

Student Handbook

Class of 2020

Calendar of Events*

Semester	Activities	Date	Day
First	Registration	1st June, 2018	Friday
	Sessions	4 th June 2018 to 28 th September 2018	
	End Semester Examinations	1st October 2018 to 11th October 2018	Monday-Thursday
Vacation		15th October 2018 to 21 October 2018	
Second	Registration	12th October 2018	Friday
	Sessions	22nd October 2018 to 1st February 2019	
	End Semester Examinations	4th February 2019 to 9th February 2019	Monday – Saturday
Vacation		10 th February 2019 to 17 th February 2019	
SIP	Registration	18th February 2019	Monday
	SIP at Company	19 th February 2019 to 24 th May 2019	
Vacation		25 th May 2019 to 31 st May 2019	
Third	Registration	1st June 2019	Saturday
	Sessions	3 rd June 2019 to 27 th September 2019	
	End Semester Examinations	30th September 2019 to 6th October 2019	Monday – Sunday
Vacation		7 th October 2019 to 13 th October 2019	
Fourth	Registration	14th October 2019	Monday
	Sessions	15 th October 2019 to 31 st January 2020	
	End Semester Examinations	3rd February 2020 to 8th February 2020	Monday – Saturday
Last Date for Submission of Proof Of Graduation		1 st November 2018	Thursday
Last Date for Submission of Elective Options Semester III & IV		25 th January 2019	Friday

*** Subject to change**

MBA Program

Student Handbook

Class of 2020



The ICFAI University, Dehradun

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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 and evaluation, academic, financial and general regulations, which the student is bound to follow during his/her stay at ICFAI Business School.

Contents

I. The IBS		IV. Learning at IBS	
1.1 Introduction	7	4.1 Inside Classroom Learning	22
1.2 The Student Handbook	7	4.2 Placement Advisory, Counseling and Training Team (PACT)	23
1.3 MBA Program	7	4.3 Outside Classroom Learning	24
1.4 Program Structure	8	V. Academic Regulations	
1.5 Teaching & Evaluation	8	5.1 Provisional Admission	25
1.6 Learning at IBS	8	5.2 Registration	25
1.7 Academic Regulations	8	5.3 Discontinued from the Program.....	26
1.8 Financial Regulations	8	5.4 Withdrawal from the Program	26
1.9 General Regulations	8	5.5 Student On the Rolls	26
II. Program Structure		5.6 Pre-requisite Course(s)/SIP	27
2.1 The Academic Year	9	5.7 Unfair Practices.....	27
2.2 Credit System	9	5.8 Plagiarism	27
2.3 Summer Internship Program.....	11	5.9 Elective Options	28
2.4 Soft Skills	12	5.10 Attendance Policy	28
2.5 Elective Courses	12	5.11 Campus Shift	28
2.6 Detailed Syllabus	14	5.12 Grading Policy	28
III. Teaching and Evaluation		5.13 Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA)	30
3.1 Teaching Methodology	15	5.14 Semester Grade Sheet	31
3.2 Faculty Consultation	16	5.15 Minimum Academic Requirements	31
3.3 The Course Handout	16	5.16 Ineligibility for Placement Process	33
3.4 Evaluation	16	5.17 Program Completion Requirement	33
3.5 Continual Evaluation	17	5.18 MBA Certificate.....	33
3.6 Evaluation Feedback	19	5.19 Repeating a Course.....	34
3.7 Comprehensive Evaluation	19	5.20 Summer Term	34
3.8 Expectations from Students	20		
3.9 Student Feedback	20		

VI. Financial Regulations	Forms
6.1 Payment of Fees.....36	Annex-I: Permission for Make Up Examinations 44
6.2 Refund Policy36	
6.3 Make Up Examination Fee37	Annex-II: Permission for Late Registration 45
6.4 Course Repetition Fee37	
6.5 SIP Repetition Fee.....37	Annex-III: Application to Repeat Course(s) 46
6.6 Summer Term Fee37	
6.7 Fee for Additional Copies of Semester Grade Sheet and Consolidated Grade Sheet 37	Annex-IV: Application for Summer Term 47
	Annex-V: Refund of Fee for Not Meeting Admission Eligibility Criteria 48
6.8 Fee for Duplicate Copy of MBA Certificate 37	Annex-VI: Additional Copies of Semester Grade Sheet and Consolidated Grade Sheet 49
VII. General Regulations	Annex-VII: Duplicate Copy of MBA Certificate 50
7.1 Address and Name Change38	Annex-VIII: Change of Address & Email 51
7.2 Use of Campus Facilities.....38	
7.3 Accommodation Facilities.....39	Annex-IX: Correction/Change of Name in Records 52
7.4 Code of Conduct.....39	
7.5 Sexual Harassment41	
7.6 Ragging & Consequences41	
7.7 Awards and Medals43	
7.8 IBSAF Membership43	

Chapter-I

The IBS-Business School

1.1 Introduction

The Master of Business Administration (MBA) of ICFAI Business School 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 First, Second, Third and Fourth semesters 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 General Regulations

Chapter-VII 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 is a broad based general management program designed by IBS to provide understanding and develop technical, human and conceptual skills of management education to the students.

