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Preface

The ‘Student Handbook’ is designed with an intention to provide the student complete information on the operational aspects of the academic conventions, which the student is bound to follow during his/her study at Icfai University Mizoram.

The Student Handbook provides the details of teaching and evaluation techniques, the academic regulations, grading policy, evaluation schedules and application formats.
The Icfai University, Mizoram (IUM) was established under the provisions of the Institute of Chartered Financial Analysts of India University, Mizoram (Act 4 of 2006) Act No.H.12018/154/05-LJD/11 dated 10 April 2006 (Act 4 of 2006) by the State Legislative Assembly of Mizoram.

The headquarters of the University is located at Durtlang North, Aizawl.

1.1. The MBA Program

The MBA program offered by ICFAI University, Mizoram is a two-year program spread over four semesters. It prepares students with skills, knowledge and strategic perspectives essential to the leadership of business anywhere in the world. It is designed to provide both a portfolio of strong functional skills and the ability to apply, adapt and integrate those skills in different management settings.

The program covers 27 courses apart from 2 Management Theses, one Internship Program, one course in Business Communication and 2 Courses of Soft Skills Lab spread over 2 years in 4 semesters. Students are encouraged to choose 8 elective courses from eight streams viz. Marketing, HRM, Finance, Banking, Investments, Insurance, Accounting and IT & Systems. This provides a broad foundation of skills and knowledge in diverse functional areas apart from providing the option to specialize amongst functional disciplines. Students are required to undergo an Internship Program. The Program structure for the MBA program is furnished in Appendix-A.

1.2. Electives

The students are required to choose eight courses from eight elective streams. Students will have the flexibility in choosing more than one course from one elective stream. The list of electives offered in IUM is provided in Appendix-B.

1.3. Role of IUM

IUM maintains a reputation for quality teaching, field based assignments, case based learning, and productive learning based internships and final placements in reputed organizations. IUM has evolved a comprehensive student centric learning approach consisting of several stages, designed to add significant value to the learner’s understanding in an integrated manner.

1.4. Pre-MBA Program

To support better understanding and learning during the MBA Program, IUM has designed a Pre-MBA Program consisting of 4 courses:

i. English Language Bridge Course
ii. Foundations in Quantitative Methods
iii. Foundations of Accounting
iv. PC Lab

All students who are granted provisional admission will need to complete the Pre-MBA Program. The Admission Committee may waive one or more courses of the Pre-MBA Program based on the performance of the students in the admission test and interview.
1.5. Soft Skills Lab
The Soft Skills Lab excels in imparting soft skills which form the vital component of the corporate needs. The exclusive design and the right mix of teaching and the training processes of Soft Skills Lab help the students add a new dimension to their personality. The innovative methodology used to impart soft skills is the propelling force and the Soft Skills Lab thrives on it. The novel approach of the training is a cut above the rest. An activity based learner centered curriculum ensures that the student is well rounded to understand the subtleties of the corporate world. The core elements of teaching methodology like pair work, group work, stimulating group discussions, mock interviews, skits, role plays, etc., instill confidence in the students to meet the challenges of corporate work culture.

1.6. Projects
Students are encouraged to pursue live projects in each of the courses to enhance their learning by applying theoretical concepts to industry situations under the guidance of experienced faculty to ensure proper focus and implementation.

1.7. Reading Seminars
Students are encouraged to participate in seminars on management/information technology topics and make presentations of the same in the class. These are done under the guidance of the faculty and will help in honing the reading, summarizing and presentation skills of the students apart from inculcating the reading habit in students.

1.8. Guest Lectures
Guest lectures have an important role to play in the developmental process of the students. Eminent academicians and practising professionals are invited for guest lectures where students get an opportunity to interact closely with them and understand the practical applications of various management and information technology concepts and ideas. Through these activities, the students get acquainted with leadership roles; develop group and interpersonal skills and also the right kind of attitude for success in their careers.

1.9. Summer Internship Program
IUM organizes a Summer Internship Program for the benefit of students at leading organizations. IUM also supports the executive training assignments spread over 16 weeks in internship through its faculty. The internship program enables the students to experience the rigor of business environment and combine the concepts learnt in classroom with the real life situations in organizations.

1.10. Management Thesis
Two management theses are to be presented by the students during the III and IV semesters. It is a comprehensive research study / project carried out by all the students under the guidance of faculty.

1.11. Placements
IUM gives utmost importance to assisting students in getting suitable placements after the successful completion of the program. The placement team evaluates student performance levels and ensures relevant preparation for their corporate placements. Working both at the supply and demand sides of the placement, the placement team plays the vital intermediary role of matching academic excellence with industry requirements.
IUM believes that the entire placement exercise is a joint effort between IUM and the students. While IUM provides guidance, support and network with potential employers, the students have the responsibility to put in the maximum possible effort to obtain suitable placements.

1.12. The Academic Year
At IUM, an academic year is divided into two semesters. There are four semesters during the two-year program. Generally, the student undergoes a rigorous 33 sessions of 1hr duration each, per course. In addition, tutorial hours are also conducted to augment the classroom teaching.

1.13. The Student Handbook
Chapter–II details academic regulations governing the process of admission, registration, attendance, evaluation, marks certification, etc. Chapter–III covers general regulations including the student conduct and University infrastructure. Chapter–IV lists financial regulations regarding fees and deposits. Chapter–V provides the course structure of the program.

1.14. The Course Handout
At the beginning of the course, each faculty member gives students a “Course Handout”. The faculty member plays a significant role in ensuring quality
education through effective interactive teaching, continuous and multi-criteria evaluation and feedback to students. In the Course Handout, the faculty member provides information regarding the specific components of evaluation, the frequency of use of each component, weightage given to each and the tentative schedule of use of the various components. Since each faculty gives the handout specifically for his/her course, it may vary from course to course and Campus to Campus. The handout contains information on the evaluation scheme for the course as well as days and times for chamber consultation by the faculty. During these sessions, the students can approach the faculty for clarifications.

1.15. Role of IUM
IUM is committed to delivering quality education, as laid out by the curriculum, conducting evaluations, providing the requisite academic infrastructure (library, computer lab, etc.), maintaining discipline, developing industry-institute interface and providing opportunities for placements. In addition, IUM also strives to create an opportunity for open inquiry and discussion of ideas and ensures that students have access to faculty members even outside the classroom, so that the learning process is a continuous one.
2.1 Eligibility for Admission
Graduates from any discipline with 45% and above aggregate marks and final year degree students awaiting results are eligible for admission.

All applicants should have completed a minimum of 15 years of formal schooling by July 31, 2013. Applicants who have completed their graduation on a one-time sitting basis or on a 2 year basis are not eligible for admission to the post-graduate program.

Students in their final year bachelor’s degree course are also eligible to apply, provided they complete their graduation requirements including practical examinations/viva assignments before the start of the Academic Session. Such applicants will have to produce a certificate to that effect at the time of admission.

2.2 Provisional Admission
Students, whose degree/graduation results remain undeclared at the time of admission, are provisionally admitted to the programs. The regularization of admission is subject to their submitting proof of graduation transcripts on or before October 01, of their year of admission failing which the provisional admission will automatically stand cancelled. Such students will be taken off the rolls and they will not be permitted to participate in any activity of IUM as regular students. Their provisional registration in the current as well as previous semesters will be cancelled and they will be discontinued from the program.

2.3 Registration

2.3.1 Registration to the University
Registration of a student, whether newly admitted or already on the rolls, will be at the beginning of every Semester, on or before the dates announced. All students should positively report for registration on the specified date only, failing which they shall not be permitted to attend classes or use the facilities at IUM. The registration form is provided in Appendix-C.

