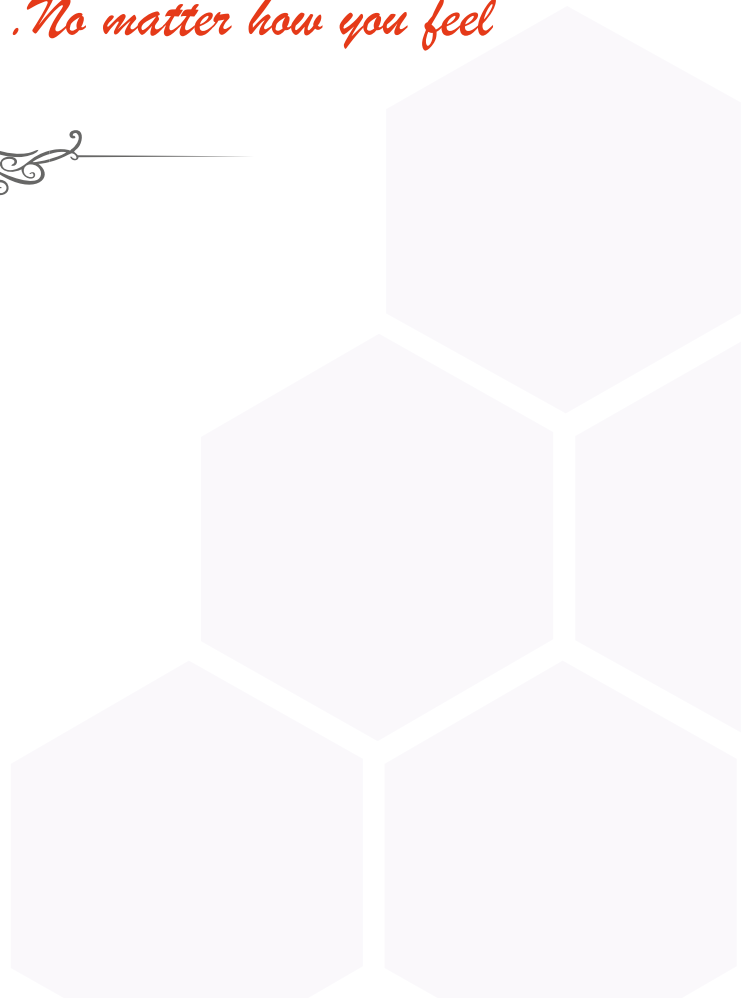


“GUIDELINES FOR STUDENTS”

You are always responsible for how you Act....

.....No matter how you feel





PREFACE

We are delighted to welcome you to the new academic session of PGDM (Hospital & Health Management) of International Institute of Health Management Research Delhi. This document only seeks to assist students by providing the necessary information required during the pursuance of the two-year Post Graduate Program and is not valid for legal purposes. The IIHMR Delhi Student Handbook is issued and published by the institute as the official notification of rules, guidelines and services that concern the student life at IIHMR Delhi.

Students are subject to the rules and regulations contained in the Handbook. The Institute reserves the right to change the rules governing admission, tuition, fees, courses, the granting of degrees, or any other regulations affecting its students at any time. The INSTITUTE reserves the right to revise and /or change the contents of the document from time to time. Please read the Handbook carefully and feel free to contact your Faculty Mentors or us if you have any additional questions.

We look forward to interacting with you through a variety of committees/forums of the Institute. If there is anything we can do to help you better navigate your journey here, please let us know. We seek your cooperation and creativity to solve concerns and issues, if any. Welcome to this exciting community of change-makers and future leaders.

Wishing you happy, healthy, and intellectually stimulating days at IIHMR-Delhi.



1.0 INTRODUCTION

We are delighted to welcome you to The IIHMR Family!

This Handbook aims to provide you with the necessary information which you may require during this program. We assure you of a memorable experience being part of this prestigious program, which will take you to new realms of academic and professional excellence.

