

**The ICFAI University, Jaipur**  
**IBS Business School**  
The MBA Program  
**Student Handbook**  
**Class of 2014-2016**

## **Preface**

This student handbook is designed with an intention to provide the student with essential information on operational features, course curriculum, academic and other regulations, which they are bound to follow during the stay at The ICFAI University Jaipur. In addition to this, the students are required to go through the Academic Regulations of the University.

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## Calendar of Events\*

Semester	Activities	Date	Day
<b>First (2014-15)</b>	Registration	2 <sup>nd</sup> June 2014	<b>Monday</b>
	Sessions	3 <sup>rd</sup> June 2014 to 26 <sup>th</sup> September 2014	
	Mid Semester Examination	28 <sup>th</sup> July 2014 to 1 <sup>st</sup> August 2014	Monday-Friday
	<b>End Semester Examinations</b>	<b>25<sup>th</sup> September 2014 to 1<sup>st</sup> October 2014</b>	<b>Thursday - Wednesday</b>
<b>Vacation</b>		<b>2<sup>nd</sup> October 2014 to 12<sup>th</sup> October 2014</b>	
<b>Second (2014-15)</b>	Registration	13 <sup>th</sup> October 2014	<b>Monday</b>
	Sessions	14 <sup>th</sup> October 2014 to 30 <sup>th</sup> January 2015	
	Mid Semester Examination	8 <sup>th</sup> December 2014 to 12 <sup>th</sup> December 2014	Monday- Friday
	<b>End Semester Examinations</b>	<b>30<sup>th</sup> January 2015 to 7<sup>th</sup> February 2015</b>	<b>Friday - Saturday</b>
<b>Vacation</b>		<b>8<sup>th</sup> February 2015 to 15<sup>th</sup> February 2015</b>	
<b>SIP</b>	Registration	16 <sup>th</sup> February 2015	Monday
	SIP at Company	17 <sup>th</sup> February 2015 to 22 <sup>nd</sup> May 2015	
	Vacation	23 <sup>rd</sup> May 2015 to 31 <sup>st</sup> May 2015	
<b>First (2015-16)</b>	Registration	1 <sup>st</sup> June 2015	Monday
	Sessions	2 <sup>nd</sup> June 2015 to 18 <sup>th</sup> September 2015	
	Mid Semester Examination	27 <sup>th</sup> July 2015 to 31 <sup>st</sup> July 2015	Monday-Friday
	<b>End Semester Examinations</b>	<b>21<sup>st</sup> September 2015 to 27<sup>th</sup> September 2015</b>	<b>Monday- Sunday</b>
<b>Vacation</b>		<b>28<sup>th</sup> September 2015 to 4<sup>th</sup> October 2015</b>	
<b>Second (2015-16)</b>	Registration	5 <sup>th</sup> October 2015	Monday
	Sessions	6 <sup>th</sup> October 2015 to 15 <sup>th</sup> January 2016	
	Mid Semester Examination	23 <sup>rd</sup> November 2015 to 27 <sup>th</sup> November 2015	Monday- Friday
	<b>End Semester Examinations</b>	<b>18<sup>th</sup> January 2016 to 24<sup>th</sup> January 2016</b>	<b>Monday-Sunday</b>
Last Date for Submission of Proof Of Graduation		31 <sup>st</sup> October 2014	Friday
Last Date for Submission of Elective Options Semester III & IV		30 <sup>th</sup> January 2015	Friday

\* **Subject to Change**

## Section - 1

### Introduction

#### 1.1 The ICFAI University, Jaipur

The ICFAI University, Jaipur (hereinafter referred as the University) was established under the provisions of The ICFAI University, Jaipur Act (No. 26 of 2011) of the state of Rajasthan. The University is sponsored by the Institute of Chartered Financial Analysts of India (ICFAI), a not-for-profit educational society established in 1984 under the Andhra Pradesh Public Societies Registration Act, 1350 Fasli (Act 1 of 1350F).

