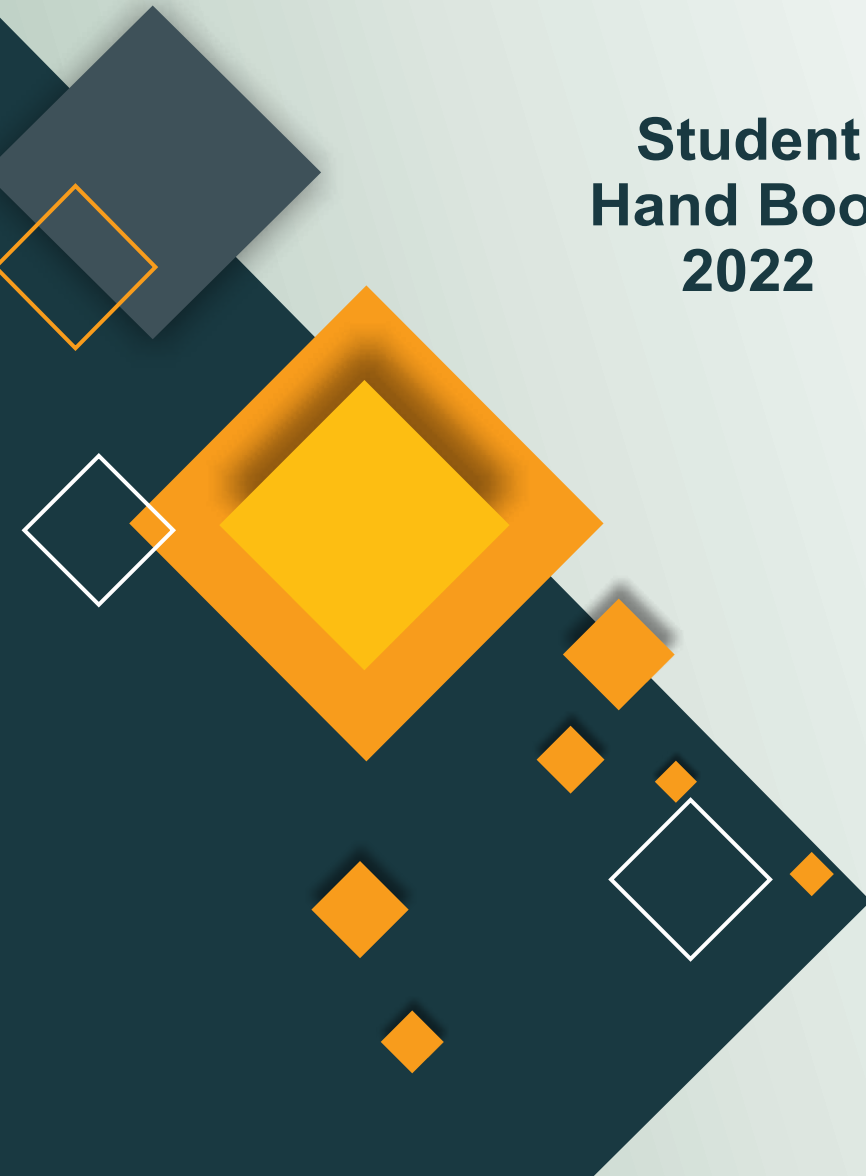




**IIRM**



**Student  
Hand Book  
2022**

# STUDENT HAND BOOK

## 2022

### Introduction

This manual is intended to inform students about the various programs of IIRM and how it can accommodate their interests. The manual describes the programs, procedures, requirements, courses and learning opportunities for students. All the students are governed by the policies of the Institute and are expected to become familiar with these policies and abide by them.

### About the Institute

The Institute of Insurance and Risk Management (IIRM), Hyderabad is a joint initiative between The Insurance Regulatory and Development Authority of India (IRDAI) and The State Government of Telangana. The Institute is a Centre of Excellence offering various programs in Finance, Financial Services, Insurance, Actuarial Science, Risk Management, Health Insurance, Business Analytics, Marketing and Human Resources Management.