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

The IIHMR, Delhi (established in 2008 known as International Institute of Health Management Research) has made a phenomenal contribution to both research and education in the area of management of health care achieving a pride place in management, planning and research in the health sector at the national and international levels. The graduates of the Institution have transformed the health care sector and hospital management paradigms in the country and developed a critical mass of hospital administrators and managers in India.

The Post-Graduate Diploma in Hospital and Health Management (PGDM) commenced in 2008 to meet the rising demand for quality of health care that is accessible and affordable. The PGDM reflects the multidisciplinary nature of health care through its flexible and innovative curriculum, taught by academicians and practitioners from a wide variety of organizations and disciplines including public health, hospitals, environmental health, health economics and business/management. It enjoys strong links with the Government Health Programmes, health care practitioners, and other regional and national bodies, ensuring student access to some of the country's leading authorities in health care. The focus of the program is also on self-learning through field practice/exposure and experiential learning.

2.0 OBJECTIVES OF THE PROGRAMME

The broad objective of the programme is to build knowledge and skills to enable individuals to perform as effective managers in Hospital, Health, and Health Information Technology fields, both in the public and private sectors. The passing out student should be able to bridge the gap of acute shortage of trained and qualified hospital and health managers in the country.

Program Educational Objectives (PEO) are as follows:

- To understand concepts and techniques of management and their application in hospital and healthcare organizations
- To develop skills in diagnosing and solving management problems in healthcare
- To apply the management skills in planning, operationalizing and managing healthcare organizations
- To focus on strategic responsibilities for capacity building and human resource development for healthcare delivery
- To understand and apply the principles of research to identify healthcare problem and provide solutions
- To explore and implement new technology and innovation in health sector

3.0 GENERAL INSTRUCTIONS

3.1 Academic Session

The duration of the course is two years. The courses are conducted in a term pattern. The schedule for each academic year is displayed and distributed by the Academic Office. The listed vacations/holidays are given for each academic year as per the Institution's holiday list.

3.2 Class Timings

- a) Classes are held from Monday to Friday and commence at 09.30 AM and continue up to 04.30 PM with two tea breaks and a lunch break.
- b) Saturdays are meant for special academic sessions/ presentations / seminars and extra-curricular activities. Students will be informed about such activities in advance.

3.3 Class Participation and General Conduct

- a) Be punctual.
- b) Be a proactive learner and participate actively in all discussions.
- c) Never hesitate to ask questions.
- d) Complete all your assignments on time.
- e) Be proactive in networking with the faculty and the students.
- f) Never hesitate to seek help but avoid dependency and exploitation of goodwill.
- g) Take the initiative and display leadership qualities in classroom discussions and extra-curricular activities organized by the Institute.
- h) All the students are advised to wear their identity cards while they are in the campus.
- l) Be appropriately dressed when on campus.

3.4 Code of Conduct regarding Mobile Phones

The students are not allowed to use mobile phones in the classroom. Mobile phones are prohibited in the examination hall. Strict disciplinary action would be taken against students if mobile phones are found with them in the examination hall. The mobile phones should be switched off during the classes, examinations and other official meetings and engagements.

3.5 Course Materials

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

3.6 Recreation Facilities

The Institute offers a variety of sports facilities, including Table Tennis, Carom, Chess Badminton court, and state of the art gymnasium.

3.7 Medical Facilities

- a) A first-aid kit is kept at the medical room.
- b) For emergency treatment, The Institute provides all necessary support. Please contact the In-charge hostel-cum-guest relation/warden immediately, in case of an urgent health problem.
- c) All costs related to the treatment of emergency/non-emergency problems will be borne by the student concerned except for indoor treatment, which is paid by the health insurance company under certain conditions.

