

The ICFAI University
IBS Business School, Jaipur
The BBA Program
Student Handbook
Class of 2013-2016

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.

Contents

	Preface.....	2
	Calendar of Events.....	4
1.0	Introduction.....	5
1.1	The ICFAI University, Jaipur	5
1.2	IBS Business School.....	5
1.3	BBA Program	5
1.4	Eligibility and Admissions	5
1.5	The Academic Year	6
2.0	BBA Program Details.....	7
2.1	The Structure of the Program	7
2.2	Elective Courses.....	7
2.3	Summer Internship Program (SIP).....	9
2.4	Soft Skills	9
3.0	Registration	10
4.0	Teaching, Evaluation and Grading.....	11
4.1	Teaching	11
4.2	Evaluation	11
4.3	Evaluation Feedback	11
4.4	Attendance Policy	11
4.5	Make-up Policy	11
4.6	Grading Policy	12
4.6.1	Letter Grades	12
4.6.2	Non-letter Grades	12
4.6.3	Reports	12
4.6.4	Cumulative Grade Point Average (CGPA)	12
4.6.5	Grade Sheet and Transcript	13
4.7	Minimum Academic Requirement	13
4.8	Academic Counseling Committee	13
4.9	Graduation Requirement	13
4.10	Certification	14
5.0	Summer Internship Program (SIP)	15
5.1	Objectives	15
5.2	Evaluation	15
6.0	Academic Administration and Infrastructure	16
6.1	Faculty	16
6.2	Library Facilities	16
6.3	Computer Facilities	16
6.4	IUJ Alumni Society	16
6.5	Co-curricular Activities	16
6.6	Guest Lectures and Seminars.....	17
6.7	Students' Council	17
6.8	Disciplinary Committee	17
6.9	Conduct Regulations	17
6.10	Sexual Harassment	17
6.11	Prohibition of Ragging	18
6.12	Career Opportunities	18
6.13	Placements	18
6.14	Communication to students	18

Calendar of Events*

Semester	Activities	Date
First	Registration	1 st Aug. 2013
	Mid Semester Examination	23 rd September to 27 th September 2013
	End Semester Examinations	2 nd December to 9 th December 2013
Semester Break(10th December 2013 to 5th January 2014)		
Second	Registration	6 th January 2014
	Mid Semester Examination	3 rd March to 7 th March 2014
	End Semester Examinations	9 th May to 16 th May 2014

- **Subject to change**

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) 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 BBA Program

The Bachelor of Business Administration (BBA) Program is a 3 year (6 Semesters) full-time program offered by the University with a view to impart in-depth knowledge and broad understanding of the basics of Management. The BBA Program focuses on various areas of Management and prepares students for a professional career in management and also equips them to pursue MBA degree program in due course.

Program Structure: The BBA Program consist of 37 courses covered in six semesters spread over three years. Students are also required to do Summer Internship after completion of second

Year. The following is the semester-wise plan.

In the first two years students study Foundation Courses covering the essential managerial skills and concepts in functional areas of Management, i.e. Marketing, Human Resources, Operations, Finance, English, Economics, Accounting, Law, Quantitative Methods, and Information Technology.

Foundation courses and SIP (Summer Internship Program) prepare the students to take up capstone courses and elective courses in the third academic year.

Electives: During the 5th and 6th semesters, students are exposed to elective courses in their chosen fields of specialization. These elective courses provide an understanding of the specialized focus fields.

Award of Degree: Students who successfully complete the BBA program will be awarded the Bachelor of Business Administration Degree by the University.

1.4 Eligibility and Admissions

Students who pass 10+2 or its equivalent with aggregate 50% and above (any discipline) are eligible to apply for admission into the BBA Program.

Students, whose 10+2 results have not been declared at the time of admission, are given Provisional Admission to the BBA 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 academic year is divided into 2

Semesters and a Summer Term. Each Semester is of about 17 weeks and summer term is of 8 weeks duration. There are Six Semesters during the three

year BBA Program.

After completing the first four Semesters, the students undertake Summer Internship Programs for 8 weeks.

Section - 2
BBA Program Details

2.1 The Structure of the Program

The BBA 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 three 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 34 courses (28 Compulsory Courses and 6 Elective Courses) apart from soft skills and SIP. The students are also required to undergo a Summer Internship Program (SIP) of 8 weeks duration. These courses are spread over six semesters. **The minimum stipulated number of units for the award of BBA Degree Program is 110.** The structure of the program giving details of courses and credits is given in Table-1.

2.2 Elective Courses

During 5th and 6th semesters, students are exposed to elective courses in their chosen fields. These elective courses provide an understanding of the specialized fields. The list of elective courses is given in Table-2

Students are required to pursue a minimum of 6 elective courses during the BBA Program. The program provides wide choice of electives from different areas of Management and Humanities to serve varied but distinctive aspirations of a student.

Each student has to choose four Management electives and two Humanities electives from different areas offered at the campus to fulfill their different ambitions like

- i. Develop deeper knowledge in the area of specialization
- ii. To acquire generalized knowledge by choosing electives from different areas of specialization.

Offering an elective course is subject to the available resources minimum number of students opting for the course at the campus.