### Programs Offered

#### Post-Graduate Diploma in Management (PGDM)

#### (2 years Master's Level Program Approved by AICTE)

The Institute offers a 2-year PGDM Master's Level Program in Business Management. This course is approved by AICTE. It aims at providing the students with necessary inputs in General Management subjects and domain knowledge in the functional areas of Financial Services and Insurance. A candidate can choose specializations from the following:

- Finance
- Risk Management
- Marketing
- Insurance
- Operations Management
- Data Science & Analytics
- Human Resources Management
- Actuarial Science

## Post-Graduate Certificate in Management (PGCM)

(1 year duration, Approved by AICTE)

- Risk Management
- Insurance

PGCM is a One Year PG Program in Risk Management, General Insurance and Investment Planning & Life Insurance in addition to other courses offered by the Institute. Upon successful completion of the course, candidates get opportunities to be absorbed in Insurance Companies, Banks, IT and other Companies.

### Post-Graduate Certificate in Management - Actuarial Science (PGCM AS)

Actuarial science is a discipline that applies mathematical and statistical methods to assess risks in financial industries. Actuaries are trained professionals who analyze the financial consequences of risks. They use mathematics, statistics, and financial theory to provide advice and solutions for business and societal issues.

Actuaries are excellent Risk Managers. They work in specialized areas of Banking, Retirement, Benefits, Healthcare, Investments and Insurance, or for any large organization where risk management plays an important role, or for a consultancy advising on different projects. The actuarial profession has consistently been rated one of the top jobs in the world. It is a prestigious profession with a wide range of opportunities.

### General - Courses under Distance Learning mode

Recognizing the need of employees from various organizations and self-employed youth to acquire professional qualifications in Insurance and Risk management IIRM has launched its Distance Learning Wing. Overseas employees are also eligible to register for the courses, details of which can be obtained from the website.

## Online Programs (E-School)

With the changing times, the Institute has recognized the importance and demand for its courses in online mode. As part of the initiative several Insurance (both life and non-life), Risk Management, Analytics, Regulatory aspects and other topics short training programs are provided which are designed by the IIRM panel of experts. The training inputs are delivered by Industry specialists making it a worthwhile capsule for professionals. IIRM can also conduct customized training programs for the institutions if they have any specific training requirements.

## Fee Payment and Refund Policy

Students enrolling for respective programs should pay the prescribed fee within the stipulated date/s mentioned by the Institute.

All payments made could be remitted in the form of DD / RTGS / NEFT / Net Banking Transfer (online) all in favour of "Institute of Insurance and Risk Management" payable at Hyderabad. Details are as follows:

Particulars	Union Bank of India a/c Details	ICICI Bank Limited a/c Details
Name of A/c Holder	Institute of Insurance and Risk Management	
Account Number	183910100002272	007601014173
Branch Name	Nanakramguda Branch	Financial District
NEFT / IFS Code	UBIN0818399	ICICI0001804

\*Also can Swipe your Credit/Debit Card or Scan the QR Code online to make any payments

Registration Fee once paid is not-refundable. However, if the student wishes to withdraw from the course before the commencement of the classes, he/she will be entitled to a refund of the registration fee less service charges.

A student, who has taken admission and paid the prescribed fee for any of the courses at the Institute and attends classes even for a day, will not be entitled to a refund of the fee under any circumstances.

Delay in payment of the fee and not adhering to the fee schedule will be viewed seriously and leads to curtailment of various services of the Institute.

## Accreditation

IIRM is accredited by the All India Council for Technical Education (AICTE), Ministry of HRD, and Government of India. All the Institute's programs are approved by AICTE.