The University believes in creating and disseminating knowledge and skills in core and frontier areas through innovative educational programs, research, consulting and publishing, and developing a new cadre of professionals with a high level of competence and deep sense of ethics and commitment to the code of professional conduct.

A number of full time campus based educational programs are offered in Management and Science & Technology at bachelor and master levels.

#### 1.2 IBS Business School (IBS)

IBS Business School (IBS) is a constituent of the University. The mission of IBS is to develop ethically grounded, professional managers who can add value to organizations and communities, in a dynamic environment. The University promotes high-quality learning experience in an adaptive environment, with a focus on relevance, rigor and research.

#### 1.3 MBA Program

The University offers campus-based, full-time MBA program of two years duration at IBS. The program consists of four semesters of study, leading to a Master Degree in Business Administration.

The MBA program 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. Courses are carefully designed to develop a managerial perspective in the students, help them in formulating and implementing corporate strategy and taking critical business decisions.

Students need to balance both academic and personal commitments effectively in order to complete the degree requirements in the next two years.

#### 1.4 Eligibility and Admissions

Students with graduation in any discipline with a minimum of 50% marks in aggregate are eligible to apply for admission into the MBA Program. Students, whose graduation results have not been declared at the time of admission, are given Provisional Admission to the MBA Program. The admission is subject to their submitting proof of clearing the prescribed eligibility criteria for admission on or before the specified date. If a provisionally admitted student fails to submit the proof of completion of the above criteria on or before the specified date, his admission to the program shall stand cancelled and the student will cease to be on the rolls of IBS and will not be permitted to participate in any activity of the University. The medium of instruction is English, and hence adequate knowledge of English is required.

#### 1.5 The Academic Year

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 each of 18 weeks duration. After the first academic year, students undertake a 14-week Summer Internship Program (SIP). Semesters are hereinafter

referred to as First, Second, Third and Fourth semesters for easy understanding. In the grade sheets and transcript the

semesters are mentioned as semester I and semester II in each academic year.

## Section - 2

### MBA Program Details

#### 2.1 The Structure of the Program

The MBA program of the University prepares the students with the knowledge, skills and strategic perspectives essential to business leadership and a managerial career in the world. The two years program gives students a wide exposure and training in core subjects, elective courses and integrated general management courses. The courses are intellectually demanding and prepare the students to face the challenges of the global business environment.

The Program comprises of 30 courses (22 Compulsory Courses and 8 Elective Course) including Soft Skills and Personal Effectiveness Management. The students are also required to undergo a Summer Internship Program (SIP) of 14 weeks duration. These courses are spread over four semesters. **The minimum stipulated number of units for any MBA program is 105 credits.** The structure of the program giving details of courses and credit units is given in Table-1.

#### 2.2 Elective Courses

In the Third and Fourth Semesters, students study integrated management

and strategy courses as electives, in addition to more advanced courses. (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 and Human Resources. A number of electives are available under each category.

- A Student has to choose four electives from one discipline for specialization.
- The Balance 4 electives can be chosen from the same or other specialization.
- A student can also opt for dual specialization by pursuing 4 electives each in two different specializations.

**Prior Preparation:** Some elective courses require sound knowledge and proficiency in the related core courses. Students opting for these electives would need to demonstrate their proficiency in the related core courses by attaining the minimum threshold grades. The eligibility criteria for these electives would be specified in the students' circular on elective options issued at campus.