Students are not permitted to register in a semester if:

i. They have failed to convert their provisional admission into regular admission by the specified date.

ii. They have dues outstanding to IUM or to any other affiliate programs of Icfai.

iii. The student grade sheet in the immediately preceding semester is withheld.

iv. Student has an Incomplete (I) report in the immediately preceding semester.

v. They have been specifically barred or asked to stay away from that semester as a part of disciplinary action. This could arise due to any reason including the student resorting to unfair practices during examinations, other unprofessional behavior etc.

2.3.2 Late Registration
In unusual circumstances, the Center Head, IUM is vested with discretionary authority to allow late registration of a student. A student whose request for late registration has been accepted will not be granted further extension of time. The request for late registration should be made on the form furnished at Appendix-D before the due date of registration.

2.3.3 Registration Cancellation
Registration may be cancelled when one or more of the conditions stated in 2.3.1 (i), (ii) and (iii) hold true.

2.4 Student on the Rolls

a. The students are considered to be on rolls for the semester when they

i. are duly registered in a semester.

ii. have been permitted, after registration, to withdraw from the semester.

iii. have been given prior permission to stay away from IUM for the semester.

iv. have been asked to stay away for the semester.

b. While such students as described in clause 2.4. (a) (i), (ii), (iii) and (iv) retain the nominal advantage of being on the rolls, IUM is not responsible for the classes missed by the students and the consequences thereof. If for any valid reason the students are unable to register in a semester, they must seek prior permission of the Registrar through proper channel to drop the semester. If such permission has not been requested, or after a request, the permission has been denied, the absence of such stud-
ents will be treated under clause 2.5 whereby their name would be struck off from the rolls.

c. When the students who have been permitted to stay away from IUM for a semester or more rejoin the program, their subsequent program would be normally governed by the academic structure and regulations applicable at the time of rejoining. They cannot, *ipso facto*, claim to be governed by the earlier academic structure and regulations.

### 2.5 Struck off Rolls

When a student fails to register in a semester without any prior permission for late registration, his/her name would be struck off the rolls and he/she would cease to be a student. His/her case will be automatically processed and the file will be closed. If, however, such a student, after his/her name has been struck off the rolls is permitted to rejoin, his/her case can be treated as in the clause 2.4 (b) above with the provision that all his/her previous records as a former student are revived under the current structure, regulations and schedule of fees. The application for re-registration should be made in the form furnished at Appendix-E.

### 2.6 Pre-requisite Courses

A pre-requisite course is one, which the student needs to study and clear before he can register for another course. For example, Marketing Management is a pre-requisite course for the elective course Services Marketing.

Before a student can register in a course, he/she should have fulfilled the pre-requisite conditions attached to the course. Often, a course may require a specific minimum marks to be obtained in an earlier course. All courses offered in Semester I are pre-requisite courses for registration in Semester II. Students who do not have valid marks in these pre-requisite courses at the time of registration for Semester II may not be permitted to register.

### 2.7 Choice of Electives:

The student is required to choose four elective courses in Sem-III and four elective courses in Sem-IV in the format provided at Appendix-F. The list of elective courses on offer in each semester and the guidelines for choosing the elective courses will be circulated through an Office Circular. The Faculty members and the Center Head shall counsel and help the students in making informed choice of elective courses keeping in mind the market demand, which will in help early and better placements at the end of the program.

An elective course will be offered by a Campus only if the elective course is opted for by a stipulated number of students.

### 2.8 Teaching and Evaluation

Teaching and evaluation form a unity of function and operate in a climate of mutual understanding and trust. To ensure a shared responsibility, the regulations indicate some formal guidance.

**Teaching:** The objective of classroom education is to ignite the curiosity of students, generate habits of rational thinking in them, gear their mind to face the unfamiliar and train them to be able to stand on their own feet. While classroom instruction helps the students to organize and correlate facts, to comprehend ideas and to use the knowledge they acquire creatively, the students should also use the library, computer lab and other facilities provided, to optimize their learning process. Self-study by the students would be an important factor. The students are required to cooperate and respond to this challenge.

**Evaluation:** Evaluation comprises of Internal and External evaluation components.

i. At the beginning of the course, the faculty must announce to the class through a handout the necessary information in respect of operations of the course (pace, coverage, level of treatment, reading assignment, home task, and components of evaluation, their frequency, duration, tentative schedule, and relative weightage of various components).

ii. The evaluation broadly follows the following schemes:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Components of evaluation</th>
<th>Weightage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Class participation in the form of Case Studies/ Presentations/ Assignments/ Tests, etc.</td>
<td>5</td>
</tr>
<tr>
<td>2.</td>
<td>3 Internal tests of 30 marks each = 30</td>
<td>3×10=30</td>
</tr>
<tr>
<td>3.</td>
<td>Class attendance = 5 marks.</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>&lt; or = to 80 but &gt; 85 = 1 mark,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&lt; or = to 85 but &gt; 90 = 2 marks;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&lt; or = to 90 but &gt; 95 = 3 marks;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&lt; or = to 95 but &gt; 100 = 4 marks;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>finally 100% = 5 marks</td>
<td>5</td>
</tr>
<tr>
<td>4.</td>
<td>End-Semester Examination</td>
<td>60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
i. Classroom tests, Live Projects, Seminars, Case studies, Report writing, Presentations, Assignments, Group Discussions, Mock Interviews etc., form the internal evaluation components and are conducted and evaluated at the Campus. The schedules, components and weightage for internal examinations will be provided through the course handout and circulars.

ii. The different components of internal evaluation would be evenly spread out in the semester and would test the students on various aspects like spontaneous recall, ability to apply known concepts, the capacity to work on their own, competence in conceptualized arguments, ability to face unknown situations, etc.

iii. The schedules for internal tests and end-semester examination are specified in the academic calendar. The specific dates for internal tests for each individual course will be announced by the faculty in-charge.

iv. The Internal tests and the end-semester examination are conducted as indicated in the academic calendar. The first internal test is conducted after the completion of one month of course work. The subsequent internal tests are conducted at an interval of one month each.

v. Just as evaluation is carried out in a continuous manner, feedback would also be available in a continuous and timely manner. The evaluated answer scripts will be made available to the students and clarifications, if needed, will be given where required. Wherever possible, the performance of the students in the evaluation components will be discussed in the class.

The individual weightage for each component may vary depending upon the nature of the course, which will be intimated through circulars from time to time.

2.9 Unfair Practices

Students are prohibited from resorting to unfair practices in the examinations or any of the other evaluation components. The following practices (inclusive but not exhaustive) during examinations will be considered “Unfair Practices”

i. Carrying any material to the examination hall

ii. Carrying cell phone in the examination hall; talking to other students

iii. Copying from others

iv. Allowing others to copy from one's paper

v. Taking or giving any kind of assistance

vi. Referring to any material inside or outside the examination hall

vii. Communicating with a person in or outside the examination hall during the period of examination.

If students are found to be resorting to unfair practices, or behaving in an undisciplined manner, or causing disturbance to others, they will be expelled from the examination hall and their answer script will be seized. Use of unfair practices noticed/identified on the basis of the report submitted by the invigilator to the Center Head or by the faculty member during evaluation of the answer scripts, would result in punitive action leading to awarding of ‘RC’ for the course and/or cancellation of registration for subsequent semesters. A student’s name may even be struck off the rolls or he/she may be subjected to other punitive action as deemed fit.