## Recognition

### National:

Insurance Institute of India (III), Mumbai has exempted Licentiate and would award Associateship Diploma (AIII) in Life or Non-life to the students of IIRM, who complete PG Diploma Certificate, provided they appear for the number of subjects as prescribed for their Associateship examination and comply with other prescribed formalities.

## International

### Chartered Insurance Institute (CII), London

The Chartered Insurance Institute (CII), London has granted accreditation to the Insurance and Risk Management courses of IIRM. CII is a premier professional organization in the Insurance and Financial Services Industry. All successful candidates passing out of Insurance & Risk Management courses are eligible for credits enabling them to take additional examinations and obtain Dip CII & ACII qualifications. ACII qualification is globally recognized as a sign of competence, commitment and professionalism. This feature gives the international status to the courses of the Institute.

## CII Membership

CII has agreed to enroll students of PGD (One year) and PGDM (Two years) as members of the CII at a special fee (applicable to only students of IIRM) at the commencement of the course.

## Society of Actuaries (SoA), USA

The PGD AS course has been granted VEE credits for 3 subjects (Finance and Financial Reporting, Statistical Methods and Economics) by the Society of Actuaries (SoA), Illinois, USA subject to qualifying in the prescribed examinations.

## General Regulations and Academic Information

### General Code of Conduct

The Campus is divided into two regions viz., Academic Block and Residential Block.

- a) Students should note that they are under CCTV surveillance at all times on campus. Any misconduct or misbehaviour will be dealt with sternly.
- b) As all the programs are housed in the Academic Block, keeping in view the acoustics of the building, students are expected to maintain silence at all times and in all places. Students found to be talking in the classroom/corridor and causing a disturbance will be asked to leave the class/premises and will lose attendance for the day.
- c) Students will be provided with a photo-identity card which should be worn at all times while on the Campus and at the programs of the Institute held outside, including internship and project work. The identity card should be returned to the Institute at the time of leaving the Institute after the final semester / trimester examinations.
- d) In case of loss/ damage of the ID card or failing to surrender the same at the time of leaving the Institute, a fee of Rs. 500/- + GST will be levied.
- e) The use of laptops is permitted in the class only when specifically advised by the faculty and failure to observe this rule would invite confiscation of the gadgets.
- f) Mobile phones / Smartphones and other devices are not allowed in the Academic areas/premises of the Institute. If any student is found carrying such instruments on the premises, the same will be confiscated and will only be released upon the completion of the course at the discretion of the Authorities. Institute reserves the right to frisk the candidates in this regard.

- g) Students must follow the dress code prescribed for them. Every student is expected to wear clean and decent clothes keeping in view the sensitivities of other students and visitors to the Institute. The institute encourages students to wear formal dress (Indian formals are accepted for female students). T-Shirts, Jeans and other casual or sportswear and canvas shoes, sneakers are not permitted for both male and female students.
- h) It is expected that students will respect the sanctity of the classroom and avoid inappropriate attire, sitting postures, indecent behavior etc.
- i) Many Corporates visit the Institute often and they expect students to be well-groomed, formally dressed and presentable to be considered for Internships and Placements.
- j) Students should take care of their personal belongings, such as purses, bags, calculators, etc. The Institute is not responsible for any loss or damage caused in this regard.
- k) Students will have to leave their belongings outside at designated areas while entering the Library, Computer lab, Seminar Hall and other designated places.
- l) Students can meet the faculty at designated areas to clarify their doubts. They are not permitted to enter the Faculty / Staffroom.
- m) The Institute reserves the right to withdraw from further studies any student, whose conduct is likely to harm the academic atmosphere and adversely affect the image of the Institute.
- n) Students should complete the Coursera certifications prescribed by the Institute during the tenure of the programme by paying the requisite amount.

### Schedule of Classes

The timings of the classes are Monday through Friday, from 9:00 AM to 4:30 PM which will be reviewed from time to time. Depending on the situation and the requirements, classes will also be scheduled on Saturdays. In addition, extended lectures and guest lectures etc. will be arranged from time to time.

