भारतीय प्रबंध संस्थान बोधगया
Indian Institute of Management
Bodh Gaya

MBA
(Hospital and Healthcare Management)
Policy and Guidelines

for AY 2026-27

Version: v1.3

Indian Institute of Management Bodh Gaya
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PREFACE

1. This MBA (Hospital and Healthcare Management) Manual is a reference document for the academic year 2026-27.

2. The Manual provides the Institute's official statement of rules, regulations, policies and procedures governing the design and administration of the MBA (Hospital and Healthcare Management) Programme. The Manual also outlines the expected standards of academic performance, other rules and policies (such as those concerning general conduct and discipline, hostel, anti-ragging, prevention of sexual harassment) related to the programme. Students are required to familiarize themselves with these rules, and adhere to them in letter and spirit.

3. The Manual is subject to change from time to time at the sole discretion of the Institute, and from time to time updated information may be distributed regarding policy and regulation changes. Official communication regarding change of rules and/or regulations and/or procedures from the Chairperson of the concerned Programme shall overrule the provisions laid down in the Manual.

IIM BODH GAYA
सब्बे भद्राणि पस्सन्तु

I. ACADEMIC PROGRAMME

Master of Business Administration (Hospital and Healthcare Management) Programme MBA (HHM)

1. 1. Vision: To be a globally recognized management school for developing socially responsible and mindful business leaders.

2. Mission: Our mission is to develop mindful business leaders with social responsibility and global perspective through academic excellence in learning practices and research.

3. Programme Objectives**:** IIM Bodh Gaya's 2-Year full-time MBA (Hospital and Healthcare Management) aims to produce graduates having the knowledge of business practices in the healthcare industry combined with analytical and leadership skills to become management professionals who can evolve as mindful/ societal leaders for the healthcare industry.

PROGRAM LEARNING COMPETENCIES AND OBJECTIVES FOR MBA

Program Learning Competencies	Competencies Definition	Program Learning Objectives
PLC 1. Mindfulness	*Mindfulness is defined as a students' ability to manage themselves, their relationships, exhibit self-awareness and social intelligence.*	PLO 1: IIMBG students will be able to demonstrate their ability to manage themselves, their relationships; exhibit self-awareness and social intelligence
PLC 2 Business Leadership	*Business Leadership is defined as the ability to analyze situations, identify the problem, distinguish alternatives, evaluate alternatives, decide on appropriate solutions, and communicate the same effectively through written and/or oral formats.*	PLO 2a: IIMBG students will be able to analyze situations critically, identify the problem, distinguish alternative solutions, and evaluate and decide on appropriate solutions
		PLO 2b (O): IIMBG students will effectively communicate their point of view/decisions in oral format.
		PLO 2b (W): IIMBG students will effectively communicate their point of view/decisions in written format.
PLC 3 Social Responsibility	*Social responsibility is defined as decision-making in the best interest of environment and society.*	PLO 3: IIMBG students will make decisions in *the best interests of environment and society.*
PLC 4 Global Perspective	*Global perspective is defined as the ability to analyze global practices that embrace multicultural, diverse environments and apply contextually.*	PLO 4: IIMBG students will be able to analyze global business practices that embrace multicultural, diverse environments and apply contextually.
PLC 5 Healthcare Industry Knowledge	*Healthcare industry knowledge is defined as the knowledge of the healthcare delivery systems.*	PLO 5: Students will be able to demonstrate knowledge about the structure/functions of healthcare delivery systems.

The MBA (HHM) Programme has been divided into four segments – **compulsory courses** in the First Year, **industry immersion** in organizations for a period of minimum 8 weeks to maximum 16 weeks, **elective courses (specialization tracks and general electives)** and **community immersion** (Term V) in the Second Year. An academic year consists of

three terms, each terms spanning across 10 to 13 weeks. Please refer to the notice board for details about term dates, and month-wise schedule of academic and other activities.

A. COURSE STRUCTURE

a) Credit System

i. The curriculum requirements are assessed in terms of course credit points.

ii. The credit structure for courses offered in IIM Bodh Gaya is as follows:

Course Credit	Credit Points	No of Sessions	Contact Hours
Full	3	20	30
Three-Fourth	2.25	15	22.5
Half	1.5	10	15
One-third	1	7 (6+1)	10 (1.5*6+1)

iii. The Industry Immersion Project (IIP) is considered equivalent to 6-credit points.

iv. The Community Immersion Project (CIP) in Term-V is considered equivalent to 3-credit points.

v. A term paper is considered equivalent to a 3-creditpoint course, although it is not a regular in-class course. Each student is expected to spend 100 hours in completing a term paper.

b) Compulsory and Elective Courses

i. All first year courses are compulsory in nature

ii. Each student, who qualifies for promotion to the second year at the end of first three terms, shall undertake his/her IIP, as a compulsory Credit course (i.e. 6-credits), at the end of Term-III. While computing the CGPA, grades for the IIP shall be included.

List of Term-wise Compulsory Courses -MBA (HHM) 1st Year (Credits-63)

Sl. No.	Area	Term I Courses	Credits
1	OB & HRM	Organizational Behaviour	2.25
2	OM & QT	Business Statistics	3
3	ECONOMICS	Managerial Economics	3
4	FINANCE & ACCOUNTING	Management Accounting	3
5	MKT	Marketing Management	3
6	HCM	Healthcare Delivery Systems & Public Health Administration	3
7	HLA (Bus Com.)	Business Communication	1.5
8	HLA	Medical Ethics & Medicolegal Systems	1.5
9	ITSA	Spreadsheet Modelling	1.5
		Total Credits	**21.75**

Sl. No.	Area	Term II Courses	Credits
1	FINANCE & ACCOUNTING	Financial Management	3
2	OM & QT	Operations Management	3
3	OM & QT	Quality Management	1.5
4	OB & HRM	Human Resource Management	2.25
5	ITSA	Healthcare Management Information System	2.25
6	MKT	Patient-Centric Healthcare Service Delivery	1.5
7	HLA	Sustainability & ESG for Healthcare	1.5
8	ECONOMICS	Health Economics	1.5
9	HCM	Dynamics of Health Insurance & Pharmaceutical Business	1.5
10	HCM	Dynamics of Medical Devices/Equipment & Diagnostics Business	1.5
11	ITSA	AI in Healthcare	1.5
		Total Credits	**21.00**

Sl. No.	Area	Term III Courses	Credits
1	ITSA	Digital Transformation for Healthcare	2.25
2	Strategy & Entrepreneurship	Strategic Management	3
3	OM & QT	Project Management	1.5
4	MKT	Healthcare Product Management	1.5
5	HCM	Principles of Epidemiology	1.5
6	OB & HRM	Service Leadership in Healthcare	1.5
7	OB & HRM	Mindfulness at Workplace	1.5
8	ITSA	Business Research Methods	3
9	Strategy & Entrepreneurship	Entrepreneurship & New Venture Planning	3
10	Bus. Comm	Health Communication	1.5
11	OM & QT	Design Thinking(Compulsory)	Non-Credit
		Total Credits	**20.25**

c) Second Year Course & Credit Structure, Elective & Audit Courses

(i) **Specialization tracks & electives:** In the second year a student has to choose 21 credits elective courses from the tracks specializations: **"Hospital** and **"Healthcare Management"**. The spread of credit points across the three terms is as follows: Term IV (9-credits), V (6-credits) and VI (6-credits). The elective courses under the specialization track is shown below.