2.10 Attendance Policy

The continuous evaluation system adopted at IUM clearly expects every student to be regular in attending classes and evaluation components and in completing the tasks assigned to him/her in every course. Absence without permission would be taken serious note of and suitable action would be initiated.

Attendance is mandatory for all sessions. Students who fail to achieve a minimum attendance level of 75% in any individual course may not be permitted to sit for the semester examination.

When a student is absent from class on account of undertaking institution activities under institution directives, e.g., representing the University at a competition etc., the student is awarded attendance for such classes. When a student is absent on account of illness, the student is marked absent even if supported by medical certificate. Students not meeting the minimum attendance requirements would be awarded the "Not Cleared" (NC) Report.

However, students who have not satisfied the minimum attendance criteria of 75% and above for a course, can forward an appeal through the Center Head and seek permission from the Vice Chancellor for giving the examination. The Vice Chancellor, after going into the merits of the case and on recommendation of the Center Head has the discretion to permit the student to appear for the examination in a course, provided the student has at least 60% attendance in that course.

A student who has duly registered himself for the Semester by payment of the requisite fee but does not
attend the classes will be struck off the rolls and will not be allowed to progress to the next semester.

2.11 Grading Policy

The grading policy does not emphasize on a single examination and absolute numerical marks as the only absolute indication of the quality of performance of students. Thus, at the end of each semester letter grades A, B, C, D, E are awarded to the students based on their overall performance in the course which is relative to the performance of all IUM students evaluated for that course.

2.11.1 Letter Grades

The letter grades have points associated with them in a quantified hierarchy. The letter grades, their applicability and connotation are given in Table-2 below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Qualitative Meaning</th>
<th>Grade Point Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>10</td>
</tr>
<tr>
<td>B</td>
<td>Very Good</td>
<td>8</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>6</td>
</tr>
<tr>
<td>D</td>
<td>Fair</td>
<td>4</td>
</tr>
<tr>
<td>E</td>
<td>Exposed</td>
<td>2</td>
</tr>
</tbody>
</table>

Table-2
Grade Structure

In order to arrive at these letter grades, the total marks in a particular course for all the students pursuing the course (all campuses put together) are tabulated in a descending order (equivalently a histogram). The performance of the course is analyzed in semesters for the average, highest and lowest marks and dividing lines between the clusters of students. Gaps and dips between clusters and the nature of the clusters will guide in drawing the dividing lines between the grades. In a normal class of large size, the C-band usually covers the average performance. This is however not a hard and fast rule, and exceptions may arise in cases of small classes (skewed histogram) etc.

Non-Letter Grades: In some courses non-letter grades like Satisfactory (S), Unsatisfactory (US) are awarded which carry no grade points.

2.11.2 Reports

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

a. No Show (NS)

b. Incomplete (I)

c. Grade Awaited (GA)

d. Not Cleared (NC)

e. Withdrawn (W)

f. Registration Cancelled (RC)

g. Discontinued from the Program (DP)

(a) No Show (NS) Report: An event will be reported as 'No Show' in the following cases:

i. Student has neither reported for registration on the specified date nor sought prior permission for late registration,

ii. Reasons for request for late registration are found to be false/not genuine,

iii. A "No-Show" report may lead to discontinuation from the program. Students who have “No Show” reports in two subsequent semesters will have their names struck off the rolls.

(b) Incomplete (I) Report: If the faculty members find that students have not fulfilled some of the requirements of a course before the final deadline for deciding the marks, they may, before the deadline, send an "I" report and inform the students of the same. It will be the responsibility of the students to contact the faculty member concerned, in time for replacement of the "I" report within one week after the end of the semester, failing which the faculty member would assign whatever marks/reports he/she deems fit to the students.

(c) Grade Awaited (GA) Report: If for some reason, the faculty member fails to evaluate a student on a project, assignment or any other component of evaluation on time, the faculty member may recommend a "GA" report for the student. In such a case, it is the responsibility of the faculty member and Center Head to ensure that the evaluation is completed at the earliest and suitable marks are recommended for the student.

Student may also get "GA" reports if they, due to genuine personal reasons, have not been able to appear for the end-semester examination on the date scheduled, and their requests for "make-up" tests have been granted. In such a case, the students should ensure that either they

i. Take the make-up examination and convert the "GA" report into grade or,

ii. Make an application to the Center Head, IUM to convert the "GA" report to an "NC" report.
(d) **Not Cleared (NC) Report:** Students who continue to remain registered in a course but give the faculty member inadequate opportunity to evaluate them by remaining absent from all evaluation components conducted by the faculty member or by remaining absent from the end-semester examination, will be given an "NC" report. In addition, "NC" reports will also be issued if a student has not satisfied the minimum attendance criteria of 75% and above for the course and is disqualified from taking the semester examination.

In all these cases, the student will have to do self-study and write the supplementary exam.

If a student has an ‘NC’ report in a course, progression to the subsequent semester(s) is not restricted except when the course with ‘NC’ report is a pre-requisite to a course in the subsequent semesters. It is advised that all NC’s be cleared in order to be promoted to the next year.

(e) **Withdrawn (W) Report:** A student may seek withdrawal from a course or from more than one course of a semester for any of the following reasons:

i. The student is unable to register for the courses for genuine personal reason.

ii. The student is unable to cope with the normal semester load and withdraws from courses to reduce his/her academic load for a particular semester.

Request for withdrawal should be made to Vice Chancellor, IUM with recommendation of the Center Head, within two weeks of commencement of semester in case of (i) above and within eight weeks of commencement of the semester in case of (ii). The request should be made on the form furnished in Appendix-G.

In such cases, the marks sheet / transcript of the student will indicate “W” (withdrawn) against such courses. The student will have to register for the courses in the next offering and obtain valid marks. If the course with “W” remark is a pre-requisite course, registration for courses of the subsequent semester is possible only on obtaining valid marks in the course with “W” remark.

If the withdrawal is made after eight weeks, the event will be reported as “RC” or “DP” as the case may be. The “RC” and “DP” reports have been explained in the following paragraphs.

(f) **Registration Cancelled (RC) Report:** When a student's registration for a course is cancelled, it will be reported in the grade sheet as RC. An event will be reported as Registration Cancelled (RC) in the following cases:

i. A provisionally admitted student fails to submit proof of graduation or equivalent and/or does not satisfy the minimum eligibility requirements for admission within the prescribed time.

ii. Cancellation is recommended as a part of disciplinary action, for resorting to unfair means during examinations or other unprofessional behavior.

iii. Students persistently and/or deliberately do not pay their dues.

iv. When a student gets more than the stipulated afflictions at the end of the First Academic Year

RC itself has many meanings and is subject to the following:

i. When it is clearly known that the student will be required to register again in the same course the event will be reported as RRA (Required to Register Again).

ii. If RC amounts to discontinuation from the Program it will be reported as DP (Discontinued from the Program).

iii. If the cancellation of registration is not reported either as RRA or as DP but is reported as RC, it does not necessarily mean that it is free from any constraint. The meaning has to be constructed from the context in which the RC was reported.

(g) **Discontinued from the Program (DP) Report:** An event will be reported as DP in the following cases:

i. Students, after allotment of ID No. neither report for registration/late registration nor seek prior permission for deferment.

ii. Students communicate their inability to continue and withdraw from the program.

iii. Student with RRA report in a course has not registered, in the subsequent Semester.

iv. Students, who have failed, do not apply for Supplementary Exams to clear the course.

v. If “RC” amounts to discontinuation from the program.

