents not held in the library are located and borrowed from other libraries to serve the information requirement of the users.

To know more about the library collection, services, rules, regulations, etc. please visit the "IIMJ eLibrary" site at **http://library.iimj.ac.in/**

## 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: 180 hours (18 credits)
    b. Term V: 150 hours (15 credits)

c. Term VI: 150 hours (15 credits)

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 (Healthcare) Committee for recommendation. The decision of the MBA (Healthcare) 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.
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 IIM 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 IIM 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. FINAL PLACEMENT RULES

The Placement Office will facilitate, guide and counsel the second-year students in securing suitable final placement at the end of the Program 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 Program is conducted according to the rules framed each year by the

Placement Office 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. These projects can be very important and you'll 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

All regular full-time programs at IIM Jammu are fully residential, and all the students are required to stay in the hostel. The professional and empathetic conduct by each and every student in the hostel area becomes Sine quo non for overall wellbeing and learning environment. Accordingly, 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. Some of the Dos and Don'ts are illustrated below.

### 21.1 Dos & Don'ts for Hostel

#### 21.1.1 Do's

a. All students are themselves responsible for their belongings and are expected to lock their rooms even when going out for short durations.

b. All students are required to maintain decorum and silence in the hostels at all times.

c. All students are expected to read the notice boards from time to time for any updates/ information. Enter your complete details in the register at security desk while leaving the campus for more than a day involving night absence.

d. In case suffering from communicable diseases the same needs to be mandatorily and promptly reported to the Hostel authorities for necessary arrangements.

e. Students are required to maintain general ethical standards like personal hygiene, room cleanliness, hostel upkeep, and washrooms hygiene at all times.

f. Respect cultural, social values, local sensitivities and the law of land at all times.

g. Strict compliance to the room allotment done by the Hostel Management.

h. Contact your Hostel Supervisor (HS) or Warden or Security Guard deployed at the respective hostel gates in case of any problem

#### 21.1.2 Don'ts (strictly prohibited)

a. Cooking in rooms.

b. Keeping pets in rooms.

c. Feeding stray dogs/ cats/ monkeys, etc.

d. Playing loud music (in rooms or on campus).

e. Playing or creating a disturbance in the corridors.

f. Conducting or attending parties (in rooms or anywhere on the campus).

g. Smoking, consuming alcohol or indulging in substance abuse.

h. Indulging in ragging.

i. Damaging institute's property or assets. If found guilty, students will be liable to pay fine equivalent to the prevailing market price of the damaged property/asset along with the disciplinary action.

j. Littering anywhere inside or outside the hostel campus.

k. Partying in the rooms, in the corridors or anywhere in the hostel or campus.

l. Swapping of rooms.

m. Stay of unauthorized visitors in rooms. The unauthorized visitor includes anyone other than the allottee of the room.

n. Lighting lamps /candles indoors.

o. Possessing crackers or any other inflammable materials inside the rooms.

p. Burning/ Bursting of crackers in and around the campus without permission.

q. Possession of television, electric kettle, electric blanket and other electric appliances will attract a penalty of Rs. 5000/-.

r. Wasting water or electricity.

s. Violating hostel rules.

Violation of the above Don't (l to s) will attract a penalty of Rs 5000/-

t. Possession of firearms/ sharp or pointed weapons/ poisonous substances of any kind in the hostel. Violation shall lead to disciplinary action including termination from the program.

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

a. 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).

b. Second Time Incident: Rs. 50,000/- fine and cost of repair in case of damages (if any) will be imposed with a warning letter issued by the Chairperson (Student Affairs).

c. Third Time Incident: the student will be terminated from the respective program.

d. Depending on the severity of the action, higher fines may also be imposed.

## 22. COMMUNITY SERVICE

In order to have a holistic reformatory and self-improvement process, the students who have been imposed fines will also be called upon to contribute to the community by rendering maintenance services in the following areas:

- Preservation of horticulture
- Infrastructure upkeep
- Housekeeping services
- Supervision of Students Mess
- Classroom arrangements
- Solid Waste Management
- Hostel upkeep
- Sports infrastructure

The instructions for exact community services will be given by the Student Affairs Office and will be applicable for the stipulated duration not exceeding more than 7 days per violation.

## 23. FINES RELATED TO STUDENT AFFAIRS

ATTENDANCE FOR EVENTS ORGANISED BY OFFICE OF STUDENT AFFAIRS: It is mandatory for all the students to be present for all the institutional activities including all events, guest lectures, and compulsory batch meets. An intimation of all absentees including authorized excused absence will be communicated to the Chairperson, Student Affairs by the Students Council before the start of the event. A fine of Rs. 2000/- will be imposed on unauthorized absentees by the

Students Council post approval of the Chairperson, Student Affairs. The fine will have to be paid online within 7 days to avoid any further penalty.

Excused Absence: Any exemption for institutional work should be with the prior approval of the Chairperson, Student Affairs. Exemption will also be given on strict medical grounds, and a medical certificate would be required for the same from Sanjeevni / a recognized government hospital. If the certificate is obtained from recognized govt. hospital, the same needs to be attested by the Medical Officer of IIM Jammu.

## 24. 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. All non-IIM Jammu students residing in IIM Jammu campus for all such events/ festivals will be governed by the provisions of this manual.

## 25. HOSTEL ROOMS

### 25.1.1 Allotment/ Vacation/ Shifting

i. Hostel allocation is done to promote interaction amongst students of diverse backgrounds (region, qualification, work experience, religion, language, culture, etc.). The rooms allotted to the students at the time of admission are for a period of up to one year on the recommendations of the Hostel Management and approval of Chairperson Student Affairs. All students have to comply to the rules and regulations of the room allocation and hostel allotment. The Chairperson, Student Affairs may temporarily/ permanently withdraw hostel facilities of students without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds post the recommendations of the disciplinary committee. 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. In case of the non-compliance to the above, the Hostel Management reserves the right to break open rooms in case of any violation of Hostel rules, suspected unlawful activities and security risk cases or where the student is absent from the 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 as nominated by the Chairperson, Student Affairs. On such occasions, the items in the room will be listed by these officials and kept in the storeroom.

Additional Important rules regarding the Hostel Rooms are as under:

ii. The hostel facilities fee/deposit may be paid at the time of counselling or registration/admission.

iii. It is mandatory for all students to reside in the hostels and dine in the students' mess.

iv. Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the Chairperson, Student Affairs on the recommendations of the Hostel Supervisor.

v. Allotment made to a student is subject to cancellation if he/she fails to occupy the room in the prescribed time.

vi. Students who wish to discontinue the program or have been terminated will be required to vacate the hostel rooms. They must meet the Hostel Supervisor for necessary formalities/advice and required documentations for clearance purposes.

vii. All visitors including parents/guardians must be entertained during visiting hours only.

viii. 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.

ix. All instructions/notices displayed on noticeboards 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 noticeboard every day to acquaint themselves with latest information/orders.

x. 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.

xi. In case of Fire: Residents must call/alert the Hostel Supervisor(s)/ Warden(s)/ Security Staff(s).

xii. The Hostel Management / Hostel Inspection Committee may enter any room for verification at any time of the day or night.

xiii. All hostel inmates must report any disciplinary matter or problems concerning them or their roommate/neighbor(s) coming to their notice to the Hostel Supervisor. In case their roommate 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.

xiv. Giving the room keys to any person (except the Hostel Supervisor) in good faith is at the own risk of the resident. The management will not take any responsibility for any loss of costly articles/money.

xv. The residents shall not move any furniture from its proper allotted place and not damage them in any way. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Hostel supervisor, failing which he/she will be charged a penal rent as per the approved policy.

xvi. The residents shall not remove any fittings/ fixtures from any other room and get them fitted in his/her room.