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 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 and Information Technology. In the third and fourth semesters students study integrated management, strategy, legal courses 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.

Student Handbook – Class of 2020

The minimum number of credits for which students will be evaluated during the two-year period is 107.

Program Structure

		Code	Course Title	Credits
Aca dem ic Ye ar F i r s t		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	Quantitative Methods	3
		Semester II		
		SLEC502	Macroeconomics & Business Environment	3
		SLFI502	Advanced Financial Management	3
		SLMS502	Personal Effectiveness Management	3
		SLBA502	Introduction to Business Analytics	3
		SLHR502	Human Resource Management	3
		SLGM502	Management Accounting & Control	3
		SLMM502	Advanced Marketing Management	3
		SLOP502	Operations Management	3
		SLRM502	Business Research Methods	3
	FLIP500	Summer Internship Program	18	

Section	Year	Code	Course Title	Credits
		Semester III		
		SLGM611	Strategic Management	4
		SLGM601	Legal Environment of Business	3
			Elective I	3
			Elective II	3
			Elective III	3
			Elective IV	3
		SLMS601	Soft Skills	4
Semester IV				
		SLGM602	Business Ethics & Corporate Governance	3
			Elective V	3
			Elective VI	3
			Elective VII	3
			Elective VIII	3
TOTAL				107

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 1st and 2nd Semesters. 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 to 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 scrutiny and approval of Dean (Academics).

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 study integrated management and strategy courses in addition to more advanced courses in the form of Electives.

Students are required to pursue **eight** elective courses during the Program. It is the responsibility of the student to choose 8 different electives not clashing with the examination calendar. 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 4 electives from one discipline for specialization. The balance 4 electives can be chosen from the same or other specializations. A student can also opt for dual specialization by pursuing 4 electives each in two different specializations. 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:

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

List of Electives:

The list of electives offered subject to minimum 15 students are given in Table-I

**Table-I
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	Advertising & Communications Management
International Marketing	Digital Marketing
Strategic Marketing Management	
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	Rural Banking & Micro Finance
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	
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

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	
Financial Business Analytics	
Marketing Business Analytics	

2.6 Detailed Syllabus

Detailed Syllabus for the courses will be provided online in the Student Zone of IBS website and a printed copy for the total program to every student.

Chapter-III

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 train them to be able to sustain on their own. While classroom instruction helps the students in the organization and correlation of facts, comprehension of concepts and the creative use of their applications, faculty has 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 websites 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 snap shot 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 instruments 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		Weightage	Evaluation Component	Components	Duration
Continual Evaluation	Pre Mid-Semester	15%	CS, A, S, V, Q, T/ Mini Project	Component 1	1 Hour
	Mid Semester Examination	20%	Written Examination	Component 2 (4-6 subjective questions)	2 Hours
	Post Mid-Semester	15%	Mini Project/ CS, A, S,V,Q,T	Component 3	1 Hour
	Case Evaluation and Participation	10%	Case Studies administered throughout the Semester	Component 4	Spread across Semester
Comprehensive Evaluation	End Semester Examination	40%	Written Examinations	6 Short Note questions, 4 to 6 subjective questions and 1 or 2 Case-lets	3 Hours

CS : Case Studies

V : Viva

A : Assignments

Q : Quiz

S : Seminars

T : Term Paper

3.5 Continual Evaluation

The performance of a student in each course is assessed by the faculty by means of continuous evaluation components like, Small Case-lets, Assignments, Seminars, Viva, Quizzes, Projects, Term Papers, Mid-Semester written examination etc. in addition to the End Semester Examinations conducted at the end of the Semester.

Through continual evaluation components the students would be judged for various characteristics such as: Comprehension of concepts, Application of

concepts, Creativity and originality, Decision-making ability, Documentation and data handling, Self expression, Leadership and Class participation.

a. Case Discussion and Analysis

The Case Method assists students in identifying typical problems in specific functional areas of management. It is expected that students will study cases, comprehend the business situation, analyze the problems and come up with solutions and then discuss the case in class. A good case is a very powerful instrument in evaluating a student as it puts the student into the shoes of the real-world managers who must face the challenge of decision-making. A case can be evaluated either by asking students to prepare a written report of the case analysis or through discussion of the case in the class. **A minimum of 6 cases per course is mandatory.** Wherever the Faculty feels that more number of cases would help student in comprehending the subject, the Faculty may increase the number of cases in a course.