### 2.12 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, since his/her entry into the institute up to 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 institute and is computed as follows:
\[ CGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \ldots}{U_1 + U_2 + U_3 + \ldots} \]

Where \( U_1, U_2, U_3, \ldots \) denote units associated with the courses taken by the students (refer Chapter V) and \( G_1, G_2, G_3, \ldots \) are the grade points of the letter grades awarded in the respective courses.

On the other hand, the reports or the Non letter grades obtained in a course will not alter the CGPA, since the same are not accounted for in the CGPA calculation.

### 2.12.1 Grade Sheet

A student’s grades, reports, CGPA and other pertinent information for a semester are given in the grade sheet. Chronologically organized information from the grade sheets of a student with the necessary explanation constitutes his/her transcript, which is issued at the time he/she leaves the Institute or at an intermediate point, on request.

While registration with the approval of the appropriate authority, consistent with these regulations, is a token of permission to pursue studies, the grade sheet is a complete record of the outcome of what was intended in the original/amended/revised registration. The various grades and reports would be appropriately used to tally the grade sheet with the original/amended/revised registration. It would be evident that this tally between what was registered for and what was obtained in semesters of grades and reports will apply to all courses except for a course, which was originally registered for, but subsequently replaced by another course through substitution.

The tally is made on a course basis at the conclusion of the semester to determine which of the courses have been cleared. A course is deemed to have been cleared if the student obtains a grade in the course. However, mere clearing of the prescribed courses on a course-by-course basis is not tantamount to fulfilling the requirements of graduation.

### 2.13 Minimum Academic Requirements

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

Accordingly, the objectives of the minimum academic requirement regulation are:

- To ensure that students meet minimum standards in majority of the course pursued.
- To alert the students on their performance at the end of every semester to enable them to improve in subsequent semesters and eventually attain graduation requirements in time.

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

i. The total number of D and E grades in the semester should not exceed two, of which the number of E grades should not exceed one.

ii. The cumulative number of D and E grades secured by a student at the end of academic year should not exceed:

<table>
<thead>
<tr>
<th>Academic year</th>
<th>Cumulative No. of D&amp;E Grades</th>
<th>Cumulative No. of E Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>2nd year</td>
<td>8</td>
<td>4</td>
</tr>
</tbody>
</table>

iii. Should have a minimum CGPA of 5.50

### 2.13.1 Implication of the Regulations At the end of Semester-I:

Failure to meet the minimum academic requirements will bring a student under the purview of counseling. In such cases the student will receive a notice from IUM and will have to undergo counseling sessions with assigned Faculty Members.

However, progression to Semester-II is not restricted.

**At the end of Semester-II**

a. Failure to meet the minimum academic requirements will bring student under the purview of counseling. In such cases, the student will receive a notice from IUM and will have to undergo counseling sessions with assigned Faculty/Center Head, IUM Campus.

b. Students with the following CGPA and/or grade afflictions will not be permitted to continue in the Program and their names may be struck off the rolls.

i. CGPA less than 5.50 or

ii. Total cumulative number of D and E grades exceeding four or

iii. ‘E’ grades exceeding two.

iv. NC/RC afflictions in any of the courses of Semester-I or II.

They will also face possible discontinuation from the program.

However, IUM, at its discretion may allow the student
to continue on the rolls, provided the student undertakes to repeat semester-I and II courses with D or E grade afflictions whenever they are offered next. Such a student will not be permitted to register into semester-III till he/she satisfies the minimum academic requirement applicable at the end of semester-II.

At the end of Semester-III: Failure to meet the minimum academic requirements will bring a student under the purview of counseling. In such cases, the student will receive a notice from IUM and will have to undergo counseling sessions with assigned Faculty/Center Head, IUM Campus. Student will not be eligible for placement assistance.

At the end of Semester-IV: Student will not graduate. Students may be required to appear for supplementary examinations and/or register for Special Semester to fulfill the minimum academic requirements.

2.14 Graduation Requirements
A Student is deemed to have fulfilled the requirement of graduation for the program when he satisfies the following conditions:

i. cleared all the courses prescribed for him in his program.

ii. obtained a minimum CGPA of 5.50.

iii. remained outside the purview of the ACC or been declared to be outside its purview.

iv. overcome all the consequential stipulations of an NC report; except where there is an NC report in an elective course over and above the prescribed number of elective courses or in a course which has ceased to be a part of his current program and

v. satisfied all requirements of these regulations.

A student is deemed to have become eligible for the Graduation if, in addition to the above requirements

i. satisfied all the rules of evaluation.

ii. has no case of indiscipline or unfair means pending against him.

2.15 Academic Counseling Committee
Students who do not meet any of the minimum academic requirements will automatically fall under the purview of the Academic Counseling Committee (ACC) or any designated authority. During the currency of the purview, the student will lose all his/her options with regard to the various features permitted during the process of registration, namely late registration, choice of electives, choice of repetition of courses, withdrawal etc. The ACC shall prescribe a course package, which the student will be required to undergo. The ACC has the discretion to decide whether the student repeats as academically required or through self-study and Chamber Consultation with faculty.

If the student’s performance in this package warrants an NC report or if the student fails to make efforts to achieve minimum academic requirement for which he/she came under the purview of the ACC, it would be construed that he/she is not working to the satisfaction of the ACC. It should be the student's single-minded objective to fulfill the minimum academic requirements as soon as possible and to go out of the purview of the ACC.

2.16 Supplementary Examinations
Supplementary examinations are conducted once in an academic year to provide an opportunity to students to achieve the minimum academic requirements as stated in section 2.13.1 under Implication of the Regulations.

The rules and regulations governing the Supplementary Examinations are as under:

i. Application for the Supplementary exams should be submitted by the students in the specified pro-forma provided at Appendix - F on or before the announced due date.

ii. Supplementary exam facility will not be extended to students with "RC" report arising due to disciplinary action.

iii. Students applying for supplementary examination must have at least 50% attendance in the course applied during the semester. It must be noted that students whose attendance is lower than 50% in the applied course will not be permitted. Such students will be advised to repeat the semester in order to meet the minimum academic requirements.

iv. The maximum grade that a student can attain in supplementary examination is a C grade.

Supplementary Exam Fees of Rs. 750/- per course has to be paid by the student through Demand Draft favoring “The ICFAI University Mizoram Fee Collection Account” payable at Aizawl along with application for Supplementary Examinations. Supplementary examination fee once paid is non-refundable. Examination fee once paid will not be adjusted/ transferred to any other course other than that it was paid for.
2.17 Certification

Students who fulfill the minimum academic requirements will be given a provisional certificate along with the transcript before the award of the degree.

Students will be awarded the Certificate of Master of Business Administration degree by the University after satisfying the academic requirements of the University Program.

In case of the students having dues outstanding to IUM or any other affiliate of the Academy/University, their provisional certificate and transcript will be withheld until the said dues are cleared.

2.18 Copyright of Course Material

All the course material published by the University and its affiliates are fully copyrighted. The course material of the University and its affiliates is meant for the personal use only of the registered students of IUM. The University and its affiliates’ course material and their contents should not be reproduced, stored in a retrieval system, used in a spreadsheet, or transmitted in any form, or by any means -electronic, mechanical, photocopying, recording, or otherwise - without the prior permission in writing from the University and its affiliates.

The Institute and its affiliates (including IUM) reserve the right to take legal action, if any copyright violations are noticed.

2.19 Right to Interpret and Amend Rules

IUM reserves the right to interpret the rules and regulations for its students. IUM would decide and interpret the rules and regulations from time to time and such interpretation is final and binding on all the students of IUM.

