

MBA Program

Student Handbook

Class of 2025

TBS[®]

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Preface

The student handbook is designed with an intention to provide the student with the complete information on operational features, program structure, teaching & evaluation, academic, financial and general regulations, which the student is bound to follow during his/her stay at ICFAI Business School.

Calendar of Events*

Semester	Activities	Date	Day
First	Registration	15th May, 2023	Monday
	Regular Sessions	1 st June 2023 to 22 nd September 2023	
	End Semester Examinations	23rd September 2023 to 1st October 2023	Saturday – Sunday
Vacation		2 nd October 2023 to 8 th October 2023	
Second	Registration	9th October, 2023	Monday
	Sessions	10 th October 2023 to 26 th January 2024	
	End Semester Examinations	27th January 2024 to 4th February 2024	Saturday – Sunday
Vacation		5 th February 2024 to 11 th February 2024	
SIP	Registration	12th February 2024	Monday
	SIP at Company	12 th February 2024 to 17 th May 2024	
	SIP Evaluation	20 th May, 2024 to 25 th May, 2024	Monday - Saturday
Vacation		26 th May 2024 to 31 st May 2024	
Third	Registration	3rd June 2024	Monday
	Sessions	4 th June, 2024 to 27 th September, 2024	
	End Semester Examinations	28th September 2024 to 6th October 2024	Saturday – Sunday
Vacation		7 th October 2024 to 13 th October 2024	
Fourth	Registration	14th October, 2024	Monday
	Sessions	15 th October 2024 to 31 st January 2025	
	End Semester Examinations	1st February, 2025 to 9th February 2025	Saturday – Sunday
Last Date for Submission of Proof of Graduation		1st December 2023	Friday

* **Subject to change**

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Chapter-I

ICFAI Business School (IBS)

1.1 Introduction

The Master of Business Administration (here in after referred to as MBA) of ICFAI Business School (here in after referred to as IBS) provides a broad perspective in all areas of management. The courses offered in the program are practice-oriented, with emphasis on the application of principles, tools and concepts to meet business challenges. They are carefully designed to develop a managerial perspective in the minds of the students, help them in formulating and implementing corporate strategy and taking critical business decisions.

IBS delivers quality instruction, conduct evaluations, provides requisite infrastructure, maintains discipline, develops industry interface and facilitates final placement of students.

1.2 The Student Handbook

The Student Handbook provides detailed information on operational features, program structure, academic regulations, financial regulations and general regulations which student is bound to follow during the stay at IBS.

Though the Student Handbook covers all the information on academic policies, regulations and facilities, students are advised to keep a check on information that is disseminated through student circulars and handouts.

1.3 MBA Program

The program of two years duration is divided into two academic years. Each academic year comprises of two semesters namely Semester-I and Semester-II. After the first two semesters, students undertake a 14-week Summer Internship Program (SIP). Semesters hereinafter referred to as Semester-I, Semester-II, Semester-III and Semester-IV for easy understanding. In the semester grade sheets and consolidated grade sheet viz. transcript, the semesters are mentioned as semester I and semester-II in each academic year.

1.4 Program Structure

Chapter-II covers the MBA Program structure indicating the courses offered during the two years program which the student has to pursue for meeting the academic requirements of the MBA Program. It also covers the details on Elective Courses offered.

1.5 Teaching & Evaluation

Chapter-III covers various aspects of teaching and evaluation procedures followed at IBS.

1.6 Learning at IBS

Chapter-IV covers various aspects of learning methods followed at IBS.

1.7 Academic Regulations

Chapter-V provides information on IBS policies regarding registration, attendance, grading and repetition of courses, minimum academic requirements, prerequisite courses and certification.

1.8 Financial Regulations

Chapter-VI provides information on the fee payable by the students and the fee implication in case of course repetition, duplicate certificates, etc.

1.9 Student Assistantships

Chapter VII provides information on the assistantships provided by IBS.

1.10 General Regulations

Chapter-VIII provides information on rules and regulations to be followed in case of address and name change, conduct regulations and other facilities.

Chapter-II

Program Structure

The MBA program, a broad based general management program designed by IBS enables students to understand and develop technical, human and conceptual skills of management education.

The two years MBA program gives the students an in-depth exposure and training in core subjects, elective courses and integrated general management courses. The courses are intellectually demanding, academically challenging and are taught by the faculty who encourage active student participation.

IBS is constantly endeavoring to update the curriculum, benchmark the academic delivery against best academic standards and create a competitive environment for the students. Each course at IBS aims at providing the student with broad knowledge of concepts, policies and techniques applicable for effective and efficient management of business, applying management tools in real situations and skills necessary to meet the future demands of the industry for becoming successful managers. Thus, the program and curriculum makes each student analytically rich, theoretically sound and professionally versatile.

2.1 The Academic Year

At IBS, an academic year for MBA Program is divided into two Semesters and there are four such Semesters during the two-year MBA Program. After completion of the first two Semesters students undertake a 14-week Summer Internship Program (SIP).

In the first and second semesters, students study core courses in all the functional areas of management like Finance, Accounting, Economics, Marketing, Human Resources, Operations, Legal and Information Technology. In the third and fourth semesters students study integrated management, strategy and advanced courses in the form of electives.

2.2 Credit System

The semester-wise program consists of a prescribed set of courses, with specified credits. Each course is allotted either 3 credits or 4 credits depending upon its importance in the program. For each credit 13.75 hours of teaching duration will be available.

The minimum number of credits for which students will be evaluated during the two-year period is 106.

Program Structure

	Code	Course Title	Credits
First Academic Year	Semester I		
	SLAC501	Accounting for Managers	3
	SLEC501	Managerial Economics	3
	SLFI501	Financial Management	3
	SLHR501	Organizational Behavior	3
	SLIT501	Information Systems for Managers	3
	SLMM501	Marketing Management	3
	SLMS501	Business Communication	3
	SLRM501	Business Analytics - I	3
	Semester II		
	SLEC502	Macroeconomics & Business Environment	3
	SLFI502	Advanced Financial Management	3
	SLMS502	Personal Effectiveness Management	3
	SLHR502	Human Resource Management	3
	SLMM502	Advanced Marketing Management	3
	SLOP502	Operations Management	3
	SLGM502	Legal Environment of Business	3
	SLRM502	Business Analytics - II	3
	FLIP500	Summer Internship Program	18

Second Academic Year	Code	Course Title	Credits	
	Semester III			
	SLGM611	Business Strategy	3	
	SLIT610	Business Process Integration	3	
	SLMS601	Soft Skills	4	
		Elective I	3	
		Elective II	3	
		Elective III	3	
		Elective IV	3	
	Semester IV			
	SLGM602	Business Ethics & Corporate Governance	3	
	SLIT502	Management Control Systems	3	
		Elective V	3	
		Elective VI	3	
		Elective VII	3	
	Elective VIII	3		
TOTAL		106		

The Curriculum review is an ongoing process and IBS reserves the right to update and modify the program structure, course curriculum, and elective offerings to meet the challenges of dynamic business environment.

2.3 Summer Internship Program

The Summer Internship Program (SIP), which is scheduled after the completion of Semester II, gives students an opportunity to get a real-life experience of concepts studied during the period of Semester I and II. The SIP of 14 weeks duration forms an important component of education at IBS. It is an attempt to bridge the gap between the professional world and academic institutions. Completion of SIP with minimum C Grade is a pre-requisite for placement assistance. IBS generates the SIPs for all students and allot them on the basis of their skill sets and innate abilities and interests. Students can also generate their own SIPs subject to approval by the SIP Committee.

2.4 Soft Skills

Soft Skills course in semester III provides unique opportunity for the students to develop their personality and upgrade communication and presentation skills.