b. Quiz

The Quiz is designed to evaluate students in terms of their conceptual understanding and the skills acquired by them during the course of study. It is normally unannounced and is conducted in the first 10-15 minutes of the session. Quizzes are generally conducted in an interactive classroom format seeking active participation by larger number of students and encouraging competitive spirit, mental alertness and initiative.

c. Assignments

Faculty may give home assignments as a component of continual evaluations to be done by students individually or in small groups. These assignments may involve exercises, problem solving, short-notes, term paper, small case-lets with specific questions, conceptual questions etc. These are to be submitted within the time period specified by the faculty.

d. Seminar / Viva

A Seminar/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 seminar/viva follows a question-answer session based on the work presented.

e. Mini Project

While undertaking the project, student must take the help of Faculty to define its relevance, rationale, aim and objective, method to be followed

and learning outcomes to be achieved. Evaluation of this mini project will be based on achievement of the above mentioned parameters. Students on their own may source this project, if not, they can take help of concerned faculty in getting the same. The project can be dynamic or static (either field based-connected to industry/corporates/institutions or research based using IBS library resources).

f. Mid-Semester Examination

The mid-semester examination will be of 2 hours duration comprising subjective questions testing domain knowledge.

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

3.6 Evaluation Feedback

Just as evaluation is carried 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.

3.7 Comprehensive Evaluation

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

Question Paper Pattern:

S.No.	Part of the Question Paper	Pattern of Questions	Marks allocated	Time allotted
1	Part A : Testing conceptual understanding	6 Short Note Questions	30	30 Minutes
2	Part B: Testing analytical ability, situational analysis and Application of principles	4 to 6 questions	40	90 Minutes
3	Part C : Case / Case-lets	1 to 2 Case-lets	30	60 Minutes
Total Marks / Duration			100	3 Hours

The End Semester examination will have three parts. Part A consists of 6 Short Questions. Part B contains subjective questions testing analytical ability, situational analysis and application of principles. Part C comprises Case Analysis.

Makeup Examinations: Students who could not appear for end semester examination due to genuine personal reasons can appear for makeup examination with prior permission from Campus Head. Students appearing in 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. 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.

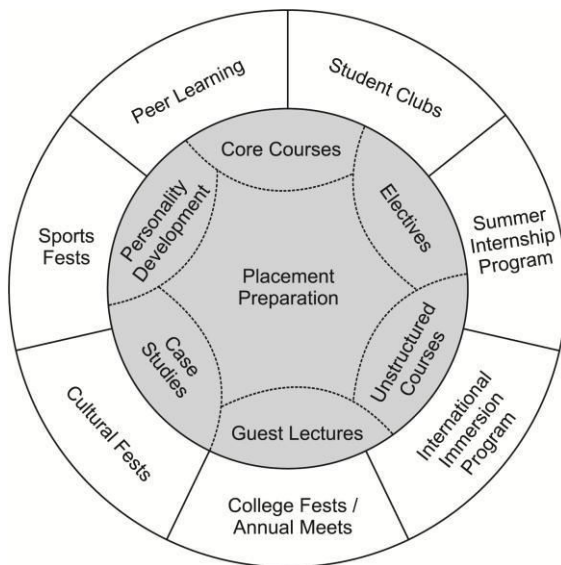
Providing feedback on each course is mandatory. The feedback can be provided by accessing feedback application through Student Information System (SIS) on the website www.ibsindia.org (Student Zone) in the 8th week and in the last two weeks (15th and 16th week) of a semester. Student can view the results only after submitting the feedback.

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 Inside 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 more advanced courses as 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 and IT & Systems. A number of electives are available under each category. To specialize in any stream, a student can choose at least four electives from the stream. Thus the balance four electives can be chosen in the following manner.

- Four electives from any other stream leading to dual specialization

or

- Four electives from any other stream up to minimum of 2 electives from same stream and balance from any other stream.

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 Placement Advisory, Counseling and Training Team (PACT)

Placement Advisory, Counseling and Training is conducted by PACT Team in a semester by guiding, mentoring and training students on placement preparedness. The PACT 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 PACT 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:

- Contemporary Issues / Panel discussions by students with experts from the industry, wherever necessary. Primary objective is to easily link issues with management topics covered in class room.
- Students understanding on fundamental applications of finance and marketing like Ratios, and Statistical tools, Analytics, Market research, various management models etc., are assessed in these sessions.
- Plan aptitude and mock GD and PI Sessions.
- Video-graphing the sessions and share the same with students for self-analysis and course correction.
- 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 professions in conducting sessions specific to the job roles prior to the Placement Process etc.,

Attending PACT sessions is mandatory for all students. Students who have less than 75% attendance in PACT sessions will not be provided placement assistance.

4.3 Outside Classroom Learning

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.

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.

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 plays 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.

