

*Student Handbook – Class of 2026*

## **MBA Program**

# **Student Handbook**

**Class of 2026**



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## **Preface**

The Student Handbook is designed with an intention to provide students joining ICFAI Business School (IBS) with 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 IBS.

## Calendar of Events\*

Semester	Activities	Date	Day
<b>First</b>	Registration	<b>15<sup>th</sup> May, 2024</b>	Wednesday
	Regular Sessions	1 <sup>st</sup> June 2024 to 27 <sup>th</sup> September 2024	
	<b>End Semester Examinations</b>	<b>28<sup>th</sup> September 2024 to 6<sup>th</sup> October 2024</b>	<b>Saturday – Sunday</b>
Vacation		7 <sup>th</sup> October 2024 to 13 <sup>th</sup> October 2024	
<b>Second</b>	Registration	<b>14<sup>th</sup> October, 2024</b>	<b>Monday</b>
	Sessions	15 <sup>th</sup> October 2024 to 31 <sup>st</sup> January 2025	
	<b>End Semester Examinations</b>	<b>1<sup>st</sup> February 2025 to 9<sup>th</sup> February 2025</b>	<b>Saturday – Sunday</b>
Vacation		10 <sup>th</sup> February 2025 to 16 <sup>th</sup> February 2025	
<b>SIP</b>	Registration	<b>17<sup>th</sup> February 2025</b>	<b>Monday</b>
	SIP at Company	18 <sup>th</sup> February 2025 to 23 <sup>rd</sup> May 2025	
Vacation		24 <sup>th</sup> May 2025 to 1 <sup>st</sup> June 2025	
<b>Third</b>	Registration	<b>2<sup>nd</sup> June 2025</b>	<b>Monday</b>
	Sessions	3 <sup>rd</sup> June, 2025 to 26 <sup>th</sup> September, 2025	
	<b>End Semester Examinations</b>	<b>27<sup>th</sup> September 2025 to 5<sup>th</sup> October 2025</b>	<b>Saturday – Sunday</b>
Vacation		6 <sup>th</sup> October 2025 to 12 <sup>th</sup> October 2025	
<b>Fourth</b>	Registration	<b>13<sup>th</sup> October, 2025</b>	<b>Monday</b>
	Sessions	14 <sup>th</sup> October 2025 to 30 <sup>th</sup> January 2026	
	<b>End Semester Examinations</b>	<b>31<sup>st</sup> January, 2026 to 8<sup>th</sup> February 2026</b>	<b>Saturday – Sunday</b>
Last Date for Submission of Proof of Graduation		<b>1<sup>st</sup> December 2024</b>	<b>Sunday</b>
Last Date for Submission of Elective Options Semester III & IV		<b>21<sup>st</sup> January, 2025</b>	<b>Tuesday</b>

\* **Subject to change**

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## *Chapter-I*

# **ICFAI Business School (IBS)**

### **1.1 Introduction**

The Post Graduate Program in Management (MBA) at ICFAI Business School (IBS) is designed to provide students with a comprehensive understanding of all aspects of management, with an emphasis on practical applications to meet real-world business challenges. Through a carefully curated selection of courses, students develop a managerial perspective and gain the skills they need to formulate and implement effective corporate strategies. At IBS, we take pride in our role as educators, evaluators, and facilitators of the MBA program. We provide our students with top-quality instruction and the infrastructure they need to succeed. Our commitment to maintaining discipline and fostering industry connections helps students prepare for the demands of the business world. And with our assistance, students are able to secure rewarding placements after completing the program.

With the rigorous curriculum at IBS's MBA program and dedicated faculty, students will be well-prepared to take on the challenges of the modern business world and achieve professional goals.

### **1.2 The Student Handbook**

The Student Handbook is an essential resource for all students at IBS, providing detailed information on a wide range of operational features, program structures, academic regulations, financial policies, and general guidelines. Whether you need to understand how to register for classes, request a transcript, or seek academic support, the Student Handbook has you covered.

While the Handbook covers all the key information related to academic policies and facilities, it's important for students to stay informed of any updates or changes that may be communicated through student circulars and handouts. These resources may provide additional details or guidance that can help you navigate the academic environment at IBS and achieve your goals.

