

The ICAI University, Sikkim

The ICAI University, Sikkim has been established under Section 4 (2) of the Institute of Chartered Financial Analysts of India University, Sikkim Act 2004 (Act 9 of 2004) passed by Legislative Assembly of Sikkim.

The University is empowered by UGC for award of degrees under Section 22 of UGC Act 1956.

The University is a member of the Federation of Universities, India.

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 citizens with a high level of competence and deep sense of ethics and commitment to the code of professional conduct.

The Visitor of the University is H.E. The Governor of Sikkim. The University is administered as per the

Act, Statutes and Rules. The Board of Governors is headed by the Chancellor and has the Vice-Chancellor and others as members. The Board of Management is headed by the Vice-Chancellor. The Academic Council is responsible for all academic matters.

The University offers graduate and postgraduate programs in management, information technology, hospitality and tourism management and other areas.

The University awards the Master of Business Administration Degree to the students who successfully complete all the modules of the MBA Program, through self-study and examinations subject to the University Regulations. The University has no study centers outside its authorized jurisdiction.



The MBA Program

The MBA Program offered by the Directorate of Distance Education, the ICAI University, Sikkim is a broad-based management program designed to provide good understanding to students in different aspects of management.

Objectives

- To provide students broad knowledge of concepts, policies and techniques applicable for effective and efficient management of business.
- To familiarize students in applying management tools in real business situations.
- To impart skills necessary for successful managers.

Module System

The program has 20 subjects divided into four modules of 5 subjects each. For each year two modules can be studied and completed.

Student Handbook

Each student will be supplied with a Student Handbook which contains all the rules and regulations of the respective programs, including detailed curriculum, academic calendar, etc.

The University reserves the right to change the curriculum, program structure, choice of electives and the rules relating to administration, admissions, examinations, fee structure and all other matters relating to the program.

Eligibility

Bachelor's Degree (any discipline).

Duration: Two years.

Medium of instruction: English.

Validity of enrollment

- *For students who pay fee module-wise:*

They are required to complete Module I of the Program within a maximum period of two years from the date of enrollment. Students who are unable to complete the program within two years, but are still keen on continuing in the program, are required to register *de novo* by paying the requisite fee.

- *For students who pay full fee:*

They are required to complete all 4 modules of the Program within a maximum period of four years from the date of enrollment. Students who are unable to complete the program within four years, but are still keen on continuing in the program, are required to register *de novo* by paying the requisite fee.

Distance Education Program

The MBA Program is essentially based on self-study and examinations.

Self-Study: The University provides a detailed study plan and prescribed books specially designed (as per the curriculum) and meant for self-study.

Contact classes: Students may attend contact classes on an optional basis.

Workshops: Students may also participate in workshops which are optional.

Examinations: The examinations serve to finally assess and certify the students' understanding of the subjects.

MBA Program Structure

The program includes 20 subjects, divided into 4 modules. Each module is of 5 subjects.

Year I	Year II
Module - I <ul style="list-style-type: none"> Principles of Management Business Communication & Soft Skills Organizational Behavior Economics for Managers Business Environment & Law 	Module - III* <ul style="list-style-type: none"> Elective - I Elective - II Elective - III Elective - IV Elective - V
Module - II <ul style="list-style-type: none"> Marketing Management Human Resource Management Accounting & Finance IT & Systems Project & Operations Management 	Module - IV@ <ul style="list-style-type: none"> Business Policy & Strategy International Business Management Control Systems Leadership & Change Management Ethics & Governance

* Electives will be offered in Marketing, Finance, HRM, Operations, IT&Systems, International Business, Investments and General Management. Students are required to choose any one stream of electives.

@ Workshops are organized for all 5 subjects of Module IV. Students may opt for the workshops for one or more subjects of Module IV. The workshops also include evaluation for the respective subjects. In case the student opts for the workshop for a subject, the student will be evaluated in that subject on the basis of performance in the workshop and suitable grades will be awarded.