### 25.1.2 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 (stickers, poster etc.) in there room. Noncompliance of same will result in fine as per Estate Office

ii. Residents must bring to the notice of the Hostel Supervisor any failures/breakdown in the electric supply. They will 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 to attend 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.

iii. 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. Residents are responsible for the cleanliness and upkeep of their rooms. All wastepaper and refuse must be placed in receptacles provided for the purpose. Solid waste management is very important part of responsible behavior. All residents are expected and encouraged to dispose of the waste generated in a sustainable and recyclable manner.

iv. 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 to Hostel Supervisor and endorsed in the complaint registers.

## 25.2 Timings – Campus Entry/ Exit

As a convention, 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 to leave at least one day in advance from the Chairperson (Student Affairs) or the concerned activity head.

Students are permitted to go out of campus for daily essentials; however, they would need to return to campus not later than 10:00 PM. In case of delay in return post 10:00 PM suitable disciplinary action/ fine will be initiated against the defaulters which will be decided on the merit of the cases. Students with multiple and repeated cases of late returns may also be terminated.

### 25.3 Overnight Stay

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 i.e first getting his application recommended from Chairperson (Student Affairs) and Chief Program Officer - Academics. If a student is noticed to be out of station 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. Delayed reporting beyond authorized period of leave as per approved leave form, will be considered as unauthorized overnight stay. Depending on the total duration of delay beyond the authorized leave period and the merit of the case, the intensity of the disciplinary action will be decided.

### 25.4 Visitors

**25.4.1** The visiting hours inside the campus are from 10:00AM to 09:00 PM. However, in case of the absence from the classes due to meeting with the visitors, no leeway in attendance will be provided.

**25.4.2** The visitors must obtain the visitor passes from the Security office at the main gate to enter the campus.

**25.4.3** The students should seek permission at least 24 hours prior to the visit of their guardians/ parents/ relatives from Hostel Supervisor or any other authorized official.

**25.4.4** The students must send the Aadhar card of the visitor along with the vehicle details while seeking permission from Hostel Supervisor or any other authorized official. The copy of the mail should be endorsed to the Security Section.

**25.4.5** To ensure smooth entry of the visitors, actions enumerated above need to be taken well in time.

### 25.5 Complaints and Suggestions

**25.5.1** Each Hostel will maintain a hostel complaint register under the supervision of the Hostel Supervisor. The details of complaints raised by the students will be attended to expeditiously and monitored by the Hostel Supervisor and further will be forwarded to the concerned department for further rectification/ repair/replacement/ maintenance. If required, the students may have to handover the keys to the Hostel Supervisor for maintenance of the rooms. The maintenance and repair teams, including labor will work under the direct supervision of the security staff deployed at the respective hostels.

**25.5.2** All complaints regarding repairs/maintenance in the Hostels must be entered personally by the students in “Complaint Registers” maintained in all the Hostels.

**25.5.3** Residents of the hostels are permitted to convene meetings in the Hostel premises with the prior permission of the Hostel management in the common room only. Disobedience of this rule will be dealt with severely.

**25.5.4** There are “Suggestion Boxes” duly locked 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 feedback given to the student(s).

**25.5.5** The Hostel Supervisors/Wardens/Medical Staff 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 notice boards in all the Hostels.

### 25.6 Medical Facilities

The Sanjeevani Medical Centre shall function as the primary Healthcare support unit of the Institute and shall operate under the administrative control of the Student Affairs Office. The Centre shall be responsible for providing timely medical assistance and ensuring the overall health and emergency support framework for students, staff, faculty, and the campus residents including Guests. Sanjeevni, as the name indicates, is envisioned to provide pro-active and preventive Healthcare services.

The main responsibilities, not limited to, are as under:

#### 25.6.1 Medical Assistance and Healthcare Services:

- To provide first aid and primary medical care including Healthcare facilities.
- To attend on-campus medical emergencies and facilitate referral / transportation to Empaneled or nearby hospitals whenever required.
- To ensure availability of medical assistance during Institute events, academic activities, student programs, and hostel-related emergencies.

#### 25.6.2 Administrative Control and Reporting Mechanism:

- The Sanjeevani Medical Centre shall function under the Student Affairs Office. The Medical officer shall be the over all in-charge of Sanjeevni.
- The Medical Officer, Nursing Assistants, and Pharmacist shall report to the Chairperson, Student Affairs regarding operational, administrative, and disciplinary matters.
- The duty rosters of all medical staff shall be prepared in advance and submitted periodically to the Student Affairs Office for record and monitoring purposes.

#### 25.6.3 Medicine Procurement and Inventory Management:

- The Medical Centre shall maintain proper records pertaining to procurement, distribution, consumption, and balance stock of medicines and medical consumables as per institute accounting norms. The records shall be ready for inspection and audit purposes at all times.
- The Sanjeevni staff shall ensure maintenance of stock registers and submit periodic inventory status reports to the Student Affairs Office.
- All purchases of medicines and medical items shall be processed through Student Affairs Office.
- Adequate stock of essential medicines and emergency medical supplies shall be maintained at all times including oxygen cylinders.
- Budget register will be maintained to ensure appropriate utilization of the allotted budget.

#### 25.6.4 First Aid and Emergency Preparedness:

Properly equipped first aid kits shall be maintained and kept readily available at the following locations:

- Ambulance(s)
- All Student Hostels
- Academic Buildings
- At both the receptions of Academic building
- At Main Gate

Periodic inspection of First Aid kits shall be carried out to ensure availability and

replacement of expired or utilized items.

**25.6.5 Hostel Coordination and Student Support:**

- Since students reside within hostels, the Hostel Supervisor shall act as the primary coordinating interface between the Sanjeevani Medical Centre and the Student Affairs Office.
- Hostel Supervisor shall immediately communicate medical emergencies, student health concerns, and ambulance requirements to the Medical Centre and Student Affairs Office.
- Necessary coordination shall be maintained to ensure timely medical attention to hostel residents.

**25.6.6 Health Awareness and Preventive Measures:**

- The Medical Centre may organize health awareness programmes, wellness initiatives, medical camps, vaccination drives, and preventive Healthcare activities for the campus community.
- The Centre shall promote awareness regarding hygiene, sanitation, mental well-being, and healthy lifestyle practices among students and staff.

**25.6.7 Maintenance of Medical Records and Confidentiality:**

- Proper records of patient visits, treatment provided, emergency cases, medicine issue, and referrals shall be maintained systematically. Confidentiality of medical records and patient information shall be ensured in accordance with applicable professional and ethical standards.
- Ambulance Services: The ambulance attached to the Medical Centre shall remain operational and adequately equipped for emergency transportation.
- Essential medicines, emergency equipment, and first aid supplies shall be maintained in the ambulance at all times to ensure immediate response during emergencies.