2.5 Elective Courses

In the third and fourth semesters, students are required to study 8 Elective Courses. It is the responsibility of the student to choose 8 different electives not clashing with the examination calendar through the Student Information System (SIS).

The program provides wide choice of electives from different specialization areas to simultaneously serve the varied but distinctive aspirations of a student in Finance, Marketing, Information Technology & Systems, Human Resource Management, Operations Management, Accounting and Control, Insurance, Investments, Banking, and Entrepreneurship. Students have the flexibility in choosing their elective streams.

The student has to choose 6 electives from one discipline for specialization. The balance 2 electives can be chosen from the same or other disciplines. A student can also opt for dual specialization by pursuing 4 electives each in two different disciplines. Thus, the students have the opportunity to exercise their elective options in many different combinations to align with their aptitudes, career choices and external environment.

Electives are offered at IBS Campuses subject to a minimum of 15 students registering for a particular elective course.

Prerequisites for choosing electives: Some electives require sound knowledge and proficiency in the related core courses. Students opting for these specialized electives would need to demonstrate their proficiency in the related core courses by attaining the minimum threshold grades.

The pre requisites may be applied in case of following electives:

<i>Marketing Research</i>	<i>Financial Risk Management</i>
<i>Strategic Financial Management</i>	<i>Mergers & Acquisitions</i>
<i>Security Analysis</i>	<i>Portfolio Management & Mutual Funds</i>
<i>Project Appraisal & Finance</i>	<i>Business Modeling & Simulation</i>
<i>Operations Research</i>	<i>Data Mining</i>
<i>Data Warehousing</i>	<i>Business Intelligence</i>
<i>Financial Business Analytics</i>	<i>Advanced Business Analytics/ FinTech</i>

List of Electives:

The list of electives offered subject to minimum 15 students is given in the following Table:

List of Electives

MARKETING	
Marketing Research	Retail Management
Consumer Behavior	Product Management
B2B Marketing	Brand Management
Services Marketing	Customer Relationship Management
Integrated Marketing Communication	Applied Marketing Management
Sales & Distribution Management	Advertizing & Communications Management
International Marketing	Digital Marketing
Strategic Marketing Management	Marketing Business Analytics
FINANCE, ACCOUNTS & FINANCIAL SERVICES	
Financial Statement Analysis	General Insurance
Financial Risk Management	Overview of Banking
Strategic Financial Management	Banking Service Operations
Mergers & Acquisitions	Retail Banking
Security Analysis	Financial Business Analytics
Portfolio Management & Mutual Funds	Risk Management in Banks
Financial Services	Treasury Management
Investment Banking	International Banking
International Finance & Trade	Credit Management
Management of Financial Institutions	Wealth Management
Project Appraisal and Finance	Personal Financial Planning
Risk & Insurance	Marketing Financial Products
Global Capital Markets	Commodity Markets & Risk Management
Life Insurance	FinTech

HUMAN RESOURCES & GENERAL MANAGEMENT	
HR Planning	Performance Management & Reward Systems
Strategic Human Resource Management	Training & Development
Managing Knowledge Worker	Leadership Skills & Change Management
Global Human Resource Management	Employment Laws
Industrial Relations	Competency Mapping and Assessment
Organizational Development: Diagnosis & Interventions	Quantitative Human Resource Management
H R Analytics	
ENTREPRENEURSHIP	
Entrepreneurial Development	
OPERATIONS, IT & SYSTEMS	
IT & SYSTEMS	OPERATIONS
Data Warehousing	Services Operations Management
Data Mining	Lean Manufacturing Management
Business Continuity and Risk Management	TQM and Six Sigma Quality
Relational Database Management Systems	Operations Research
e-Business	Operations Strategy
Software Engineering & Quality Management	Business Modeling & Simulation
IT Enabled Services	Production & Materials Management
Business Intelligence	Supply Chain Management
System Analysis and Design	Project Management
Advanced Business Analytics	
Big Data Analytics	

2.6 Detailed Syllabus

Detailed Syllabus for the courses will be provided online in the Student Information System.

Teaching & Evaluation

The objective of classroom teaching is to awaken the curiosity of students, generate habits of rational thinking in them, sharpen their minds to face the unfamiliar and unanticipated challenges and train them to be able to sustain on their own. The classroom instruction helps the students in the organization and correlation of facts, comprehension of concepts and the creative use of their applications. Faculty takes up the added responsibility to make the students search for knowledge and induce them to use the facilities of the library, computer center and the environment to optimize their learning processes. Self-study by the student would therefore become an important factor in the planning, teaching and evaluation. The student is required to cooperate and gear up to respond to this challenge. Teaching and Evaluation together forms a unity of function and operate in a climate of mutual understanding, trust and respect.

3.1 Teaching Methodology

The Teaching Methodology followed by faculty at IBS is an optimal blend of classroom instruction, case discussions and analysis, project work, thesis, seminar, self-study, home assignments etc. Faculty will cover only the key points and not the entire curriculum. Students are expected to prepare for the topics by self-study, as indicated by the faculty. The students are expected to refer to the reference books, articles, papers and web resources specified by faculty. This is a constant and continuous effort expected from each student of IBS.

3.1.1 Case Method

A case is a snapshot of a particular event or situation. The case method of teaching requires students to study the case, comprehend the business situation, analyze the problem and come up with alternative solutions. Case Method requires active participation in classroom discussions, written analysis and oral presentations.

The case discussion may be conducted either by forming groups of students or by throwing open the issue to the Class for discussion. The faculty observes the contribution of every member of the group and ensures their equal participation. The students are evaluated on the basis of the following criteria:

- a. Comprehension of the case
- b. Ability to diagnose the problem
- c. Level of participation, initiation and the strength of the argument

- d. Generation of alternatives and their probable consequences
- e. Ability to lead the discussion in the right direction and improve its quality
- f. Presentation and communication skills

3.2 Faculty Consultation

The faculty will make it convenient to be available in his/her office at a prescribed hour once a week for each course handled by him/her separately. The day and time of faculty consultations are announced by the respective faculty in the course handout. During this time, students can approach the faculty for clarification of doubts and difficulties.

3.3 The Course Handout

At the beginning of the Semester for each course, a Course Handout is given to the students by the teaching faculty members. It provides information on pace, coverage, level of treatment, reading assignments, scheme of evaluation components, course schedule and consultation hours.

3.4 Evaluation

IBS follows the concept of Continuous Evaluation by the respective faculty members. The evaluation is evenly spread throughout the semester and the course handout indicates when each evaluation component is scheduled as well as the marks allotted for the component. In the course handout, the faculty announces his/her evaluation schedule for continual evaluation.

The Faculty plans and conducts the continual evaluations in each course. In order to make the course more meaningful and bring the students closer to real life situations, several innovative methods and written examinations are used as evaluation components. Through these components, the students are judged for:

- a. Knowledge of concepts
- b. Application of principles
- c. Creativity and originality
- d. Decision-making ability
- e. Documentation and data handling
- f. Self expression
- g. Leadership

The Comprehensive Evaluations are held at the end of each semester, through written examinations.

Evaluation Scheme and Weightage

The evaluation for the courses would broadly fall into the following evaluation scheme:

Evaluation Type		Weight-age	Evaluation Type	Components	Duration
Continual Evaluation	Pre Mid-Semester	10%	Application Oriented Short Questions - 3 Application Oriented Subjective Question - 1 Case-let - 1	Component 1	45 Minutes each
		10%	Project Presentation	Component 2	
	Mid Semester Examination	20%	Written Examination	Application Oriented Short Questions - 9 Application Oriented Subjective Questions - 3 Case - 1	2 Hours
	Post Mid-Semester	10%	Open Book Examination Application Oriented Short Questions - 4 Application Oriented Subjective Questions - 2 Case-let - 1	Component 3	45 Minutes each
10%		Project Viva	Component 4		
Comprehensive Evaluation	End Semester Examination	40%	Written Examinations	Application Oriented Short Questions - 12 Application Oriented Subjective Questions - 4 Case-lets - 2	3 Hours

3.5 Continual Evaluation

The performance of a student in each course is assessed by the faculty by means of continuous evaluation components as specified above and Mid-Semester Written Examination etc. The End Semester Examinations are conducted at the end of the Semester.