Students are advised to contact the Program Coordinator / follow the Notice Boards for any change in the timings of the regular classes or any special classes or other programs.

Students should be punctual in class. Students who stroll into class after the commencement of the session will not be allowed inside by the faculty/ In-charge Coordinator.

## Attendance

Every student must attend the classes regularly, without fail. A minimum of 90% attendance for each subject is required to be eligible to appear for the End-Semester / Trimester Examinations of the Institute. Condonation in deserving cases may be considered on a case by case basis on payment of prescribed condonation fees given below :

% of attendance	Condonation fee in Rs. (Per subject)
85% - 90%	500/-
80% - 85%	1,000/-
75% - 80%	2,000/-

\*For all modes of education

Further, if the average attendance is less than 75% he/she will have to take re-admission for the next academic year.

In the unfortunate event of a student falling sick for a continuous period of not exceeding 15 days involving hospitalization, the student should submit a certificate from a Registered Medical Officer / Hospital evidencing the sickness, hospitalization if any and fitness thereafter, before returning to the classes. His/her eligibility will be reviewed by a committee constituted by the Institute for this purpose.

## Examination / Assessment

a) A minimum of 55% marks in each of the subjects is required for a Pass and award of Diploma / Certificate. The rankings are:

- 55% - 59%                    - Pass
- 60% - 79%                    - First Class
- 80% and above              - First Class with Distinction



## b) Evaluation Methodology :

The allocation of Internal and End Term Marks for PGDM & PGCM programs will be as under:

Sl.No	Type of Assessment	Marks Allotted (Weight age in %)
1	Internal Marks	50
2	End Term Marks	50
	<b>Total</b>	<b>100</b>

Internal marks will be awarded by the faculty based on the performance of the student in the following components.

- Case Study (5 nos.)
- Computer Based Test (1 no.)
- Assignment (4 nos.)
- Group Project / Assignment (1 no.)
- Group Discussion (1 no.)
- Class Test (1 no.)

\*Faculty may decide the actual composition for each subject in consultation with the Principal

- c) A student has to secure separately a minimum of 55% in Internal Marks and End Term Marks for a pass in a subject.
- d) If a student fails to obtain the required overall minimum of 55%, he/she will have to take the supplementary / re-sit examination to be conducted later, the schedule of which will be announced by the Institute.
- e) The Examination department will issue a Hall Ticket provided the student satisfies the required criteria (Fee Dues, Attendance). If in any case, the candidate missed/lost the Hall ticket, for the issue of a duplicate hall ticket he/she has to pay Rs. 500 towards a fine.
- f) In case the student fails in the end term examination, he/she has to pay a supplementary examination fee of Rs. 1,000/- per each subject failed.
- g) While appearing for the re-sit examinations, students will be required to follow the syllabus that is in force.
- h) A student who misses End-Term examination/s due to a long illness involving hospitalization can represent his/her case and the Institute's Board of Examinations will decide on the issue on a case to case basis and that decision of the Institute will be final in the matter.

- i) There is no system of revaluation and recounting of the answer scripts.
- j) The Institute reserves the right not to allow any student to write the examinations if he/she is found contravening the rules and regulations of the Institute.
- k) During the conduct of the examination, any kind of misbehaviour, indulging in malpractice etc. by the student will be dealt with sternly and disciplinary action will be initiated as deemed fit by the Board of Examinations which can include debarring the student from taking part in the examination/s or and his / her removal from the Institute and penal charges.
- l) In the unfortunate event of a student (PGDM) has backlogs in more than 50% of the subjects at the end of the first year, he/she will not be promoted to the second year and will have to take readmission by paying the relevant fee applicable at that time. In case the student fails in more than 50% of the total subjects in the course, he/she will have to take readmission in the 2nd year along with the subsequent batch and will have to pay the relevant fee applicable at that time.