Track-Specific Mandatory Electives courses (Yr-II)

Sl. No.	Area	Name of the Course	Credits
1	HCM	Hospital Planning & Design	1.5
2	HCM	Administration of Hospital Clinical & Support Services	1.5
3	ITSA	Electronic Medical records (Replace with "Healthcare Data Visualization Techniques")	1.5
4	OM & QT	Materials & Equipment Management	1.5
5	HCM	Accreditation for Health Services	1.5
6	ECO	Program Planning, Implementation, Monitoring & Evaluation	1.5
7	HLA	Climate Change & Health	1.5
8	HLA	Pharmaceutical Compliance & Regulatory Affairs	1.5
9	FIN	Healthcare Financing	1.5
10	ITSA	Health Analytics	1.5
11	HCM	Health Insurance & Managed Care	1.5
12	OM & QT	Healthcare Supply Chain & Logistics Management	1.5
13	HCM	Pharmaceutical Product Management	1.5
14	MKT	Medical Tourism & International Health	1.5

ii) Elective courses from other areas of Management:

Apart from the track specific compulsory elective courses, a student of MBA (HHM) needs to take a **minimum of 18-credit points and a maximum of 24-credit points elective courses** on credit basis from the pool of elective courses to be offered under different areas of specialization (i.e. Marketing, Finance, OB & HR, Operations, Strategy & Entrepreneurship) spread over three terms (Terms IV, V and VI).

The tentative list of such electives are as below.

Tentative list of electives from other areas of Management [Requirement = 18 Credits (minimum) – 24 Credits (maximum)]		**Credit**
Area	**Name of the Course**	**1.5**
HR	Compensation and Performance Management	**1.5**
HR	Negotiation & Conflict Management	**1.5**
HR	Organizational Development & Change Management	**1.5**

HR	People Analytics for Healthcare	**1.5**
MKT	Branding of Healthcare Products & Services	**1.5**
MKT	Sales & Business Development for Healthcare	**1.5**
MKT	Digital Marketing Strategies for Healthcare	**1.5**
MKT	Distribution Management: Healthcare Perspective	**1.5**
MKT	B2B Marketing for healthcare	**1.5**
MKT	Integrated Marketing Communication for Healthcare	**1.5**
FIN	Healthcare Service Costing	**1.5**
IT	AI in healthcare	**1.5**
IT	IoT for Healthcare	**1.5**
IT	Block Chain for Healthcare	**1.5**
IT	Big Data in Healthcare	**1.5**
IT	AR/VR in healthcare	**1.5**
IT	Programming for Healthcare Managers	**1.5**
QT & OM	Lean Healthcare Management	**1.5**
Strategy & Entr	Creativity & Innovation Management	**1.5**
Strategy & Entr	Stakeholder Management	**1.5**

(ii) **Term wise total number of credit points to be earned in MBA (HHM) -II:**

a) In Term-IV, a student has to earn a minimum of **15-credit points** (9-credits from the track specific electives + 6-credits from other areas of management) and a maximum of **18-credit points** (9-credits from the track specific electives + 9 credits from other areas of management) excluding term paper.

b) In Term-V, a student has to earn a minimum of **12-credit points** (6-credits from the track specific electives + 6-credits from other areas of management) and a maximum of **15-credit points** (6-credits from the track specific electives + 9-credits from other areas of management) excluding term paper. In addition, a student needs to earn mandatory **3 credit points** from the Community Immersion Project in Term-V.

c) In Term-VI, a student has to earn **12-credit points** from elective courses (6-credits from the track specific electives + 6-credits from other areas of management).

d) A student may take a maximum of two Term Papers of 3-credit points each, in the second year of the programme, with not more than one Term Paper in any Term.

(iii) **Audit Course Policy for Elective Courses:**

a) As agreed in the 5th Faculty Council Meeting, a candidate can enroll for a running elective course as Audit by submitting a fees of INR 7000/- during the term registration.

b) On successful completion of the Audit course, amount of INR 5000/- shall be refunded back to the candidate. The remaining INR 2000/- shall be utilized towards the academic & course material expenses.

c) Rules & Regulations for the Audit paper shall be in-line with the policy applicable for the respective Elective (s).

d) On successful completion of the Audit paper, a grade 'P' shall be indicated in the consolidated grade sheet.

d) Term Paper

i) In the second year of the programme, in addition to the announced elective courses, any student, who feels that he/she would benefit by going deep into any subject that is not included in the elective course list, may take up a three-credit term paper with the approval of the Program Council. A term paper should be an original piece of work.

ii) Students are not allowed to take term papers in the first year.

iii) A term paper is not considered to satisfy the minimum credit requirements in any term or the minimum total credit requirements in the second year. In other words, a student must satisfy the minimum credit requirements from the elective courses. However, term papers(s) will be considered as in the additional credit points.

iv) A student may take a term paper jointly with another student.

v) The maximum number of credit points permissible under the option of term paper is six (equivalent to two full courses) which must be distributed over the terms of the second year. A student shall not take more than one term paper in a term.

vi) A student desiring to opt for a term paper should identify the theme of interest and preferred faculty guide. The student should submit his/her application in the designated format, duly signed by the proposed faculty guide, to the MBA office. The application should be supported by a detailed proposal. The proposal should include the title of the term paper, objective and scope of the study, methodology, work plan, deliverables and references, if any. The length of the proposal should be around 500 words, and the application, along with a **Declaration Form (See Annexure 1)**, must be submitted as per the due date mentioned in the Academic Diary.

vii) Each student is expected to spend around 100 hrs in completing the term paper.

viii) Student should spend a min. of 30 contact hrs. with the faculty guide.

ix) Similarity Index should not be more than 15% and plagiarism report must be submitted with the final report for grading & evaluation.

x) The proposal submitted by the student needs to be approved by the Program Council. The council will discuss the proposal and decide on the application. In case, it rejects the application, it will inform the student accordingly.

xi) The Program Council will consider only those proposals, which are complete in all respects. The decision of the council in this regard will be final.

xii) Each student should report to the faculty guide preferably once in every week.

xiii) Each student must submit a **copy** of the term paper to the Program office by the first day of the end-term examination of the relevant term. Otherwise, students shall be awarded an "F" automatically.

e) Industry Immersion Project (IIP)

i. Each student who is promoted to the second year is required to undertake the IIP (equivalent to **three credit** points) with a company/organization during the summer. Term papers or research projects under the guidance of faculty **cannot** be undertaken in lieu of the IIP.

ii. Students may receive a stipend from the host company which is at the sole discretion of the company.

iii. Students shall submit copies of their IIP Report to MBA Office on or before the date announced for such submissions for the relevant year, which will be forwarded to the Institute Archive for record.

iv. Submission of final IIP Report after the last date for submission can be done only with a prior approval and authorization from the Chairperson-MBA (HHM). However, suitable penalty will be imposed in case of delayed submission.

v. If a student fails to complete his/her IIP for valid medical reasons, the Program Council's decision shall be considered as final.

f) Industry Immersion Project (IIP) Evaluation Parameters

a) The 6 credit IIP course shall be evaluated for 100 marks against the following components:

Component	Submission Timeline	Marks
1.Initial Information Report	Week 1	10
2. Industry Mentor Evaluation and submission of Interim Report-I	Week 4	10
3. Industry Mentor Evaluation and submission of Interim Report-II	Week 8	10
4. Industry Mentor Evaluation and submission of Interim Report-III	Week 12	10
5. Final Report	Week 16	30
6. Faculty Evaluation	Week 17-18	30
Total Marks		100

Based on the final marks, students shall be graded on a scale of 10 as per existing MBA grading policy.
However, rules of normalization shall not apply for IIP course and the obtained grade shall be considered in the overall CGPA calculation.

b) All the students must submit their IIP reports in the standard format as prescribed by the MBA Office within the deadlines given in the table above.

c) All students should submit their IIP completion certificate with marks from the mentor along with final report for faculty evaluation.

d) Any student who is unable to complete his/her IIP within the stipulated time frame assigned by the MBA office, irrespective whether the IIP was arranged by Self/IIMBG, he/she is allowed to complete and submit the final report for evaluation on a later date.

e) However in such cases, rules for re-examination shall be applicable.