**25.6.8 Students Mess:**

- Periodic inspection of the Students Mess premises will be carried out to check the hygiene and cleanliness. A record of same will be maintained and reported to Student Affairs Office.

**25.6.9 Authorizing Medical Leave and Medical Certificates:**

- Medical officer is the sole authority to authorize medical Leaves and issue medical certificates.

## 25.7 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:

**25.7.1** The student will submit to the Hostel Supervisor a signed application on the laid down format duly countersigned by Chairperson, Student Affairs and Chief Program Officer. The application forms can be obtained from either their hostel Supervisor/ or Institute Website

**25.7.2** Once permission is accorded, the students will also ensure the following mandatory action is done before leaving the hostel.

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.

- Disciplinary action/penal fines will be levied on defaulters.

## 25.8 Noise Levels in the Hostel

**25.8.1** 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.

a) 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.

### 25.9 Substance abuse on Campus

a) Substance abuse, consumption of alcohol or being under their influence, and smoking or chewing of tobacco and its related products are strictly banned on campus. Defaulters will be penalized as per the following:

i) **First Time Incident:** Rs. 25,000/- fine with a warning letter issued by the Chairperson (Student Affairs); and

ii) **Second Time Incident:** Rs. 50,000/- fine with a warning letter issued by the Chairperson (Student Affairs).

iii) **Third Time Incident:** the student will be terminated from the respective program.

iv) In addition, any loss/ damage to the institute's property will be recovered as per the prevailing market price including the service charges, etc.

#### 25.9.1 Ragging on Campus

a) INTER -HOSTEL VISITING HOURS BY STUDENTS

The entry of all boys is strictly forbidden inside the girls' hostel. However, girls are allowed to visit the boys' hostel from 7.30 A.M till 10 PM except IPM students. Additional permission for girls to stay beyond 10 PM in boy's hostel will not be entertained under any circumstances. In case of a violation of Inter-hostel visiting hours the stated rule, defaulters will be penalized as per the following:

i. **First Time Incident:** Rs. 25,000/- fine and with a warning letter issued by Chairperson (Student Affairs);

ii. **Second Time Incident**: Rs. 50,000/- fine and one-month suspension from all academic activities; and

iii. **Third Time Incident**: the student will be terminated from the respective program.

### 25.10 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.

### 25.11 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. 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.

c) 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.

d) All residents should return to the campus by 10.00 p.m. after which the gates will be closed.

### 25.12 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 and enumerated in particular instances in the above text. 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.

### 25.13 Policy on Sexual harassment at workplace (Prevention, Prohibition & Redressal)

Students must keep themselves aware of the government 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 Hostel

IIM Jammu is Sexual Harassment free campus, for any such cases or events students are advised to seek support from Chairperson (Internal Complaints Committee) or any female member (Faculty & Staff) of the institution.

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 **iccchairperson@iimj.ac.in.**

### 25.14 Policy on Anti-ragging at the Institute

Ragging of any form is strictly prohibited inside and outside the IIM Jammu campus. 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.

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:

a) 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.

b) 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.

c) 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 harassment to adversely affect the physique or psyche of such to freshers or any other students.

d) Any act by a senior student that prevents disrupts or disturbs the regular academic activity of any other student or a fresher.

e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

g) Any act of physical abuse, including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm, or any other danger to health or person.

h) Any act or abuse by spoken words, emails, 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.

i) 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.

## 26. STUDENT MESS SERVICE

**26.1** The Institute provides infrastructure for the mess facilities to the students. The management of the mess facilities is undertaken by the elected member(s) of the students' community called "Mess Committee".

**26.2** Students are expected to take their meals in the Students' Mess only.

**26.3** 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 Students are advised not to take any utensils, furniture or any other items from the Student Mess.

**26.4** Students are advised not to take any utensils, furniture or any other items outside the Students Mess.

**26.5** The Mess will be open for service during the following hours (timing may change with prior notice)

| | **On weekdays** | **Sundays & Other Inst. Holidays** |
|---|---|---|
| **Breakfast** | 07.30 - 09:30 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. |

**26.6** All students should comply with the above timings strictly. The students mess will be out of bounds for students in the time slots other than above. The same is required for maintenance, cleanliness and preparation of food by the vendor.

**26.7** For students guests: - food will be provided on additional charges with advance notice of 24 hours. Non-compliance to the above will result in a fine of Rs.100/- in addition to the cost of the item/meal.

**26.8 Sick Diet**

The sick diet will be provided to the students as per the prescriptions issued by the medical officer of IIM Jammu. The coordination of sick diet will be undertaken by the Mess Committee under the strict supervision of Student Affairs office. Information towards preparation of sick diet to be communicated well in advance by Mess Committee to the Mess

Vendor and Mess Incharge.

## 27. PAYMENT OF MESS BILL AND HOSTEL FEES

**27.1** The students must pay their mess bills and other charges in advance as per the promulgated schedule by the office of the student affairs.

**27.2** The registrations for the upcoming term/ semester will be contingent to timely payment of the mess bills and other charges of the students mess. Any pending payments will lead to delay/ cancellation of term/ semester registration which may further implicate grade drops as per the Attendance Policy leading to decline in the overall CGPA.

**27.3** The Mess Bill be collected in advance as per terms and conditions of the prevailing Mess Tender and payment receipt to be submitted for the same as the registration requirement.

**27.4** Rebate may be allowed to students if they do not use mess facility minimum for 02 days at a stretch. In such cases, the student concerned must inform the mess manager/supervisor directly on email at least 01 day in advance.

**27.5** It is not possible for students to inform mess vendor 24 hrs in advance for rebate, then Prior information will have to be provided by students to mess vendor at least 12 hours in advance with due justification for delay condoned by Mess Incharge

**27.6** In case the information of not using mess, facility is delayed beyond 24 hrs in exceptional case beyond 12 hrs no rebate shall be admissible.

**27.7** Refund is not admissible on mess charges, except as mentioned in Pt no.2.5

**27.8** Students should maintain hygiene/ cleanliness in the mess at all times, in case of any mess related complaint concern student should immediately inform the mess committee and mess supervisor/Manager present at the time.

**27.9** All students are expected to maintain a professional and descent behavior in the Mess. Any altercation with the mess staff or any co-diners inside the mess will be viewed strictly and appropriate disciplinary action may be initiated.

## 28. ROLE OF MESS COMMITTEE

The core duties & responsibilities of the mess committee are as under:

### 28.1 Quality, Hygiene, & Menu Planning

- Menu Curation: Finalize and periodically review the mess menu to ensure nutritional value, inclusive of diverse dietary preferences and variety, also making adjustments based on seasonal availability.
- Food Inspections: Regularly verify the quality, freshness, and quantity of cooked meals and grocery items kept in stock as per contract standard.
- Sanitation: Conduct routine inspections of the kitchen, dining halls, and storage areas to enforce strict health and safety standards.