### **1.3 MBA Program**

The MBA program at IBS is a comprehensive two-year course that is divided into two academic years, each consisting of two semesters: Semester-I and Semester-II. After completing the first two semesters, students are required to undertake a 14-week Summer Internship Program (SIP), where they gain hands-on experience in their field of study. Throughout the program, the semesters are referred to as Semester-I,



Semester-II, Semester-III, and Semester-IV for ease of understanding. In the semester grade sheets and transcript, the semesters are simply listed as Semester-I and Semester-II in each academic year, making it easy to track your progress and see your overall performance.

#### **1.4 Program Structure**

Chapter II of the Student Handbook outlines the structure of the MBA program at IBS. It provides detailed information on the courses offered during the two-year program and the academic requirements that students must meet. Additionally, the chapter covers Elective Courses that are available to students and provides information on how to select and register for these courses.

#### **1.5 Teaching & Evaluation**

Chapter III of the Student Handbook provides detailed information on the teaching and evaluation procedures followed at IBS.

#### **1.6 Learning at IBS**

Chapter IV of the Student Handbook provides detailed information on the learning methods used 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 of the Student Handbook provides detailed information on the financial regulations at IBS. This chapter covers a range of topics, including the fees payable by students, the implications of course repetition and duplicate certificates, and the consequences of non-payment of fees.

#### **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 at IBS is a broad-based general management program designed to enable students to develop technical, human, and conceptual skills in management education. The two-year program provides in-depth exposure and training in core subjects, elective courses, and integrated general management courses. The courses are intellectually demanding, academically challenging, and taught by faculty who encourage active student participation.

IBS is dedicated to updating the curriculum, benchmarking academic delivery against the best academic standards, and creating a competitive environment for the students. Each course at IBS aims to provide students with broad knowledge of concepts, policies, and techniques for effective and efficient management of business, applying management tools in real-life situations, and skills necessary to meet the future demands of the industry. The program and curriculum make each student analytically rich, theoretically sound, and professionally versatile.

### **2.1 The Academic Year**

The MBA program at IBS follows a two-semester academic year, with a total of four semesters during the two-year program. After the completion of the first two semesters, students undertake a 14-week Summer Internship Program (SIP). The program structure is designed to cover core courses in all functional areas of management such as Finance, Accounting, Economics, Marketing, Human Resources, Operations, and Information Technology in the first and second semesters. In the third and fourth semesters, students study integrated management, strategy and advanced courses in the form of Electives.

### **2.2 Credit System**

The program is structured on a semester-wise basis and consists of a set of prescribed courses, each with specified credits. Each Course is allotted 3 credits with 13.75 hours of teaching duration available for each credit. Students will be evaluated on a minimum of 105 credits during the two-year program.

**Program Structure**

	Code	Course Title	Credits
	<b>First Academic Year</b>	<b>Semester I</b>	
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
SLMS502		Personal Effectiveness Management	3
SLRM501		Business Analytics - I	3
<b>Semester II</b>			
SLEC502		Macroeconomics & Business Environment	3
SLFI502		Advanced Financial Management	3
SLMS501		Business Communication	3
SLHR502		Human Resource Management	3
SLMM502		Advanced Marketing Management	3
SLOP502		Operations Management	3
SLIT610		Emerging Technologies in Business	3
SLRM502		Business Analytics - II	3
<b>FLIP500</b>		<b>Summer Internship Program</b>	<b>18</b>
<b>Second Academic Year</b>	<b>Semester III</b>		
	SLGM611	Business Strategy	3
	SLIT610	Business Process Integration	3
	SLMS601	Corporate Career Management	3
		Elective I	3
		Elective II	3
		Elective III	3
		Elective IV	3
	<b>Semester IV</b>		
	SLGM602	Business Ethics & Corporate Governance	3
	SLIT502	Management Control Systems	3
		Elective V	3
		Elective VI	3
		Elective VII	3
	Elective VIII	3	
<b>TOTAL</b>		<b>105</b>	

The Curriculum at IBS is constantly reviewed and updated to adapt to the changing demands of the dynamic business environment. The IBS reserves the right to modify the program structure, course curriculum, and elective offerings as needed.