(g) Community Immersion Project (Term V)

i. In the Term-V, a student of MBA (HHM) needs to undertake a mandatory CIP which is equivalent to 3 credits.

ii. Under the CIP, a student will work on a public health related project under a faculty mentor.

iii. This project involves field visits to nearby rural/semi-urban/urban areas to interact with people to understand the public health issues.

iv. Under the CIP, a student needs to spend at least 30 hours on the field for public interaction and data collection.

v. Students need to prepare a final CIP report and submit the same to the MBA office on or before the last date of submission as announced by the MBA office.

vi. Submission of final CIP report after the last date for submission can be done only with a prior approval and authorization from the Chairperson-MBA (HHM). However, suitable penalty will be imposed in case of delayed submission.

vii. If a student fails to complete his/her CIP for valid medical reasons, the Program Council's decision shall be considered as final.

g) i. Community Immersion Project (CIP) evaluation parameters

i. The 3-credit CIP course will be evaluated for 100 marks against the following components:

Submission Timeline	Marks
1. Initial Project Proposal	10
2. Faculty Mentor Evaluation and submission of Interim Report-I	10
3. Faculty Mentor Evaluation and submission of Interim Report-II	10
4. Final Report Submission	30
6. Faculty Evaluation	40
Total Marks	100

ii. Based on the final marks, students shall be graded on a scale of 10 as per existing MBA grading policy. However, rules of normalization shall not apply for CIP course and the obtained grade shall be considered in the overall CGPA calculation.
iii. All the students must submit their CIP reports in the standard format as prescribed by the MBA Office based on the announced deadlines.
iv. All students should submit their CIP completion certificate with marks from the mentor along with final report for faculty evaluation

ii) Time Limit for Completion of the Programme

A student should fulfill the requirements for MBA (HHM) within thirty-six months of his/her admission into the programme.

B. PROGRAMME ADMINISTRATION

a. Term Registration

i. Registration for each term should be done on dates announced by the Program Office.

ii. Students are required to pay the Term Fee as per the date and mode announced by the Program Office. ***Only the exact amount of fees will be accepted.*** No excess amount or reduced amount will be accepted.

iii. Late registration may be permitted with the approval of Chairperson MBA (HHM) for a period not exceeding ten working days from the last date for registration on payment of a fine for late registration. A fine @ Rs.100/- per working day will be charged if the student does not pay the fees within 3 working days from and inclusive of the date of registration. If a student pays his/her fees on the 4th or 5thworking day then the fine would be Rs.300/- and 400/- respectively. If a student pays his/her fees from the sixth to the tenth working day, both days inclusive, the fine would be Rs. 1000/-. If a student fails to submit the fees within ten working days from the date of registration, his/her registration would be suspended immediately. During the period when a student's registration is suspended, his/her class attendance will be cancelled by the program office even if he/she attends classes and signs on the class attendance sheets. Registration may be restored and class attendance will be given weightage only after the student has paid his/her fee along with a fine to be decided by the Program Council, which would include, at the minimum, a payment of additional fine (over and above the late fine up to the 10th working day) for further delay beyond the tenth working day as mentioned below. The mentioned late fine rates would be three times in case of NRI students. [See the table below]

Late registration on or during	2nd& 3rd working days	4th working day	5th working day	6th–10th working days	11th–15th working days	16th–20th working days
Total amount of fine for a non-NRI student (in Rs.)	Zero	300/-	400/-	1000/-	3000/- (min)	5000/- (min)

b. Course Registration

i. A student can register for courses for a maximum of 18 credits in Term-IV, 15 credits in Term-V and 12 credits in Term-VI for MBA (HHM).

	In Credit points			
Industry Immersion Project (IIP), as a Compulsory Credit Course*	3			
Total limit x for credit points in Elective Credit courses (Including track specific compulsory electives and general electives)	**MBA (HHM):** $39 \leq x \leq 45$			
Term-wise limit z for credit points in Elective Courses** (Including track specific compulsory electives and general electives)	**MBA (HHM)**	Term-IV $15 \leq z \leq 18$	Term-V $12 \leq z \leq 15$	Term-VI 12
Community Immersion Project (CIP), as a Compulsory Credit Course*	3			
*A "Credit Course" means a course taken on credit basis and only such a course contributes towards credit requirements of the programme. **A Term Paper in the second year may be taken only after a minimum of 12-credit point regular in-class courses are taken, subject to Term Paper rules, in Terms-IV,V,VI.				

c. Class Attendance

i. Students will not be allowed to carry Mobile phones/tablets or any food and drinks other than water inside the classrooms/lecture halls.

ii. Attendance is compulsory for all courses.

iii. Attending classes is just as important as achieving good grades. An attendance shortfall can significantly affect the overall CGPA and may lead to D grades in a term, regardless of performance in other evaluation components. Moreover, if your attendance falls below 50%, any higher earned grade may be converted to an F grade as per the institutional policy.

iv. Students involved in proxy will be penalized of two class attendances.
No student is permitted to mark attendance on behalf of another student under any circumstance. Signatures in the attendance sheet must remain consistent throughout the Term. Any mismatch in signatures will be treated as a violation and dealt with accordingly.

v. Students are expected to attend all the classes of a given course. However, to accommodate short-term contingencies, a minimum of 80% attendance for classes held is stipulated for a course. Thus, the cushion of 20% is given to accommodate absence from class due to minor ailments, participation in co-curricular activities, exigencies in the family and any other short-term contingencies.

vi. In view of the varying nature of pedagogy in different courses, some courses may not have classes for a part of a Term, and students may be required to do project work during this period. However, in such cases students will be required to submit interim/final project reports, design documents, or demonstrate part of the project under development.

vii. In such cases, attendance will be taken during the sessions in which students are required to present their initial/final project designs, intermediate reports, project presentations, etc. The number of lecture sessions replaced by such project work will not exceed 4 lectures in a full 3-creditpoint course (2 lectures in a 1.5-creditpoint course). Course coordinator/Instructor will inform the concerned students and MBA office at the beginning of the course about the days during which classes will be replaced with project work and the actual number of sessions for which attendance will be taken during the course.

viii. In computing the percentage of attendance, the number of actual sessions held will be considered in the denominator.

ix. For a student whose attendance falls short of 80% , the penalty will be as follows:
Let α = the percentage of attendance of a student in a course, obtained after rounding off up to the second decimal place.

a) If $\alpha < 50.00$, the student will be awarded a permanent 'F' in the course.

b) If $50.00 \leq \alpha \leq 59.99$ then the grade of the student will be adjusted as shown in the following table:

Actual grade	A+	A	A−	B+	B	B-	C	D	F
Adjusted grade	A−	B+	B	B−	C	D	D	D	F

c) If $60.00 \leq \alpha \leq 79.99$, then the grade of the student will be adjusted as shown in the following table:

Actual grade	A+	A	A−	B+	B	B−	C	D	F
Adjusted grade	A	A−	B+	B	B−	C	D	D	F

If a student's attendance falls short of 80 percent and he/she misses the mid-term/end-term exam, the penalties applicable in both cases would be applied, unless the student's attendance fell short because (s)he suffered from a major ailment requiring prolonged bed rest or hospitalization.

x. Major Ailment - Loss of attendance and/or missing mid/end term examinations.

a) A student will be considered to have suffered from 'major ailment' if (a) the ailment requires prolonged hospitalization or bed rest or isolation or it is a psychiatric illness (e.g. depression, schizophrenia), and (b) the program office is informed in writing about the ailment within two days of hospitalization or diagnosis, and (c) the ailment is verifiable by the Institute's doctor or from the hospital certifying that the student is not fit to study or attending classes. Anyone who is found to have fudged documents in this regard will be summarily expelled from the Programme.

b) Period of ailment, as certified by appropriate medical authority, will not be counted towards attendance calculation.

c) However, if the period of major ailment exceeds 50% of sessions in a term, the student has to temporarily withdraw from the programme on medical ground;
d) If a student misses scheduled mid/end term examination during the period of major ailment, make up examination will be arranged without any implication on the final grade, subject to clause (iii) above. There will be no re-examination for these make up examinations.
e) If a student misses component(s) of evaluation, other than mid/end term examination, in a course during the period of major ailment it will be up to the respective Course Coordinator/ instructor to decide how those components can be compensated for, if at all.
f) For any other case(s) not included above, the same would be decided upon by the Program Council.

xi. The above rules will override any individual course specific rules for attendance set by a course instructor.

xii. Students shall return to campus after their IIP by the day before Term-IV commences. Students coming late will not be given weightage for attendance for classes missed under any circumstances.

xiii. Submission of the Instructor and Course Feedback is compulsory as and when notified by the Program office during the term. A student who fails to submit the feedback will not be allowed to appear in the end-term examination and a financial penalty to the tune of Rs.1,000/- per case will be imposed on the student for not giving the feedback within the stipulated deadline.

d. Leave of Absence

i. Students who leaves the campus, except for vacations, should obtain prior leave of absence from the MBA Office. The MBA Office will provide a form which should be filled up and signed by the SAO (P)* signifying his absence. One copy should be retained in the MBA Office, the second with the Hostel Office and the third copy will be sent to the Security in-charge.

ii. Students leaving the campus with prior approval of the program office will have to produce the signed leave application form (*Annexure 2*) to the security personnel posted at the Main Gate before they may be allowed to leave. Upon return, students need to get the leave application form countersigned by the Hostel Office and return it to the program office either on the day students return to the Institute or on the first working day that follows, in case students return to the Institute on a holiday. Non-compliance with this will be treated as indiscipline and appropriate action will be taken as per rules concerning indiscipline in the programme.

e. Examinations:

General Guidelines for Mid Term and End Term Examination:

- All students must occupy their respective seats as per the seating plan. Any student found shuffling the seating arrangement, or not occupying his/her seat at the scheduled commencement time for the examination may be disallowed from the examination.

*For the purpose of this document, SAO(P) could also refer to the staff member who is authorized to head the Office staff in his/her absence.

- Student must sign on attendance sheet, main and supplementary answer sheet.
- No student should be allowed to enter the exam hall if he/she is delayed by more than 10 minutes.
- No student should be allowed to leave the examination hall for at least 1 hour after the exam start time and 30 minutes prior exam end time (unless it's an emergency)
- Invigilators have been authorized to disqualify any student found violating any of the instructions or resorting to unfair means.
- Students may leave the examination hall during the intervening period, one examinee at a time, after obtaining necessary permission from the invigilator(s)
- Students will not be allowed to carry any food and drinks other than water inside the examination rooms/halls.
- Students will not be allowed to carry or keep mobile phones/alarm clocks in their possession during examinations inside the examination room/hall.

f. Penalty for Malpractices during examination

Any student found guilty of any kind of malpractice or misconduct such as non-conformance to the rules and instructions given to invigilators including plagiarism in Term Papers, Project Report, IIP, CIP, Course Assignments etc. during any examination (namely, quiz, mid-term, end-term etc.) or while abroad as part of the student exchange programme will face a penalty as mentioned below:

A) For the **first time offender**:

i) For First Year: a penalty of **permanent 'F' grade with compulsory course repeat** in the next year including Community services like giving attendance sheets in classes, delivering water in classrooms etc. and his/her name would be displayed on the notice board.
ii) For Second Year: remedial work during the Summer and after completion, provisional certificate to be issued in the month of June.
iii) In either case, the final decision on grading will be taken by the Program Council depending on the severity/seriousness of the malpractice.

B) For the **repeat** offenders, **expulsion from the Institute**.
Notwithstanding the academic regulations mentioned above, the Chairperson, MBA (HHM) is empowered to refer to the Program Council any deserving case for review. The Program Council will review such cases and make appropriate recommendations for a decision by the appropriate authority.

g. Evaluation

i. Any faculty of a course (irrespective of credit structure) must use four of the following evaluation methods for assessment (including compulsory components)

- Mid-term examination (Compulsory for 3 & 2.25 credit courses)
- End-term examination (Compulsory for all courses irrespective of credits)
- Presentation (Compulsory)
- Quiz (announced or unannounced)
- Project work/assignments

- Class participation
- Oral examination
- Take home assignments/tutorials

ii. Mid-Term & End-Term are compulsory for a full credit course with a minimum weightage of 20% and 30% respectively.

iii. Mid-Term examination might be optional for courses with credits less than or equivalent to 1.5 credits. For such courses a final examination of 40% weightage maximum along with two other evaluation components (mentioned aforesaid) is mandatory.

h. Make-Up Examination/Re-Examination

i. Students who secured 'F' grade in a course will be allowed to take a re-examination on a date scheduled by the Program Office.

ii. If a student secures a grade higher than 'D' in the re-examination the grade would be reduced to 'D' for calculation of CGPA. The grade for the course in the grade sheet will also be 'D'.

iii. If a student secures an 'F' grade in the re-examination, it would be converted to a permanent 'F' with no further opportunity for make-up examination.

iv. Make-up examination shall be conducted for students who were absent during the mid-term or end-term examination due to illness of self or sudden serious illness of parents, spouse or child, or sudden demise of parents, spouse or child. Students should inform the Program Office well in time of any such illness/event with supporting documents. At the end of each mid-term or end-term examination, the SAO- Programs will prepare a course-wise list of students who are eligible for make-up examinations, upon scrutiny of necessary documents submitted by the concerned students, and communicate the same to the concerned faculty.

v. If a student has missed the mid-term/end-term examinations or both for reasons other than illness of self or sudden serious illness of parents, spouse or child, or sudden demise of parents, spouse or child, he/she will not be awarded any marks for the examination.

vi. The make-up/re-exam for a term will be conducted in the make-up/re-examination week scheduled by the Program Office. The make-up/re-examination for the mid-term examination can be conducted either in that week, or at a time to be decided by the course coordinator/instructor(s). However, no make-up/re-examination will be scheduled after the make-up/re-examination week for a Term.

vii. In case, a student seeks permission to appear in the make-up/re-examination for illness, other than prolonged illness, he/she should produce a certificate from the Resident Doctor. In case, a student has left the hostel after obtaining approved *a prior* leave of absence from MBA Office due to illness, or sudden serious illness of parents, spouse or child, he/she will have to produce a certificate from a Registered Medical Practitioner to be eligible to appear in the make-up/re-examination. This certificate will have to be submitted on the day the student returns to the Institute, or the first working day that follows, in case the student returns to the Institute on a holiday. In case, a student seeks permission on the ground of demise of parents, spouse, or

child, he/she will have to produce the death certificate to be eligible to appear in the make-up examination. The final discretion regarding eligibility for make-up/re-examination will lie with the Program Council.