**Table-1**  
**Program Structure**

	<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
<b>First Academic Year</b>	<b>Semester I</b>			<b>Semester II</b>		
	SLAC 501	Accounting for Managers	3	SLEC 502	Macroeconomics & Business Environment	3
	SLEC 501	Managerial Economics	3	SLFI 502	Advanced Financial Management	3
	SLFI 501	Financial Management	3	SLGM 502	Legal Environment of Business	3
	SLGM 501	Business Communication	3	SLHR 502	Human Resource Management	3
	SLHR 501	Organizational Behavior	3	SLIT 502	Enterprise Wide Information Systems	3
	SLIT 501	Information Systems for Managers	3	SLMM 502	Advanced Marketing Management	3
	SLMM 501	Marketing Management	3	SLMS 501	Personal Effectiveness Management	3
	SLRM 501	Quantitative Methods	3	SLOP 502	Operations Management	3
				SLRM 502	Business Research Methods	3
<b>Summer Term</b>	FLIP 500	Summer Internship Program	15			
<b>Second Academic Year</b>	<b>Semester III</b>			<b>Semester IV</b>		
	SLGM 602	Business Ethics and Corporate Governance	3	SLGM 601	Management Control Systems	3
	SLGM 611	Business Strategy	3	SLGM 612	Corporate Strategy	3
	SLMS 601	Soft Skills	3		Elective V	3
		Elective I	3		Elective VI	3
		Elective II	3		Elective VII	3
		Elective III	3		Elective VIII	3
		Elective IV	3			
<b>Total Number of Credits:</b>				<b>105</b>		

**The syllabus for the courses is subject to change by the University**

### Elective Courses

<b>Marketing</b>
Integrated Marketing Communication
Services Marketing
International Marketing
Sales & Distribution Management
B2B Marketing
Consumer Behavior
Retail Management
Brand Management
Marketing Research
Product Management
Customer Relationship Management
Advertising and Communication Management
Strategic Marketing Management
<b>Finance, Investment and Banking</b>
Overview of Banking
Banking Services Operations
International Finance & Trade
Security Analysis

Financial Risk Management
Project Appraisal & Finance
Portfolio Management & Mutual Funds
Wealth Management
Investment Banking
Financial Services
Marketing of Financial Products
Strategic Financial Management
Mergers & Acquisitions
<b>Human Resource Management</b>
Performance Management & Reward Systems
Training & Development
Global HRM
Strategic Human Resource Management
OB Diagnosis & Intervention
Human Resource Planning
Competency Mapping & Assessment
Industrial Relations

### 2.3 Summer Internship Program (SIP)

Students undertake a 14-week internship at a relevant organization during the intervening period between close of Semester II and commencement of Semester III.

The program is almost equivalent to one semester and carries a weightage of 15 credits, which is normally equivalent to 5 academic courses. The internship, which would be a simulation of real work environment, requires the students to undergo the rigor of professional environment both in form and substance. SIP exposes the students to technical skills, and helps them to acquire social

skills by drawing them into contact with real professionals. Students will be provided detailed guidelines of SIP on the registration day for SIP.

### 2.4 Soft Skills

The Soft Skills courses which are specially designed to develop the students' personality and enhance their communication, presentation and interpersonal skills. The Soft Skills courses prepare the students for interviews and help them to fit in the corporate environment. The course allows freedom to innovate and experiment with different techniques, to suit different level of students.

## Section-3

### Registration

#### 3.0 Registration

The structuring of the courses in terms of lecture hours is done through the timetable for each semester. A student, whether newly admitted or already on rolls, is required to undergo a registration process on the first day of each semester to make his/her own timetable for the semester. For details, see section 3.0 of the academic regulation.

Prior to registration in the third and fourth semester, students should give elective option choice by the date specified in the second semester. Electives once chosen cannot be changed normally on the day of registration for Semester III and Semester IV.

Please see the Section-2 above for elective options being offered by IBS Business School.

A few of the flexibilities available for the student during registration are mentioned below. The principle of merit, preference of the student and the facilities available

at the University generally guide the decision regarding flexibilities.

**3.1 Elective option:** A Student has to pursue 8 electives in the second academic year-4 electives each in Semester – III and Semester – IV.