### **2.3 Summer Internship Program**

The Summer Internship Program (SIP), scheduled after the completion of Semester II, provides students with an opportunity to gain real-life experience of the concepts studied during Semester I and II. The SIP, which is 14 weeks long, is a crucial component of education at IBS and aims to bridge the gap between the professional world and academic institutions. Completion of SIP with a minimum C Grade is a prerequisite for placement assistance. IBS generates the SIPs for all students and allocates them based on their skill sets, innate abilities, and interests. Students can also generate their own SIPs, subject to approval by the SIP Committee.

### **2.4 Corporate Career Management**

This course in Semester-III provides a unique opportunity for students to develop their personality and upgrade communication and presentation skills.

The course is also delivered with the objective of placement preparedness and exposing the students to the vagaries of placements and how one has to prepare to face the recruiters.

### **2.5 Elective Courses**

In the third and fourth semesters, students are required to study eight elective courses. It is the responsibility of the student to choose eight different electives that do not clash with the examination calendar through the Student Zone on the IBS website, [www.ibsindia.org](http://www.ibsindia.org).

The program offers a wide range of electives from various specialization areas in finance, marketing, information technology & systems, human resource management, operations management, accounting and control, insurance, investments, banking, and entrepreneurship. Students have the flexibility to choose their elective streams, with six electives required from one discipline for specialization. The remaining two electives can be chosen from the same or other disciplines. Students may also opt for dual specialization by pursuing four electives each in two different disciplines. This allows students to align their elective options 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 course.

**Prerequisites for choosing electives:**

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

The prerequisites may be applied in case of following electives:

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

**List of Electives:**

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

**List of Electives**

<b>MARKETING</b>	
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
<b>FINANCE, ACCOUNTS &amp; FINANCIAL SERVICES</b>	
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	Fin Tech
<b>HUMAN RESOURCES &amp; GENERAL MANAGEMENT</b>	
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	Legal Environment of Business
<b>ENTREPRENEURSHIP</b>	
Entrepreneurial Development	
<b>OPERATIONS, IT &amp; SYSTEMS</b>	
<b>IT &amp; SYSTEMS</b>	<b>OPERATIONS</b>
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 Zone on the IBS website, [www.ibsindia.org](http://www.ibsindia.org). In addition, a printed physical copy also will be provided.

*Chapter-III*  
**Teaching & Evaluation**

The objective of classroom teaching is to awaken students' curiosity, cultivate rational thinking habits, sharpen their minds to face unfamiliar challenges, and train them to sustain themselves. Classroom instruction helps students organize and correlate facts, comprehend concepts, and creatively apply them. Faculty members take on the responsibility of encouraging students to search for knowledge and make use of the library, computer center, and other resources to enhance their learning. Self-study by students becomes an essential factor in planning, teaching, and evaluation. Students are required to cooperate and gear up to respond to this challenge. Teaching and evaluation work together as a unified function and operate in an atmosphere of mutual understanding, trust, and respect.

### **3.1 Teaching Methodology**

The teaching methodology at IBS is a balanced approach that incorporates classroom instruction, case discussions, project work, theses, seminars and self-study. Rather than covering the entire curriculum, faculty focus on the key points, and students are expected to supplement their learning through self-study using reference books, articles, papers, and web resources specified by faculty. This commitment to continuous learning is a fundamental expectation from all IBS students.

#### **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 members will be available in their office at a convenient time once a week for each course they are teaching. The day and time of faculty consultations are announced in the course handout. During this time, students may approach the faculty member for clarification of any questions or concerns they have about the course material.

### **3.3 The Course Handout**

The teaching faculty members provide a Course Handout to the students at the beginning of each semester for each course. This handout contains essential information such as the pace of the course, coverage of topics, level of treatment, reading assignments, scheme of evaluation components, course schedule, and consultation hours.

### **3.4 Evaluation**

At IBS, we believe in continuous evaluation that is evenly spread throughout the semester. The course handout provided by the faculty outlines the evaluation schedule, including the evaluation components and marks allotted for each component. The faculty announces their evaluation schedule at the beginning of the course delivery to ensure transparency and clarity.