### 28.2 Administration & Operations

- Liaison: Serve as the direct communication bridge between students and mess vendor or Administration.
- Grievance Redressal: Collect student feedback, address complaints regarding food or service, and ensure prompt corrective action.
- Rule Enforcement: Ensure that boarders and staff adhere to established mess rules, including dress codes, mess timings, hygiene and dining etiquette.
- Common facilities: Ensure proper functioning and responsible usage of common facilities in the mess area, including TVs and other mess-related amenities in coordination with concerned authorities.
- Maintain Discipline: Promote discipline, cleanliness, smooth functioning, and transparency in the mess.

### 28.3 Financials & Oversight

- Billing: Ensuring advance payment of mess by all students, verify rebate amount and ensure refund of the same.
- Wastage Control: Track and implement methods to minimize food and resource wastage.
- Special Dinners and Celebrations: Mess Committee to coordinate with Mess vendor to organizes special dinners and festive evenings.
- Support for Major Campus Engagements: To provide coordinated support during major campus engagements.

## 29. JOURNEY CONCESSIONS

**29.1** Railways and Airlines allow student's concessions for journeys during official Institute vacations to hometown and return.

**29.2** 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.

## 30. CO-CURRICULAR ACTIVITIES

**30.1** The Institute encourages the participation of students in co-curricular activities, without prejudice to academic work.

**30.2** The Students Council will announce details on the organizational arrangements for the conduct of co-curricular activities.

## 31. ALUMNI

IIM Jammu accords an alumni status to all its students who successfully complete the full time MBA (Healthcare) program at the Institute. On successful completion of the full time MBA (Healthcare) program, the students are awarded with a lifetime alumni id with IIM Jammu domain name. 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.

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

- IIM Jammu Alumni Tag for Life: Students will get the IIM Jammu Tag 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

- Not violate any moral and ethical code of conduct that may jeopardize the name of Indian Institute of Management Jammu.
- 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.
- To contribute to the Institute building exercise in whatever manner that they can

**Annexure-I**

| INDIAN INSTITUTE OF MANAGEMENT JAMMU | | |
|---|---|---|
| **MBA (HEALTHCARE) ACADEMIC CALENDAR, 2026 – 2027 (Batch 2026 – 28)** | | |
| **Term I** | | |
| **(10.07.2026 to 16.10.2026)** | | |
| **Activity** | **Date** | **Day** |
| Registration | 10.07.2026 to 12.07.2026 | Friday to Sunday |
| Inauguration | 13.07.2026 | Monday |
| **Orientation** | 13.07.2026 to 17.07.2026 | Monday to Friday |
| **Preparatory Classes** | 20.07.2026 to 25.07.2026 | Monday to Saturday |
| HR Conclave* | 24.07.2026 to 25.07.2026 | Friday to Saturday |
| Commencement of Term-I Classes | 27.07.2026 | Monday |
| **Independence Day*** | **15.08.2026** | **Saturday** |
| **Milad-Un-Nabi** | **26.08.2026** | **Wednesday** |
| **Mid Term Exams** | **31.08.2026 to 04.09.2026** | **Monday to Friday** |
| Display of Answer Scripts Term-I **(Mid Term)** by the course faculty to students | 10.09.2026 to 11.09.2026 | Thursday to Friday |
| Submission of Term-I **(Mid Term)** Marks and Answer Sheet to the Program Office | 14.09.2026 | Monday |
| Mid Term Result | 16.09.2026 | Wednesday |
| **Mahatma Gandhi's Birthday*** | **02.10.2026** | **Friday** |
| Classes End | 09.10.2026 | Friday |
| **End Term Exams** | **12.10.2026 to 16.10.2026** | **Tuesday to Monday** |
| Display of Answer Scripts Term-I (**End Term)** by the course faculty to students | 21.10.2026 to 22.10.2026 | Wednesday to Thursday |
| Submission of Term-I Marks **(End Term)** and Answer Sheet to the Program Office | 23.10.2026 | Friday |
| End Term Result | 26.10.2026 | Monday |
| Open House with Director on Term-I Feedback | 27.10.2026 | Tuesday |
| **Term II** | | |

| (18.10.2026 to 08.01.2027) | | |
|---|---|---|
| **Activity** | **Date** | **Day** |
| Registration & Study Material Distribution | 18.10.2026 | Sunday |
| Commencement of Term-II Classes | 19.10.2026 | Monday |
| **Dussehra** | **20.10.2026** | **Tuesday** |
| **Diwali** | **08.11.2026** | **Sunday** |
| HR Conclave-10* | 20.11.2026 to 21.11.2026 | Friday to Saturday |
| **Mid Term Exams** | **23.11.2026 to 27.11.2026** | **Monday to Friday** |
| **Guru Nanak's Birthday** | **24.11.2026** | **Tuesday** |
| Display of Answer Scripts Term-II **(Mid Term)** by the course faculty to students | 02.12.2026 to 03.12.2026 | Wednesday to Thursday |
| Submission of Term-II Marks **(Mid Term)** and Answer Sheet to the Program Office | 04.12.2026 | Friday |
| Mid Term Result | 07.12.2026 | Monday |
| Empyrean 2026 and Inter IIM Sports Meet* | 04.12.2026 to 06.12.2026 | Friday to Sunday |
| **Christmas Day** | **25.12.2026** | **Friday** |
| Classes End | 01.01.2027 | Friday |
| **End Term Exams** | **04.01.2027 to 08.01.2027** | **Monday to Friday** |
| Display of Answer Scripts Term-II (**End Term**) by the course faculty to students | 13.01.2027 to 14.01.2027 | Wednesday to Thursday |
| Submission of Term-II Marks **(End Term)** and Answer Sheet to the Program Office | 15.01.2027 | Friday |
| End Term Result | 18.01.2027 | Monday |
| Open House with Director on Term-II Feedback | 19.01.2027 | Tuesday |
| **Term-III** | | |
| **(10.01.2027 to 02.04.2027)** | | |
| **Activity** | **Date** | **Day** |
| Registration & Study Material Distribution | 10.01.2027 | Sunday |
| Commencement of Term-III Classes | 11.01.2027 | Monday |
| **Republic Day*** | **26.01.2027** | **Tuesday** |
| **Mid Term Exams** | **15.02.2027 to 18.02.2027** | **Monday to Thursday** |

| | | |
|---|---|---|
| Display of Answer Scripts Term-II **(Mid Term)** by the course faculty to students | 22.02.2027 to 23.02.2027 | Monday to Tuesday |
| Submission of Term-III Marks **(Mid Term)** and Answer Sheet to the Program Office | 24.02.2027 | Wednesday |
| Mid Term Result | 26.02.2027 | Friday |
| **Maha Shivaratri** | **06.03.2027** | **Saturday** |
| **Ramzan Id** | **10.03.2027** | **Wednesday** |
| **Holi** | **22.03.2027** | **Monday** |
| **Good Friday** | **26.03.2027** | **Friday** |
| Classes End | 29.03.2027 | Monday |
| **End Term Exams** | **30.03.2027 to 02.04.2027** | **Tuesday to Friday** |
| Submission of Term-III Marks **(End Term)** and Answer Sheet to the Program Office | 09.04.2027 | Friday |
| End Term Result | 12.04.2027 | Monday |
| **Summer Internship Program** | **05th 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 (Healthcare) Program**