i. Procedure for Review of Answer Scripts and Revision of Grades

i. The Program Office will announce the grades in all courses offered during terms I, II, IV, and V as and when these are received. However, the grades in courses offered during terms III and VI will be announced by the Program Office, after grades for all the courses for Term-III/Term-VI are received by the Program Office.

ii. The Program office/Course Instructor will announce a schedule for display of corrected answer scripts for each of the six terms. If any student feels that a review of answer scripts is necessary either for re-evaluation or for correction of marks obtained, a re-evaluation request for the same should be made in the prescribed form within 48 hrs of the display of the answerscripts, with a fee, Rs.500/- (Rupees Five Hundred only) via Virtual Account No. (VAN) allotted to every student for fees payment. The fee is refundable only if there is a change in marks/grades obtained. Under no circumstances, the reevaluation request will be accepted post announcement of the results. Students cannot take away the answer scripts from the custody of Program office/Instructor. All the answer scripts are retained by Program office after re-evaluation is over and will be kept in the custody of Program office. Answer scripts will not be handed over to students after re-evaluation.

iii. If a student is unable to peruse his answer scripts during the scheduled time, Program office may arrange to show the answer scripts on a later date with the approval of the Chairperson, MBA (HHM). Illness or absence from Campus on approved (by SAO-Programs) leave will be regarded as valid reasons for the student's inability to verify answer scripts on scheduled dates.

iv. Program Office will exhibit answer-scripts at the first convenient date immediately on receipt of the same.

v. **MBA (HHM)-I students are expected to remain on campus until the Institute closes for the Summer Vacation.** Their absence from campus when papers are displayed for re-evaluation cannot be cited as a reason for requesting re-evaluation after the Summer Vacation.

vi. **MBA-II students are expected to remain on campus till the End Term Examinations of Term VI.** Their absence from campus cannot be cited as a reason for requesting re-evaluation after the announcement of Grades or Convocation.

vii. **Students or MBA (HHM) students' representatives should not directly approach any Instructor with requests for reevaluation or for higher grades.**
All requests for reevaluation of papers should be routed through the Program Office. Program Council will take suitable action against students or MBA (HHM) students' representatives if found guilty of violation of this procedure.

j. MBA (HHM) Grading Policy

i. As agreed in the 5th Faculty Council Meeting dated 20th February 2020, a 10 pointer grading system which is implemented in the existing MBA programme, is also being implemented for IIM Bodh Gaya's MBA (HHM) Programme

For every course, the following grades shall be awarded by the course instructor.

A+	A	A-	B+	B	B-	C	D	F
10	9	8	7	6	5	4	3	0

The 'Final CGPA' shall be a weighted average of the grades obtained in all credit courses. Weights shall be the assigned as per the number of credits for the respective course.

$$CGPA = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

CGPA to percentage conversion formula for the proposed 10 pointer grading system shall be as follows:

If, $9 \leq$ CGPA ≤ 10, Percent score = $93 + (CGPA - 9) \times 7$
If, $8 \leq$ CGPA < 9, Percent score = $85 + (CGPA - 8) \times 8$
If, $7 \leq$ CGPA < 8, Percent score = $76 + (CGPA - 7) \times 9$
If, $6 \leq$ CGPA < 7, Percent score = $66 + (CGPA - 6) \times 10$
If, $5 \leq$ CGPA < 6, Percent score = $55 + (CGPA - 5) \times 11$

ii. The grade obtained by a student, who has missed either the mid-term or the end-term examination or both for a course on medical ground (except on Major Ailment) and is eligible to take a make-up exam, will be adjusted downward as followed by the MBA office after the Instructor/ Course-Coordinator has submitted the grades:

Actual Grade in the make-up exam	A+	A	A-	B+	B	B-	C	D	F
Grade to be Recorded As	A	A-	B+	B	B-	C	D	D	F

iii. For a Pass/Fail course the letter grade awarded will be either 'P' (for Pass) or 'F' (for Fail) with no grade point assigned to it.

iv. A student's grade in a particular course would be treated as Incomplete ('I') if none of the letter grades A+, A, A–, B+, B, B–, C, D, F (as mentioned above) or 'P' (for Pass) or 'F' (for Fail) for a Pass/Fail course, for him/her is awarded by the Course Coordinator/Instructor in the grade-sheet submitted to the Program Office.

v. For the purpose of CGPA computation and announcement of CGPAs at the end of a Term, all such 'I' grades, except for the Industry Immersion Project, shall be converted into 'F' grades. If a feedback certificate from the host company indicating completion of the Industry Immersion Project by the student is not received by the Program Office, the 'I' grade for the Industry Immersion Project will not be converted into an 'F' grade and the concerned student shall be asked to complete the IIP in the following

summer subject to the rule of having to complete all requirements within 36 months of his/her admission into the programme or to withdraw from the programme.

k. Promotion to Second Year

A candidate shall be eligible for promotion to the second year provided

i. His/her CGPA at the end of Term-III is at least 4.5

ii. If at any stage of the Programme, a candidate is awarded 'F' grades in courses totaling more than six credits or 'D' grades in courses totaling more than twelve credits or a combination of F in courses of three credits and D in courses of six credits or any such similar combination*, he/she must not be eligible for the award of the Degree.

The policy assumes that 'F' grade in a 3-Credit course is equivalent to 'D' grade in separate courses totaling six credits. i.e. for a 3 credit course; 1F = 2D

iii. The candidate will be permitted to undertake the Industry Internship Project and be permitted to register for Term-IV provided he/she fulfills the aforesaid promotion criteria.

iv. Each student who is promoted to the second year is required to undertake a Industry Internship Project (equivalent to Nine credit points) with a company for a duration of 16weeks. Term papers or research projects under the guidance of faculty cannot be undertaken in lieu of a summer project.

v. A candidate failing to fulfill any of the above promotion criteria shall have the option of repeating the first year of the programme or withdrawing from the programme.

vi. A student who is repeating the first year of the programme will have to withdraw from the programme if he/she fails to meet the above promotion guidelines, without any chance of appeal to the Program Council.

l. Award of Degree

i. A student's CGPA after completion of the programme will be computed on the basis of Credits earned and Grade points obtained in all Compulsory, Elective Courses and Term Papers taken on Credit basis at IIM Bodhgaya.