### Library

- 1) The Institute has a good collection of the books on a variety of subjects and National & International periodicals (subject areas - Management, Risk Management, Insurance, Marketing, Finance, Accounting, Banking, Economics, Statistics, Investments, Operations and Quantitative Management, Actuarial Science, Case studies etc.,) and daily leading Newspapers
- 2) The Library is open Monday through Friday from 8:30 AM to 5:30 PM.
- 3) Students are required to sign in the Gate register while entering and exit

### Procedure for borrowing Books

- 1) No student will be allowed to avail the library facility without a valid ID card and library card. The borrower cards are not transferable.
- 2) Each student is provided Library Cards as detailed below:
  - 2-year Program : 3 cards
  - 1-year Program : 2 cards

- 3) In case of loss of library card, a duplicate card will be issued for Rs.750/- plus GST
- 4) The student should return the books within the time prescribed by the librarian from time to time for making them available to other students. In case the student fails to return the book within the time prescribed, then a fine of Rs. 10/- will be charged for every day of default.
- 5) In case, any book is found to have been defaced, marked, cut, mutilated, damaged or lost, two times the cost of the book will be recovered from the student along with a penalty.
- 6) Photocopy/print of articles or Book chapters up to 10 pages is allowed in the Library on a payment basis (Rs. 3.00 per page).
- 7) In regard to reference books, journals, periodicals and Newspapers are not permitted to be taken out of the Library.
- 8) Strict silence, decorum and discipline must be maintained in the library.
- 9) Books once issued, should not be brought inside, unless it is to be returned.
- 10) Students are free to browse the books in the Library and the books/periodicals/Newspapers taken out of the shelves should be replaced after reading.
- 11) The Library computers are meant for accessing the Library catalogue, online database and e-resources for academic & research purposes.
- 12) Students can borrow back issues of periodicals for 3 days.
- 13) Use of mobile phones is strictly prohibited in the library premises.
- 14) Eating, sleeping and talking are strictly prohibited in the library.

## OPAC

- Online Public Access Catalogue (OPAC) is the library's catalogue of books, and other reading material can be searched through the library portal. The library catalogue can be searched by author, title and keyword. Students can browse the entire campus.
- Online Public Access Catalog:  
<http://172.16.0.19:8080/newgenlibtxt/>

## EBSCOHOST

- The Institute has subscribed Online Database "EBSCO Management Collection" (IP based). You can browse journals, magazines, Company profiles, Trade publications, Newspapers etc.,
- login credentials: <https://search.ebscohost.com>

## National Digital Library

- The National Digital Library objective is to collect and collate metadata and provide a full-text index from several national and international digital resources, as well as other relevant sources.
- National Digital Library: <https://ndl.iitkgp.ac.in>

## Clubs

- Enrolment in clubs as per AICTE norms is mandatory for all the students.

## Computer Laboratory

- i. While entering the laboratory, students must enter personal details in the register placed for this purpose or digitally register with the help of an ID card as required.
- ii. Students are allowed access to the laboratory in batches for a specified duration to ensure the other students also can use the facilities.
- iii. Students are provided individual mailboxes for accessing their information.
- iv. Cost of damage to any equipment in the Computer Lab will be recovered from the student besides levying other penalties as may be considered appropriate by the Institute.

## Project Report

The student must complete the Project Report in the prescribed format and submit it as per the dates announced by the Program Coordinator. There will be a viva voce followed by a presentation and marks are awarded for the same. Those who do not complete the project work will not be allowed to appear for the Final Semester / Trimester Examinations.