1. The course structure of MBA (Healthcare) Program entails every MBA (Healthcare) student to compulsory complete:
   a) 64.5 core course credits in the first year.
   b) 3 credits from the 8-10 weeks long Summer Internship Program with a company or an organization;
   c) 48 course credits through the choice of his/her electives in the second year.
2. Additionally, students are permitted to:
   a. Audit Courses (Maximum of 3 courses in the 2nd year) by paying the requisite additional fees. The grades received in audit courses will not be counted for TGPA/ CGPA calculations. However, the students are required to obtain a passing grade in the audit course.
   b. Student Exchange Program: Merit Based
   c. National and International Live Projects

**First Year Course Structure (Core Courses)**

| Functional Area | Total Credits | Term 1 | Course Credits | Term 2 | Course Credits | Term 3 | Course Credits |
|---|---|---|---|---|---|---|---|
| **Finance and Accounting** | 9.0 | Financial Accounting | 3.0 | Cost and Management Accounting | 3.0 | Corporate Finance | 3.0 |
| **Business Communication** | 4.5 | Business Communication I | 1.5 | Business Communication II | 1.5 | Business Communication III | 1.5 |
| **Economics & Business Environment** | 9.0 | Micro Economics | 3.0 | Macro Economics | 3.0 | Business Environment: India & the World | 3.0 |
| **Marketing** | 6.0 | Marketing Management I | 3.0 | Marketing Management II | 3.0 | - | - |
| **OB & HRM** | 6.0 | OB I | 3.0 | OB II | 3.0 | - | - |
| **Operations, Supply Chain & Decision Sciences Area** | 12.0 | Quantitative Methods I | 3.0 | Quantitative Methods II | 1.5 | Business Research Methods | 1.5 |
| | | Operations Management | 3.0 | - | - | Supply Chain Management | 3.0 |
| **IT Systems & Analytics** | 7.5 | Spreadsheet Modelling | 1.5 | Business Analytics | 3.0 | Information Systems for Managers | 3.0 |
| **Business Policy, Strategy & General Management** | 7.5 | - | - | - | | Entrepreneurship & New Venture Planning | 3.0 |
| | | - | - | Strategic Management | 3.0 | Corporate Governance & Business Ethics | 1.5 |
| **Healthcare** | 3.00 | Essentials of Healthcare Management and Hospital Administration -I | 1.5 | Essentials of Healthcare Management and Hospital Administration - II | 1.5 | | |
| **Total Credits** | **64.5** | | **22.5** | | **22.5** | | **19.5** |

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

**<u>Second Year Course Structure</u>: A student must take 48 credits from elective courses offered during the second year.**

| Term – IV | Term – V | Term – VI |
|---|---|---|
| IIM Jammu Elective-1 | IIM Jammu Elective-1 | IIM Jammu Elective-1 |
| IIM Jammu Elective-2 | IIM Jammu Elective-2 | IIM Jammu Elective-2 |
| AIIMS Jammu Elective | AIIMS Jammu Elective | AIIMS Jammu Elective |
| IIT Jammu Elective | IIT Jammu Elective | IIT Jammu Elective |
| Elective 4 | | |
| Elective 5 | | |

*** Student need to take 14 elective courses in the second year provided all elective courses carry 3 credit units. The requirements of number of electives can increase or decrease depending on the credit units of chosen electives.**
**There will be two case studies of 3 Credit each to be undertaken by the students in the second year of residentails programme at AIIMS Jammu.**

**Total Credit units in MBA (Healthcare) Program = 22.5+22.5+19.5+3+48 =115.5**

**Indian Institute of Management Jammu**

**Orientation Program**

**July 13 – 17, 2026**

**Venue: Mandapam, IIM Jammu**

**7th Batch of Ph.D.**
**&**
**11th Batch of MBA**
**&**
**5th Batch of MBA (Healthcare)**
**&**
**1st Batch of MBA (AI &BA)**

## Day 1: July 13, 2026 (Monday)

**(Overall Coordinator – Lt. Gen. Dr. Sunil Kant)**

| | | |
|---|---|---|
| 06:00 am – 07:00 am | : | 'Maximize Happiness and Mindfulness' by **Shri Sahil Mehra, Yoga Guru**<br>(Coordinator: Prof. Shyam Narayan Lal) |
| 09:00 am – 10:00 am | : | Self-introduction by Faculty members and New Batch Students<br>(Coordinator: Dr. Apurva & Dr. Apoorva Shekher) |
| **10:00 am – 11:30 am** | : | **Inaugural Program**<br>(Master of Ceremony: Ms. M. Harshitha, MBA 2nd Year) |
| 10:00 am – 10:05 am | : | Sapling Plantation by the Chief Guest |
| 10:05 am – 10:10 am | : | Arrival of the Chief Guest at the Auditorium |
| 10:10 am – 10:13 am | : | Lighting of Lamp by the Chief Guest and Dignitaries |
| 10:13 am – 10:15 am | : | Saraswati Vandana by Students |
| 10:15 am – 10:20 am | : | Felicitating the Chief Guest and other Dignitaries by the Director, IIM Jammu |
| 10:20 am – 10:25 am | : | Presentation on Students Profile by **Dr. Sarbjit Singh,** Chairperson (Admissions) |
| 10:25 am – 10:30 am | : | Address by **Prof. Nitin Upadhyay**, Dean (Academics) |
| 10:30 am – 10:35 am | : | Address by **Prof. Jabir Ali**, Dean (Faculty and Research) |
| 10:35 am – 10:45 am | : | 'Welcoming the New Batch' by **Prof. B.S. Sahay,** Director IIM Jammu |
| 10:45 am – 10:50 am | : | Presidential Address (Online) by **Dr. Milind Kamble**, Chairman, BoG, IIM Jammu |
| 10:50 am – 11:00 am | : | Address by the Guest of Honor **Shri. Anil K. Agarwal,** President, Cosmos Group India |
| 11:00 am – 11:20 am | : | Inaugural Address by the Chief Guest **Shri. Rajendra Singh Pawar,** Chairman and Co-founder of NIIT Limited |
| 11:20 am – 11:25 am | : | Vote of Thanks by **Lt. Gen Dr. Sunil Kant**, IIM Jammu |
| 11:25 am – 11:29 am | : | National Song & National Anthem |
| 11:29 am – 11:30 am | : | Departure of Dignitaries |

| | | |
|---|---|---|
| **11:30 am – 11:45 am** | : | **Break** |
| 11:45 am – 12:30 pm | : | 'Academic Rigor and Code of Conduct' by **Prof. Nitin Upadhyay**, Dean (Academics) |
| 12:30 pm – 01:15 pm | : | 'Academic Regulations, Academic Discipline and Student Handbook' by **Shri Arup Bhattacharya,** Chief Program Officer (Academics) |
| 01:15 pm – 02:00 pm | : | 'Entrepreneurship & Incubation at IIM Jammu' by **Dr. Muqbil Burhan**, Chairperson, Centre for Entrepreneurship & Innovation |
| **02:00 pm – 03:00 pm** | : | **Lunch Break** |
| 03:00 pm – 04:00 pm | : | Session by **Mr. Prashant Govil,** Managing Director, Accenture (Coordinator: Dr. Prakrit Silal) |
| 04:00 pm – 05:00 pm | : | 'Role of Management Guaduates in making Viksit Bharat @2047' by **Dr. Vinay Sahasrabuddhe**, President of Indian Council for Cultural Relations (Coordinator: Dr. Parvathy B.) |
| **05:00 pm – 05:15 pm** | : | **Break** |
| 05:15 pm – 06:15 pm | : | Session by **Mr. Pawan Sachdeva,** Senior Managing Director, Carelon Global Solutions India (Coordinator: Prof. Pankaj Maheshwari) |
| **06:15 pm – 07:00 pm** | : | **Evening Snacks** |
| 07:00 pm – 09:00 pm | : | Rang Tarang 2026 (Coordinator: Prof. Neeraj Soni and Dr. Naveen Goyal) |
| **09:00 pm – 10:00 pm** | : | **IIM Jammu Director's Dinner** |