Table-1
Program Structure

	Course Code	Course Title	Credits	Course Code	Course Title	Credits
	First Academic Year	Semester I			Semester II	
CB 115		Introduction to Computers	3	CB 125	Computers Programming	3
EGL101		English Language Skill I	3	EGL102	English Language Skill II	3
EN 114		Managerial Economics I	3	EN 124	Managerial Economics II	3
FM 112		Financial Accounting I	3	FM 122	Financial Accounting II	3
HS 126		Introductory Psychology	3	HS 222	Principles of Management	3
QM 113		Business Statistics	3	QM 123	Quantitative Methods	3
Second Academic Year	Semester III			Semester IV		
	BL 212	Business Law I	3	BL 222	Business Law II	3
	FM 213	Management Accounting	3	FM 221	Financial Management	3
	HR 215	Organizational Behavior	3	HR 225	Human Resource Management	3
	HS 211	Technical Report Writing	3	MK 224	Marketing Management II	3
	MK 214	Marketing Management I	3	OP 223	Operations Management	3
	SS 216	Soft Skills I	3	SS 226	Soft Skills II	3
	IU 200	Summer Internship Program				5
Third Academic Year	Semester V			Semester VI		
		Humanities Elective I	3		Humanities Elective II	3
	EN 314	Business Environment	3	FM 323	Money, Banking & Financial Markets	3
	MGT 312	Business Strategy & Policy	3	MGT 322	International Business	3
	OP 313	Project Management	3	LI 324	Insurance Management	3
		Elective I	3		Elective III	3
		Elective II	3		Elective IV	3
Total Number of credits:						113

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

Table -2

Elective Courses

MANAGEMENT
Bank Management
Working Capital Management
Life Insurance
General Insurance
Service Marketing
Sales Management
Consumer Behavior
Advertizing and Sales Promotion
Management Information System
HUMANITIES
Introductory Philosophy
Dynamics of Social Change
Comparative Religion
Heritage of India

2.3 Summer Internship Program (SIP)

At the end of second academic year students have to undertake Summer Internship Program (SIP) which gives students an opportunity to get a real-life

experience of concepts studied so far. SIP is time bound and goal oriented program carried out in organization/industry for a period of 8weeks. The objective of SIP is to bridge the gap between the professional world and academic institutions. The SIP encourages and drives the students towards autonomous learning and exposes them to crucial managerial behavioral practices such as regularity, ability to meet deadlines, sense of responsibility, initiative and leadership, diligence, adaptability and also helps to cultivate the regular habit of documentation, effective presentation and articulation.

2.4 Soft Skills

The Soft Skills courses are specially designed to develop the students' personality and enhance their communication, presentation and inter-personal 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 levels of students.

Section-3

Registration

3.0 Registration

The structuring of 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 Regulations.

Prior to registration in the fifth and sixth semester, students should give elective

option by the date specified in the fourth semester. Electives once chosen cannot be changed normally on the day of registration.

Please see the Section-2 above including Table-2 for elective options being offered by the University. The principle of merit, preference of the student and the facilities available at the University generally guide the decision regarding allotment of electives.

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 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.

4.3 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.

4.4 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.

4.5 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.

4.6 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.

4.6.1 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

4.6.2 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.

4.6.3 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)

4.6.4 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 IBS 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:

$$CGPA = \frac{\sum u_i g_i}{\sum u_i}$$

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

where, u_1, u_2, u_3, \dots denote units associated with the courses taken by the 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.

4.6.5 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.

4.7 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 BBA 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.

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

- (i) A student should not have secured one 'E' grade in the semester.
- (ii) A student should have CGPA of at least 4.5.
- (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

The ICFAI University, Jaipur
should not have spent more than 50% extra time than what is prescribed for him up to that stage.

4.8 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.

4.9 Graduation Requirements

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

- a. The student Has cleared all the courses including SIP prescribed for him in his program.
- b. The student has completed minimum 110 units.
- c. The student has obtained a minimum CGPA of 4.5

- d. The student remained outside the purview of the ACC or has 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.
A student is deemed to have become eligible for the Bachelor'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.

4.10 Certification

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

The BBA 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 BBA 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 8-week internship (SIP) at any organization after completion of four semester courses, which carries a weightage of 5 credits,

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 the 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 Supervisor, who supervises and evaluates the performance of the student at every stage of the SIP and gives the feedback to Faculty Supervisor. It is the responsibility of the students to utilize the knowledge and experience of

the Company Supervisor 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 students 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 SIP on ongoing basis by both the Company Supervisor and Faculty Supervisor.

Evaluation Weightage

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.

Evaluation Process

The details of evaluation parameters, the reports to be submitted and the details of seminar presentation are described in the detailed guidelines.

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 IUJ Alumni Society

Students completing the MBA program are eligible to seek membership in the IUJ Alumni Society (IUJAS), a society formed for the benefit of IUJ Alumni. The provisional membership entitles the students to participate in seminars, workshops and conferences organized by the IUJAS and participate in the local chapter activities. After completion of the Program, students will be automatically eligible for membership to IUJAS. Students are advised for registration on completion of the program.

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

The ICFAI University, Jaipur

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 BBA Graduates will have opportunities to work both in public and private sector firms involved in both manufacturing and service functions.

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.