- Understanding of concepts
- Application of principles
- Creativity and originality
- Decision-making ability
- Documentation and data handling
- Self-expression
- Leadership



### 3.5 Evaluation Scheme

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

COMPONENT	EVALUATION TYPE	QP PATTERN	DURATION	OVERALL WEIGHTAGE	TO BE COONDUCTED
1	Written (Internal)	2 to 4 questions	1 Hour	10%	At the end of 6-8 Sessions
2	Project Presentation (Internal)	Project Presentation/Quiz/ Assignment	1 Hour	10%	At the end of 11-13 Sessions
3	Written (Internal)	Mid Semester	2 Hours	20%	At the end of 16-18 Sessions
		1. Application Oriented Short Questions – 4			
		2. Application Oriented Subjective Questions-2			
		3. Case-Let – 1			
4	Written (Internal)	Case Evaluation	1 Hour	10%	At the end of 21-23 Sessions
5	Project Viva (Internal)	Project presentation/Quiz/ Assignment	1 Hour	10%	At the end of 26-28 Sessions
6	Written	End Semester	3 Hours	40%	After completing the whole syllabus
		1. Application Oriented Short Questions – 6			
		2. Application Oriented Subjective Questions-4			
		3. Case-Let – 1 or 2			
		Total Weightage		100%	

- The type of Evaluation is subject to change as per the demands of the course and based on the creativity of the teaching Faculty

#### 3.5.1 Evaluation Components

Student's performance in each course is assessed by the faculty through 6 evaluation components. The delivery of each course is completed by conducting 30 sessions in total. The tentative periods in which evaluation components need to be administered by the Faculty are explained in the Evaluation Scheme provided at 3.5

### 3.5.2 Evaluation Component 1 – Written Evaluation

Evaluation Component 1 is conducted through a Written test. Written tests take vital space in evaluation scheme so that the habit of reading and writing can be inculcated in students as most students are habituated browsing through online platforms. Evaluation Component 1 shall be conducted as per the Question Paper pattern described in the Scheme mentioned above.

### 3.5.3. Evaluation Component 2 – Presentation-Cum-Viva

Evaluation Component 2 will be a Mini Project based presentation by the student. If conduct of Mini Project does not go well with the given course, Faculty has the liberty to conduct this component by administering a suitable method which can bring out the learning outcomes set forth for the course.

**Presentation:** As part of the course requirements, students may be asked to give presentations on a given topic chosen by the faculty member. The topic may vary for each student in a section. Students are expected to prepare themselves thoroughly for the presentation, including gathering relevant points and connecting them to the subject matter. The faculty member assesses the effectiveness of the presentation and evaluates the student's preparedness, understanding of the topic, and ability to apply relevant concepts. The evaluation may also include factors such as clarity of expression, use of supporting materials, and overall presentation skills.

### 3.5.4 Evaluation Component 3 – Written Evaluation

Evaluation Component 3 will be conducted as a **written form** and administered as per the question paper pattern described below:

#### Question Paper Pattern

S.No.	Parts of the Question Paper	Pattern of Questions	Marks Allocated	Time Duration (Minutes)
1	<b>PART A</b>	Application Oriented Short Questions – 4	20	45
2	<b>PART B</b>	Application Oriented Subjective Questions – 2	20	45
3	<b>PART C</b>	1 Case-let Analysis	10	30
<b>Total Marks / Duration</b>			<b>50</b>	<b>2 Hours</b>

### 3.5.5 Evaluation Component 4 - Written Evaluation

Evaluation Component 4 is conducted in the same manner as Evaluation Component 1 and the Question Paper pattern is similar to Evaluation Component 1 as described in

the Scheme mentioned above.

### **3.5.6 Evaluation Component 5 – Project Viva**

A viva is held on the assignment or any other project 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.

Evaluation Component 5 will be conducted as Project Viva similar to Evaluation Component 2 which would help students in practicing the oral presentations to be given both after completing the Summer Internship Program and also when they face the recruiters for their interview processes.

### **3.5.7 Evaluation Component 6 – Written Evaluation**

Evaluation Component 6 is conducted at the end of Semester as a comprehensive written test covering all the syllabus in the given course. Unless, the course demands a different pattern altogether, the faculty is advised to follow the question paper pattern given in the scheme. If faculty have to go for a different pattern, the concerned faculty with the approval of both Campus Head and Academic Coordinator may modify the pattern as per the demands of the course and as the best evaluation method to be adopted for bringing out the set learning outcomes of that course.