3.8 Fee Payment Schedule

The Program fee is payable in four installments. The first, second and third installments are to be paid in the first year and the fourth installment is to be paid at the beginning of the second year. Students are required to deposit their fee through RTGS/NEFT/demand draft made out in favour of "International Institute of Health Management Research" payable at Delhi, as per the fee schedule given below. The students are advised to mention their name and roll number on the reverse side of the demand draft. For more information regarding the fee payment please refer our website: - www.iihmrdelhi.edu.in

Students are requested to kindly adhere to the payment schedule. A Late Fine of **Rs. 100/-** will be levied per day for first five days, **Rs. 500/-** per day for next 10 Days and thereafter, **Rs. 1000** per day.

3.9 Medical Insurance

The students are covered under the 'Mediclaime Policy' as per The Institute's norms.

3.10 Uniform

The students are required to maintain decorum and dignity and should be in uniform during campus hours. The students should be formally dressed. The Institute would provide the uniform. The students are required to come in uniform in all formal functions and when advised by the Dean, Academics, and Student Affairs. The students should put on their ID cards while on campus with no exception.

3.11 Attendance Requirements

All students are expected to attend all sessions of the course. To appear in any term examination, a student should have at least 75% attendance in each course conducted during the term. The course instructor would maintain attendance. The student will be notified the status of their eligibility to appear in the examination by the Academic Office. Refer para

4.8 of this Handbook for complete details on 'Availing Leave'.

3.12 Legal Disputes

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

3.13 Academic Monitoring

For monitoring and supervising academic activities at the Institute, the office of the Director/ Dean, Academic and Student Affairs will perform the required day-to-day actions. For policy formulation and reviewing academic activities, the Board of Studies of the PG programme and the Academic Council will meet at periodic intervals.

3.14 Stream Selection

Students can select the streams at the end of the first year, based on their preference and merit.

3.15 Student Advisors (Guide/Mentors)

One faculty member will be allotted to each student as their Mentor in the first-year. The second-year students will work for their dissertation under the guidance of their Mentor. In second year, depending on their Dissertation work, they will be allotted co-guide in the respective area of expertise, if required. The allocation of the Mentor is final and no mentor will be changed in any circumstances. **(Refer Annexure I).**

3.16 Extra-Curricular Activities

The students may participate in extra-curricular activities. The following avenues are available for students to participate:

- Conference at The Institute
- Participation in conferences in other institutions
- Sports and games
- Cultural activities
- Paper Publications
- Events at the Institute

3.17 Discipline

Students are required to follow discipline in the campus. If a student is found to indulge in any act of indiscipline, strict action against him/her will be taken. The student is liable to be produced before the Institute Level Disciplinary/ Grievance Redressal Committee for investigation and punitive action as per the laid down regulations. Students should maintain cordial interaction with all the faculty members and abide by the guidelines laid down for student-faculty interaction **(Refer Annexure I).**

3.18 Identity Cards

The students are required to be on the campus with their Identity cards issued by The Institute. Students will not be allowed to enter the examination hall without identity cards. In case the student misplaces or loses the identity card, he/she should lodge an FIR and submit a copy of the same to the Academic Department. He or she may be issued a new duplicate Identity Card after remitting the required charges.

3.19 Student Committees

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

- Placement Committee
- Cultural Committee
- Alumni Committee
- Canteen Affairs Committee
- Sports Committee

- Class Representatives
- Synapse Committee
- Library Committee
- Hostel Affairs Committee

4.0 PROGRAM STRUCTURE

4.1 Program Overview

- Medium: English
- Duration: Two-years full time

Semester System: The program has been designed on the semester system. There will be four semesters spread over two years.

In addition, the students are required to undergo the following training:

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

Summer training and dissertation are mandatory programs for all students. The duration of summer training is for two months, and the dissertation is for three months. At the end of the summer training and dissertation, students are required to submit reports and defend their dissertation before a panel of experts to be eligible for the award of PGDM (Hospital & Health Management) and participation in the convocation.