Subject-wise Waivers

Students with prior qualifications are eligible to get waivers from certain subjects of the MBA Program as indicated below:

Subject	Eligibility for Waiver
Economics for Managers	CFA, MA (Economics)
Accounting & Finance	CFA, CA, CWA
IT & Systems	MCA

What the qualifications refer to:

- CFA means a person, who is a Chartered Financial Analyst and a member of the CFA Council.
- CA means a person, who has passed the final examinations conducted by the Institute of Chartered Accountants of India.
- CWA means a person, who has passed the final examinations conducted by the Institute of Cost and Works Accountants of India.
- MA (Economics) from any University.
- MCA from any University.

Model question papers with suggested answers

The model question papers with suggested answers based on examination pattern are included in the respective workbooks.

Enrollment dates

In order to become eligible to appear for the examinations, the students are required to enroll into the program on or before the dates given below.

Examinations	Enroll into the program on or before
July 2011	December 31, 2010
October 2011	March 31, 2011
January 2012	June 30, 2011
April 2012	September 30, 2011

Online registration facility

All students are required to register for their examinations (including payment of fee) using the online facility only, as the operations of examinations department are fully computerized.

Test centers

The examinations are held at test centers, as indicated on the website www.iusikkim.edu.in

Examination calendar

Examinations are generally conducted on Saturdays in January, April, July and October. The schedule of the examinations is given in the table below:

Examination Dates		Last Date for Online Registration of Examinations
Month & Year	Dates (Saturdays)	
July 2011	2, 9, 16, 23, 30	May 31, 2011
Oct 2011	8, 15, 22, 29, Nov 05	Aug 31, 2011
Jan 2012	7, 14, 21, 28, Feb 04	Nov 30, 2011
Apr 2012	7, 14, 21, 28, May 05	Feb 29, 2012

Eligibility for appearing in examinations

Students will be eligible to appear for examinations for the first module (comprising of 5 subjects) six months after the date of enrollment, provided all due postdated cheques are honored on time. Subsequently, students can complete each module once every six months.

Students will be required to progress in the program module-wise, sequentially. In order to advance to the next module students should not have more than one backlog in the ongoing module. The student can appear for the backlog in the subsequent examination. However,

a backlog subject cannot be carried forward beyond one module. For example a backlog subject of Module I cannot be carried to Module III. Within a module students can appear for examinations in any order of the subjects and for any/all subjects at a time.

Grading System

Performance of students in examinations/workshops will be evaluated through the following grades:

- A = Excellent
- B = Very Good
- C = Good
- D = Unsatisfactory
- E = Poor

The system of converting the grades to percentage equivalents is as follows:

- A = 80% and above
- B = 60% to 79.99%
- C = 50% to 59.99%
- D = 40% to 49.99%
- E = Below 40%

Passing Criteria

For successful completion of a subject, students will be required to secure at least 'C' grade. In the event of securing 'D' or 'E' grade in any subject, students will be required to re-appear for examination of that subject.

Certification

The following Diplomas/Degree are issued by the ICFAI University, Sikkim to the successful students:

Certification	On successful completion of
Certificate in Business Basics	Module I
Diploma in Management	Modules I & II
PG Diploma in Marketing/ Finance/HR	Modules I, II & III
Master of Business Administration Degree	All 4 Modules

The Council of Icfai University MBA Graduates

The Council of Icfai University MBA Graduates (CIMBAG) was established in 2007 as an Alumni Body for the benefit of all those students who successfully completed the MBA Program under the flexi-mode from the ICFAI University. Currently, there are over 3,500 such alumni working with various blue chip organizations all over India. CIMBAG is committed to build a strong network among its members by establishing Chapters at various cities.

Mission & Governance: CIMBAG is primarily focused to help the members through multiple membership services; and also works to promote and disseminate the philosophy and values of the ICFAI University by interacting closely with its members and the corporate world. CIMBAG functions under the overall guidance of a Board of Governors. Chapter Executive Committees (CECs), consisting of alumni members from different batches and of varying backgrounds, guide the functioning of CIMBAG at the chapter/city level. The CECs are responsible for organizing and conducting all local events and activities. Visit: www.cimbag.org for details.