All the evaluation components are application oriented to enable students learn the concepts clearly.

a. Presentation

The student is expected to give a presentation on the given topic by the Faculty member and the topic need not be the same for all students in a Section. At the discretion of the teaching Faculty member students need to prepare themselves to give a presentation on the given theme and based on the effectiveness of the presentation, Faculty member would assess the preparedness of the student, study done in gathering the relevant points, how it is connected to the subject in question and what concept is applicable (if any) to the given topic.

b. Viva

A viva is held on the assignment given to the students. The students are expected to defend the work done by them on the assignment. The viva follows a question-answer session based on the work presented.

c. Mid-Semester Examination

Question Paper Pattern

S.No.	Parts of the Question Paper	Pattern of Questions	Marks Allocated	Time Duration (Minutes)
1	PART A	Application Oriented Short Questions – 9	40	45
2	PART B	Application Oriented Subjective Questions - 3	40	45
3	PART C	1 Case-let Analysis	20	30
Total Marks / Duration			100	2 Hours

The mid-semester examination will be of 2 hours duration. The examination will have three parts. Part A consists of Application Oriented Short Questions and Part B consists of Application Oriented Subjective Questions testing analytical ability, situational analysis and application. Part C consists of 1 Case-let Analysis.

Make up examinations are not conducted for Continual Evaluation components and Mid-Semester Examination.

3.6 Evaluation Feedback

Just as evaluation is carried out in a continuous manner, feedback is also available in a continuous and timely manner. The answer scripts, properly evaluated will be shown to the students and clarification, if any, provided by the teaching faculty. Wherever possible, the performance of the students in the evaluation components be discussed in the class giving as much detail as possible like the highest, lowest and average performance. After clarifying the doubts of the students, the answer books are collected back by the Faculty for future reference.

3.7 Comprehensive Evaluation

The comprehensive evaluation is conducted at the end of the semester covering the **entire syllabus**.

Question Paper Pattern

S. No.	Parts of the Question Paper	Pattern of Questions	Marks Allocated	Time Duration (Minutes)
1	PART A	Application Oriented Short Questions - 12	40	60
2	PART B	Application Oriented Subjective Questions - 4	40	90
3	PART C	2 Case-lets	20	30
Total Marks / Duration			100	3 Hours

The End-Semester examination will be of 3 hours duration. The examination will have three parts. Part A consists of Application Oriented Short Questions and Part B consists of Application Oriented Subjective Questions testing analytical ability, situational analysis and application. Part C consists of 2 Case-lets for Analysis.

Makeup Examinations: Students who could not appear for the end semester examination due to genuine personal reasons can appear for the makeup examination with prior permission from the Campus Head. Students appearing for the makeup examinations will have to apply in the specified format given in **Annex-I** along with the specified examination fee.

The makeup examinations for end semester examinations are conducted within 3 weeks of the completion of the last examination of main schedule.

3.8 Expectations from Students

Students should treat their classroom obligations as they would treat any serious professional engagement. This includes:

- i. Preparing thoroughly for each session in accordance with the Faculty requests.
- ii. Arriving promptly and remaining until the end of each class, except in unusual circumstances.
- iii. Participating fully and constructively in all classroom activities and discussions.
- iv. Adhering to deadlines and time-tables established by the Faculty.
- v. Displaying appropriate courtesy to academic and non-academic staff and fellow students both in and outside the classroom.

3.9 Student Feedback

At the conclusion of mid-semester examination and end-semester examination in each semester, students are required to provide feedback on faculty teaching effectiveness. The purpose of the feedback is to gather information on learning experience of the student with concerned course teaching faculty member. The feedback provided by the individual student is kept confidential. Analysis of the students' feedback provides valuable inputs to the institute's administration and faculty for improving the effectiveness of the course delivery process.

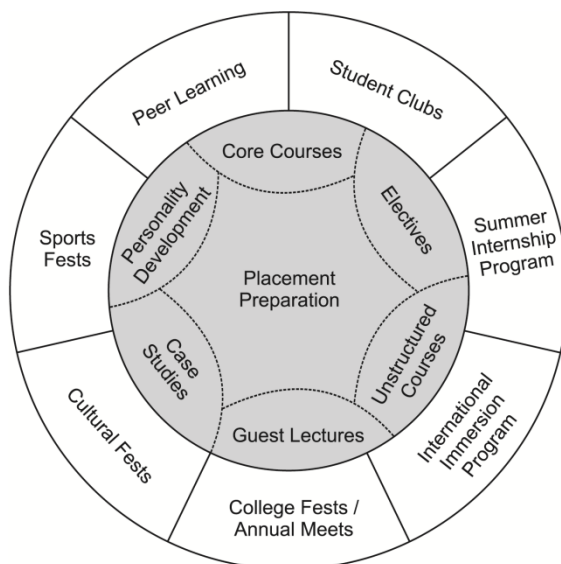
Providing feedback on each course is mandatory. The feedback can be provided by accessing the feedback application on the Student Information System in the 8th week and 15th week of a semester.

Chapter - IV

Learning at IBS

Management Education at IBS is not just confined to classroom learning. More than anything else, it is about the complete transformation that a student undergoes during the two years. The entire classroom experience, the interaction with faculty and peers both inside and outside the classroom, student activities, leadership training and case studies are all designed to radically change an amateur student's perspective, both personally and professionally, to one wanting to make a real difference wherever he or she goes.

At IBS, learning is all-pervasive and the classroom is an important, but not the only learning space for the students. The experiential learning inside the classroom is integrated with activities outside the classroom through structured co-curricular and extracurricular activities involving intense student engagement with the help of student clubs. These activities are conceived, led and executed by students, thereby helping them put into practice some of the key concepts that are learned inside and outside the classroom and also develop crucial leadership skills. Student clubs frequently organize campus events touching multiple dimensions of professional and personal life, helping develop a generation of doers and not mere arm-chair managers. The inner circle in the diagram depicts the classroom learning and outer circle represents learning outside the classes.



IBS provides a wide spectrum of learning opportunities to students. The onus of utilizing the resources optimally to enhance knowledge, acquire skills required for employability, rests solely on the students. By the time the program is completed, the student should be able to completely comprehend and analyze the situations and surroundings and formulate appropriate responses expected of a successful manager.

4.1 Classroom Learning

Core Courses: The academic delivery focuses on enhancing the conceptual and analytical skills in core disciplines. This theoretical framework is designed keeping in view the basic concepts required for a Manager to run business organizations. These courses encompass concepts derived from the disciplines of economics, accounts, finance, human resources, marketing, quantitative methods and business analytics, etc.

Personality Development Courses (Soft Skills): The Soft Skills courses are specially designed to shape the students' personality and enhance their communication, presentational and interpersonal skills. The Soft Skills courses also help the students to prepare for the corporate selection process including group discussions and interviews as well as to be effective in the corporate life.

Cases & Case-lets: The students are consciously oriented to face the real industry scenario. One of the methods employed for simulating real life situation is Cases. Mapping Cases to various modules of the course can transform the students into the mode of the corporate executive engaged in real-life decision making situation. Cases involve analyzing alternatives and choosing the most preferred solution enables the students to develop insights into the complexities of industry specific attributes, changing nature of competitive markets and emerging structures, and critical success factors determining the final outcome. Also the consumer perspectives in a dynamic setting and changing behavioral insights help students to understand the significance and purpose of various marketing activities.