4.2 Induction

The induction program is organized to create a **Comfort Zone** to prepare students for group living, sharing institutional values, developing competencies in written and verbal communication, and computer literacy. Before starting the core courses of Term, I, students adjust themselves in the new environment during three weeks orientation program. This includes the following (subject to change):

- Communication Lab
- Essentials of Computer Services
- Human Process Lab

4.3 Core Courses

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

4.4 Value Added Courses (VAC)

IIHMR Delhi conducts Value Added Courses for the first year and second year students to upgrade the technical skills as per industry requirements. Value added courses provide skills necessary to increase employability and help students to be successful. Only those students who maintain the 70% attendance in VAC course will be eligible for completion certificate. Value added courses have been selected through IQAC every year.

4.5 Summer Training

Summer training is an integral part of the program. The students get training for two months in various organizations in the country and abroad for practical exposure and hands-on training to:

- Learn through assisting the manager/administrator in daily operational management, and, if possible,
- Help the management to study and address some identified issues/problems associated with some specific operational area/program.

The main purpose of the summer training is, therefore, to learn the functioning of the organizations. During summer training, students are expected to acquaint themselves with various departments and the functioning of the organization. The training is expected to reinforce classroom teaching in organizational settings.

At the end of summer training, the student would prepare a brief report of the learning and a poster for presentation. A panel of experts/faculty would examine students on the basis of the content and quality of work and presentation.

No first-year student will be promoted to the second year unless he/she has successfully completed first-year courses and summer training. Guidelines will be provided before the beginning of the summer training program.

The students will affiliate with the organizations depending on the respective specialization and consent of the organization. Alternatively, the student may also suggest an organization or choose IIHMR Delhi for summer training with the approval of the Dean, Academic and Student Affairs and respective mentors. The student is expected to prepare a synopsis of the proposed study and seek approval by their Mentor at IIHMR. If the study involves collecting data from respondents (community, patients primary data), then the synopsis should be additionally approved by the **Student Review Board (SRB)** consisting of a panel of experts/faculty constituted for this purpose.

4.6 Internship/Dissertation

All students would be required to undergo a three months duration internship after completion of the last term examination in the second year. The objective of the internship is to get a first-hand probationary exposure of the work culture of the organization and to learn and attain a clear understanding of the assigned task and official procedures of the organization. During the internship, the student would prepare a report showing details of the organization and any specific work/project she/he has undertaken based on the requirement/suggestion of the organization. Throughout the internship, the student will carry out a study related to their area of work under guidance of the supervisor allotted in the organization. If the student is not permitted to carry out the study/collect data in the organization where he/she has been placed for an internship, the student can then carry out an independent study on their own under the guidance of his/her Mentor at IIHMR. The student is expected to prepare a synopsis and get approval from both the Institute mentor and the **Student Review Board (SRB)**. The data collection should start after the approval of the synopsis.

The student would be required to make a presentation of the internship. The student would have to submit the soft copy of the internship report to the library after approval of the guide. Academic Office facilitates the process of the internship. After completion of the internship, the student is expected to submit an internship completion certificate, after completion. Internship report should not be confused with the dissertation.

The student should be in constant touch with the respective guide/mentor (at least once a week). The draft of the dissertation should be prepared and shared/discussed with the guide/mentor before final submission. The final report should be approved and also certified for plagiarism. Guidelines will be provided before the beginning of the internship program.

The student would be required to make a presentation of the dissertation for the panel of examiners. Dissertation will be a 12 Credit assignment (2 months).

In case, the student wants to change the subject of dissertation while she/he is doing internship, she/he would have to get a fresh written approval by the mentor/guide at the Institute on the for the new subject. In case, the approval has not been obtained, the student would not be allowed to submit his/her dissertation. '

No student would be awarded a degree until the panel approves the dissertation. After approval of the dissertation, students have to submit a publication-ready paper from the dissertation work.