#### Specialization:

- A Student has to choose four electives from one of the specialization streams in order to specialize in that stream.
- The student can choose the remaining four electives from any other stream leading to dual specialization.
- Four electives from any other stream up to minimum of 2 from the same stream and balance from any other stream.

## Section - 4

### Teaching, Evaluation and Grading

#### 4.1 Teaching

The objective of classroom education is to awaken the curiosity of the student, generate habits of rational thinking in him, gear his mind to face the unfamiliar and train him to be independent. Classroom instructions help the student to organize and correlate facts, comprehend ideas and to use knowledge creatively. For details, see section 4.0 of Academic Regulations.

At the beginning of class work, the Instructor-in-charge/instructor announces to his class/section through a Course Handout, the necessary information in respect of (i) operations of the course (its pace, coverage and level of treatment); (ii) the frequency/duration of classes, (iii) tentative schedule; textbooks and other reading assignments, home tasks etc; (iv) various components of evaluation, such as quizzes/tests/examination (announced or unannounced, open-book or closed-book), home assignments and their relative weightage, (v) attendance policy; (vi) the broad policy governing the decisions about make-up tests (vii) mid-semester grading; (viii) grading procedure (overall basis, review of border line

cases, effect of class average etc.) (ix) Chamber consultation hours, and (x) other matters found desirable and relevant.

#### 4.2 Case Method

A case is a snap shot of a particular event or situation. The case method of teaching require students to study the case, comprehend the business situation, analyze the problem, if any and come up with alternatives/solutions. Case Method requires active participation in class discussions, written analysis and oral presentations.

#### 4.3 Evaluation

Teaching and evaluation form a unity of functions and they operate on the basis of mutual understanding and trust. The different components of evaluation are evenly spread out in the semester and are aimed to draw out responses from the students. For detail, see section 4.0 of Academic Regulations.

Evaluation		Weightage	Evaluation Component	Components	Duration
Continual Evaluation	Pre Mid-Semester	20%	Case Studies/ Project / Assignments / Seminar / Viva/Quiz/ Written component etc.,	Continual Evaluation Component 1	1 Hour
				Continual Evaluation Component 2	1 Hour
				Continuous Class Participation & Regularity	
	Mid Semester Examination	20%	Written Examination	Continual Evaluation Component 3 (4 subjective questions)	1 Hour & 30 Minutes
	Post Mid-Semester	20%	Case Studies/ Project / Assignments / Seminar / Viva/ Quiz / Written component etc.,	Continual Evaluation Component 4	1 Hour
				Continual Evaluation Component 5	1 Hour
Continuous Class Participation & Regularity					
Comprehensive Evaluation	End Semester Examination	40%	Written Examinations	4 to 5 subjective questions 1 or 2 Case-lets	3 Hours

#### 4.4 Student Feedback

At the conclusion of 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 faculty member. The feedback provided by the individual student is kept confidential. Analysis of the students' feedback provides valuable inputs to the institute administration and faculty for improving the effectiveness of the course delivery process.

#### 4.5 Evaluation Feedback

Just as evaluation is done in a continuous manner, feedback is also made available at regular intervals. Thus, the answer

scripts are promptly evaluated, shown to the students for any clarification on their performance and returned whenever practicable. The performance of the students is discussed in the class giving as much details as possible including the highest, lowest and average marks. Solutions with the marking scheme are displayed soon after a test.

#### 4.6 Attendance Policy

A student must maintain a **minimum of 75% attendance**, without which he/she shall be barred from appearing in the examinations. However, the Instructor-in-charge/instructor may consider the genuineness of the case and may recommend to the Dean to condone up to a maximum of 15% below the 75% attendance. The decision of the Dean in all matters of attendance shall be final. It is the responsibility of the individual student to attend all classes, appear for all the prescribed quizzes, tests, etc. and to submit properly and promptly all homework and assignments.