## Covid 19 Rules

- The students while they are reporting for the Academic year 2021-22 should have completed at least one dose of Vaccination (Preferably Two)
- Physical distancing of at least one meter to be followed at all times
- Use of face covers/ masks to be mandatory.
- Day scholars need to collect their protective masks from the Security Personnel at the entrance of the block. Personal masks are not permitted.
- The mask should not contain any kind of imprint, it should be a plain mask.
- Respiratory etiquette is to be strictly followed. This involves the strict practice of covering one's mouth and nose while coughing/ sneezing with a tissue/handkerchief/ flexed elbow and disposing of used tissues properly
- All the students are advised to follow the walk paths marked for them, keeping in mind the social distancing aspect.
- During the break time, students are advised not to crowd the common areas (Corridors and Washrooms).
- Practice frequent hand washing (for at least 40-60 seconds) even when hands are not visibly dirty and use alcohol based hand sanitizers (for at least 20 seconds)
- Gathering of students is not allowed at any point of time.
- Self-monitoring of health by all at all times and any student reportedly suffering from a flu-like illness should not attend and seek medical advice. Such students, if diagnosed as a suspect/confirmed case of COVID-19 should immediately inform the authorities.
- Students who are out of the Institute for more than 72hrs need to produce a Covid negative test report which should not be older than 24 hours upon entering the premises. They should also take another Covid test at a prescribed time by the Institute to make it absolutely authentic (As the virus flairs up after 2-3 days of coming in contact/travel)

(\*Considering the dynamic nature of the pandemic new rules may be rolled out accordingly, students are advised to check the updates and be informed through the Notice Board and mails)

## Student Support

### Industry Interface and Interaction :

#### General Information

Placement Office acts as an interface between the Institute and the Industry. Based on the valuable inputs from the Recruiting Companies and Industry Mentors, those inputs are adopted looking at the potential development of the pursuant students on campus and the future prospects.

With the change in the organizational environment and various challenges faced during the Pandemic, many companies have started conducting selection processes through hybrid modes (virtual/online and off-line/in-person). It is imperative for individuals to understand that they have to be prepared for the new tech-based formats and be abreast with various facets of the technology in becoming industry ready for taking themselves ahead. Note – today all the pre-screening process is technology-driven and is also the first level of elimination.

During any such processes, issues related to students' unpreparedness/ lack of information / non-compliance / ignorance may lead to elimination from the process. Institute takes no responsibility for such lapses demonstrated by students and subsequently, an opportunity is lost by the candidate.

#### Internship

Institute provides Internship opportunities to the pursuant students based on their application and in some cases by eligibility. No student is allowed to withdraw from the process/es at the mid-level of screening. Else, they will be expelled from the process/support from the Institute and will have to source and pursue their own Internship. The students who are sent for Internships as part of their respective courses by the Institute are expected to complete the activity irrespective of their location and preferences. On completion, they are required to submit a report in the prescribed format suggested by the Institute and marks will be

awarded for the same. During the Internship, it is the responsibility of the student/s to maintain decorum and well-being of one's own self. Students are expected to follow the timings, protocols, rules & regulations of the Company to which he/she has been deputed. Institute is not responsible for any misconduct of a student during the internship. In case of any complaint/s received from the Company to which he/she is deputed, the internship will be cancelled and appropriate disciplinary action will be taken as per the advisory committee.

Note: Internship is a mandatory part of the curriculum and whosoever for any reason fails to complete, will be considered having failed in the course of study / will be detained. Such student is considered of having a backlog and will have to clear to be eligible for the award of the final certificate from the Institute.

### Student Placability Index

Before presenting the pursuant graduates to the Industry, Institute conducts its own process of screening to understand students' preparedness of being Industry ready and will be suggested/provided with requisite feedback on a one-to-one basis. This session is very important in view of the campus placement activity.

Also, during the session, students will be exposed to distinct phases of evaluation patterns as path-finder in their journey of preparedness. Basing their performance in the process, they will be given grades which will indicate their potential of securing a placement opportunity with the potential recruiters. However, it is essential to be understood that, the first criterion of screening and shortlisting will be their performance in academics at the current level and in the case of major potential recruiters will be their academic career. Finally, they will also be suggested with scope and areas of improvement to enable them in improving their employability skills and the potentiality of securing a placement at the least number of attempts.