4.8 Availing Leave

4.8.1 The students must seek the prior sanction of the course instructor/course coordinator/Dean, Academic and Student Affairs on the prescribed leave form before proceeding on leave. The prescribed leave form is available with the Academic Office. The sanctioned leave form should be submitted to the Academic Office for the record. In case the student resides in the hostel and desires to leave the campus during the leave, it is imperative to seek permission from the hostel warden also prior to proceeding on leave.

4.8.2 In case of a medical emergency or any other emergency at home when the student needs to proceed, an approval on phone/SMS is necessary. The student is required to forward the leave application within two days of proceeding on leave. But the grant of permission does not mean that the absence has been condoned for computing attendance.

4.8.3 The Examination Cell will permit only those students to take the examination, who have 75% or more attendance in the concerned course, and the total number of classes missed should not, in any case, exceed 25%. When a student

is deputed by the Institute on official duty, it can be considered for condonation, if the student has a minimum of 50% attendance in that course.

4.8.4 Attendance of students in every session of each course will be monitored and the relevant attendance record shall be maintained by the course coordinator concerned. Whenever student avails leave, he/she will be required to take prior permission written from the course coordinator.

4.8.5 Cases of those students with attendance between 50–75% with justifiable academic, medical or institutional ground can be considered for condonation of the period of shortage. The authority for condoning the period of absence is the Dean Academic and Student Affairs.

4.8.6 For initiating the process of condonation of the period of absence, the candidate must submit an application justifying the period of absence with reasons and supporting documents. If the case is found valid by the examination cell, the candidate will be directed to the course coordinator for taking extra assignment(s) to cover for the period of delay. These assignments will be decided and given by respective course coordinators. On submission of completed assignments, the course coordinator will certify that the candidate has satisfactorily completed the assignment and could be considered for condonation. Based on this, the Controller of Examination will prepare the case on a note sheet and forward the same to the competent authority for condoning the period of delay. The cases duly condoned by the competent authority shall be allowed to appear in the examination in the respective subjects.

4.8.7 Before the scheduled commencement of the examination, the academic office shall prepare and display a list of students who have been debarred from taking the examination on account of a shortage of requisite attendance or any other reason.

5.0 EXAMINATION AND STUDENT ASSESSMENT

5.1 Evaluation

The student assessment would be based on the performance in the mid-term and term examinations.

5.2 Mid-term examination (Internal Assessment)

It is an assessment done by the course instructor/course coordinator based on attendance, student's participation in the class, assignment, group work, discussion, presentation and/or written examination.

5.3 Term examination

It is an assessment of the student after completion of the group of courses. The focus of the term examination is to assess in-depth understanding, knowledge and required competency of the courses. The examination cell would conduct the term examination as per the date and time mentioned in the examination schedule. All examinations would be of a maximum of three hours duration.

5.4 Criteria for Passing

The student will be declared pass in the course once the student obtains a minimum 50 percent marks out of the maximum marks in Mid- Term and Term examination separately.

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

5.5 Supplementary Exam

Students who do not have the adequate attendance to attend the semester exam or passing marks in the semester exam are required to undertake supplementary exam as per the academic exam rules and regulations. The supplementary exams will be graded only for 50 percent weightage.

6.0 AWARD OF PGDM (Hospital & Health Management)

The following are the requirements for the award of the PGDM (Hospital & Health Management) degree:

- Passed in all courses
- Successful completion of Summer Training (including submission of the report and poster presentation)
- Successful completion of internship (including submission of dissertation report and presentation before the panel of experts)

- Approved Dissertation
- No Dues from all departments (library, accounts, administration, hostel, canteen and IT)

In addition to PGDM, the student will also receive a transcript with a Cumulative Grade Point Average (CGPA) grading system.