#### **Question Paper Pattern**

<b>S.No.</b>	<b>Parts of the Question Paper</b>	<b>Pattern of Questions</b>	<b>Marks Allocated</b>	<b>Time Duration (Minutes)</b>
1	<b>PART A</b>	Application Oriented Short Questions – 6	30	60
2	<b>PART B</b>	Application Oriented Subjective Questions – 4	40	60
3	<b>PART C</b>	1 or 2 Case-let Analysis	30	60
<b>Total Marks / Duration</b>			<b>100</b>	<b>3 Hours</b>

### **3.6 Evaluation Feedback**

At IBS, we believe that feedback is an integral part of the learning process and should be provided to students in a timely and continuous manner. The teaching faculty members ensure that answer scripts are properly evaluated and shown to the students. If needed, they also clarify doubts and provide feedback to the students on their performance. In addition, the faculty members discuss the performance of the students in the evaluation components in the class, giving as much detail as possible, including the highest, lowest, and average scores. After the doubts of the students have

been clarified, the answer books are collected by the faculty members for future reference.

**3.7 Makeup Evaluation:** Students who miss the end-semester evaluation opportunity due to genuine personal reasons can apply for a makeup test with prior permission from the Campus Head. To apply for a makeup tests, students need to submit a request in the specified format provided in *Annex-I*, along with the specified test fee. The makeup test for end-semester tests will be conducted within three weeks of the completion of the last test of the 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 3<sup>rd</sup> Evaluation Component and final evaluation component in each semester, students are required to provide feedback on faculty teaching effectiveness. The purpose of the feedback is to gather information on the learning experience of the student with the concerned course teaching faculty member.

The feedback provided by the individual student is kept confidential and is used for the purpose of improvement of teaching and learning experience. 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 and a responsibility of the student. The feedback can be provided by accessing the feedback application on the Student Zone through the IBS website [www.ibsindia.org](http://www.ibsindia.org) in the 8th week and 15th week of a semester.

Students are encouraged to provide constructive feedback, highlighting both the positive aspects of the course as well as areas for improvement. The feedback should be focused on the course content, teaching methodology, course materials, and other aspects of the course that impact the student's learning experience.

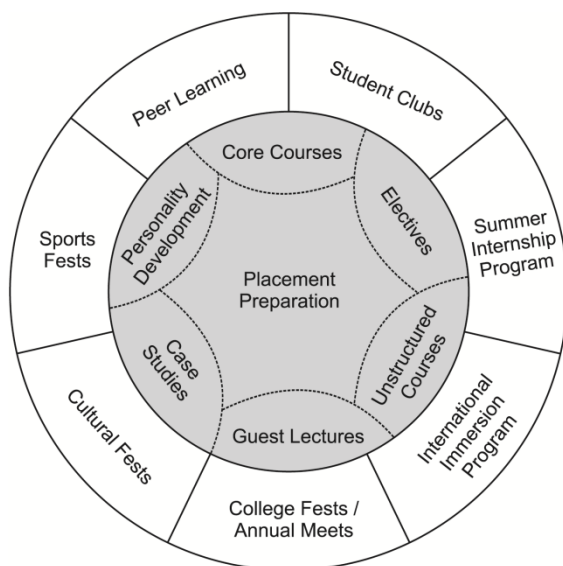
Students can view the results only after submitting the feedback. The faculty members are provided with a summary report of the feedback for each of their courses. The feedback from the students is an essential component of the continual improvement process and helps to ensure that the institute's courses are relevant, engaging, and effective in preparing students for their future careers.

*Chapter - IV*  
**Learning at IBS**

IBS embraces a holistic approach to management education. Above all, it is about the complete transformation that a student undergoes during the two years. The entire classroom experience, interactions with faculty and peers, 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 they go.

The experiential learning inside the classroom is integrated with activities outside the classroom through structured co-curricular and extracurricular activities. These activities involve intense student engagement and are conceived, led, and executed by students, allowing them to put into practice key concepts learned both inside and outside the classroom, and develop crucial leadership skills.

Student clubs organize campus events covering a wide range of personal and professional topics, helping to develop a generation of doers and not mere armchair managers. The inner circle in the diagram depicts classroom learning, and the outer circle represents learning outside the classes. In addition to classroom teaching, the institute also organizes guest lectures by industry leaders, bringing in Professors of Practice from Industry to teach certain portions of elective courses and arranging industry visits for students.



***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:** Our academic delivery is focused on enhancing conceptual and analytical skills in core disciplines. This theoretical framework is designed to equip students with the basic concepts required for managing business organizations. These courses cover concepts derived from economics, accounting, finance, human resources, marketing, quantitative methods, business analytics, and more.