Electives (Specialization): In the third and fourth semesters, students study integrated management and strategy, in addition to the electives. Students are required to pursue eight elective courses during the program. The program offers students a wide range of electives, broadly categorized into Marketing, Finance, Accounts, Financial Services, Human Resources, General Management, Operations, IT & Systems etc. A number of electives are available under each category. To specialize in any stream, a student has to choose at least 6 electives from the stream. Thus, the balance 2 electives can be chosen from the same or other disciplines. A student can also opt for dual specialization by pursuing 4 electives in two different streams.

Guest Lectures: Guest lectures at IBS are part of the academic program. Eminent industry experts visit the campus for sharing their experiences to the students. This adds value to students in acquiring knowledge of latest trends and challenges faced by different industries.

4.2 IBS Mentoring, Placement Advisory Counseling and Training (IMPACT)

IBS Mentoring, Placement Advisory, Counseling and Training is conducted by IMPACT Team in a semester by guiding, mentoring and training students on placement preparedness. The IMPACT Team consists of a Domain Faculty, Soft Skill Faculty and a Placement Manager. There will be a minimum of 10 sessions in a Semester to create heightened awareness in students about career prospects.

The IMPACT team is assigned with a section of students to assess the placement preparation requirement of that section. Some of the placement preparation initiatives are illustrated hereunder:

- Primary objective is to easily link issues with management topics covered in classroom.
- Plan aptitude and mock GD and PI Sessions.
- Plan and execute Industry/Sector based workshops by industry experts starting with initial period of Placement season and well into the end of the season placing emphasis on Placement preparedness of students.
- Involving Alumni and corporate professionals in conducting session's specific to the job roles prior to the Placement Process etc.

Attending IMPACT sessions is mandatory for all students. Students who maintain 75% attendance in IMPACT sessions will be provided placement assistance.

4.3 Outside Classroom Learning

4.3.1 Industry Interface: Summer Internship Program (SIP) is an integral part of the curriculum at IBS with close supervision and guidance from the faculty on continuing basis. The 14 week SIP gives enough scope for the students to learn from practicing managers deeply engaged in decision making and problem solving.

4.3.2 Peer Learning: The case method of teaching requires students to study the case, comprehend the business situation, analyze the problem and come up with alternatives/solutions. Case method requires active learning for which, students discuss and study the case in groups much before they come to the class.

4.3.3 Student Clubs: Student activities are at the core of the philosophy of management education that IBS believes in. The co-curricular and extracurricular activities organized by the student clubs are an integral part of the learning ecosystem that IBS has created. These clubs offer an excellent way to meet new people, develop leadership qualities, deepen specific interests, build character, learn team work and practice management. By participating, connecting and discovering each other in the student clubs, students learn to adjust, compromise, bargain, and negotiate. Student clubs not only play a critical role in the transformation process but they also make life on IBS campuses enjoyable and memorable. The challenges of a multicultural environment and the complexities thrown up by a competitive environment are turned into opportunities for self-discovery and growth by these clubs.

4.3.4 College Fests: IBS students actively take part in conducting management fests, sports fests and cultural fests in which students from several premier B-schools participate. Such interactions with students from across the country enhances their learning, and help develop organizational and leadership skills which are highly valued by organizations today.

4.3.5 International Immersion Program: IBS encourages students to visit various countries on international immersion program on self-funding. This provides very useful exposure to the students and helps them in understanding the cross-cultural settings as also developing a world view of how businesses are organized in different parts of the globe.

4.3.6 Mentoring: At the commencement of the program, the students shall be allocated a dedicated Faculty Member as a Mentor to provide the necessary mentoring in both personal and professional areas throughout the program. Students are encouraged to avail this facility to the optimum as Faculty guidance will always help the student realize his/her cherished goals with proper direction and guidance.

4.3.7 Learning through Buddy System

By Students: A set of Senior Batch students by virtue of their academic performance, attitude and skillsets they possess will extend support and provide help in understanding the subject wherever necessary. In addition, they will also hand-hold the students in improving their net-working skills, computer based skills and guiding them as to how they should prepare themselves in dealing with the courses they have not been acquainted with till now.

By Alumni Members: In addition to the support provided by Senior Batch students, junior batch students are exposed to the counseling by IBS Alumni Members. IBS Alumni members will share their experience and the current market trends; how to prepare to face them. Alumni members will provide direction, how to select electives based on the innate abilities of students, their interests and aptitude. If properly utilized, these Alumni members will remain your close contacts in the future for any career counseling and selecting the right career path. All the students are encouraged to avail this opportunity to make themselves more confident and well-rounded personalities.

4.3.8 Certification Courses

In addition to delivering the program as per the given structure, IBS encourages students to obtain additional skill sets through Certification courses more suitable for the present day requirements of the industry.

Students are given an opportunity to obtain most relevant and dynamic Certification Courses one each in Semester II, during the SIP period and Semester III.

By having these additional Certifications students get benefited immensely in obtaining a better placement. These Certifications would add significant value to the CV of a student and by doing these Certification courses students shall be well prepared to meet most of the required skill sets of the present day recruiters. Recruiters look for students with varied skill sets in addition to the PG Program and if the skill sets are aligned with current industry requirements, students stand the chance of grabbing their desired placement choice. Students are, therefore, encouraged to have this advantage by doing these Certification Courses facilitated by IBS thereby acquiring the skills the recruiters look for. In addition, these Certifications will provide improved confidence to students to face the prospective recruiting companies.

Chapter-V

Academic Regulations

5.1 Provisional Admission

The eligibility criterion for admission to MBA program at IBS is 50% or more marks in graduation with minimum 15 years of education either through 10+2+3 or 10+2+4 mode with English as the medium of instruction. For computing the percentage secured in graduation (to ascertain if the student has secured 50% marks) all three/four years marks shall be taken in to consideration irrespective of the method followed by the respective university.

Students, whose graduation results have not been declared at the time of admission, are given provisional admission to the Program. The admission is subject to their submission of proof of eligibility on or before December 01, 2023. All provisionally admitted students will have to submit the attested photocopies of proof of graduation (all mark sheets as well as the degree certificate) at their campus, on or before December 01, 2023. If a provisionally admitted student fails to submit proof of graduation on or before the specified last date, his/her admission to the program would stand cancelled.

These students are required to apply for refund of 75% of program fee paid (after adjusting dues if any) in the specified format given in **Annex-V**, enclosing the following:

- No Dues Certificate
- Marks sheets of graduation as proof of not meeting the eligibility criteria.

Subsequently, even if these students obtain 50% marks, they are not eligible for deferment of admission. They are required to go through admission procedure again.

5.2 Registration

Registration is a mandatory formal reporting of the student at the campus for each semester including SIP, on the announced dates. Registration means the following:

- Formal reporting of students at the campus
- Payment of the fee as per schedule

- Submission of proof of graduation and
- Registration for courses.

Registration to a Semester/SIP is not permitted if:

- i. Student has outstanding dues.
- ii. Student has indiscipline record in the preceding semester.

Late Registration: In genuine cases, the Campus Head is vested with the authority of permitting students to register on Day 08 i.e., one week from the original date of registration. In exceptional situations the student can seek permission for late registration for two weeks from the original date of registration, beyond which registration is not permitted.

Students will have to apply for permission for late registration to the Campus Head, prior to the original date of registration along with payment of fee as per the specified format given in *Annex-II*.

5.3 Discontinued from the Program (DP)

An event will be reported as Discontinued from Program (DP) when the student has neither reported for semester registration on the specified date nor sought prior permission for late registration.

5.4 Withdrawal from the Program (WD)

A student who is unable to continue in the program for a genuine personal reason can withdraw from the program by submitting the request to the Campus Head. The event will be reported as withdrawal from the Program.