GRADING SYSTEM		
CGPA	GRADE	PERCENT EQUIVALENT
8.96 - 10.00	A+ = Outstanding	90 - 100
7.96 - 8.94	A = Very Good	80 - 89
6.96 - 7.94	B+ = Good	70 - 79
5.96 - 6.94	B = Average	60 - 69
5.00 - 5.94	C = Below Average	50 - 59
<5.00	F = Poor	<50
Grade point average is calculated to two decimal points		

7.0 AWARD OF GOLD MEDAL

P.D Agarwal Gold Medal is awarded by The Institute to a student with outstanding academic performance in all the three streams. The marks obtained for each course examination will be added up to find out the total marks obtained from all the terms. The student who has secured highest total marks (sum of total marks of all courses of all the term examination), has no supplementary /grace mark in any subject, exemplary conduct including his/her behavior and attitude throughout the programme and strong attendance record, will be an eligible candidate for the award of the gold medal.

Stream Wise Criteria:

Total Marks (Excluding Dissertation & Summer Training) (13)
Attendance (3)
Summer Training (2)
Dissertation (2)
Total Score Out of (20)

Best All-Rounder Performance is awarded to the outstanding student considering his/her participation in Extra Cocurricular Activities, having Paper Publications, Poster Presentations in Conferences, Summer Training & Dissertation Marks and contribution in various Student Committees and Institute Events.

Academics (11)	Publications (3)	Leadership in different committees (5)	Summer Training Marks (2)	Dissertation Marks (2)	Paper Presentation (3)	Extra Curricular Activities (2)	Overall Behavior (2)	Score Out of (30)
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8.0 CONVOCATION

Convocation is an important function of the Institute and has a great sanctity. All eligible students are required to be dressed in the uniform. Each student may be given a formal convocation attire. Students will march in procession to the place of function. All eligible students will join the convocation photograph along with the Chief Guest, Director, Dean and faculty members. No student should leave the convocation venue till the convocation is officially declared closed. During the convocation, students would be awarded with the PGDM Degree and transcript.

9.0 PLACEMENT GUIDELINES

The Institute does not undertake any guarantee or give assurance for the placement of students. The selection is purely based on the employers on the criteria they deem appropriate. These criteria generally include academic performance, project work, communication skills, presentation, leadership styles and behavior.

IIHMR facilitates the placement process but is not responsible for placement or a job. The Institute is not bound by any law to guarantee placement/job or any such opportunity amounting to self-reliance to any student perusing the courses offered by The Institute.

9.1 Eligibility for Placement

A student would be allowed to appear for any placement interview if she/he fulfills the following criteria:

- Passed in all the courses, the results of which have been declared and synopsis of the dissertation has been approved by respective mentor and student review board (SRB).
- Has successfully completed summer training
- Has not been selected for placement by any organization

9.2 Placement Cell

A placement cell is established in The Institute to facilitate and coordinate the placement process. To maintain the discipline and guidelines for placement will be the responsibility of the students. The cell is represented by Dean, Associate Dean, faculty representative and placement officer. Coordination of all placement activities in campus will be conducted by and through the placement cell. The student placement representatives (PR) will be selected based on a voting basis from each stream. They will constitute a Placement Committee in consultation with Dean and Associate Dean.

The Placement Committee will perform the following tasks:

- Coordinate the entire placement process with the academic administration and placement cell
- Facilitate the development and printing of placement brochure
- Identify organizations and develop lists of organizations and contact persons
- Coordinate with employers, help conduct placement talks and interviews
- Maintain student placement records and regularly update information

Students would be informed regarding the placement related activities either through the placement representatives, emails or through the notice board.

9.3 Roles and Responsibilities of Students

- Each student should prepare their own brief curriculum vitae (CV) as per the format and guidelines provided by the faculty/academic administration. The CV should be submitted to the placement committee/placement officer when asked for. Failing to do so, will risk non-inclusion in the placement process.
- Students are required to provide his/her email-ID and updated mobile numbers to the placement cell.
- If the student wants to convey any information to the placement cell, he/she can convey it through the placement representatives or by directly writing to the placement cell.
- The students should inform the placement cell if they get some pre-placement offer from any organization. No student is allowed to contact the organizations for placements. All the communications will be coordinated by the placement cell. The placement cell strongly discourages the students for off-campus placements in the companies that are coming to the campus, as this affects the company- institute relations adversely.
- Students must maintain discipline and good behavior during placement process, summer training and internship.