IUM reserves the right to amend the IUM rules and regulations wherever necessary and appropriate. Such amendments will be intimated to the students. Possible changes include, but are not limited to; fee structure, refund policy, and such other matters as may be considered relevant.

2.20 Jurisdiction

Disputes, if any, relating to The MBA program and its activities are strictly subject to Mizoram, India jurisdiction only.

2.21 Maximum duration of the course

Students will have to meet all academic requirements of the course within four years from the date of admission in order to be awarded their degrees.
3.1 Address and Name Change

In case of a change in permanent address, students are required to incorporate the same in the Registration Cards to be filled by them at the beginning of every semester. If a change is contemplated in the middle of any semester, a student can forward an application on the form furnished in Appendix-I for change of address to IUM. The student shall register his name as it appears in the graduation certificate only. Once registered, it will be his sole responsibility to check it on the online system and satisfy as to the correctness. Students who wish to change any part of their name, as it appears in the student records must provide all necessary legal documentation supporting the requested change. The form is provided in Appendix-J.

3.2 Conduct Regulations

Good behavior, discipline and respect towards the faculty, staff and fellow students are expected.

The dress code stipulated by the University must be maintained within the University premises.

The normal medium of communication will be English. Students are expected to communicate with their faculty members, staff members, visitors and among themselves in English.

Students are expected to carry their identity cards at all times.

Students are subject to disciplinary action when they violate rules and regulations, or indulge in any of the following:

i. Obstruction or disruption of teaching, administration, seminars, class discussions, SIP and other activities of IUM.

ii. Aiding the unauthorized entry or use of IUM facilities by outsiders.

iii. Disorderly or obscene conduct or expression.

iv. In cases of ragging of any sort between students from any batch.

v. Sexual harassment of fellow students, staff members, faculty members or any other persons.

vi. Forgery, alteration or misuse of IUM documents, records or letterheads.

vii. Use of unfair means in any of the evaluation components.

i. Damage/pilferage of IUM properties.

ii. Absenteeism beyond the permissible limit during regular classes and SIP.

iii. Smoking, gambling, consumption/carrying of alcohol, drugs and intoxicants in the campus.

iv. Gossiping, eating inside the classrooms, library, computer lab.

v. Getting involved in any act of violence inside or outside the campus.

Any other violation, not included in the above list, may also invite disciplinary action.

In all such cases, IUM, at its sole discretion shall determine the punishment, commensurate with the actual violation, and may even include discontinuation of the student from the program.

3.3 Library

Every student will be issued two library cards. Each card will entitle the student to borrow books from the IUM library for a period not exceeding 7 days.

Eating and drinking in the library is not allowed. Mutilating and defacing library books, journals and other material by highlighting, underlining, writing, removing pages, or causing any other damage may result in disciplinary action.

3.4 Course Material

Students are provided with Course Material relevant to the courses offered during that semester. Students are prohibited from duplicating or photocopying any part of the material provided to them. Further, they should not allow unauthorized use of such material by others. If students are found guilty of misusing the course material in any way, they are liable for penalty, as applicable.

3.5 Use of Telephone

The telephone facility at the IUM is for official use only and not for use by students. However, local calls may be permitted against payment.

3.6 Use of Internet

The Internet facility is to be used by students judiciously and purely for academic interests. Students are advised not to misuse this facility.
3.7 Use of Photocopying Facility

The photocopying facility provided at IUM, is only for official purposes. However, students can use the photocopying facility at IUM only with the permission of the Center Head, and at a price as notified from time to time.

3.8 Discrimination and Sexual Harassment

i. Student will not engage in sexual harassment of their fellow students, faculty members, staff members or any other person.

ii. Students will not be discriminated on the basis of castes, creed, religion or gender.

iii. Students who are victims of such discrimination/harassment may register their complain in the complain register placed in the chamber of the Register of the University.

3.9 Use of Electronic devices / in the class rooms / examination halls

Using cell phone/ iPod/ other electronic communication devices are strictly prohibited in the classrooms, laboratories, library, Computer centre, examination halls etc. The students are allowed to bring and use all types of non-programmable calculators in their academic work in IUM.

If students are found carrying cell phone in the examination halls, their cell phones will be confiscated and this may also lead to debarment.

3.10 Photo Identity Card

All the students who are enrolled will be given a Photo Identity Card that contains the name of the student and the ID number with a validity period of two years. Students are required to produce their Identity Card for identification purposes. Students who have lost their Identity Card are advised to report the same immediately at the IUM Campus and obtain a new Identity Card at a nominal fee of Rs.100.
Chapter IV
FINANCIAL REGULATIONS

4.1 Payment of Fees
IUM expects prompt payment of fees and other charges. If payment is not made on time, IUM may impose penalties which may inter-alia include: not permitting registration into the succeeding semester, not allowing writing of exams, withholding grade sheets, transcripts, imposing fine, etc. The individual components of the fees payable for the program are given below:

4.2 Admission Fee
Admission fee of Rs.10,000 is to be paid by all the selected candidates immediately after the admission decision is announced by the Center Head. The admission fee is to be paid by way of a Demand Draft drawn in favor of “The ICFAI University Mizoram Fee Collection Account” payable at Aizawl. Admission fee is non-refundable.

4.3 Program Fee
Program fee includes Tuition fee, Student Activity Fund and Alumni Membership Fee. The Tuition fee includes summer internship coordination fee, final placement coordination fee, library fee and fee payable to the University towards enrollment and examinations. Details of program fee are given in Appendix K.

4.4 Logistic Fee
A Logistic Fee of Rs 2500/- per semester has to be paid by the students, remitted by way of separate DD in favor of “Icfai University Mizoram” Payable at Aizawl in the beginning of each semester. The Logistics fee will meet all expenses towards daily bus services to the campus, attending seminars, workshops, functions and also conducting industrial visits within the vicinity of the city.

4.5 Membership Fee for Alumni Society
Students are required to register as provisional members in the Alumni Society. The membership in the Alumni Society entitles the students to participate in seminars, workshops, conferences and local chapter activities. An amount of Rs.3000 towards membership fee of Alumni Society is included in the Program fee.

4.6 Payment Method
Students can pay the program fee in six equal installments. The installments are to be paid by way of Demand Draft in favor of “The ICFAI University Mizoram Fee Collection Account” payable at Aizawl, at the time of registration for each semester.

4.7 Late Payment of Fee/Fines
All students are expected to pay the fees as per the pre-announced schedule. Students who fail to do so have to seek written permission for late payment, specifying the date on which they propose to make the payments. Students will be charged a late payment fee of Rs.10 per day for the first one-week of delay and Rs.100 per day from 8th day to the 30th day. If the delay is more than a month, in addition to the late payment as calculated above the student would have to pay Rs. 1500 (half of the admission fee as applicable for re-registration). If the delay is more than two months, the students name would be struck off the rolls and the student will have to seek re-admission by paying a re-registration fee of Rs.3000.

The late payment fee/fine should be remitted along with the fee installment payable. Request for late payment of fee beyond 7 days should be addressed to the Center Head. The request for Late Registration/ Payment of fee should be made on the form furnished in Appendix-D.

However, late payment beyond one month of the original scheduled date of payment will not be entertained under normal circumstances.

Wherever the last date for payment of fee coincides with the date of registration in any semester, registration of the student will be provisional till the extended date permitted for Late Registration.

The provisional registration of the student who fails to pay the fee and fine within the extended time period allowed to him/her will be cancelled with immediate effect and the student will no longer be on the rolls.

4.8 Courseware
The fee paid by the student does not include the cost of courseware. The courseware will be made available by the University which has to be bought by the students separately.