In such case, the student name will be struck off the rolls.

5.5 Student On the Rolls

A student is considered to be on the rolls of the campus when the student is duly registered in course(s)/SIP by paying the requisite semester fee.

5.6 Pre-requisites to Progress to 2nd Academic Year

Completion of Semester-I, II courses and SIP are the pre-requisites to progress to second academic year.

5.7 Unfair Practices

Students are prohibited from resorting to unfair practices during any evaluation component. Any of the following events (inclusive but not exhaustive) will be considered as unfair practice(s) during the continual and comprehensive evaluations/examinations.

- i. Possessing unauthorized material like notes in small chits in pockets, or on body or in any form like cell phones, vanity bags and purses **whether used or not** will be considered as unfair means.
- ii. Copying from other students.
- iii. Allowing other students to copy from one's paper.
- iv. Taking or giving any kind of assistance to other students.
- v. Communicating with a student in or outside the examination hall during examination timings.
- vi. Referring to any chit in washrooms.
- vii. Visiting any place other than washroom during examination.
- viii. Resorting to any other unfair means to provide or obtain advantage.
- ix. Disruptive conduct or indiscipline in the examination hall.

Students found to be resorting to any of the above, will be expelled from the examination hall.

Investigation will be conducted by a team of faculty. On the basis of investigation report academic action deemed fit will be taken.

5.8 Plagiarism

Presenting other's work/material as one's own is plagiarism. Plagiarism includes reproducing others' ideas, opinions, theories, graphics, language, quotes (written or oral), facts, statistics and illustrative material, etc. without acknowledgement.

Plagiarism would result in academic action against students leading to:

- i. In the first instance a written warning, and resubmission of the work/material within a week.
- ii. In second instance, no marks will be awarded for the evaluation component.
- iii. In case of subsequent repetition, awarding RC (Registration Cancelled) in that course.

5.9 Elective Options

IBS campuses offer students a wide range of elective courses, subject to a minimum number of 15 students opting for a particular elective course.

5.10 Attendance Policy

The continual evaluation system adopted at IBS clearly expects every student to be regular in classroom evaluation components and other tasks assigned to him/her in every course.

Students, who maintain minimum attendance of 75% in each course by the end of semester, shall be permitted to appear in the End-semester examinations of the course. The students who do not maintain 75% attendance in any course will not be permitted to appear in that course in the End-semester examination, leading to award of “Not Cleared” (NC) Report. In all such cases, students will have to repeat the course in the next regular offering, as per the rules that govern repeating a course.

5.11 Campus Shift

IBS reserves the right to shift the student from one IBS campus to another IBS campus for operational convenience.

5.12 Grading Policy

IBS does not emphasize on numerical marks as the only absolute indication of the students performance. Thus, at the end of the semester, letter grades A, B, C, D, and E are awarded to the students based on their overall performance in the courses, which is relative to the performance of all students evaluated for the course in their section.

5.12.1 Letter Grades

The letter grades have points associated with them in a quantified hierarchy. The letter grades, their applicability and connotation are given below:

Grade	Qualitative Meaning	Grade Point Attached
A	Excellent	10
B	Very Good	8
C	Average	6
D	Fair	4
E	Exposed	2

5.12.2 Reports

Apart from the letter and non-letter grades, certain events/facts are reported by suitable words. These reports are not to be construed as grades. The various reports listed below are elaborated subsequently.

- i. Not Cleared (NC)
- ii. Registration Cancelled (RC)

5.12.2(a) Not Cleared (NC) Report

A student will be awarded Not Cleared (NC) Report in the following cases:

- i. If a student registered in a course(s) does not give adequate opportunity to evaluate him/her by remaining absent from 60% of the continual evaluation components or the End-semester examination.
- ii. If a student registered for SIP does not give adequate opportunity to faculty to evaluate him/her.
- iii. If a student does not meet the minimum attendance criteria of 75% for the course and is not permitted to appear for End-semester examinations.
- iv. If a student is absent for more than 4 weeks continuously.

In all these cases, the student will have to repeat the course(s) whenever it is offered in the regular offering in the next academic year. The student in the subsequent registration will carry "NCR" (NC Repeat) against the grade for the course(s) in semester grade sheet and consolidate grade sheet.

5.12.2(b) Registration Cancelled (RC) Report

An event will be reported as Registration Cancelled (RC) in the following cases:

- i) Non-payment of fee.
- ii) Non submission of proof of graduation and/or not meeting the eligibility criterion for admission.
- iii) Breach of discipline or unprofessional behavior.
- iv) When disciplinary action is taken against a student for resorting to unfair means during examination.

Student with RC report in a course(s) is not eligible to appear for Summer Term examinations.

5.13 Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA)

Grade Point Average

The GPA is used to describe performance of a student in all courses in which he/she is awarded letter grades for a particular semester. It is the weighted average of grade points of all letter grades received by the student in a semester and is computed as follows:

$$\text{GPA} = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Where $U_1, U_2, U_3\dots$ denote units associated with the courses taken by the students and $G_1, G_2, G_3\dots$ are the grade points of the letter grades awarded in the respective courses. The reports “NC”, “GA”, “RC”, “W” and “DP” will not affect the calculation of GPA.

Cumulative Grade Point Average

The CGPA is used to describe overall performance of a student in all courses in which he/she is awarded letter grades from the first semester till the latest semester. It is the weighted average of grade points of all letter grades received by the student from his/her entry into the IBS and is computed as follows:

$$\text{CGPA} = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

5.14 Semester Grade Sheet

Grade sheet is a complete record of courses, grades, GPA, CGPA obtained and other information for a semester.

5.15 Minimum Academic Requirements

The regulation for minimum academic requirement has been framed keeping in mind the educational philosophy of the Institute, which interlinks and at the same time distinguishes between the performance of a student in a single course and in his/her overall cumulative performance. Accordingly, the objectives of the minimum academic requirement regulations are:

- i. To ensure that the student meets minimum standards in majority of the courses pursued.

- ii. To alert the student on his/her performance at the end of every semester to enable him/her to improve in subsequent semesters and eventually attain program completion requirements in time.

5.15.1 The Minimum Academic Requirement

The minimum academic requirements to be fulfilled by the student at the end of every semester are:

- i. The cumulative number of D and E grades secured by a student at the end of each semester should not exceed:

Semester	Cumulative No. of D & E Grades	Cumulative No. of E Grades
I	3	1
II	6	2
III	9	3
IV	12	4

- ii. The student should have secured a CGPA of minimum 5.5.

5.15.2 Implications of the regulations

At the end of First Semester: Failure to meet the minimum requirements will bring the student under the purview of Academic Counseling Committee. In such cases the parents will receive a notice from Campus Head and the student will have to undergo counseling sessions with the assigned faculty. The progress to second semester is not restricted. All the students who come under the purview of Academic Counseling Committee are -

- i. Not eligible to participate in any Students Activities and business school meets outside the city.

At the end of Second Semester: Failure to meet the minimum academic requirements at the end of semester will bring the student under the purview of Academic Counseling Committee. In such cases the parents will receive a notice from campus and the student will have to undergo counseling sessions with the assigned faculty. The progress to third semester is not restricted. All the students who come under the purview of Academic Counseling Committee are

- i. Not eligible to alter the choice of Electives already chosen.
- ii. Not eligible to participate in any Student activities and business school meets outside the city.
- iii. Student will not be eligible for placement assistance till they fulfill the minimum academic requirements.

At the end of Summer Internship Program (SIP): Failure to obtain a satisfactory grade (A/B/C) in SIP will bring the student under the purview of Academic Counseling Committee. In such cases the parents will receive a notice from campus and the student will have to undergo counseling sessions with the assigned faculty. However, progress to third semester is not restricted.