- All the students have to attend all the PPTs (Pre-Placement Talks) compulsorily.
- Once a student applies for any organization, then he/she has to appear for the full selection procedure. If a student applies to an organization and leaves the process midway, the student will be debarred from the placement activity. However, if terms and conditions of the job are not known before selection, he/she is permitted to opt out after PPT.
- Every student can opt for applying and appearing in only 5 organizations of their choice. In case they do not get successfully placed in any of these, they will be provided a chance for interviews of other organizations at the end of placement cycle depending upon job openings.
- The decision/policy of the organization will not be challenged by the placement cell or students. In case of any disputes, the decision of The Institute placement cell will prevail.
- Students should respect and follow the time frame given for any activity by the placement cell.
- All the students should keep in mind that they or the placement cell cannot ask the organization to put the student on rolls unless and until the student has obtained the certificate/transcript of passing the program.
- Any student found to adopt any unfair means and deviates from the criteria, will be disqualified from the placement process.
- Students need to complete all the academic requirements before start of placement cycle such as: a) All the course exams should be clear (No re-appear) b) Summer-internship presentation and report submission. C) Approval of dissertation synopsis
- All the students who wish to participate in the placement activities organized by the institute must REGISTER themselves. It is mandatory.
- However, in case student does not wish to avail the options floated by the institute as a part of the Placement they must fill the OPT OUT form. Once student has filled the OPT OUT form the student shall not be allowed to join mid cycle of the placement activities.
- IIHMR Delhi strictly enforces ONE STUDENT ONE JOB OFFER policy.
- During placement cycle, only three opportunities shall be given to each student.
- As a part of the dissertation in case any student gets a job offer which is not suitable for him/her in any way. It will not be counted as JOB OFFER from IIHMR Delhi.
- In case any student fails to qualify, they may be given the opportunity after the entire placement cycle is completed. This shall be on a case-to-case basis not mandatory.
- In case where the student has been given a job offer the student shall NOT be allowed to sit in any future interviews.
- In a situation where the student has a job offer and it is not taken up by the student the same shall be considered as PLACED and he/ she will not be allowed to appear for any further interviews
- In a scenario where a student gets an opportunity on their own or through any their own connect, they should keep the Placement Cell informed.
- No student will approach any organization on their own with the placement cell is coordinating. In case any such information comes to the notice of placement cell the student shall be barred from placement cycle.
- All communication regarding placement activities to the students will be sent by the placement officer.
- The official mode of communication is Email, usage of what's app / telegram or any messaging site is discouraged. It is only to be used judiciously.
- Participation in any Pre-Placement talk conducted by the Placement Cell is advisable for all students irrespective of the placement status.
- No location, profile or organization preference shall be entertained by the placement cell.
- Students appearing in any international organization interview, must have a valid passport with a minimum of 1 year validity. Students with invalid or near expiry passport will not be allowed to sit in interviews for international organization.

- Any issues related to placement activities should be forwarded to the respective Student Placement Representative and it is his/her responsibility to take it up with Placements Cell

Student Code of Conduct: -

- Dress code for attending interview is IIMR uniform both in online and offline mode. In case of exigences the attire can be formal Shirt/Trouser in Black or White shade
- The students should be properly groomed with neatly combed hair, ironed uniform, and black covered shoes. Strictly No multicolor bellies, sneakers, or casual dressing will be allowed
- Girls should refrain from bright colors nail paints, fancy streaking of hair. Boys should have neatly trimmed beard. In case of any tattoos, it should be covered properly
- Students should carry a copy of resume or documents as advised by the recruiter
- Student must behave in proper manner, in case of any reported misconduct by the student during interview the student shall be debarred from placement cycle.
- Students should wear their Student -ID card during pre-placement talks and interviews.
- Students are not allowed to use mobile phones during interview process.