4.9 Waiver of Tuition Fee
In the unfortunate event of death of a specified parent who is funding the education of a student at IUM, the
balance of tuition fee payable by such student will be waived. An application for waiver of tuition fee along with the death certificate of the concerned parent is to be submitted to the Accounts department, IUM with due recommendation of the Center Head. A copy of the application is to be marked to the Vice Chancellor. This waiver will not include the Admission Fee, Student Activity Fund, Cost of Courseware, Alumni Membership Fee, contribution to The Alpha Foundation, the Corpus Fund and the Supplementary examinations fee.

4.10 Refund of Tuition Fee
In the unfortunate event of death of a student during the course of study at IUM, the tuition fee paid will be refunded by the IUM to the specified parent. An application for refund of tuition fee along with the death certificate of the concerned student is to be submitted to the Student Services Department, with due recommendation of the Center Head. Copies of the application may be marked to the Registrar and Vice Chancellor for their information. This refund will not include the Admission Fee, Student Activity Fund, Cost of Courseware, contribution to The Alpha Foundation, and the Supplementary examinations fee.

4.11 Supplementary Exam Fee
Students applying for the supplementary examinations will have to remit the fee at the time of applying for supplementary exams according to the proforma provided at Appendix-H. The fee for supplementary exam of Rs. 750/- per course is payable through a DD in favor of “The ICFAI University Mizoram Fee Collection Account” payable at Aizawl.

4.12 Fee for Duplicate Copies of Grade Sheets/Transcripts/Certificate
Students who request duplicate copies of their Grade Sheets will have to apply for the same on the form furnished at Appendix-L along with a fee of Rs. 100/- per copy. Three additional copies of the transcript will be made available free of cost, on receipt of request (as per the proforma furnished in Appendix-L) within one month of release of the original transcript and on payment of Rs.100 per additional copy thereafter.

4.13 No Dues Certificate
At the end of every semester, students are required to get the “No Dues Certificate” from IUM by returning the library books and clearing other dues, if any.

4.14 Cancellation of Provisional Admission
Students who have been provisionally admitted to the MBA Program are required to submit proof of graduation to the Center Head in triplicate on or before October 01, failing which their admission to the Program would stand cancelled with immediate effect. The Center Head shall verify the Original documents with the Xerox copies submitted to them and attest them with their full signature and stamp. The Campus shall forward two copies of the attested graduation certificate to Student Services Department (HQ) retaining the third copy with them for their records.

4.15 Fee for Duplicate Copies of Graduation Certificate
Students who request duplicate Graduation Certificate will have to apply for the same on the form furnished in Appendix-M along with a fee of Rs.1,500 and an affidavit (Proforma furnished in Appendix-M)
Chapter-V
COURSE STRUCTURE OF THE PROGRAM

5.1 The Academic Year
At IUM, an academic year is divided into two semesters. Each semester is approximately of 16-weeks duration. There are four semesters during the two years PG program.

The semester-wise program consists of a prescribed set of courses and each course offered during the Semester is generally allotted 60 classroom sessions (for a 3 Credits Course) of 1 hour each. The number of hours of work to be put in by the student for a particular course is guided by the number of Credits allotted for that course.

A credit is a convenient unit of the total estimated time required to be put in by a student including classroom sessions for that course during the week. One credit generally involves 11 sessions of classroom instructions per Semester. The total hours of work required for each credit is approximately estimated at about 4 hours a week. Most of the courses are 3 credit courses.

Total number of courses may vary and new courses if any, may be introduced as prescribed by the University and will be communicated separately prior to commencement of the semester.

5.1.1 Preparatory Classes
The students aspiring to complete the PG program are from varying backgrounds and it is necessary to equip them with the basic knowledge of the various subjects which they are not familiar with. Preparatory Classes in the areas of Accounting, English and Mathematics are conducted prior to semester I of the program to provide an orientation to the students in these areas.

5.1.2 Core Courses
In the first, second and third semester Students study core courses in all the functional areas of management like Finance, Accounting, Economics, Marketing, Human Resources, Operations and Information Technology.

5.1.3 Electives
The student is given an option to choose four elective courses in Sem-III and four electives in Sem-IV. An elective course will be offered by a Campus only if the elective course is opted for by a specified number of students. There should not be any overlap in the class timetable and the examinations schedule of the elective courses chosen by a student. Choice of elective courses once made will not generally be considered for modification except under special circumstances with the prior approval of the Center Head. The list of Elective Courses offered in Sem-III and Sem-IV is provided in Appendix-B. The list of elective courses on offer in each semester and the guidelines for choosing the electives will be circulated through an Office Circular.

5.2 Supplementary Readings
In addition to the course material supplied by the Institute, the students are advised to read financial newspapers like The Economic Times, Financial Express, Business Line and Business Standard. The students are also advised to read business magazines like Business India, Business World and Business Today. The Campus library is equipped with several publications oriented to supplementing the standard course-ware. The students should take advantage of such facilities to learn and upgrade their knowledge.
## Program Structure

### The MBA Program

### The Class of 2010

<table>
<thead>
<tr>
<th>Year-I</th>
<th>Semester-I</th>
<th>Semester-II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quantitative Methods</td>
<td>Financial Management – II</td>
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<tr>
<td></td>
<td>Financial Management – I</td>
<td>Operations Management</td>
</tr>
<tr>
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<td>Organizational Behavior</td>
<td>Human Resource Management</td>
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<td>Managerial Economics</td>
<td>Macroeconomics &amp; Business Environment</td>
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<tr>
<td></td>
<td>Accounting for Managers</td>
<td>Business Research Methods</td>
</tr>
<tr>
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<td>Information Systems for Managers</td>
<td>Enterprise-Wide Information Systems</td>
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<td></td>
<td>Business Communication</td>
<td>Legal Environment of Business</td>
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<tr>
<td></td>
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<td>Soft Skills Lab – I</td>
</tr>
</tbody>
</table>

### Internship Program

(May-June-July)

<table>
<thead>
<tr>
<th>Year-II</th>
<th>Semester-III</th>
<th>Semester-IV</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business Strategy – I</td>
<td>Business Strategy – II</td>
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<tr>
<td></td>
<td>Elective – I</td>
<td>Elective – V</td>
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<td></td>
<td>Elective – II</td>
<td>Elective – VI</td>
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<td>Elective – III</td>
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<td>Elective – IV</td>
<td>Elective – VIII</td>
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<td>Soft Skills Lab – II</td>
<td>Management Thesis – II</td>
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<td>Management Thesis – I</td>
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## Elective Courses

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Title</th>
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<tr>
<td><strong>MARKETING</strong></td>
<td><strong>HRM</strong></td>
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<tr>
<td>Marketing Research</td>
<td>Performance Management and Reward System</td>
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<tr>
<td>Consumer Behavior</td>
<td>Training and Development</td>
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<tr>
<td>Services Marketing</td>
<td>Personality Development</td>
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<tr>
<td>Integrated Marketing Communication</td>
<td>Strategic Human resource Management</td>
</tr>
<tr>
<td>Retail Management</td>
<td>Managing Knowledge Worker</td>
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<tr>
<td>B2B Marketing</td>
<td>Leadership Skills &amp; Change Management</td>
</tr>
<tr>
<td>Sales and Distribution Management</td>
<td>Employment Laws for HR Mangers</td>
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<tr>
<td>International Marketing</td>
<td>Corporate Communication</td>
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<td>Strategic Marketing Management</td>
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<td><strong>BANKING</strong></td>
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<td>Money &amp; Banking</td>
<td>Portfolio Management &amp; Mutual Funds</td>
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<td>Banking Service Operation</td>
<td>Personal Financial Planning</td>
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<td>Overview of Banking</td>
<td>Wealth Management</td>
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<td>Commercial Banking</td>
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<td>Credit Management</td>
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<td>Central Banking</td>
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<td>Rural Banking and Micro Finance</td>
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<td>Security Analysis</td>
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<td>Project Management</td>
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<td>Strategic Management</td>
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<td>Life Insurance</td>
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<td>General Insurance</td>
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<td><strong>INVESTMENT</strong></td>
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# Registration/Payment of Fee