Students would have to take the Pre-Placement test and would be indexed. Depending on the index he/she would be recommended for placements. Any student who fails to meet the required index will not be

allowed for placement activity for the said year unless he/she meets the criteria by taking the re-test. Students must go through the entire process without fail.

### Pre-Placement Training

Prior to the placements, a preparatory process of pre-placement training sessions will be conducted by the Institute in order to guide the students for interviews and presentations at the time of placements. The candidates should satisfy the interview panel on various aspects, for them to be considered for placements. Those who do not comply with the requirements suggested by the panel will not be eligible for placement opportunities sourced by the Institute.

### Placements

**The student needs to have cleared all the fee dues and all the subjects till the date of placement activity to be eligible for the process**

- a) The Institute invites various companies for selection of students for suitable placement opportunities. While the Institute does not guarantee placement, it however, endeavors to transform students to gain the requisite employability skills which makes them placement worthy.
- b) The entire placement exercise is a joint effort between the Institute and the students. While the Institute provides guidance, support and requisite inputs for the overall development of individuals, it is also the responsibility of the student to put in the maximum possible efforts to obtain suitable placements by succeeding in the given selection processes.
- c) All the students participating in the placement process must be open to any role and location as desired by the potential recruiter/s as deemed fit.



**Note :** Any student/s who expresses preferences for any location, due to whatsoever reasons, will be limiting their scope as opportunities are provided by the recruiting company's based on their requirements and Institute has no role in influencing any Company / HR to that effect. The expressed or preferred

- d) If a student has a backlog of subjects he/she will not be eligible for placements, as most of the companies require candidates with no backlogs, in certain cases major MNCs look for a first attempt – all clear in academics throughout examinations across all semesters / trimester.
- e) In case a student rejects a job offer for any reason he/she will not be allowed to take part in the further interview process and will have to come back in line allowing the rest of the students.
- f) Also, if anyone does not attend/apply for more than 3 placement opportunities, then he/she stands to loose and will be placed at the bottom of the list.
- g) Students having backlogs/arrears / carrying forward papers during the course of studies, will not be eligible to apply for the placement process. Also, students having back-logs till the completion of the programme, will not be eligible for any support further.
- h) Student/s facing any impending disciplinary action / doesn't clear dues / or any other impacting reasons of non-compliant with the system will not be eligible for the placement process and is subject to clearance from the advisory committee. The decision of the Principal/ Chairman (Placements & Internships) will be final and binding on them. Once a decision is accorded, no claims will be allowed for whatsoever reasons in this regard in future.
- i) The last day of the Academic calendar marks the conclusion of the placement season.

**Note :** Students are suggested to refer to the Placement Policy Advisory provided/notified in the CMS portal by logging in with the help of the allotted official email IDs to gain more information on the Do's and Don'ts pertaining to the processes.

## Administration & Student Services

The Administration and Student Services Department is open for student services, enquiries and administrative issues during the office hours: Monday to Friday 9:00 AM to 4:30 PM.

Students can also contact Administration Department via email at [administration@iirmworld.org.in](mailto:administration@iirmworld.org.in)

## Notices & Intimations

Notices, Intimations, and Circulars for the information of students will be displayed on the Notice Boards placed in all the buildings. No individual intimations will be provided and students are expected to follow these regularly.

## Certificates

Students who have passed the relevant examinations will be awarded Memorandum of Marks and Diploma Certificates. If the Certificate/s are lost, duplicate certificate/s will be issued on applying for the same in the prescribed format and on payment of the applicable fee. Also, a student can request an official transcript of the Certificates / Memorandum of Marks etc. on payment of a prescribed fee. The administrative charges (applicable taxes extra) are as under:

Issue of Duplicate PG Diploma Certificate of

- 2 year PGDM program : Rs 2,000/-
- other Programs/Courses : Rs 2,000/-

Issue of Duplicate Memorandum of Marks : Rs 1,000/-

Issue of any other duplicate certificate : Rs 1,000/-

Issue of Certified Transcript/s : Rs 1,000/-

for each set of transcripts

## Hostel Facility

While all students of the 2 year PGDM program are required to stay in the Hostels, students of other courses of shorter duration can opt for the accommodation at the hostel subject to availability. Such of those students, are required to follow the Hostel Handbook and are governed by the regulations mentioned therein. The hostel handbook is issued separately.