## Day 2: July 14, 2026 (Tuesday)

**(Coordinator – Dr. Chinmaya Kumar Swain)**

| | | |
|---|---|---|
| 06:00 am – 07:00 am | : | 'Maximize Happiness and Mindfulness' by **Shri Sahil Mehra,** Yoga Guru (Coordinator: **Prof. Shyam Narayan Lal**) |
| 09:00 am – 10:00 am | : | 'Students' Policy, Rules and Regulations at IIM Jammu' by **Prof. Neeraj Soni**, Chairperson (Student Affairs) |
| **10:00 am – 01:00 pm** | : | **Outbound Activities** by OB & HRM and Business Communication Area |
| **01:00 pm – 02:00 pm** | : | **Lunch** |
| 02:00 pm – 03:00 pm | : | Session by **Mr. Rajesh Sharma,** Deputy General Manager, Bharat Petroleum (Coordinator: Dr. Pratik Maheshwari) |
| 03:00 pm – 04:00 pm | : | Session by **Mr. Ankit Jhamb**, Chief Learning Officer, Grand Thornton Bharat (Coordinator: Dr. Archana Sharma) |
| **04:00 pm – 04:15 pm** | : | **Break** |
| 04:15 pm – 05:15 pm | : | '4-Tier Mentor-Mentee Program at IIM Jammu' by **Prof. Neeraj Soni** |
| 05:15 pm – 06:15 pm | : | Alumni Panel Discussion by:<br>• **Mr. Sriram Gowtham Rengarajan,** Customer Success Manager, Salesforce (AI CRM)<br>**Mr. Smrutiranjan Das,** Management Consulting Analyst, Accenture Strategy |

- **Ms. Meenakshi Srivastava,** Lead Analyst, Information Service Group (Global AI-centered tech research and advisory)
- **Mr. Aakash Agarwal,** Manager – Consulting, Deloitte
- **Mr. Bhavnish Sharma**, Commercial Consultant, FedEx

(Coordinator: Prof. Sanjay Gupta)

**06:15 pm – 07:00 pm** : **Evening Snacks**

07:00 pm – 09:00 pm : Rang Tarang 2026
(Coordinator: Prof. Neeraj Soni and Dr. Archana Sharma)

**09:00 pm – 10:00 pm** : **Dinner**

## Day 3: July 15, 2026 (Wednesday)

### (Overall Coordinator – Dr. Rashmi Ranjan Parida)

06:00 am – 07:00 am : 'Maximize Happiness and Mindfulness' by **Shri Sahil Mehra,** Yoga Guru
(Coordinator: Prof. Shyam Narayan Lal)

09:00 am – 10:00 am : 'International Relations at IIM Jammu' by **Dr. Pranjal Panchpore**, Chairperson (International Relations)

10:00 am – 11:30 am : 'Job Seeker to Job Creator: J&K Entrepreneurship Ecosystem'
A Panel Discussion by
- **Shri. Parveen Pargal,** Proprietor, Pargal Food Products
- **Shri. Rajesh Jain,** MD, Vardhman Alloys
- **Shri. Annil Suri,** Chairman AB Group of Companies & MD, Tawi Arc Electrodes Pvt. Ltd.
- **Shri. Ankit Gupta,** Director Annaphar Laboratories
- **Shri. Agam Jain,** Managing member, Natural Fresh Foods and State General Secretary, Laghu Udyog Bharti (LUB)
- **Shri. Hasit Singh Sachdeva,** Proprietor, R.P. Steels

(Moderator: Dr. Muqbil Burhan)

**11:30 am – 11:45 am** : **Break**

11:45 am – 01:00 pm : Session by **Mr. Aalap Bansal,** Partner, KPMG
(Coordinator: Dr. Sarbjit Singh)

**01:00 pm – 02:00 pm** : **Lunch**

02:00 pm – 03:00 pm : Session by **Mr. Anurag Sharma,** Joint President (Primary and Aluminum Business), Hindalco Industries Limited
(Coordinator: Prof. Rajesh Sikka)

03:00 pm – 04:30 pm : 'Teaching through Case Study' by **Prof. Jabir Ali**, Dean (Faculty and Research)

**04:30 pm – 04:45 pm** : **Break**

04:45 pm – 05:45 pm : Session by **Mr., Ishwar Dutt Sharma,** EVP and Head, Talent Academy, Niva Bupa Health Insurance
(Coordinator: Lt. Gen Dr. Sunil Kant)

05:45 pm – 06:15 pm : 'IT Support System' by **Dr. Prakrit Silal,** Chairperson (IT), IIM Jammu

**06:15 pm – 07:00 pm** : **Evening Snacks**

07:00 pm – 09:00 pm : Meet with Student Council
(Coordinator: Prof. Neeraj Soni)

**09:00 pm – 10:00 pm** : **Dinner**

## Day 4: July 16, 2026 (Thursday)

**(Overall Coordinator – Dr. Anuja Akhouri)**

| | | |
|---|---|---|
| 06:00 am – 07:00 am | : | 'Maximize Happiness and Mindfulness' by **Shri Sahil Mehra,** Yoga Guru<br>(Coordinator: Prof. Shyam Narayan Lal) |
| 09:00 am – 10:00 am | : | Session by **Shri Sachin Kumar Vaishya**, Chief Executive Officer, Shri Mata Vaishno Devi Shrine Board, Katra<br>(Coordinator: Dr. Anuja Akhouri) |
| 10:00 am – 11:30 am | : | Session by **Mr. B.N. Makesh**, Vice President – Corporate Relations, Yashoda Hospitals<br>(Coordinator: Dr. Harsha Jariwala) |
| **11:30 am – 11:45 am** | **:** | **Break** |
| 11:45 am – 01:00 pm | : | Session by **Ms. Tapasya Dube,** Corporate HR and Talent Acquisition, Alkem Laboratories Ltd.<br>(Coordinator: Dr. Mamta Tripathi) |
| **01:00 pm – 02:00 pm** | **:** | **Lunch** |
| 02:00 pm – 02:30 pm | : | 'Knowledge Management Center' by **Shri Shailesh Lohiya,** Librarian IIM Jammu |
| 02:30 pm – 04:00 pm | : | 'Teaching through Case' (MBA Section A) by **Dr. Ateeque Shaikh** |
| 02:30 pm – 04:00 pm | : | 'Teaching through Case' (MBA Section B) by **Dr. Muqbil Burhan** |
| 02:30 pm – 04:00 pm | : | 'Teaching through Case' (MBA Section C) by **Dr. Baljeet Singh** |
| 02:30 pm – 04:00 pm | : | 'Teaching through Case' (MBA Section D) by **Dr. Ashish Kumar** |
| 02:30 pm – 04:00 pm | : | 'Teaching through Case' (MBA Section E) by **Dr. Rashmi Ranjan Parida** |
| **04:00 pm – 04:15 pm** | **:** | **Break** |
| 04:15 pm – 05:15 pm | : | Session by **Mr. Madhur Kumar Jain,** Deputy General Manager, L&T Energy Hydrocarbon<br>(Coordinator: Dr. Sumit Maheshwari) |
| 05:15 pm – 05:45 pm | : | 'Administrative Support, Discipline, Hostels and Security on the Campus' by **Brig. Bhupinder Singh Kang (R)**, Chief Administrative Officer (CAO) |
| 05:45 pm – 06:15 pm | : | 'Finance & Accounts Services', **Shri Rajat Jain,** Financial Advisor & Chief Accounts Officer**,** IIM Jammu |
| **06:15 pm – 07:00 pm** | **:** | **Evening Snacks** |
| 07:00 pm – 09:00 pm | : | Rang Tarang 2026<br>(Coordinator: Prof. Neeraj Soni and Dr. Archana Sharma) |
| **09:00 pm – 10:00 pm** | **:** | **Dinner** |