**If a student misses the first test due to attendance shortage and is not able to secure 75% attendance till the middle of the semester, he may withdraw from the course. However, if a student, who misses the first test due to low attendance, meets the requirement of minimum attendance by the middle of the semester, he may be given a make-up for the missed first test. If a student does not maintain requisite attendance by the end of the semester, his registration in that particular course may be cancelled and he would be 'Required to Re-register Again' (RRA) for the same course. For detail, see section 4.0 of Academic Regulation.**

#### 4.7 Make-up Policy

Any student, who misses any component of evaluation for genuine reasons, must immediately approach the Instructor-in-charge/instructor with a request for make-up for the same, stating the reasons. If the Instructor-in-charge is satisfied with the request, a make-up test would be given at the earliest. If a student anticipates a genuine difficulty in meeting the date of a component of evaluation, he should take the Instructor-in-charge/instructor into confidence prior to the event. The decision of the Instructor-in-charge in all matters of make-up shall be final.

#### 4.8 Grading Policy

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

#### 4.8.1 Letter Grades

The list of letter grades, the grade points associated with them and their qualitative meanings are given below: -

Letter Grade	Qualitative Meaning	Grade Points Attached
A	Excellent	10
B	Good	8
C	Fair	6
D	Poor	4
E	Exposed	2

#### 4.8.2 Non-letter Grades

When a student takes up Thesis/Seminar in place of Internship Program option, he gets non-letter grades such as Excellent, Good, Fair or Poor. These non-letter grades have no grade points attached with them.

#### 4.8.3 Reports

At the end of a course, in certain cases, the Instructor-in-charge can report, certain events/facts in suitable words, in place of letter grades discussed earlier. These reports are not to be construed as grades. The various reports listed below are elaborated in the section of Academic Regulations.

1. Incomplete (I)
2. Grade Awaited (GA)
3. Withdrawn (W)
4. Registration Cancelled (RC),
5. Required to Register Again (RRA)
6. Discontinued from the Program (DP) and
7. Not Cleared (NC)

#### 4.8.4 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) is used to describe the overall performance of a student in all courses in which he is awarded letter grades, since his entry into the University up to and including the latest semester/term. It is also used for the declaration of division, if applicable, when the program is completed.

CGPA is the weighted average of the grade points of all the letter grades received by the student from his entry into the degree program and is computed as follows:

$$CGPA = \frac{\sum (u_1 g_1 + u_2 g_2 + u_3 g_3 + \dots)}{\sum (u_1 + u_2 + u_3 + \dots)}$$

where,  $u_1, u_2, u_3, \dots$  denote units associated with the courses taken by the student and  $g_1, g_2, g_3, \dots$  denote grade points of the letter grades awarded in the respective courses. On the other hand, the reports obtained in a course or non-letter grades obtained in Thesis/seminar will not alter the CGPA, since the same are not accounted for in the CGPA calculation.

When a student repeats a course in which he has already received a grade, as soon as a new grade is obtained, it will replace the earlier one in the calculation of CGPA. It is to be noted that only the latter grade in a course would be taken into account for the calculation of CGPA and not the better of two grades.

#### 4.8.5 Grade Sheet and Transcript

A student's grades, reports, CGPA, etc. at the end of every semester/term will be recorded on a grade sheet, a copy of which will be issued to him. The grade sheet will be withheld when a student has not paid his dues or when there is a case

of breach of discipline or unfair means pending against him.

While all grades secured, reports and other pertinent information for a semester are given in a grade sheet, the chronologically organized information from the grade sheets of a student with necessary explanation constitutes his **transcript**, which is issued at the time he leaves the University or at an intermediate point on request.

#### 4.9 Minimum Academic Requirements

The educational philosophy of the University interlinks and at the same time distinguishes between the performance of a student in a single course and his overall cumulative performance. The MBA program consists of a sequence of courses taken over multiple semesters. To complete the program, a student needs to satisfactorily complete the assessment requirements for all the required courses including Summer Internship Program and Management Research Project.