For MBA (HHM) Students: Along with the Degree, a student will receive a **grade-sheet showing all the courses** (including Term Papers, IIP and CIPct) taken at IIM Bodhgaya, as applicable, credit points, grades, GPA, CGPA etc.

ii. At the end of any Term, considering all Compulsory and Elective Courses at IIM Bodhgaya, including Term Papers, Industry Immersion Project and Community Project, as applicable up to that Term in the first or second year of the MBA (HHM) programme, the candidate must not have 'F' grades in courses totaling six

credits or 'D' grades in courses totaling more than twelve credits or a combination of F in courses of three credits and D in courses of six credits or any such similar combination*. Otherwise, the candidate will not be eligible for the award of the Degree and he/she must withdraw from the programme forthwith

The policy assumes that 'F' grade in a 3-Credit course is equivalent to 'D' grade in separate courses totaling six credits. i.e. for a 3 credit course; 1F = 2D

iii. All those students, who must have fulfilled the conditions listed above and also obtained a CGPA of 5.00 or more at the end of Term-VI are awarded with the degree of "Master of Business Administration in Hospital and Healthcare Management" [MBA (Hospital and Healthcare Management)].

iv. In addition to the fulfillment of the aforesaid criteria, for the award of the "Master of Business Administration in Hospital and Healthcare Management" [MBA (Hospital and Healthcare Management)] degree, the candidate must score a minimum CGPA of 5.0 at the end of Term VI.

v. If a student obtains a CGPA of less than 4.75 at the end of Term-VI, he/she will be failed and must withdraw from the programme without any chance of appeal to the Program Council.

vi. If a student obtains a CGPA between 4.75 and 4.99 (end points included), his/her case will be reviewed in the Program Council and subsequently a decision will be taken by the Program Council/ Faculty Council. Depending upon the merit of the case, a student may be asked to:

a. do suitable extra work as remedial courses, in consultation with Chairperson-MBA (HHM), to make up for the deficiency in CGPA, or
b. repeat the second year, or
c. withdraw from the programme

vii. The following procedure shall be followed while undertaking remedial courses:
A student having a CGPA between 4.75 and 4.99 (end points included) might be allowed to undertake a remedial course with the concurrence of the Chairperson-MBA-HHM. Chairperson-MBA-HHM, if required, in consultation with the Program Council and the Course Instructors, would decide upon the number and nature of remedial courses to be taken.

a) Remedial course work must be completed before the commencement of the next academic year.
b) After completion of the remedial course work, if a student fails to makeup the deficiency in CGPA (i.e., the CGPA falls short of 5.00) he/she would have to compulsorily withdraw from the programme and his/her registration would be deemed to have been cancelled without any further notice.
c) On completion of the remedial course work, **if a student gets a CGPA greater than 5.00 his/her remedial grades will be suitably adjusted downwards** so that the CGPA becomes 5.00 at the end of the remedial course work.
d) On satisfactory completion, the concerned students would be issued a Provisional Certificate and the Degree would be awarded to them at the Institute's next Annual Convocation.
e) A student failing to complete remedial courses would have to compulsorily withdraw from the programme and his/her registration would be deemed to have been cancelled without any further notice.

m. Award of Rank

i. A student's relative rank in his/her Batch, after completion of the programme, shall be determined using a special type of CGPA, referred to below as the "Rank CGPA".

ii. The "Rank CGPA" is defined as the CGPA calculated on the basis of Credits earned and Grade points obtained in all Compulsory and Elective Courses up to the end of Term VI taken on Credit basis at IIM Bodhgaya.

iii. After completion of the programme, Prizes and Honours will be awarded, based on the Rank List.

Award of Chairman's Gold Medal:
Shall be awarded to the student, securing Rank I till Term VI of the MBA (HHM) Programme.

Award of Director's Gold Medal
Shall be awarded to the student, securing Rank II till Term VI of the MBA (HHM) Programme.

Best Student Award:

Shall be awarded to a student for securing Academic Excellence and Overall Performance subject to:

a) the student obtaining a minimum CGPA of 6.00 till Term V of the MBA (HHM) Programme.
b) Obtaining No "F" grade in any of the courses (both Credit/Non-Credit).
c) The student having no reported case of Academic Malpractice/Disciplinary Action and Grade drop during the 2 yr. programme.
d) Approval of the award to the recommended student by the Faculty Council, IIM Bodh Gaya.

iv. Total number of credit points to be taken for CGPA computation for Rank, taking all Compulsory and Elective Courses is as follows:

For MBA (HHM) Students: 60 credits core courses + min. 39 credits from electives (21 credits from track specific electives + min. 18 credits from other aeras of management)

v. Among other factors, it is mandatory for every student to submit to the MBA Office, a 'No Dues Certificate' duly signed by the required departments of the Institute within the time period announced by the MBA Office for the award of degree.

n. Temporary Withdrawal from the Programme

i. MBA (HHM) students can apply for a temporary withdrawal from the programme before the beginning of end-term examinations for a term or during the Industry Immersion. However, such withdrawal can only be for valid medical reasons.

ii. An application for such temporary withdrawal from the programme must be approved by the Program Council.

iii. However, a student withdrawing from the programme temporarily must rejoin the programme and complete all requirements within 36 months of his/her admission into the programme.

o. Compulsory Withdrawal from the Programme

i. Whenever a student accumulates 'F's in more than 6-creditpoint equivalent courses at the end of any Term considering all Compulsory and Elective Courses at IIM Bodhgaya, including Term Papers, IIP and CIP, as applicable up to that Term in the first or second year of the MBA (HHM), he/she must withdraw from the programme forthwith.

ii. A student cannot complete the Programme and must withdraw from the programme forthwith if any part of the Programme including the IIP and CIP is not completed within 36 months of the student's entry into the Programme. [For example, a student who has repeated the first year of the programme will have to withdraw from the programme if he/she has CGPA shortfall at the end of Term III in the repeated year.]

iii. If a student is expelled on disciplinary ground that will amount to compulsory withdrawal from the programme.

p. Permanent Withdrawal from the Programme

Students who wish to/are required to withdraw from the programme permanently/compulsorily must inform the Chairperson-MBA (HHM) in writing before leaving the campus. The caution deposit for withdrawing students will be reimbursed only after all dues have been cleared.

q. Scholarships:

To ensure that no student is deprived of education at the institute for financial reasons, IIM Bodh Gaya offers Need Based Financial Assistance (NBFA) to all the eligible students enrolled in the MBA (HHM) Programme.

r. Student Exchange Program (SEP)

Student Exchange Program shall be initiated in two ways:

A. <u>Term Based Exchange:</u>

- Under Term based exchange, an exchange student will spend one term in an academic year at the partner institution.
  The student shall not be allowed to take any course at IIM BodhGaya during such exchange term.
  Further, it will be the responsibility of the exchange student to ensure that the credit requirements of such term are fulfilled at the partner institution.
- The institute will also allow virtual exchange subject to the consent of partner institutions. Under virtual exchange, the exchange student will complete the exchange term at the partner institution.
- In case of Term Based exchange, the CGPA of previous term shall be carry forward for the exchange Term

- Also, the program office shall approve the fulfilment of credit criteria of the student undergoing the exchange program.

B. Course Based Exchange:

- Under course-based exchange, an exchange student may opt for courses at the partner institution while being enrolled in the IIM Bodh Gaya courses during a term.
- Such exchange shall take place in virtual mode only and will be subject to the availability of online courses at the consent of the partner institution.
-

Points to be noted:

1. Student exchange program (Term Based) shall be valid only for students in Term VI.

2. Credit Conversion rate of partner institute: 1 Credit per 10 hr session.
   Courses taken at the partner institution in a virtual mode shall be considered for the credit requirements at IIM Bodh Gaya only if such consideration does not result in the violation of maximum credit limit of that term.
   Under exceptional cases, the decision of Program Council shall be considered as final.

3. On successful completion of the course at the partner institute, the student shall be awarded a 'P' grade.

4. For a Term Based exchange, if a student fails to fulfil the passing criteria of the partner institution, MBA (HHM) degree shall not be awarded and rules of repeating/withdrawal from the program shall apply.
   In case of any medical exigencies, the student shall be allowed to repeat Term VI of the program with the next batch.
   However, for a Course Based exchange, if a student fails to fulfil the passing criteria of the partner institution, a permanent F shall be awarded.

5. Provisional MBA Degree Certificate (subject to fulfilling all the requirements of the program) shall be issued once the IR Office confirms the results and credits are verified by the Program Office.