<table>
<thead>
<tr>
<th>#</th>
<th>Name of Bank</th>
<th>DD Number</th>
<th>Date</th>
<th>Amount Rs.</th>
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Signature of the Student

Date:

Signature of Parent/Guardian

Date:

Date:

Signature of Center Head

**Note:**

1. Applications are to be routed through respective Center Head.
2. DD is to be made in favor of “The ICFAI University Mizoram Fee Collection Account” payable at Aizawl.
To,
Center Head
Icfai University Mizoram

Dear Sir,

Demand Draft for Tuition Fee as per the details given below is enclosed.

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<tr>
<th>#</th>
<th>Name of Bank</th>
<th>DD Number</th>
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<th>Amount Rs.</th>
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I request for Late Registration for the Semester ____________ for reasons of ____________________________

____________________________________________________________________________________

____________________________________________________________________________________

I shall report for Late Registration on ________________.

Signature of the Student      Signature of Parent/Guardian
Date:         Date:

Center Head Recommendation

Date:         Signature of Center Head

Note:
1. Applications are to be routed through respective Center Head.
2. DD is to be made in favor of “The ICFAI University Mizoram Fee Collection Account” payable at Aizawl.
Repeating/Re-Registering for Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Reason for Repeating/Re-Register</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

To,
Registrar
Icfai University Mizoram

Dear Sir,

I wish to repeat/Re-Register for the following courses in semester ____________.

Demand Draft drawn in favor of “The ICFAI University Mizoram Fee Collection Account” payable at Aizawl is enclosed.

Signature of the Student       Signature of Parent/Guardian
Date: ______________________    Date: ______________________

Center Head Recommendation
I have verified the details of requirement of repeating/re-registration of the student. The choice of course for repeating/re-registration is within the permissible framework, for the courses

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Date: ______________________    Signature of Center Head
To,
Center Head
Icfai University Mizoram

Dear Sir,

I wish to pursue the following elective courses in semester ____________________________.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Elective Stream</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Signature of the Academic Coordinator    Signature of the Student
Date:         Date:

Center Head Recommendation
The Choices of elective courses are within the permissible framework of the course offerings.

Date:    Signature of Center Head
To,
Registrar
Icfai University Mizoram

Dear Sir,

I wish to withdraw from the program due to following reason

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

I request you to refund the tuition fee as per the refund policy. I enclose herewith the No Due Certificate.

Signature of the Student                             Signature of the Parent/Guardian
Date:                                                Date:

Encl:  No Due Certificate

______________________________________________________________________________________

Center Head Recommendation

Date of Registration : ___________________________
Date of Registration : ___________________________

Signature of Center Head
APPLICATION FOR SUPPLEMENTARY EXAMINATION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Existing Grade in Course</th>
<th>Existing Marks in Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<td>3</td>
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<tr>
<td>10</td>
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</tr>
</tbody>
</table>

I am aware of the rules governing the Minimum Academic Requirements and would abide by them.

Payment Details

<table>
<thead>
<tr>
<th>Amount</th>
<th>Bank Name</th>
<th>D.D. No.</th>
<th>D.D. Date</th>
</tr>
</thead>
</table>

Date:.......................................................Signature of the Student

Recommended / Not Recommended

Date:.......................................................Signature of the Center Head
Appendix-I

Change of Address (including e-Mail)

<table>
<thead>
<tr>
<th>Name</th>
<th>:--------------------------------------------------------------------------------</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID No</td>
<td>:--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Program</td>
<td>:--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>E-Mail</td>
<td>:--------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

To,
Registrar
Icfai University Mizoram

Dear Sir,

I am giving below my new postal/e-mail address, which is/will be effective from
______________________________ . Please make the necessary changes in your official records
and send all future communication to my new address.

Name (Mr./Ms.) ________________________________________________________________
Address  ________________________________________________________________
________________________________________________________________
________________________________________________________________
City: _______________________ State: ____________________ Pin: ________________
Telephone: Off:_______________________________ Res: __________________________
Email:  _________________________________________ Fax: ________________________

Signature of the Student      Signature of the Parent/Guardian
Date:        Date:

Name   : ...........................................................................
ID  No   : ...........................................................................
Program  : ...........................................................................
E-Mail   : ...........................................................................
## Application for Change / Correction of Name

<table>
<thead>
<tr>
<th>Name</th>
<th>:--------------------------------------------------------------------------------------------------</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID No</td>
<td>:--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Program</td>
<td>:--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>E-Mail</td>
<td>:--------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

To,
Registrar
Icfai University Mizoram

Dear Sir,

For reasons detailed here below, I request you to change/correct my name from ___________________________ to ___________________________

__________________________ as it appears in your official records. All the required legal documents supporting the request for change are attached herewith.

**Reasons:**

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Encl:

Signature of the Student      Signature of the Parent/Guardian
Date:        Date:

Name   : ...........................................................................
ID  No   : ...........................................................................
Program  : ...........................................................................
E-Mail   : ...............................................................................
Fee & Payment Options
The PG Program (2013-15)

Fee Schedule

Admission Fee: Admission Fee of Rs. 10,000 is to be paid by all the selected candidates immediately after the admission decision is announced. This should be paid by way of Demand Draft drawn in favor of “The ICFAI University Mizoram Fee Collection Account” payable at Aizawl. Admission Fee is non-refundable.

Program Fee: The Program Fee includes Tuition fee, Student Activity Fund, Alumni Membership Fee but not the admission fee. The Tuition fee includes library fee.

Program Fee Structure

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Amount in Rs.</th>
<th>MBA(2013-15)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Domicile</td>
<td>Non-Domicile</td>
</tr>
<tr>
<td>Program Fee</td>
<td>1,96,000</td>
<td>2,44,000</td>
</tr>
<tr>
<td>Fee per Semester</td>
<td>49,000</td>
<td>61,000</td>
</tr>
</tbody>
</table>

Domicile : Students form Mizoram
Non-Domicile : Students form North East States other than Mizoram

Payment Dates

<table>
<thead>
<tr>
<th>Payment Dates</th>
<th>MBA(2013-15)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Domicile</td>
</tr>
<tr>
<td>August 30, 2013</td>
<td>49,000</td>
</tr>
<tr>
<td>January 31, 2014</td>
<td>49,000</td>
</tr>
<tr>
<td>August 29, 2014</td>
<td>49,000</td>
</tr>
<tr>
<td>January 30, 2015</td>
<td>49,000</td>
</tr>
</tbody>
</table>
To,
Registrar
Icfai University Mizoram

Dear Sir,

1. I am a student of Class of ____________ the _____________ Program and request for issue of the following:
   _______ (Nos.) additional copies of Grade Sheets _________ (Nos.) Transcripts

2. Demand Draft drawn in favor of “The ICFAI University Mizoram Fee Collection Account” payable at Aizawl is enclosed.

   ![](attachment:Additional Copies of Grade Sheets/Transcripts.png)

   * Rs.50 per additional copy of Grade Sheets; * Rs.150 per additional copy of Transcript.