Student with D or E grade in SIP will not be eligible for placement assistance and would be considered as out of placement process.

At the end of Third Semester: Failure to meet the minimum academic requirement will bring the student under the purview of Academic Counseling Committee. In such cases the parents will receive a notice from campus and the student will have to undergo counseling sessions with the assigned faculty. However, progress to fourth semester is not restricted.

Student will not be eligible for placement assistance and would be considered as out of placement process.

At the end of Fourth Semester: Student not meeting the minimum academic requirements, leading to non-completion of the program.

5.16 Ineligibility for Placement Process

Students who have the following shortfalls/afflictions shall not be considered to participate in the placement process:

- **Having less than 5.5 CGPA**
- **Having NC in any course**
- **Having RC in any course**
- **Having D and E grade in SIP**
- **Having outstanding fee dues**
- **Having any investigation or disciplinary case pending**
- **Having less than 75% attendance in regular classes**

5.17 Program Completion Requirement

A student is deemed to have fulfilled the MBA program completion requirements, when he/she satisfies the following conditions:

- i. The student has cleared all named courses prescribed for him/her in the Program including SIP and completed the credits requirement.
- ii. The student has cleared 8 different electives.

- iii. The student has obtained a minimum CGPA of 5.50.
- iv. The cumulative number of D and E grades of the student does not exceed 12 out of which the number of E grades does not exceed 4.
- iv. The student has completed the program within seven years from the date of joining the program.
- v. No outstanding fee dues.
- vi. No investigation, disciplinary case is pending.

5.18 MBA Degree

On successful completion of the academic requirements of MBA program, students will be issued a MBA Degree by The ICFAI University, Dehradun.

5.19 Repeating a Course

A student, who has obtained valid letter grades in the courses but failed to meet minimum academic requirement, has the option to repeat a course to improve the grade either in summer term or in regular semester. In such a case the following conditions will apply:

- i. The course, which the student wants to repeat, is part of the current program.
- ii. The elective course which the student wants to repeat if not offered will have to choose the elective offered.
- iii. The student has paid the course repetition fee.

The students who have already met the minimum academic requirements of the program or completion requirements are not eligible to repeat a course.

Students wishing to repeat a course will have to apply in the specified format given in ***Annex-III*** along with specified course repetition fee.

5.20 Summer Term

IBS may offer a Summer Term at IBS Campuses after the completion of second semester and fourth semester, in order to provide an opportunity to the students who have obtained valid grade in the courses but not met minimum academic requirements, to improve the grade. The rules and regulations governing the offer of the Summer Term are as under:

- i. Students who have not met the minimum academic requirements at the end of Semester II are eligible for Summer Term.
- ii. Students who have not met the minimum academic requirement at the end of semester IV to complete the program are eligible for Summer Term.
- iii. Students who have met minimum academic requirements are also eligible for Summer Term to improve their grades. **However, this provision is not applicable for those students who have met the academic requirements for program completion. In other words, students who have completed all the four Semesters and met the program completion requirement will not be eligible to write Summer Term Examinations.**
- iv. Students who are eligible for summer term and undertaking SIP at other locations are required to appear for summer term examination at the nearest IBS Campus.
- v. IBS reserves the right to offer/reject the application for registration to a particular course. It is not mandatory to offer such courses as requested by the students.
- vi. Students have to prepare for Summer Term examinations on their own.
- vii. Students who register for the summer term will be graded on the basis of marks secured in continual evaluation and summer term examinations in accordance with their Weightages out of 100 marks. The revised grades of the students will have the remark "Grade Repeat" (as the case may be) against the courses in the semester grade sheet and consolidated grade sheet/transcript.
- viii. Students can register for a maximum of **Eight** courses in Summer Term.

Students, who are interested in availing the Summer Term, should apply in the specified format given in **Annex-IV**. The Summer Term flexibility is available in the system not as a regular examination in the system but is offered with a separate course repetition fee, excluding the total program fee.

Chapter-VI

Financial Regulations

6.1 Payment of Fees

The fee for the two-year program is payable in five installments as per the schedule given. Students will be permitted to register for the semester/SIP only on payment of fee. Fee should be paid either by way of Demand Draft or through On-Line. Cash payment is prohibited.

Fee Schedule

Due Date	Fee Installment	Program Fee (Rs.)	
		Non-Domicile	Domicile
May 15, 2023	I	1,04,600	94, 600
October 09, 2023	II	1,04,600	94, 600
February 12, 2024	III	1,04,600	94, 600
June 03, 2024	IV	1,04,600	94, 600
October 14, 2024	V	1,04,600	94, 600
Total		5, 23, 000	4, 73, 000

In addition, students have to pay Rs. 10,000 as refundable Caution Deposit along with 1st installment of Program Fee.

Students who are not able to pay fee by due date for some genuine reason have to seek prior approval from the Campus Head. The student has to apply in writing to the Campus Head mentioning the proposed date of payment. All such students would be fined Rs. 10/- per day for the first 15 days of delay and thereafter Rs. 100/- per day for the next two weeks. The student has to remit the fee along with the fine applicable.

The late fee payment beyond one month of the original schedule date of payment will not be entertained. The student's registration for the Semester would be cancelled for any delay in payment of fee beyond one month after the due date. Students are advised to make a note of it and make arrangements to pay the fee as per the schedule.

Caution Deposit (CD)

All students are required to pay Caution Deposit of Rs.10, 000 along with the first installment of the program fee. This deposit is towards library books, case studies, use of computer lab and other facilities.

Caution Deposit will be refunded without interest (and after adjusting for dues, if any) by the respective campuses to the students on completion of the Program and on submission of No Dues Certificate at the Campus.

6.2 Refund Policy

i. The Admission Fee paid is non-refundable

ii. The program fee paid is non-refundable

iii. Non Eligibility Criteria

If a provisionally admitted student, does not score 50% of marks in graduation his/her admission to the program would stand cancelled. Such a student can apply for refund of fee on or before December 01, 2023 enclosing the “No Dues Certificate” as per the specified format given in **Annex-V** along with proof of non-eligibility. In such cases, 75% of the program fee paid shall be refunded after adjusting dues, if any. Students who have not completed graduation by this date are not eligible for any refund. Applications received after December 01, 2023 will not be processed.

6.3 Make-Up Examination Fee

Students appearing for make-up examination will have to pay the Examination fee of Rs. 3000/- per course. The fee has to be paid along with application form as per format given in **Annex-I**.

6.4 Course Repetition Fee

Students registering for course repetition will have to pay the course repetition fee of Rs.15000/- per course. The fee has to be deposited on the date of registration for the course at the respective campus as per the format given in **Annex-III**.

6.5 SIP Repetition Fee

Students registering for SIP repetition will have to pay the SIP repetition fee of Rs. 30000/-. The fee has to be deposited on the date of registration at the respective campus.

6.6 Summer Term Fee

Students registering for summer term courses will have to pay the summer term fee of Rs. 3500/- per course. The fee has to be paid along with application form as per format given in *Annex-IV*.

6.7 Fee for Additional Copies of Semester Grade Sheet and Consolidated Grade Sheet

Students who request additional copies of their semester grade sheet will have to apply for the same along with a fee of Rs. 300/- per additional copy of grade sheet and Rs. 1000/- per additional copy of consolidated grade Sheet/transcript as per specified format given in *Annex-VI*.

6.8 Fee for Duplicate Copy of MBA Degree

Students who wish to request for a duplicate copy of MBA Degree will have to submit an application in the prescribed format given in *Annex-VII* with a D.D of Rs. 5000/-.

Chapter-VII

Student Assistantships

IBS offers Student Assistantships for a period of 6 months during the program. These Assistantships are offered to students in need of meeting part of their living expenses.