6. Foreign students participating in a course shall not be considered while normalization of grades.

7. Selection of students for SEP shall be based on the discretion of IR Committee.
   However, Program Office's approval about credit fulfilment should be taken into consideration.

II. Campus and Hostel Rules & Regulations

Accommodation and Membership

i. All students of the MBA(HHM)will be required to live on campus in the hostel accommodation provided to them.

ii. Students are expected to **consistently and carefully follow** all the rules and procedures laid out in the Hostel Standard Operating Procedures (SOPs), without negligence or carelessness.. Any violation to these will lead to strict disciplinary action.

iii. Students should not change their officially allotted hostel rooms without prior approval of the Hostel Warden and under intimation to Hostel Supervisor. The request for room change will not be entertained unless there is a serious infrastructure issue or any administrative issue warranting such change.

iv. At the time of taking possession of the allotted accommodation, students are required to make an entry in the Hostel Register and fill the Hostel Registration and Inventory forms in duplicate. One copy of the inventory form will be given to the student and one copy will be kept with the Hostel supervisor.

v. It is the students' responsibility to take proper care of any equipment/furniture allotted to him/her by the Institute. The damage or destruction of the Institute's property will be treated as a serious breach of discipline and full charges for repair or replacement with penalty, if imposed, will be recovered from individual students or the students committee, as the case may be.

vi. Students are not allowed to remove any items provided in their hostel room.

vii. Students will not be allowed to use any kind of electrical gadgets in their hostel rooms except IT Equipment and table lamps.

viii. As and when students are away from their rooms, they must switch off all electrical appliances in the room to conserve energy. Anyone violating will be liable to penalty as applicable.

ix. Students are required to take adequate care of their personal belongings and should not keep their rooms unlocked at any point of time when they are away from their room. They may do so at their own risk and the administration will have no responsibility for any losses, if so caused. No complaints in this regard will be entertained.

x. In case of any theft due to room breakage or otherwise, and loss of items, students must inform the Hostel Supervisor immediately under intimation to Hostel Warden. To keep a record of such incident, the student is requested to submit an incident report to the hostel supervisor either by hard copy or through email who in turn will escalate the matter to the local police station through Administrative Branch, as may be required.

xi. Under no circumstances, students can share their rooms with any person without approval of the competent authority.

xii. Guests/parents/guardians, visiting students in the hostels should inform the Warden/Chief warden to visit the campus via their ward's institutional email at least 3 days prior to their visit. For meeting the Program Chairperson a prior appointment and approval is required at least 3 -4 days before their visit. They will sign the Check-in and Check-out registers specially provided with the security guard for this purpose. The visitation hours will be as decided by the competent authority will be strictly adhered to by all. Students will not take any guest to their rooms and will meet only at the designated place in the hostel.

xiii. Students should obtain hostel clearance certificate from the hostel in-charge, counter signed by the Hostel Supervisor at the time of completion of the programme and hand over possession of the room to the authorities, post clearing all dues and obtaining clearance from all other concerned.

xiv. Hostel Administration reserves the right to inspect hostel rooms as a routine maintenance check, and in case when there is reasonable doubt about rules being broken. Students must allow access to their allotted accommodation to the Hostel Administration on all such occasions.

xv. Motor vehicle policy: The MBA students are not allowed to possess and keep any motorized vehicle inside the campus premises. If any student is found using motor vehicle, (s)he will be liable for disciplinary action including immediate confiscation of the vehicle. However, students can use bicycles, if desire so, in the campus.

xvi. The students are required to be in their respective hostels premises as per Hostel in/out timings spelt out by the Hostel Management with prior approval of the competent authority. The specific requirements of change in Hostel timings, if any arising due to Academics curriculum would be taken care by the Hostel Management on projection by the students viz to cater for group activities like projects etc.

III. Mess Rules

i. IIM BG will have institutionalised messes running in all Hostels under overall control of the Hostel and Mess Committee. The mess services will be outsourced to Contractor/ catering service provider following the due process with active involvement of Mess committee and their nominated representative(s).

ii. The tentative mess charges would be taken from the students as deposit. The surplus/ deficit, if any in mess deposit would be adjusted/refunded at the end of each Academic Year or time schedule as decided by the finance department of IIM BG.

iii. All students will be members of their allotted mess. Mess Rules will apply to all students.

iv. All students must have their meals in the Mess Dining Hall at the hours stipulated by the Mess Committee/management. These hours must strictly be adhered to.

v. Food will not be served outside the Mess Dining Hall except in cases of sickness prescribed by a Doctor. For such cases the Mess in-charge should be informed at least three hours before the meal service time.

vi. Hostel inmates shall not take out the chairs, other furniture, utensils, crockery and cutlery from the Dining Hall.

vii. Owing to infrastructure constraints in the present scenario, night canteen facilities will not be provided to the students.

viii. **App-based** list of vendors is allowed to deliver food to students in the campus. Vendors may deliver food till 10 PM to students. Vendors will deliver food at predesignated central location in the hostels as decided and

approved by the CAO. Students are expected to collect their food orders from the central location, as vendors are not allowed to go to the room of any individual student.

The above Hostel and Mess rules must strictly be adhered by all students.

IV. Rules on Ragging

i. **Ragging in any form is prohibited in the IIM BG campus.**

ii. Any complaints in relation to ragging should be informed to the Anti-Ragging Committee of the institute through the following email address: **arc@iimbg.ac.in**

iii. Students should note that they are prohibited from engaging in "any disorderly conduct, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do by act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or harassment so as to adversely affect the physique or psyche of a fresher or junior student" (Order of the Supreme Court of India, dated May 4, 2001).

iv. Any student found to be indulging in one or more of the above-mentioned activities is liable to be punished. The punishment will be as per prevailing Government of India norms for prevention of Ragging. This could include expulsion from the Institute, suspension from the Institute for a limited period, a fine with a public apology, withholding of scholarships, debarring from representation in events, and withholding of results.

V. RULES AGAINST SEXUAL HARASSMENT

i. Following the guidelines and norms laid down by the Hon'ble Supreme Court (in Vishakha & Ors. Vs. State of Rajasthan & Ors. (Jt. 1997(7) SC 384) and the GOI DOPT's O.M. No. 11013/10/1997-Estt.A dated 13.2.1998, the Institute has constituted a "Complaints Committee" to address matters related to sexual harassment. Any incident of sexual harassment shall be reported to the Chairperson SAC, or to the Convener of the Complaints Committee. The Rules on sexual harassment shall apply to all members of the Institute including employees and students.

ii. For the purpose of the Rules, 'sexual harassment' includes such unwelcomed sexually determined behaviour whether directly or otherwise, as

a) physical contact and advances;
b) demand or request for sexual favours;
c) sexually colored remarks;

d) showing any pornography;
e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

iii. Any students found guilty of any of the above mentioned conduct shall be subject to such punishment as may be recommended by the Complaints Committee.