Contact Classes

In order to supplement the students efforts through self-study, they are encouraged to attend contact classes. The contact classes constitute an important stage in the learning methodology by enabling the students to gain an in-depth understanding of the subjects. They provide an opportunity to the students for better understanding of the concepts and also to clarify any doubts in the respective subjects and therefore prepare for the examinations.

The contact classes act as an additional learning input and facilitate in coping with the rigor of the program. They are generally beneficial to all the students enrolling into the program; especially for working executives and professionals who may not find sufficient time to prepare and plan for the examinations well in advance.

Benefits of attending the contact classes

Regular attendance of the contact classes enable students to:

- gain in-depth understanding of the subjects covered.
- understand the concepts well.
- understand the examination pattern and obtain tips on preparing well for the examinations through discussion of previous question papers.
- discuss and clear doubts and queries pertaining to the topics covered in the subjects.
- get into a disciplined mode and regular study.

Contact classes: The contact classes are optional and are conducted by the Federation of Universities subject to registration of a minimum number of 25 students per subject/per location.

4 times a year: The contact classes are usually, conducted during weekends/evenings, four times a year, i.e., from January to March, April to June, July to September and October to December.

Fee: Students who plan to attend the contact classes are required to pay a fee of Rs.10,000 for the first module at the time of enrollment into the program. If the students wish to join the contact classes subsequently after their enrollment into the program, they are required to pay Rs.12,000 for Module I.

Registration for contact classes: Students are strongly advised to register for contact classes, when they enroll for the program. Alternatively, they may register for contact classes as per the dates indicated below:

Dates of Contact Classes	Last Date for Registration
Apr - Jun, 2011	Mar 25, 2011
Jul - Sep, 2011	Jun 27, 2011
Oct - Dec, 2011	Sept 26, 2011
Jan - Mar, 2012	Dec 24, 2011



Workshops at Module IV

The MBA Program includes workshops (optional) for the 5 subjects of Module IV.

These workshops will further strengthen the students' practical skills and deepen their understanding of management as a multidisciplinary process. They will also provide many valuable opportunities for students to put the skills and theories they learned into practice.

Workshops will require active participation from the students and will enhance their knowledge through direct interaction with the faculty and learning from peer-groups.

These workshops will be organized at Ahmedabad, Bengaluru, Hyderabad, Kolkata, Mumbai, Pune and New Delhi (subject to registration of a minimum number of 25 students per location).

Each workshop will be of five days duration and will be organized at the discretion of the University. Each workshop will deal with a specific course. The students will be evaluated on the basis of their performance in the workshop and suitable grades will be awarded. In case a student opts for and successfully competes the workshop by securing a passing grade, then the student will be deemed to have passed that particular subject.

The student may opt for the workshops for one or more subjects of Module IV. Students are required to pay a fee of Rs.2,500 per workshop separately at the time of registration for the same. This fee also includes evaluation fee. The cost of travel and other expenses associated with the workshop are to be borne by the students.

More details on the workshop will be provided to the enrolled students.



Placement Workshop

A placement workshop will be organized after Module IV and it is optional. The placement workshop is of 2 days duration and organized at weekends (Saturday and Sunday) in select cities only.

No separate fee is charged for this workshop. However the cost of travel, accommodation and other expenses associated with the workshop are to be borne by the students.

This workshop focusses on three important skills that are required for any candidate to get good jobs: Interview Skills, Presentation Skills and Resume Writing Skills.

After acquiring a MBA degree, candidates usually move towards higher studies or adopt a profession of their choice, according to their own interest, keeping in view the market demand. Talents and Skills are the tools, which will lead an individual towards building a good career.

Interview Skills

Interview is a form of oral communication. It is a one to one, or one to group interaction, where the applicant proves himself/herself as a unique suitable person to be considered for an opening in an organization. An interview is always pre-planned and structured. It is a formal presentation between interviewer(s) and an interviewee. Only those pass it with flying colors, who are able to present themselves with confidence and are able to convince the interviewer of their skills and attitude towards the job.