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.

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.

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) the method followed by the respective university is taken into consideration.

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 November 01, 2018. 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 November 01, 2018. 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) 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

An event will be reported as Discontinued from Program 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

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 discontinued from the Program.

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

5.5 Student On the Rolls

- i. A student is considered to be on the rolls of the campus when the student:
 - a. is duly registered in course(s)/SIP.
 - b. has been permitted to withdraw from the course(s)/SIP.
- ii. When a student, who has been permitted to withdraw from the course, comes back, his/her subsequent program would be normally governed by the current academic structure and regulations.

5.6 Pre-requisite Course(s)/SIP

Completion of all the courses prescribed for Semester-I, II and SIP are 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 continual 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 bases of investigation report student's registration for the subject course will be cancelled.

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.

Attendance is mandatory for all sessions. Students, who fail to achieve a minimum attendance level of 75% in any individual course by the end of semester, shall not be permitted to appear in the end semester examinations of the course and will be awarded “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 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 Canceled (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 comprehensive 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.
- v. If a student scores less than 30 marks in a course out of 100 marks will be awarded NC.
- vi. Student who scores “0” marks in End-Semester examination will be awarded “NC”.

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:

$$\text{GPA} = \frac{U_1 G_1 + U_2 G_2 + U_3 G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

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 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:

$$CGPA = \frac{UG_{11} + UG_{22} + UG_{33} + \dots}{U_1 + U_2 + U_3 + \dots}$$

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 and 75% attendance in PACT sessions**

Students are advised to make note of the above conditions and should be cautious not to have any of the above mentioned shortfalls/afflictions in order to become eligible to participate in the placement process.

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.

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 graduation. In other words, students who have completed all the four Semesters and graduated 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 **six** 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.)

Due Date	Fee Installment	Amount
June 01, 2018	I	96,000
October 15, 2018	II	86,000
February 18, 2019	III	86,000
June 01, 2019	IV	86,000
October 14, 2019	V	86,000
Total		4,40,000

6.2 Refund Policy

i. Fee paid is not refundable

ii. 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 November 01, 2018 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 November 01, 2018 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 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

General Regulations

7.1 Address and Name Change

7.1.1 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***.

7.1.2 Correction / Change of Name

Students whose names have been mis-spelt 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***.

7.2 Use of Campus Facilities

7.2.1 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.

7.2.2 Use of Telephone

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

7.2.3 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.

7.2.4 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.

7.2.5 Use of Printers

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

7.2.6 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.

7.2.7 Prohibition of Smoking in IBS Premises

Smoking in IBS premises is strictly prohibited.

7.3 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.

7.4 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.

Student Handbook – Class of 2020

- 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.

7.5 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.

7.6 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.

Student Handbook – Class of 2020

- 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.

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 it's 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
- Initiation of criminal action

All the student should submit an undertaking pertaining to ragging at the time of Semester I Registration.

7.7 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 Sumana 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.

7.8 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.

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 comprehensive examination 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 2018” payable at the location of the Campus is enclosed.

Name of Bank	D D Number	Date	Amount Rs.

Date: _____ Signature of the Class Coordinator _____ 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 Demand Draft drawn in favor of "IBS-Fee Collection A/c MBA 2018" 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.

 Signature of the Student

Recommendation by Class Coordinator

Approval by the Campus Head

Date: _____ Signature _____

Recommendation by Academic Coordinator

Date: _____ Signature _____ Date: _____ Signature _____

DO NOT TEAR • USE PHOTOCOPIES

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

Campus Head

IBS _____

Application to Repeat Course(s)

Sir,

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

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

Demand Draft drawn in favor of “IBS-Fee Collection A/c MBA 2018” payable at the location of the Campus is enclosed.

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

 Signature of the Student

 Recommendation by Academic Coordinator

 Approval by the Campus Head

Date:

Signature

Date:

Signature

DO NOT TEAR • USE PHOTOCOPIES

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 registered for 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 2018” payable at Hyderabad is enclosed.

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

 Signature of the Student

Recommendation by Academic Coordinator

Approval by the Campus Head

Date:

Signature

Date:

Signature

DO NOT TEAR • USE PHOTOCOPIES

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 No Dues Certificate.

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

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 refund policy.

Date:

Signature of Academic Coordinator

DO NOT TEAR • USE PHOTOCOPIES

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,

- 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.
- Demand Draft drawn in favor of “IBS-Fee Collection A/c MBA 2018” 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

 Signature of the Student

DO NOT TEAR • USE PHOTOCOPIES

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 2018” payable at Hyderabad is enclosed.

Name of Bank	D.D Number	Date	Amount Rs.

Signature of the Student

DO NOT TEAR • USE PHOTOCOPIES

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: _____

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.

DO NOT TEAR • USE PHOTOCOPIES

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.

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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