## Day 5: July 17, 2026 (Friday)

**(Overall Coordinator – Dr. Archana Sharma)**

| | | |
|---|---|---|
| 06:00 am – 07:00 am | : | 'Maximize Happiness and Mindfulness' by **Shri Sahil Mehra, Yoga Guru** |

(Coordinator: Prof. Shyam Narayan Lal)

| | | |
|---|---|---|
| 09:00 am – 10:00 am | : | 'Placements at IIM Jammu', by **Dr. Mahesh Gadekar,** Chairperson (Placements) & **Dr. Baljeet Singh**, Co- Chairperson Placement. |
| 10:00 am – 11:00 am | : | Language Lab at IIM Jammu by **Dr. Apurva**, Area Coordinator, Business Communication |
| **11:00 am – 11:15 am** | **:** | **Break** |
| 11:15 am – 12:15 pm | : | Session by **Mr. Pankaj Sharma,** AVP, Airtel Payments Bank (Coordinator: Dr. Ramswarup Arjunsingh Bhaskar) |
| 12:15 pm – 01:15 pm | : | Policy on "Prevention of Sexual Harassment (POSH)" by **Dr. Harsha Jariwala**, Chairperson ICC and "Anti-ragging" by **Dr. Kapil M. Gumte**, Chairperson (Anti-ragging Committee) |
| **01:15 pm – 02:15 pm** | : | **Lunch** |
| 02:15 pm – 03:15 pm | : | Session by **Mr. Sunil Goyal,** Dy. Chief Executive Officer, Sopra Steria India (Coordinator: Dr. Vinod C Durge) |
| 03:15 pm – 04:15 pm | : | Session by **Mr. Rajul Kansal,** Global Head, Executive Talent Office, HCL Tech. (Coordinator: Prof. Pranab Ranjan Das) |
| **04:15 pm – 04:45 pm** | **:** | **Break** |
| **04:45 pm – 05:30 pm** | **:** | **Valedictory Session** |
| 04:45 pm – 04:50 pm | : | Orientation Report by **Prof. Nitin Upadhyay**, Dean (Academics) |
| 04:50 pm – 04:55 pm | : | Address by **Prof. Jabir Ali**, Dean (Faculty & Research) |
| 04:55 pm – 05:20 pm | : | Interaction by **Prof. B.S. Sahay**, Director IIM Jammu |
| 05:20 pm – 05:25 pm | : | Vote of Thanks by **Mr. Arup Bhattacharya**, Chief Program Officer (Academics) |
| 05:25 pm – 05:29 pm | : | National Song & National Anthem |
| **05:29 pm – 05:30 pm** | **:** | **Departure of Guests** |

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**Annexure-IV**

**IIM Jammu Fee Structure for 2026-28**
**(All figures in INR)**

**First Year**

| | Term – I | Term – II | Term – III | Total |
|---|---|---|---|---|
| Tuition fee | 2,39,635 | 2,39,635 | 2,39,635 | 7,18,905 |
| Other academic/non-academic expense* | 1,39,491 | 1,39,491 | 1,39,491 | 4,18,473 |
| **Total Fees** | **3,79,126** | **3,79,126** | **3,79,126** | **11,37,378** |

**Second Year**

| | Term – IV | Term – V | Term – VI | Total |
|---|---|---|---|---|
| Tuition fee | 2,39,635 | 2,39,635 | 2,39,635 | 7,18,905 |
| Other academic/non-academic expense* | 1,45,491 | 1,39,491 | 1,39,491 | 4,24,473 |
| **Total Fees** | **3,85,126** | **3,79,126** | **3,79,126** | **11,43,378** |
| **Total Fees for the Course** | **22,80,756** | | | |

**Caution Deposit (Refundable) of Rs. 50,000 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
# 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 Program 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.
- 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.
- 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 campus.
- 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.

Annexure-VII

# Important People and Numbers

## IIM Jammu Administration

| Name | Designation | Email |
|---|---|---|
| Prof. B.S. Sahay | Director | director@iimj.ac.in |
| Dr. Nitin Upadhyay | Dean (Academics) | dean.academics@iimj.ac.in |
| Dr. Sunil Kant | Chairperson MBA (Healthcare) | chairpersonmba-hahm@iimj.ac.in |
| Dr. Mahesh Gadekar | Chairperson (Placement) | chair.placecom@iimj.ac.in |
| Dr. Sarbjit Singh | Chairperson (Admissions) | chairpersonadmissions@iimj.ac.in |
| Prof. Neeraj Kumar Soni | Chairperson (Student Affairs) | chair.studentaffairs@iimj.ac.in |
| Dr. Pranjal Pachpore | Chairperson (International Relations) | chair.internationalrelations@iimj.c.in |
| Dr. Parvathy B | Co-Chairperson (Alumni Affairs) | co-chair.alumni@iimj.ac.in |
| Dr. Jai Kamal | Hostel Warden (Boys) – Jagti Campus | boyshw1jagti@iimj.ac.in |
| Dr. Garima Maurya | Hostel Warden (Girls) – Jagti Campus | girlsshw1jagti@iimj.ac.in |
| Brig. Bhupinder Singh Kang (R) | Chief Administrative Officer | cao@iimj.ac.in |
| Mr. Shailesh K. Lohiya | Librarian | librarian@iimj.ac.in |
| CA. Rajat Jain | FA & CAO (Finance & Accounts) | fa-cao@iimj.ac.in |
| Mr. Arup Bhattacharya | Chief Program Officer – Academics | cpo.academics@iimj.ac.in |