Presentation Skills

Today presentation skills are required in every field. Whether you are student or an executive, you will have to make a presentation at one time

or other. Presentations are made to a wide variety of audiences like board members, employees, community leaders, group of customers, etc. Usually there is a lot that can be quickly gained or quickly lost from a presentation. Hence acquiring and having such skills are essential for a management graduate.

Resume Writing Skills

Resume writing is one of the most important tools in the job search.

A Resume or CV is quite simply an 'advert' to project oneself properly to an employer. So the purpose of the CV is to make oneself attractive, interesting, worth considering to the company to receive a call for a job interview.

An employer may have several hundred enquiries about a single job, but will only choose a few people who appear suitable for being called for the interview. Therefore, the CV must be as good as possible.

The placement workshop will cover important aspects related to the above so as to make the candidate better prepared for the purpose of placement.



Web Services 24x7

The following web services are available to all the students:

Pre-enrollment services

- Online Order Form for Prospectus
- Online Counselling (Live Chat facility)
- Online Enrollment through Secure Internet Payment Gateway (Credit Card/Net Banking).
- Updates on events like seminars, conferences, counselling meets, etc.
- Press Room: Press Releases, Press Clippings
- Online Feedback facility.

Post-enrollment services

- Students Regulations
- Registration Facility (activation of student account) to avail a range of services under secure environment with Enrollment Number and Password. The services include: Online examination registration with downloadable admit card; Online examination results with marks details; Online admit cards
- Online payment for Overseas courier charges, Overseas examination fee etc., through secure internet payment gateway

- Online prescribed forms for change of password, change of e-mail, non-receipt of courseware, mobile number updation/registration, recounting / comprehensive feedback, general queries, student feedback form, online payments, etc.
- Online updation of developments/changes.
- Helpline facility
- Important information on contact classes, finance act, examination schedule, test centers, revision of curriculum, etc.
- Access to online edition of magazines and journals from IUP Publications.

Student Grievances

As a student if you have any grievances, please let us know immediately so that we can attend to the same as early as possible:

- Phones (Toll free)
1800-425-2911, 1800-103-0303
- E-mail : sgc@iusikkim.edu.in

Always quote your Name and the Enrollment Number.

IUS Arbitration Tribunal

As indicated in the 'Legal Aspects' on page no.14 all disputes relating to or arising out of the Enrollment Agreement between the applicant and the ICFAI University, Sikkim, shall be settled by reference to arbitration only as per the Arbitration and Conciliation Act of 1996. An Arbitration Tribunal consisting of a single member shall conduct the proceedings of arbitration. The University's nominee shall be the '*persona designata*' as an arbitrator. The venue of arbitration shall be Gangtok, Sikkim, India. The University reserves the authority to prosecute the students for criminal offences including the dishonor of cheques. The University has nominated the Registrar, IUS, as the '*persona designata*'. Students seeking help from the IUS Arbitration Tribunal may contact by e-mail (by quoting the Name and the Enrollment Number) at: iusat@iusikkim.edu.in

Admission Policies and Guidelines to Complete the Application Form

Enrollment : Applications received from students are checked for the basic eligibility criteria and the eligible students are enrolled into the program under the distance learning mode.

No enrollment of foreign citizens : The admission into the distance learning program is not open to foreign citizens due to visa restrictions. They may write to the Registrar for guidance on this matter.

Rejected applications : If the applicants do not satisfy the eligibility criteria, the applications are returned to them along with all enclosures and the amount paid after deducting Rs. 500. Such students are, however, permitted to apply again after they subsequently satisfy the eligibility criteria.

Remittance : The applicants are required to pay the fee as indicated in the Fee Schedule on page no.11. The remittance can be done by way of Demand Draft or Credit Card. Demand Draft should be in favor of "IUCF A/c IUS" payable at Hyderabad. For EMI facility please refer to Fee Schedule (page no.11).