VI. ACADEMIC DISCIPLINE:

The Institute attaches utmost importance to strict integrity and honesty in academic work by the students.

i. Students must maintain strict discipline in classrooms, examinations, tests, quizzes, take-home assignments and all other segments of academic work.

ii. 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.

iii. 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.

iv. Ragging, gambling in any form and consumption of any narcotic drugs is strictly prohibited in the campus. Action will be taken against any student found to be disturbing the peace and tranquility in hostels and/or the campus, under the influence of alcohol/narcotic substance or otherwise. EATABLES VIZ., TEA, COFFEE, SNACKS AND ANY OTHER ITEMS ARE STRICTLY PROHIBITED IN THE CLASS ROOMS.

v. Students are not allowed to keep or carry weapons of any kind (including firearms) in the campus.
vi. Students are not allowed to keep pets.

vii. When a student finds it necessary, due to special circumstances, to spend more than one night in succession outside the campus, within or outside the city, (s)he should inform the MBA Office of this (via email) , preferably well in advance. The MBA Office will provide a form which should be filled up in triplicate and all the copies should be signed by the SAO (Programs) signifying acceptance of the request. One copy shall be submitted with the MBA Office, the second with the Hostel Office and the student should return the third copy to the MBA Office on return to the campus.

viii. Chairs, furniture, newspapers and magazines in Hostel Common Rooms are not to be removed under any circumstances.

ix. Glass panes and walls of the dining hall and other places at the hostel premises must not be used for displaying notices/posters (separate notice boards are available in the hostels) without prior permission of the Hostel Warden/Chief Hostel Warden. In case posters are put up after such permission is obtained, care must be taken not to damage the walls and they must be removed promptly after the event.

x. In order to keep a clean campus, dustbins provided around the campus must be used to dispose of refuse.

xi. The students will be responsible individually or collectively, as the case may be for any littering, breakages and damages of any property of the Institute, for which appropriate fine will be imposed. Therefore students must take proper care in using the hostel and campus premises and facilities and shall not do anything to disfigure, deface or cause damage to buildings or to any articles or fixtures therein.

xii. **Social Media Conduct**

Students are strictly advised not to post any content against the institute or its members on social media platforms.

- Defaming, misrepresenting, or sharing internal matters publicly is a serious violation of the institute's code of conduct.
- Any such action will be treated as misconduct and may invite disciplinary action, including suspension or expulsion.
- If you have any grievance or concern, it must be addressed through the official channels provided by the institute.
- Students are required to maintain professionalism and uphold the dignity of the institute at all times.

xiii. Mass mailing and any student involvement in forming or joining groups will result in strict action.

xiv. Hacking in any form and sending spam emails inside or outside the Institute is strictly prohibited.

xv. Students are expected to maintain proper decorum in the matter of dress and conduct.
Smart Casuals are allowed in the classrooms.
Clothing must be **neat, modest, and appropriate** for a formal academic environment.
Students violating the dress code will face disciplinary action without further warning.

xvi. Students are expected to maintain decorum and uphold the standards of decency within the campus. Display of obscenity in any form is prohibited and may invite appropriate disciplinary action as per the Institute's rules and regulations.

xvii. When visiting other educational institutions in India or abroad to participate in any event or otherwise, students are expected to follow rules on discipline and conduct set by the institutions visited. The

Institute reserves the right to initiate disciplinary action against a student found to be in violation of any rules or guilty of misconduct while visiting other institutions.

All students are required to **strictly adhere to the Escalation Matrix** for any issues—academic or non-academic..

The escalation flow is as follows:

1. **Class Representative (CR)** – First point of contact
2. **Program Office**- The Program Office is responsible for resolving the matter at this level in most cases. Further escalation will be considered **only if the issue cannot be resolved** at the Program Office level.
3. **Chairperson** – Final level, only if the issue remains unresolved

Directly approaching higher authorities without following this prescribed hierarchy will not be entertained and may lead to delays in resolution and will be viewed as a breach of protocol.

VII. Student Academic Committee and Class Representatives (CRs):

Role of Class Representatives :

Class representatives form an integral part of the student community in the first and second year of the Program. They 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 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 classrooms and Examination Hall.

Role of Academic Committee: The Academic Committee provides support to relevant matters of the Program as per the instructions of Chairperson MBA(HHM). Academic Committee will work under the guidance of Chairperson MBA(HHM). Committee members shall support the 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.

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

Following are the responsibilities of academic committee:

- Support Program office in Organizing Guest lectures, Panel Discussions, and open houses, etc.
- Support the Program office in organizing institutional activities, such as, Orientation Programme, Annual convocation, etc.

- Counselling and guidance to juniors in their academic endeavors.
- The members are expected to Support Chairperson MBA(HHM) to monitor the compliance and implement the rules mentioned in the Policy manual.
- The members have to act in collaboration with the class representatives of the batch.
- The committee holds responsibility to inform Program office to frame penal actions for the students who may be held guilty of non-compliance of the institute's rules.
- Counsel the students regarding the class timings and report to the office, if any student 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 classroom and any other academics related issues.
- Ensure that the students are dressed in proper attire during the class hours.
- Support Chairperson MBA(HHM) in maintaining student discipline in the classes

VIII. 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 copy of the FIR lodged in a police station
- 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 ₹500/

Please Note: All laws of the land are applicable over and above the rules laid within this document.

IX. MEDICAL FACILITY FOR STUDENTS

IIM Bodhgaya extends group Medical Insurance facility to all the students of MBA.

X. CHANGES/MODIFICATIONS TO RULES

The Institute reserves the right to add/delete/modify any of the above rules as and when deemed necessary.

In case any violation of the above rules is reported or discovered, appropriate disciplinary action will be taken by the Program Council.

भारतीय प्रबंध संस्थान बोधगया
Indian Institute of Management
Bodh Gaya

Annexure 1

STUDENT DECLARATION FORM FOR TERM PAPER

(Due along with the application for a Term Paper)

1. Name of the student (s): i) ……Regn. No…….
   ii)…… Regn. No…….
2. Term: ……
3. Title of the Term Paper :
   ……
   ……
   ……
   .....
4. Name of the Faculty Guide: ……

I/We, hereby, declare that, the entries made by me/us in the Application Form above are complete and true to the best of my/our knowledge. I/We am/are aware of the punitive action which might be taken if I/we am/are found involved in plagiarism. I/We also acknowledge that the MBA (Hospital & Healthcare Management) Committee has the authority to take appropriate action against me/us for violation of the MBA (Hospital & Healthcare Management) Rules pertaining to the Term Paper. I/We also understand that the decision of the MBA (Hospital & Healthcare Management) Committee on any such matter will be final and binding on me/us.

Date : …….

Signature of the Student(s)

i) ……..
ii) ……..

Signature of Faculty Guide ………………………

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Bodh Gaya

Annexure 2

STUDENT LEAVE APPLICATION FORM
FOR PROGRAM OFFICE RECORDS

Date………….
Name: ……………………………………………………………………………………………...
Reg. No.: ……………… Hostel: ………………………………… Room No..……
Date and expected time of departure: ………………………………………………………
Date and expected time of return: ……………………………………………………...
Total Period of Leave: ………………………………………………………………
Leave Address: ……………………………………………………………………………
Contact mobile no. while on leave: …………………………………………………………
Reason(s) for leave application ………………………………………………………
……………………………………………………………………………………………
Number and nature of enclosures, if any: …………………………………………………

Leave sanctioned* from ……………………………… to ……………………………………………
(Rules for attendance and examinations missed during the leave period shall be applicable)

____
Requested by

Approved by:

______________________ ______________________
SAO- Programs Chairperson MBA(HHM)
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

FOR HOSTEL RECORDS

Campus Leaving Report

Leaving Date: ……………………………. Leaving Time: ………………………………..

Signature of Student ………………………… Signature of Hostel Supervisor ………………………

Campus Joining Report

Joining Date: ……. Joining Time: …….

Signature of Student …….. Signature of Hostel Supervisor ……...

IIM BODH GAYA
सब्बे भद्राणि पस्सन्तु