## Program Office Staff

| Name | Designation | Program | Email |
|---|---|---|---|
| Mr. Neeraj Kumar | APO (Academics) | - MBA Examination<br>- Scholarship (Central/ State/ Private/ Other) | aao.academics.mba@iimj.ac.in<br>scholarships@iimj.ac |
| Mr. Sandeep Singh Jamwal | Executive Academics | - PhD (FT)<br>- PhD (WP)<br>- Scholarship (Merit-Cum-Need Based) | phd@iimj.ac.in<br>mcnbscholarships@iimj.ac.in |
| Mr. Sumit Kapoor | SPA | - MBA (AI&BA)<br>- EMBA | mba.aiba@iimj.ac.in<br>emba@iimj.ac.in |
| Ms. Puja Devi | Junior Executive | - MBA<br>- MBA (Healthcare) | jrexe.acad@iimj.ac.in |
| Ms. Varonika Kour | Junior Executive | - IPM<br>- eBBA<br>- BBA (Hons.) | ipm@iimj.ac.in<br>ebba@iimj.ac.in<br>bba@iimj.ac.in |
| Mr. Vinay | MTS | - | - |
| Mr. Rahul | MTS | - | - |
| Mr. Rakshit | MTS | - | - |
| Mr. Vishal | MTS | - | - |

**IIM Jammu- Anti Ragging Committee**

| Name | Mobile | Email address |
|---|---|---|
| Dr. Jai Kamal (Chairperson) | 8527758960 | jai@iimj.ac.in |
| Dr. Kapil Manohar Gumte (Co-Chairperson) | 9167188025 | kapil@iimj.ac.in |
| Dr. Apurva | 9560670053 | apurva@iimj.ac.in |
| | | |

**Helpline Numbers**

| | |
|---|---|
| Police Station Jagti | 7006085358 |
| Dy SP, Nagrota | 7006085364 |
| Jagti Govt Hospital | 9419194594 |

**Annexure-VIII**

# Indian Institute of 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** | ***For use of Program Office (please verify the information and provide your observations)*** |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

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 Chief Program Officer – Academics and approved or not by the Chairperson (MBA (HEALTHCARE))?

| | |
|---|---|
| Chief Program Officer - Academics | |
| Chairperson MBA (Healthcare) | |

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.

Annexure- IX

# Indian Institute of Management

## Application for the Medical Leave/Family Emergency

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Name: | | | | Roll no: | | Section: | |
| Program: | | Batch: | | Term/Semester: | | | |
| Period from: | | Period to: | | Total days: | | | |

**छुट्टी लेने का कारण/ Reason for Taking Leave:** _____

_____

_____

_____

_____

| S.No | Course Name | Sessions scheduled | S.No | Course Name | Sessions scheduled |
|---|---|---|---|---|---|
| 1. | | | 6. | | |
| 2. | | | 7. | | |
| 3. | | | 8. | | |
| 4. | | | 9. | | |
| 5. | | | 10. | | |

**Signature of Student with Date**

**Remarks:**

***Attendance policy will be applicable as per Handbook.**

| Particular | Signature and Date |
|---|---|
| Chairperson (Student Affairs) or Authorized Person in Student Affairs Office | |
| Chief Program Officer - Academics or Authorized Person in Program 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, student 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 90%.**

**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 90%..**

**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.**

**List of documents attached:**

1)
2)
3)

Annexure- X

# Indian Institute of Management Jammu
## International Relations Office
## Student Exchange Request Form

| | |
|---|---|
| **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 – 180 hours, Term 5 – 150 hours, Term 6 – 150 hours).

b) Earning less credits than the requirements of IIM Jammu, and hence will take additional course(s) in succeeding term with a total credit of _____.

c) Earning less credits than the requirements of IIM Jammu, 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: _____

**Annexure- XI**

# Indian Institute of Management Jammu
# Student Undertaking with respect to the MBA (Healthcare) Handbook

I, _____ have received & read the MBA (Healthcare) Handbook for Batch 05 (2026-28) of IIM Jammu carefully and have understood its contents and their ramifications. I will always uphold the values and honour of IIM Jammu. I promise to fulfil 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 (Healthcare) Handbook and in case of a violation, consent to action, in accordance with the Institution's decision. I agree that IIM Jammu has the right to make any changes as it may deem fit in terms of the MBA (Healthcare) Program 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 (Healthcare) 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 (Healthcare)**

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 CPO - Academics

Annexure- XII

# Payments and Fines

| Sl. No. | Particular No. | Activity/ Events | Payments/ Fines / Charges (In Rs.) | Remarks |
|---|---|---|---|---|
| 1 | 6.5 | Late payment of Registration Fee (Payment within one week after last date) with prior permission of Chairperson (MBA (Healthcare) | 2000 | |
| 2 | 6.5 | Late Registration (without permission of Chairperson MBA (Healthcare) | 12000 | |
| 3 | 6.5 | Collecting the course material after the due date. | 500 | |
| 4 | 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. | 10000 + 200/-per day | |
| 5 | 6.5 | Issuance of duplicate fee receipt | 100 | |
| 6 | 6.5 | Fee for audit course (full credit course) | 10000 | |
| 7 | 6.5 | Fee for audit course (half credit course) | 6000 | |
| 8 | 9.1 | Supplementary Examination fee | 8000 | |
| 9 | 10.1 | Producing false medical certificate for attendance | 10000 | |
| 10 | 12 | Award of Degree in absentia in-absentia fee (excluding postal charges) | 1000 | |
| 11 | 12.3 | Issuance of duplicate Degree | 5000 | |
| 12 | 12.4 | Issuing Duplicate Transcripts (Grade Card/Certificate) (per set - 1st & 2nd year) | 1000 | |
| 13 | 12.5 | Issuance Duplicate Identity Card | 500 | |
| 14 | 13.1 | Issuance Duplicate Name plate | 100 | |
| 15 | 13.2 | Students caught using mobile phone in the classrooms | 5000 | |
| 16 | 14 | Caught violating code of conduct (under Public Acts of Intimacy) | 1000 | for 2nd instance |
| 17 | 14 | Caught violating code of conduct (under Public Acts of Intimacy) | 5000 | for 3rd instance |
| 18 | 14 | Caught violating code of conduct (under dress code) | 1000 | for 2nd instance |
| 19 | 14 | Caught violating code of conduct (under dress code) | 5000 | for 3rd instance |
| 20 | 14 | Overdue charges (under library book returning policy) | 5 | per book - per day |
| 21 | 19.1 | Usage of electric appliances (as per don'ts for hostel) | 5000 | |
| 22 | 19.3 | Prior Permission to use Air coolers in hostel rooms | 1000 | per month |
| 23 | 21.10 (d) | Fines will be imposed on defaulters of substance abuse, consumption of alcohol, smoking or chewing of tobacco and its related products | 25,000 | First Time Incident |
| 24 | | | 50,000 | Second Time Incident |

| | | | | |
|---|---|---|---|---|
| 25 | | | student will be terminated from the respective program | Third Time Incident |
| 26 | 21.10 (j) | Caught violating Hostel rules (overnight stay) | 25,000 | First Time Incident |
| 27 | | | 50,000 | Second Time Incident |
| 28 | | | student will be terminated from the respective program | Third Time Incident |

**PROGRAM OFFICE**
Permanent Campus, NH-44
Jagti, Nagrota, Jammu, J&K, India, PIN-181221
Email: mba.hahm@iimj.ac.in Website: www.iimj.ac.in