Date: ...........................................

Signature of the Student
Appendix-M

Duplicate Copy of Degree Certificate

<table>
<thead>
<tr>
<th>Name</th>
<th>.................................................................</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID No</td>
<td>.................................................................................</td>
</tr>
<tr>
<td>Program</td>
<td>.................................................................................</td>
</tr>
<tr>
<td>E-Mail</td>
<td>.................................................................................</td>
</tr>
<tr>
<td>Tel</td>
<td>.................................................................................</td>
</tr>
</tbody>
</table>

To,
Registrar
Icfai University Mizoram

Dear Sir,

Please issue me duplicate copy of my degree certificate. The affidavit is enclosed.

Demand Draft drawn in favor of “The ICFAI University Mizoram Fee Collection Account” payable at Aizawl is enclosed.

<table>
<thead>
<tr>
<th>Name of Bank</th>
<th>DD Number</th>
<th>Date</th>
<th>Amount Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Rs.50 per additional copy of Grade Sheets; * Rs.150 per additional copy of Transcript.

Encl: Affidavit

Date: Signature of the Student
Affidavit Proforma
(on a Rs.100/- stamp paper)

I, _______________________________ S/o ___________________________________ aged _____, do hereby solemnly affirm and state on oath as under:

That I have lost/misplaced my certificate (________________________________________ Program) awarded by the Icfai University Mizoram, on the __________ day of __________ month, _______________ since/from _______________.

That I have lodged police compliant with the local police concerned and the efforts to trace out the same went in vain. Copy of the certificate issued by the police enclosed.

That I submit the present affidavit for issuing duplicate certificate, for which I shall indemnify at all times

The particulars of said Course:

Name of program: ________________________ Year of passing out: _______________

ID No. ____________________________

Deponent

Verification

I, ________________ the above named deponent do hereby verify and declare that the contents of this affidavit are true to best of my knowledge and belief. Hence, verified and deposed before the attester on this the day, month and year.

Deponent

Attested by

Notary Public

Date:
IUM Alumni Membership Application

To
The Member-Secretary
IUM Alumni Society

Dear sir,

Having successfully completed the _______________ program offered by Icfai University, Mizoram, I hereby apply for enrollment as a member of the IUM Alumni Society (IUMAS)

Name: Mr./Ms.  : ………………………………………………………………………………
(Use Capitals)   (Last Name)  (First Name)         (Middle Name)

IUM ID No.  : …………………………………………. The Class of …………………………..
(Year of Completion)

Date of Birth   : ………………………….

Permanent Residential Address: ……………………………………………………………………………..
(Use Capitals)  ……………………………………………………………………………………….
………………………………………………..  Pin/Zip Code ……………………..

E-Mail  ………………………………………………..
(Country code) - (City code) - (Area code) - Number

Address for Correspondence: …………………………………………………………………………….
……………………………………………………………………………………………..
………………………………………………..  Pin/Zip Code ……………………..

Ph: ……………… Fax ……………………………… E-Mail ……………………………………..

Current Office Address: ………………………………………………………………………………
……………………………………………………………………………………………..
………………………………………………..  Pin/Zip Code ……………………..

Ph: ……………… Fax ……………………………… E-Mail ……………………………………..

DECLARATION: I hereby declare that I shall abide by the rules and regulations as applicable for the membership of IUMAS as adopted by IUMAS and amended from time to time. I agree to conduct my professional activities in an ethical manner and in accordance with the prevailing laws and practices and also subject myself to the code of ethics and standards of professional conduct, as applicable to all members of IUMAS.

Place:
Date:

Note: Photocopy of this form can be used

FOR OFFICE USE ONLY

IUMAS Membership No:………………….. Date of Membership:………………….

Approved/Not Approved: ……………….. Date …………………………………….. Seal
### ICFAI UNIVERSITY MIZORAM
#### ACADEMIC CALENDAR 2013-14

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>EVENT</th>
<th>DATE/ WEEK</th>
<th>DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New semesters Registration and commencement of classes</td>
<td>1-August-2013</td>
<td>Thursday</td>
</tr>
<tr>
<td>2</td>
<td>Last date for payment of logistics fee</td>
<td>16-August-2013</td>
<td>Friday</td>
</tr>
<tr>
<td>3</td>
<td>1\textsuperscript{st} Internal test (any one day of the week per course)</td>
<td>2 to 06- Sept-2013</td>
<td>Mon to Friday</td>
</tr>
<tr>
<td>4</td>
<td>Fresher’s welcome function</td>
<td>25-September-2013</td>
<td>Wednesday</td>
</tr>
<tr>
<td>5</td>
<td>2\textsuperscript{nd} Internal test (any one day of the week per course)</td>
<td>7 to 11-October-2013</td>
<td>Mon to Friday</td>
</tr>
<tr>
<td>6</td>
<td>Industrial Tour for BBA/BCA/BHTM V Semester and MBA III semester</td>
<td>14 to 18-October-2013</td>
<td>Mon to Friday</td>
</tr>
<tr>
<td>7</td>
<td>Social/ Sports meet</td>
<td>30 October- 1 November</td>
<td>Wednesday to</td>
</tr>
<tr>
<td>8</td>
<td>Convocation program</td>
<td>8-Nov-2013</td>
<td>Friday</td>
</tr>
<tr>
<td>9</td>
<td>3\textsuperscript{rd} Internal test (any one day of the week per course)</td>
<td>18 to 22- Nov-2013</td>
<td>Mon to Friday</td>
</tr>
<tr>
<td>10</td>
<td>Odd Semester Examination</td>
<td>2 to 20-Dec-2013</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Christmas and new year break</td>
<td>22 Dec-2013 to 5 Jan-2014</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Commencement of classes for even semesters</td>
<td>6- Jan-2014</td>
<td>Monday</td>
</tr>
<tr>
<td>13</td>
<td>Declaration of Odd semesters results</td>
<td>30 Jan-2014</td>
<td>Thursday</td>
</tr>
<tr>
<td>14</td>
<td>Last date for payment of logistics fee</td>
<td>31 Jan-2014</td>
<td>Friday</td>
</tr>
<tr>
<td>15</td>
<td>1\textsuperscript{st} Internal test (any one day of the week per course)</td>
<td>3 to 7 Feb-2014</td>
<td>Mon to Friday</td>
</tr>
<tr>
<td>16</td>
<td>2\textsuperscript{nd} Internal test (any one day of the week per course)</td>
<td>10 to 14 March-2014</td>
<td>Mon to Friday</td>
</tr>
<tr>
<td>17</td>
<td>Students Farewell Function</td>
<td>4 April-2014</td>
<td>Friday</td>
</tr>
<tr>
<td>18</td>
<td>3\textsuperscript{rd} Internal test (any one day of the week per course)</td>
<td>14 to 18 April-2014</td>
<td>Mon to Friday</td>
</tr>
<tr>
<td>19</td>
<td>Even semesters examination</td>
<td>28 April to 16 May-2014</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Commencement of SIP/SP</td>
<td>2 June-2014</td>
<td>Monday</td>
</tr>
<tr>
<td>21</td>
<td>Declaration of Even semesters results</td>
<td>15 July-2014</td>
<td>Tuesday</td>
</tr>
<tr>
<td>22</td>
<td>End of SIP/SP</td>
<td>31 July-2014</td>
<td>Thursday</td>
</tr>
</tbody>
</table>


*Note: Other holidays if any may be notified separately through circular.*