Please note that there will be no reduction in fee even if a student is eligible to claim subject-wise waivers based on prior qualifications as indicated on page no.4.

No refund : The amount once paid is not refundable under any circumstances, except in the case of rejected applications.

Right to amend rules : The University reserves the right to amend the rules and regulations wherever considered necessary and appropriate. Such amendments will be intimated to the students. Therefore, this publication and the descriptions contained herein are not to be construed as a contract binding the University to any specific policies. Possible changes include, but are not limited to curriculum and course content, passing requirements, eligibility criteria for examinations, fee schedule, refund policy, examination pattern, certification and designation, and such other matters as may be considered relevant.

Guidelines : The students are advised to read the following guidelines carefully before completing the Application Form for Enrollment and the Fee Remittance Form.

- a. The Application Forms should be filled in **Capital Letters**.

- b. Please respond to all the information sought.
- c. Additional sheets may be used, if necessary.
- d. Ensure that the Application Forms are signed.

Subject-wise waivers : Applicants who are eligible for subject-wise waivers based on prior qualifications (as indicated on page no.4) have to submit proof of those prior qualifications like marksheets, certificates, etc.

Photocopies of certificates : a. Photocopies of certificates regarding date of birth and educational qualifications shall be enclosed with the Application Form for Enrollment.

- b. **Original Certificates should not be sent.**

Enclosures : Please ensure that your Application contains the following enclosures.

- a. Application Form for Enrollment into the Program (with recent color photograph affixed).
- b. Copies of Certificates of Date of Birth and Educational Qualifications/Mark Sheets.
- c. Fee Remittance Form.
- d. Demand Draft/Credit Card Merchant Slip (wherever applicable) towards the payment.
- e. Those students availing the EMI facility are requested to enclose the postdated cheques for the required amount along with the Fee Remittance Form.

The completed Application Forms along with the required enclosures can be submitted or sent by speedpost/courier to: **The Admissions Officer :** The ICFAI University, Nam Nang Complex, Nam Nang Road to Deorali, Gangtok - 737 101, Sikkim.

Online Enrollment through Secure Internet Payment Gateway

Students can enroll into the program by logging on to www.iusikkim.edu.in for filing the application form online and making the payment through Internet. Students can make the payment through the Credit Card issued by ICICI Bank and HDFC Bank or the VISA/MasterCard issued by any bank, through Secure Internet Payment Gateway. Net Banking facility is also available for customers of ICICI Bank, AXIS Bank, Yes Bank, Karnataka Bank, Corporation Bank, Bank of Rajasthan, South Indian Bank, Oriental Bank of Commerce, Bank of India, Federal Bank and Bank of Baroda. Students may please note that payments relating to examinations will be accepted only through Secure Internet Payment Gateway.

Fee Schedule

(With effect from April 01, 2010 and valid for the Academic year 2010-11 only)

The MBA Program

Module-wise Fee Payment		
Particulars	With Contact Classes (Rs.)	Without Contact Classes (Rs.)
Admission Fee	5,000	5,000
Program Fee - Module I only	15,000	15,000
Contact Classes - Module I only	10,000	–
Total	30,000	20,000
Lumpsum Payment	30,000	20,000
EMI Facility		
Initial Payment (by Demand Draft/ Credit Card)	10,000	10,000
Balance amount to be paid through Equated Monthly Instalments [EMIs] (including bank charges)		
by Postdated Cheques	3,650	3,600
Number of EMIs	6	3

Full Fee Payment		
Particulars	With Contact Classes (Rs.)	Without Contact Classes (Rs.)
Admission Fee	5,000	5,000
Program Fee (All 4 Modules)	50,000	50,000
Contact Classes (Module I only)	10,000	–
Total	65,000	55,000
Lumpsum Payment	65,000	55,000
EMI Facility		
Initial Payment (by Demand Draft/ Credit Card)	10,000	10,000
Balance amount to be paid through Equated Monthly Instalments [EMIs] (including bank charges)		
by Postdated Cheques	4,300	3,600
Number of EMIs	15	15

Remittance information

Students have the option to pay the fee module-wise or pay full fee for all 4 Modules at the time of enrollment.