### Canteen Facility

Students can take food at specified timings at the in-house canteen situated within the Campus premises. The Institute discourages day scholars from bringing food items from outside and encourages them to avail the canteen facility. However, those students who happen to bring their own food are required to store and consume the same at designated places.

### Medical Assistance and Insurance

All students are covered by a Group Medclaim Policy in regard to Medical expenses and also by a Personal Accident Insurance Policy for the period of study at the Institute. Details of the policies are given in Policy documents, copies of which can be provided upon request.

### Grievance Redressal

The Institute provides a grievance redressal mechanism for the students in regard to all aspects of his/her stay at the Institute. Details of their grievance should be submitted in the prescribed format to Program Coordinators or put in the suggestion box provided for the same.

### Complaint Register Box

There is a Complaint Register and any aggrieved student can write his / her complaint in the register kept for the purpose. Also, students can give their complaints in writing and drop the same in the Complaint Box.

### Suggestion Box

Suggestion boxes are kept in prominent places of the Institute. Students who wish to give suggestions for improvement can do so by giving them in writing and dropping the same in the box.

## Anti-Ragging Policy

Institute has an Anti-Ragging Committee. Any student indulging in Ragging or any such act will face punishment as per the rules of the Institute and prevailing laws of the country. Complaints received in this regard will be dealt with seriously.

## Prevention of Sexual Harassment

Grievances involving girl students may be brought to the notice of the respective Program Coordinator / Designated Authority. Cases relating to sexual harassment will be investigated thoroughly and if found true, disciplinary action will be taken against the student, which can include removal of the student from the Institute rolls and or handing over the case to local state administration for further action as per law.

## Caution Deposit Refund

Students are required to pay an Academic Caution Deposit amount of Rs. 10,000/- towards any unforeseen damage caused by him/her. Students after the completion of the course are eligible to collect their Academic Caution Deposit amount, provided they submit a NOC (No Objection Certificate) which needs to be endorsed by the following

**Librarian** (Has returned in good condition all the books borrowed by him/her from the library and no Book is outstanding in her/his name and returns the Library Cards)

**System Administrator** (Any damage to the PC and accessories handled by Her/him in the computer lab) and

**Course Coordinator** (Has not caused any damage to the furniture /Fixtures, equipment etc., during her/his study in the campus and has surrendered the Identity card)

Based on the charges levied to the student for the damages and other aspects, the refund amount will be arrived at and submitted to the Accounts Department.

Once the accounts department receives all the NOC's of the particular batch, they will process the return of the amounts through an appropriate payment mode to the student within 90 official working days after the announcement of the final results.

### Jurisdiction

The Institute functions under the jurisdiction of the State of Telangana. Therefore, all issues and disputes if any are subjected to jurisdiction or appropriate authority at Hyderabad only.

### Declaration

Once the student is admitted to any course, it is deemed that he/she has accepted the Terms & Conditions and Rules & Regulations prescribed by the Institute in its Letter of Admission, Students Handbook, Hostel HandBook (if applicable) and any other format that is put forth.

**\*NOTE: IIRM reserves the right to vary the policies, syllabus and timings without prior notice.**

# **IIRM**

Financial District, Gachibowli, Hyderabad, 500 032.

[www.theiirm.ac.in](http://www.theiirm.ac.in) / [www.iirmworld.org.in](http://www.iirmworld.org.in)

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\*The information furnished above is indicative and **IIRM** reserves the right to change the contents at any time