Accordingly, the student has to maintain the following expected minimum academic requirements for the MBA Program, **at the end of each semester**.

- (i) A student should not have secured the cumulative number of D and E grades at the end of a particular semester not exceeding the number given in the table below:

Semester	Cumulative No. of D & E Grades	Cumulative No. of E Grades
First	3	1
Second	6	2
Third	9	3
Fourth	12	4

- (ii) A student should have CGPA of at least 5.5.
- (iii) A student should have at least cleared as per his latest performance, two-thirds of the number of courses

prescribed for him since his entry into the degree program. This means that at any stage of reckoning, the student should not have spent more than 50% extra time than what is prescribed for him up to that stage.

#### 4.10 Academic Counseling Committee (ACC):

The requirements (i), (ii), (iii) above are the minimum requirements that every student should meet at the end of every semester. Failure to meet even one of these requirements will automatically bring him under the purview of the **Academic Counseling Committee (ACC)**, or a designated authority. The ACC takes immediate charge of the student and requires him to follow a specific path so that he could be rehabilitated at the earliest.

Once a student has been placed under the purview of ACC, he should continue to be under its direct guidance until ACC, after being satisfied with his overall progress and performance, declares him to be outside its purview. All decisions of the ACC shall be final.

It must be noted that any student under the purview of ACC found to be involved in any act of indiscipline or unfair means in examination at any time would be immediately asked to leave the University.

It should therefore be the single minded objective of the student to fulfill the minimum academic requirements stipulated, thus enabling himself to be declared outside the purview of ACC.

**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.

#### 4.11 Graduation Requirements

A student is deemed to have fulfilled the requirement of graduation for the MBA Program when he satisfies the following conditions:-

- a. Has cleared all the courses including SIP prescribed for him in his program.
- b. The student has completed minimum 105 units.
- c. The student has obtained a minimum CGPA of 5.5
- d. Has remained outside the purview of the ACC or been declared outside its purview
- e. Has 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 as a result of transfer of program.

A student is deemed to have become eligible for the Master's Degree if, in addition to the above requirements he has,

- i) satisfied all the rules of evaluation.
- ii) has no case of indiscipline or unfair means pending against him.

However, in case of a student having outstanding dues against him to be paid to the University or any other recognized organ of the University, his degree will be withheld until the said dues are cleared.

#### 4.12 Certification

A student who fulfills the graduation criteria will be given a Provisional Certificate before the formal convocation.

**Students should note that no division is awarded for the post-graduate programs of the University**

The MBA Degree will be awarded at the formal convocation. In case of a student having outstanding dues against him to be paid to IBS or any other affiliate/ associate organization of the University, his provisional certificate/ degree will be withheld until the dues are cleared.

## Section-5

### Summer Internship Program (SIP)

#### 5.1 Objectives

SIP forms an important component of MBA Program. It is an attempt to bridge the gap in the student's perception between the theory in books and practice in the corporate world.

Under this program, students undertake a 14-week internship at any organization after completion of Semester I and II courses.

SIP carries a weightage of 15 credits, which is normally equivalent to 5 courses.

The internship, which would be a simulation of real work environment, requires the students to undergo the rigor of professional environment both in form and substance. SIP exposes the students to technical skills, and helps them to acquire social skills by drawing them into contact with real professionals.

For proper coordination of the Internship Program each student would be under the guidance of a faculty Supervisor assigned by University and a company Supervisor assigned by SIP organization.

Students are encouraged to take up time bound multi-disciplinary and goal-oriented assignment involving team work.

Every student works under the counsel of a Company Guide, who supervises and evaluates the performance of the student at every stage of the SIP and gives the feedback to Faculty Guide. It is the responsibility of the students to utilize the knowledge and experience of the Company Guide to complete the SIP.

The Students should adhere to the rules and regulations of the SIP organization during their SIP in the manner the regular employees of the organization do. During the period of SIP, the student shall be subjected to the timings and leave rules of the organization.