7.1 Digital Marketing / Blogging / Video Creation Assistantships

Digital Marketing/Blogging/Video Creation Assistantships will be offered to students having curiosity in designing websites, writing blogs and posts in Facebook, Twitter and other social media as well as creating Videos of Campus Activities. The assignment involves working for 2 hours (three days in a week) under the supervision of Student Assistantships Coordinator at respective Campuses.

The selection of the students will be done by a Committee consisting of Campus Head, Academic Coordinator and Placement Coordinator of the Campus. Students who are in need of financial assistance are advised to apply for these Assistantships by submitting an application to Academic Coordinator of the Campus. Numbers of Assistantships available Campus wise are given below. The students selected for these Assistantships will be paid stipend of Rs.6000 per month for a period of 6 months:

IBS Campus	Digital Marketing Assistantship	Bloggers Assistantship	Video Creation Assistantship	Total
Dehradun	4	4	4	12
Ahmedabad	4	4	4	12
Gurgaon	12	12	12	36
Kolkata	4	4	4	12
Mumbai	12	12	12	36
Pune	12	12	12	36

General Regulations

8.1 Address and Name Change

8.1.1 Address Change

In case of a change in permanent address or e-mail id, students are required to incorporate the same in the registration cards during Registration to a semester/SIP. If a change is contemplated in the middle of any semester, students can forward an application in the specified format given in *Annex-VIII*.

8.1.2 Correction / Change of Name

Students whose names have been misspelt in the official records (like the registration card or official correspondence) or do not tally with their graduation certificate or who have changed their name, may submit an application for correction of name, along with a documentary proof, in the given format *Annex-IX*.

8.2 Use of Campus Facilities

8.2.1 Library

Library facilities are to be used by students judiciously as per the guidelines issued by the campus. Each card will entitle the student to borrow books from the library for a period of seven days, exceeding which the student is required to pay a fine. In case the books are lost, the student has to deposit the money for the same at the library.

Adequate number of prescribed text books and reference books are available in Campus Library. Students are advised to use them for their reference.

Eating and drinking in the library is not permitted. Mutilating and defacing library books, journals and other material by highlighting, underlining, writing, removing pages, or otherwise damaging the library material may result in disciplinary action.

8.2.2 Use of Telephone

The telephone facility at the campuses is for official use only and not for use by students.

8.2.3 Use of Internet

The Internet facility is to be used by students judiciously as per the guidelines issued by the campus, purely for academic interests. Students are advised not to misuse this facility.

8.2.4 Use of Photocopying Facility

The photocopying facility is provided at campus and student can use the facility at a price announced from time to time.

8.2.5 Use of Printers

The printing facility is provided at campus, the students can use the facility at prices announced from time to time.

8.2.6 Use of Mobile Phones

Using mobile phones in the classroom and examination halls is strictly prohibited. Violation will be considered as indiscipline leading to administrative action.

8.2.7 Prohibition of Smoking in IBS Premises

Smoking in IBS premises is strictly prohibited.

8.3 Accommodation Facilities

IBS does not provide any hostel facility. However, Campus administration will assist the students in finding suitable off campus accommodation; either Empaneled Hostels, PG or sharing of flats etc. Students are required to pay the charges for accommodation and mess charges directly to the service provider or land lord. IBS will not be responsible for the financial dealings with service providers.

8.4 Code of Conduct

The Code of Conduct is designed to foster a safe and secure learning environment and protect the people, property and processes that support the institution and its mission. The students are expected to adhere to the standards of conduct, which include but are not limited to:

- Practicing high standards of academic and professional honesty and integrity.
- Respecting the rights and privileges of other students.

- Respecting the rights and privileges of members of the academic community.
- Safeguarding and protecting the campus property.
- Refraining from any conduct that would interfere with campus functioning or endangers the health, welfare or safety of other persons.
- Complying with the rules, regulations, procedures, dress code and policies of the campus.
- Abstaining from any conduct that might malign the image of the Campus in the eyes of the stakeholders and public in general.
- Maintaining discipline and decorum in the off campus accommodation.

Any student found to have engaged in any of the following activities shall be subject to disciplinary action:

- Obstruction or disruption of teaching, administration, seminars, class discussions and other activities of campus.
- Ragging
- Facilitating unauthorized entry or use of campus facilities by outsiders.
- Disorderly/obscene conduct or expression.
- Forgery, alteration or misuse of IBS documents.
- Use of unfair means in any of the evaluations.
- Unruly behavior with students/staff/faculty.
- Damage/pilferage of campus property.
- Absenteeism beyond the permissible limit.
- Causing nuisance or disturbance in and outside the institution.
- Cheating, plagiarism and academic dishonesty.
- Use, production, distribution, sale, or possession of alcohol/drugs in a manner prohibited under law.

In such cases, the matter will be referred to Campus Disciplinary Committee which will investigate and recommend disciplinary action leading to either cancellation of admission or semester registration.

Students indulgence in any act outside the Campus

The students are brand ambassadors and should maintain proper decorum and decency outside the campus. The student will be solely responsible for any action or omission committed by him outside the campus.

8.5 Sexual Harassment

Sexual harassment is one of the many forms of illegal sexual discrimination. Any actions or statements of a sexual nature that are abusive, intimidating, harassing or embarrassing, along with implied or stated threats fall within the purview of sexual harassment. This includes but is not limited to:

- i. Unwanted touching or comments / communication;
- ii. Retaliation;
- iii. Threats of violence;
- iv. Use of violence;
- v. Sexual assault.

For the redress of the cases of sexual harassment, a written complaint must be lodged with the campus Sexual Abuse and Harassment cell. In such cases, Campus Disciplinary Committee shall conduct investigation and initiate disciplinary action leading to either cancellation of admission or semester registration.

8.6 Ragging & Consequences

“Ragging” means the doing of any act which causes, or is likely to cause any physical, psychological or physiological harm of apprehension or shame or embarrassment to a student and includes:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any student.

- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such student.
- Any act by a student that prevents, disrupts or disturbs the regular academic activity of any other student.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture of any student.
- Any act that affects the mental health and self-confidence of a student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any student.

Students should submit the ***Anti-ragging undertaking*** to their respective campuses ACO and SSD in the specified format given in ***Annex-X***.

General Conduct Rules and Guidelines

While the students as adult citizens enjoy their rights, they also are expected to be aware of their responsibilities. The institute will not support any act that is illegal as construed by the law of the land. As adults, the students are expected to have a fair sense of which act is legal and what is illegal. They should conduct themselves both inside and outside the institute in a manner that is befitting an institute of this stature. In addition to being mature and responsible in conduct, the students are expected to respect the rights of the other students of IBS community. The Institute encourages an all-round development of students' personality and their progressive and creative thinking. At the same time, in order that they effectively discharge civic responsibilities and virtues, the institute sets its own terms of conduct that must be adhered to by the students.

Disciplinary/Administrative Action

A student indulging in ragging can be subjected to:

- Debarred from Classes
- Debarred from Examinations
- Cancellation of Admission

8.7 Awards and Medals

The students with excellent performance in the program are awarded medals, certificates and cash awards. The details are given below:

NJY Gold Medal

NJY Gold Medal will be awarded to the Topper of the Program at each campus. This award will carry a cash prize of Rs. 20,000 and a certificate.

Silver Medal

Silver Medal will be awarded to the second rank holder of the Program at each campus. This award will carry a cash prize of Rs. 10,000 and a certificate.

8.8 IBSAF Membership

The students completing the program are eligible to seek membership in the IBS Alumni Federation (IBSAF), a society formed for the benefit of IBS Alumni. Students are advised to logon to www.ibsaf.org for registration. Information pertaining to Alumni Meets and lateral job vacancies, if any, will be provided to all registered members.