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

**Cases & Case-lets:** Students are consciously oriented to face the real industry scenario. One of the methods we employ to simulate real-life situations is through Cases. Mapping Cases to various modules of the course can transform students into the mode of a corporate executive engaged in a real-life decision-making situation. Cases involve analyzing alternatives and choosing the most preferred solution, enabling 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. Additionally, understanding consumer perspectives in a dynamic setting and changing behavioral insights helps students to comprehend 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 their electives. The program offers students a wide range of electives, broadly categorized into Marketing, Finance, Banking, Financial Services, Human Resources, Operations, IT & Systems etc. Students are required to pursue eight elective courses during the program. To specialize in any stream, a student must choose at least six electives from the stream. Thus, the balance of two electives can be chosen from the same or other disciplines. Students can also opt for dual specialization by pursuing four electives in two different streams.

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

**Professors of Practice:** To enhance the learning experience of the students and also knowing the current trends in the business environment, Professors of Practice are brought in from the Industry to teach most important electives which will help

students to know more about the dynamic market trends, business environment and to acquire the existing business practices being adopted by the Corporates and how to resolve critical issues faced by the Managers on real-time basis from the Professors of Practice.

#### **4.2. Syndicated Learning / Placement Advisory Counseling and Training (PACT)**

Syndicated Learning/Placement Advisory Counseling and Training (PACT) is conducted by the PACT Team each semester, with the goal of guiding, mentoring, and training students on their readiness for placement. The team comprises a Domain Faculty, Soft Skill Faculty, and a Placement Manager, who work together to assess the placement preparation requirements of each assigned section of students. At least 10 sessions are held each semester to create heightened awareness among students about career prospects.

- Primary objective is to easily link issues with management topics covered in the classroom.
- Plan aptitude and mock GD and PI sessions.
- Plan and execute Industry/Sector-based workshops by industry experts starting with the 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 sessions specific to the job roles prior to the Placement Process, etc.
- Attending PACT sessions is mandatory for all students.
- Students who maintain 75% attendance in PACT 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 a continuing basis. The 14-week SIP provides 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. The case method requires active learning for which students discuss and study the case in groups long before they come to class.

**4.3.3 Student Clubs:** The philosophy of management education at IBS places great emphasis on student activities. 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 for students to meet new people, develop leadership qualities, deepen specific interests, build character, learn teamwork, and practice management. By participating in these 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 participate 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 enhance 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 self-fund and visit various countries on the International Immersion Program. This provides valuable exposure to the students and helps them understand cross-cultural settings as well as develop a world view of how businesses are organized in different parts of the globe.

**4.3.6 Mentoring:** During the 1<sup>st</sup> year of the program, the Section Head along with an Adjunct Faculty who is also teaching that particular Section would provide the mentoring assistance to students of that Section. During the 2<sup>nd</sup> year of the program, students are divided into groups based on the elective streams taken by them. These students will be mentored by their SIP Guides and Area Coordinators in particular and ACO / Dy. ACOs as well as PCO/Dy. PCOs as and when necessary for providing additional mentoring in terms of academics and also placement preparedness.

#### **4.3.7 Learning through Buddy System**

**By Students:** A set of senior batch students who have excelled in academics, possess the right attitude, and skill sets will extend support and provide help in understanding the subject wherever necessary. Additionally, they will also guide students in improving their networking skills, computer-based skills, and prepare them to deal with 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 that are more suitable for the present-day requirements of the industry. Students are given the opportunity to obtain the most relevant and dynamic certification courses, one each in Semester II, during the SIP period, and Semester III.

By pursuing these additional certifications, students can benefit immensely in obtaining better placements. These certifications add significant value to a student's CV and prepare them 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 align with the current industry requirements, students stand a better chance of securing their desired placement.

Therefore, IBS encourages students to take advantage of these certification courses facilitated by them to acquire the skills that recruiters look for. Additionally, these certifications will provide improved confidence to students to face prospective recruiting companies.