Unprofessional behavior, misconduct, indiscipline, irregularity at work and unsatisfactory performance will lead to cancellation of SIP leading to award of Not Cleared Report (NC).

#### 5.2 Evaluation

Evaluation is done at various stages of internship on ongoing basis by both the Company Guide and Faculty Guide.

All the parameters for evaluation will be rated on a 10-point scale by the Faculty and Company Guide. Ratings of all the parameters for a particular stage will be added and converted into weightage assigned to that particular stage of evaluation.

The details of evaluation parameters, the reports to be submitted and the details of seminars presentation are described in the following paragraphs. The Faculty Guide and Company Guide will rate the performance of the student on each parameter, on a 10-point scale, at each Stage.

#### **At the end of Summer Internship Program (SIP):**

Failure to obtain any of the grades (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.

*Detailed SIP guidelines along with formats will be provided at the time of registration of the student for SIP*

## Section-6

### Academic Administration and Infrastructure

#### 6.1 Faculty

A team of highly qualified, competent and committed faculty members steers the IBS. The University is endowed with teachers drawn from the leading institutions / industry, practicing professionals and academicians to provide high quality of academic delivery at IBS. The institution plays a significant role in ensuring quality education through interactive teaching, continuous multiple criteria evaluation and constructive feedback mechanism. The faculty brings their extensive knowledge, professional experience and advanced education to their task at IBS.

#### 6.2 Library Facilities

The University has a well-stocked library containing reference materials, magazines and Indian/International books and journals. The University subscribes to the industry information database to make available large research resources and publications with search facilities to students and faculty. In addition, the library contains directories, industry reports and statistical compilations that provide timely and concise information for project works. Library is open to all students and faculty members and is continuously updated with latest books and journals under the supervision and advice of the library committee.

#### 6.3 Computer Facilities

The University provides the latest hardware and software infrastructure to cater to all the computing needs of the students and faculty. The institution is equipped with powerful servers and multiple terminals with multiple operating systems enabling a client-server

environment. The students are guided by well experienced faculty to handle the computer labs. Leased internet facility is available for undertaking

#### 6.4 IBSAF Membership

The students completing the program are eligible to seek membership in the IBS Alumni Federation (IBSAF), a society formed for the benefit of IBS Alumni. Students are advised to logon to [www.ibsaf.org](http://www.ibsaf.org) for registration.

#### 6.5 Co-curricular Activities

At IBS, emphasis is laid on the need to balance classroom and out-of-classroom life. The University endeavors to build up personal growth and maturity in the students by providing a variety of opportunities for participation and initiation in co-curricular activities. The activities have been intended to support the educational purpose of the University by working to create experimental learning options outside the classroom and encouraging the students to actively participate in the wider educational arena.

Through diverse activities, such as organizing seminars on contemporary issues, guest lectures and other inter-college competitions, the students learn to value collaborative and collective learning. Students are also encouraged to form informal groups and clubs based on their areas of interests, and share information and exchange ideas. Students also organize annual meets, which offer a wide array of opportunities to develop closer interaction with other colleges.

IBS encourages student involvement in several co-curricular activities like:

- Academic Meets
- Sports Meets
- Cultural Meets
- Skits & Plays
- Publications/ Magazines
- Group Discussions
- Management Games
- Industrial Visits
- Debating
- Elocution
- Quizzes
- Seminars
- Technical Group Sessions

### 6.6 Guest Lectures and Seminars

Guest lectures and seminars play an important role in the development process of the students. Eminent academicians and practicing professionals are invited for guest lectures where the students get an opportunity to interact closely with them and understand the practical applications in various industries.

### 6.7 Students' Council

Students' Council consists of Student Representatives. The council regularly interacts with the faculty members for necessary guidance. Students' Council meets regularly to decide and organize various activities on and off the campus.