Annex-I

Name : _____
 Enrollment No. : _____ Class of: _____
 IBS Campus : _____
 E-mail : _____
 Mobile : _____
 Date : _____

Campus Head

IBS _____

Permission for Make Up Examinations

Sir,

I was not able to appear for the comprehensive examination(s) of semester _____ owing to the following reasons:

.....

I would like to appear in the following courses:

S#	Course Code	Course Title
1		
2		
3		
4		
5		
6		
7		
8		

Demand Draft drawn in favor of “IBS Fee Collection A/c MBA 2023-25” payable at the location of the Campus is enclosed.

Name of Bank	D.D. Number	Date	Amount Rs.

Date: _____

 Signature of the Student

Recommendation by Academic Coordinator

Approval by the Campus Head

Date: _____

Signature _____

Date: _____

Signature _____

DO NOT TEAR • USE PHOTOCOPIES

Annex-II

Name : _____
 Enrollment No. : _____ Class of: _____
 IBS Campus : _____
 E-mail : _____
 Mobile : _____
 Date : _____

Campus Head
 IBS _____

Permission for Late Registration

Sir,
 Kindly grant me permission for late registration to semester/SIP on _____ owing to
 the following reasons: (date)

.....

I enclose the Demand Draft drawn in favor of “IBS Fee Collection A/c MBA 2023-25” payable at the location of the Campus towards fee installment as per the details given below:

Name of Bank	D.D. Number	Date	Amount Rs.

Date: _____ Signature of the Student _____

Recommendation by Academic Coordinator

Approval by the Campus Head

Date: _____ Signature _____

Date: _____ Signature _____

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Annex-III

Name : _____
 Enrollment No. : _____ Class of: _____
 IBS Campus : _____
 E-mail : _____
 Mobile : _____
 Date : _____

Campus Head

IBS _____

Application to Repeat Course(s)

Sir,

I wish to repeat the following courses in semester _____ with class of _____ commencing from _____ and request permission for Re-Registration

Course Details			
S #	Code	Course Title	Grade
1			
2			
3			
4			
5			
6			
7			
8			

Demand Draft drawn in favor of “IBS Fee Collection A/c MBA 2023-25” payable at the location of the Campus is enclosed. Details of which are given below:

Name of Bank	D.D. Number	Date	Amount Rs.

Date: _____ Signature of the Student _____

Recommendation by Academic Coordinator

Approval by the Campus Head

Date: _____ Signature _____

Date: _____ Signature _____

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Annex-IV

Name : _____
 Enrollment No. : _____ Class of: _____
 IBS Campus : _____
 E-mail : _____
 Mobile : _____
 Date : _____

Campus Head

IBS _____

Application for Summer Term

Dear Sir,

I wish to register for the following courses in Summer Term Examinations:

S#	Course Code	Course Title
1		
2		
3		
4		
5		
6.		

I am aware that I have to register in the Summer Term for a maximum of six courses.

Demand Draft drawn in favor of “IBS Fee Collection A/c MBA 2023-25” payable at the location of the Campus is enclosed.

Name of Bank	D.D. Number	Date	Amount Rs.

Date:

Signature of the Student

Recommendation by Academic Coordinator

Approval by the Campus Head

Date:

Signature

Date:

Signature

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Annex-V

Name : _____
Enrollment No. : _____ Class of: _____
IBS Campus : _____
Address : _____

Telephone : _____ Mobile: _____
E-mail : _____
Date : _____

Campus Head

IBS _____

Refund of Fee for Not Meeting Admission Eligibility Criteria

Sir,

I have not met the admission eligibility criteria to continue in the program. I am herewith enclosing the copies of my degree mark sheets for the proof of my non-eligibility along with the No Dues Certificate.

I request you to refund the fee as per the refund policy.

Date:

Signature of the Student

Enclosed: (a) No Dues Certificate

(b) Marks sheets of graduation as proof of not meeting the eligibility criteria

Campus Academic Coordinator

Verified the mark sheets of the student. He does not fulfill the admission eligibility criteria. Student may be refunded the eligible fee as per the refund policy.

Date:

Signature of Academic Coordinator

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Annex-VI

Name : _____
 Enrollment No. : _____ Class of: _____
 IBS Campus : _____
 Address : _____

 Telephone : _____ Mobile: _____
 E-mail : _____
 Date : _____

Campus Head

IBS _____

Additional Copies of Semester Grade Sheet and Consolidated Grade Sheet

Sir,

1. I am a student of class of _____ and request for issue of the following:
 _____ (Nos.) additional copy(ies) of grade sheet of semester _____ and
 _____ (Nos.) Consolidated Grade Sheet/ transcripts.
2. Demand Draft drawn in favor of “IBS Fee Collection A/c MBA 2023-25” payable at Hyderabad is enclosed.

Name of Bank	D.D. Number	Date	Amount Rs.

* Rs.300/- per additional copy of semester grade sheet

* Rs.1000/- per additional copy of Consolidated Grade Sheet/Transcript

Date:

 Signature of the Student

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Annex-VII

Name : _____
Enrollment No. : _____ Class of: _____
IBS Campus : _____
Address : _____

Telephone : _____ Mobile: _____
E-mail : _____
Date : _____

Campus Head

IBS _____

Duplicate Copy of MBA Degree

Sir,

Please issue me a duplicate copy of degree.

Demand Draft for Rs.5000/- drawn in favor of “IBS Fee Collection A/c MBA 2023-25” payable at Hyderabad is enclosed.

Name of Bank	D.D Number	Date	Amount Rs.

Date:

Signature of the Student

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Annex-VIII

Name : _____
Enrollment No. : _____ Class of: _____
IBS Campus : _____
E-mail : _____
Mobile : _____
Date : _____

Campus Head

IBS _____

Change of Address & E-Mail

Dear Sir/Madam,

My new mailing/permanent address, which is/will be effective from _____ is given below. Please make the necessary changes in the official records and send all future communication to my new address.

Permanent Address:

Name: _____

Address: _____

Tel: _____ E-mail: _____

Mailing Address:

Name: _____

Address: _____

Tel: _____ E-mail: _____

Date: _____

Signature of the Student

In case mailing address is same as permanent address please mention as same.

Note: All the correspondence would be sent to mailing address.

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Annex-IX

Name : _____
Enrollment No. : _____ Class of: _____
IBS Campus : _____
E-mail : _____
Mobile : _____
Date : _____

Campus Head

IBS _____

Correction / Change of Name in the Records

Dear Sir,

1. My name has been spelt incorrectly in official records as instead of I am enclosing my Xth certificate as proof of my name and request you to incorporate the same in the official records.
2. I have changed my name from to effective from The affidavit, gazette notification and paper advertisement as a proof of the same are enclosed for your information. Please make the necessary changes in your official records and send all future communication under my new name.

Date:

Signature of the Student

Enclosed:

For correction of name: Xth certificate

For change of name: (i) Affidavit, (ii) Gazette Notification, (iii) Copy of paper advertisement

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Annex-X

Name : _____
Enrollment No. : _____ Class of: _____
IBS Campus : _____
E-mail : _____
Mobile : _____
Date : _____

Campus Head

IBS _____

ANTI-RAGGING UNDERTAKING

Undertaking from the Students as per the provisions of Anti-Ragging verdict by the Hon'ble Supreme Court:

I, Mr./Ms. Enroll No.
from Class of student of IBS (Campus City) son/daughter
of residing at:

Mobile No. E-mail ID (permanent
home address with mobile number and email id) do hereby undertake on this
day..... Month year the following with respect to
above subject and Office Order:

- That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law.
- That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the Institute if the above statement is found to be untrue or the facts are concealed at any stage in future.
- That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Government of India and the Institute authorities for the purpose from time to time.

Date:

Signature of the Student

DO NOT TEAR • USE PHOTOCOPIES

NOTES