*Chapter-V*  
**Academic Regulations**

**5.1 Provisional Admission**

The eligibility criterion for admission to the MBA program at IBS is 50% or more marks in graduation with a minimum of 15 years of education, either through the 10+2+3 or 10+2+4 mode, with English as the medium of instruction. To compute the percentage secured in graduation (to ascertain if the student has secured 50% marks), all three/four years' marks shall be taken into 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, 2024. All provisionally admitted students must 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, 2024. If a provisionally admitted student fails to submit proof of graduation on or before the specified last date, their admission to the program would stand canceled.

Such students are required to apply for a refund of 75% of the 1<sup>st</sup> installment 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.

**If any student by that time paid the 2<sup>nd</sup> installment of program fee too, the same will not be refunded to student. Students who could not submit their Proof of Graduation by the given date will be refunded only 75% of 1<sup>st</sup> installment of program fee.**

Even if these students obtain 50% marks subsequently, they are not eligible for deferment of admission and are required to go through the admission procedure again.

**Deferment of Admission to Next Academic Year:** For various reasons, students may like to defer their admission to the next academic year. Deferment of admission option is given only during the period of Semester I and that too before the conduct of 6<sup>th</sup> Component of Evaluation. Students who attend the 6<sup>th</sup> Component of Evaluation, will not be eligible to seek deferment of admission to next year. They can only come back to the institute to re-register in the program from where they left the program earlier.

## **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 the schedule
- Submission of proof of graduation
- Registration for courses.

Registration for a Semester/SIP is not permitted if:

- i. The student has outstanding dues.
- ii. The student has an indiscipline record in the preceding semester.

**Late Registration:** In genuine cases, the Campus Head is vested with the authority to permit 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 must apply for permission for late registration to the Campus Head, prior to the original date of registration, along with payment of the 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 a case, the student's 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 2<sup>nd</sup> 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 the washroom during examination.
- viii. Resorting to any other unfair means to provide or obtain an 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 the 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 the 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 a minimum attendance of 75% in each course by the end of the semester shall be permitted to appear in the End-semester examinations of the course. 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 the award of a “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 numerical marks as the only absolute indication of the student’s 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, 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:

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

### **5.12.2 Reports**

In addition to letter and non-letter grades, certain events or facts are reported using appropriate words. These reports are not considered grades. The various reports listed below are explained in detail below.

- 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. 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.

### **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 do SIP at other Cities and 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 Certificate**

On successful completion of the academic requirements of Post Graduate Program in Management, students will be issued a certificate by respective campus.

#### **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**

*(All figures are in Rs.)*

<b>Due Date</b>	<b>Fee Installment</b>	<b>Non domicile Candidates Amount</b>	<b>domicile Candidates Amount</b>
May 15, 2024	I	1,04,600	94,600
October 14, 2024	II	1,04,600	94,600
February 17, 2025	III	1,04,600	94,600
June 02, 2025	IV	1,04,600	94,600
October 13, 2025	V	1,04,600	94,600
<b>Total</b>		<b>5,23,000</b>	<b>4,73,000</b>

*In addition, students have to pay Rs. 10,000 as refundable Caution Deposit along with 1<sup>st</sup> 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, 2024 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, 2024 will not be processed.

## **6.3 Make-Up Test Fee**

Students appearing for make-up test will have to pay the Test 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 Certificate**

Students who wish to request for a duplicate copy of MBA certificate 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. The students selected for these Assistantships will be paid stipend of Rs.6000 per month for a period of 6 months:



*Chapter-VIII*  
**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 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.

***The Suman Dutta Memorial Awards***

Awarded to Best Student of IBS, Gurgaon. The award will carry a cash prize of Rs 5,000 with Bidri work plaque and a certificate.

***The Manu Bhatnagar Memorial Award***

The Manu Bhatnagar Memorial Award is awarded to the Best Marketing Stream student of IBS Gurgaon. The award will carry a cash prize of Rs. 5,000 with a Bidri work plaque 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](http://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 Test**

Sir,

I was not able to appear for the comprehensive test (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 2024-26” 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-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 2024-26” 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 2024-26” 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 2024-26” 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 1<sup>st</sup> Installment of Program 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 75% of 1<sup>st</sup> installment of program fee paid by me 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 2024-26” 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 Certificate**

Sir,

Please issue me a duplicate copy of certificate.

Demand Draft for Rs.5000/- drawn in favor of “IBS Fee Collection A/c MBA 2024-26” 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 X<sup>th</sup> 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: X<sup>th</sup> 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

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