### 6.8 Disciplinary Committee

Students must adhere to the "Campus Rules" copies of which are distributed to the students. Anyone found violating any of these would come under the purview of Disciplinary Committee of the University and would be liable for the punishment awarded by the committee. A few guidelines are mentioned below:

- Ragging is strictly prohibited as per the Government Acts.
- Good behavior, discipline, and respect towards the faculty, staff and fellow-students are expected.
- Cell phones are strictly prohibited in the class rooms, library, computer centre, examination halls etc.

- Decent dress code must be maintained within the University campus.
- Utmost care must be taken to avoid any damage while handling the property of the University.
- Adoption of unfair means in tests/examinations and other components of evaluation are strictly punishable.
- Students should carry their identity cards at all time.
- Smoking, gambling, consumption of alcohol and drugs in the campus premise are strictly prohibited.
- Gossiping or eating in the classrooms, library, and computer centre are not allowed even if the rooms are vacant.
- The students should strive to keep the campus clean and avoid littering.
- A student should not be involved in any case of violence or nuisance within or outside the campus.

These guidelines are not exhaustive. Students must adhere to all the rules mentioned in the distributed copies of the "Campus Rules".

### 6.9 Conduct Regulations

Students are expected to act in ways that are consistent with the role and guiding values of the ICFAI University, Jaipur. Students should regulate their own conduct so as not to impede or prejudice the work of other members. They are entitled to work, learn, study and participate in the social aspects of the institute's life in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others and adhere to the standards of conduct. Students should refrain themselves from misconduct of any kind.

**6.10 Sexual harassment** Sexual harassment of individuals occurring in the place of work or study or in other settings in which they may find themselves in connection with their association with the University is unlawful and will not be tolerated by the University. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a

sexual harassment complaint is similarly unacceptable. To achieve this goal, conduct that is described as "Sexual Harassment" in this policy will not be tolerated and a procedure is provided by which inappropriate conduct will be dealt with, if encountered among employees/students.

The University will also take all the appropriate steps necessary to protect individuals from retaliation. Such Steps include:

- Action to stop retaliatory behavior.
- Providing required security measures.
- Counseling help to Complainant and Accused.

The University takes allegations of sexual harassment seriously, and will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, prompt and appropriate corrective action as is necessary, including disciplinary action, will be taken.

While this policy sets forth the goal of the University of promoting a study or workplace that is free of sexual harassment, the policy is not designed or intended to limit the authority of the University to discipline or take remedial action for conduct which the University deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

### **6.11 Prohibition of Ragging**

Students are prohibited from indulging in any disorderly conduct whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness, any other student. Indulging in unruly or indiscipline activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise

fear or apprehension thereof in any student, junior or senior, or asking the student to do any act or perform something which such a student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of the student is prohibited. Any student violating the above and thus indulging in any act or ragging, will be severely dealt with.

**6.12 Career Opportunities** Fresh MBA Graduates will have opportunities to work both in public and private sector firms involved in both manufacturing and service functions. The following are some of the organizations which provide career opportunities for the fresh graduates.

**Finance:** National and Multi-national Banks; Credit Rating Agencies; Insurance Companies; Trading and Broking Firms and Other Financial Service Firms etc.

**Marketing:** Sales and Marketing departments in both national and multi-national firms; Advertisement Agencies; Event Management Companies etc.

**Human Resource Management:** HR departments in national and multi-national Companies; Recruitment & Training Agencies; Counseling and Career Development firms etc.

**6.13 Placements-A Joint Effort:** The University believes that the entire placement exercise is a joint effort between the University and the students. While the University provides guidance and support and network with potential employers, the students have the responsibility to put in the maximum possible efforts to obtain suitable placements.

**6.14 Communication to Students:** The primary mode of communication of the institution with the student is through e-mail. Students are expected to check their e-mail account regularly. Students

can access the complete information like registration, detailed course syllabus, fee

details, attendance, grades and various forms through student zone.