1. a. **Module-wise fee payment:**

The fee may be paid module-wise. Currently, the Admission Fee is Rs.5,000 and the fee for Module I is Rs.15,000. Students are required to pay the fee as indicated in the Table above, either in lumpsum or through EMI facility. The students are required to pay the program fee for Module II, Module III and Module IV later as may be prevalent at that time. Currently the fee for each Module is Rs.15,000.

b. **Full fee payment:**

The fee may also be paid in full. Currently, the Admission Fee is Rs.5,000 and the program fee is Rs.50,000 (if paid for all the 4 modules at the time of enrollment). Students are required to pay the fee as indicated in the Table above, either in lumpsum or through EMI facility.

- c. The fee can be paid by way of Demand Draft or Credit Card (VISA or MasterCard only). The Demand Draft should be A/c payee crossed in favor of "IUCF A/c IUS" payable at Hyderabad. Students can make the payment through Credit Card. They should get their Credit Cards swiped for the required amount, sign and attach the merchant copy of the slip along with the Fee Remittance Form and keep the customer copy with themselves (as acknowledgement). The employees of the University are not authorized to accept cash payments from the students under any circumstances. They are also not authorized to swipe their personal credit cards to pay on behalf of the students.
- d. Students should not share their credit card information with the employees of the University and should not make any payments by cash. Any students deviating from the above will be doing so at their own risk and responsibility.

2. EMI facility for payment of fee:

- a. EMI facility is offered to all the students for payment of fee. Under this facility, the initial payment should be made by way of Demand Draft/Credit Card and the balance amount should be paid through postdated cheques. The postdated cheques should be in favor of "IUCF A/c IUS". The students can choose either Lumpsum facility or EMI facility as indicated (in the Tables given on page 11) accordingly.
- b. The initial payment is payable at the time of application by Demand Draft/Credit Card. The EMIs are payable on the first of every month, subsequent to enrollment. For example, if a student enrolls on April 15, his/her first EMI (amount payable in rupees) will be due on May 1. The EMIs should be paid through postdated cheques. The students should enclose the postdated cheques (A/c payee crossed) along with the Fee Remittance Form and the Demand Draft/Credit Card slip for initial payment.
- c. Students availing the EMI facility are required to complete the Fee Remittance Form and enclose the Demand Draft and postdated cheques for the required amount.
- d. Students should note that only those Application Forms accompanied with the Demand Draft or Credit Card payment slip towards initial payment, and postdated cheques towards the EMI facility, will be considered as valid.
- e. Students submitting the postdated cheques should ensure that the postdated cheques should not be dishonored under any circumstances when they are deposited for payment. In the event of dishonor of any cheques, the students and the signatories of such cheques will be liable for prosecution under Section 138 of the Negotiable Instruments Act, 1881 and such other legal actions as may be taken by the University.
- f. The PDCs should be drawn on scheduled commercial banks located in the cities specified below:

Agra, Ahmedabad, Allahabad, Alwar, Amrawati, Amritsar, Aurangabad, Bareilly, Bengaluru, Bhilwara, Bhopal, Bhubaneswar, Bikaner, Calicut, Chandigarh, Chennai, Coimbatore, Cuttack, Dehradun, Ernakulam, Faridabad, Gandhi Nagar, Ghaziabad, Goa, Gorakhpur, Gurgaon, Guwahati, Gwalior, Hubli, Hyderabad, Indore, Jabalpur, Jaipur, Jalandhar, Jalgaon, Jamnagar, Jamshedpur, Jhansi, Jodhpur, Kanpur, Kochi, Kolhapur, Kolkata, Kollam, Kottayam, Kurnool, Lucknow, Ludhiana, Mangalore, Meerut, Mumbai, Mysore, Nagpur, Nasik, New Delhi, Noida, Palakkad, Patna, Phagwara, Pune, Raipur, Ranchi, Rudrapur, Satara, Shimoga, Siliguri, Surat, Thane, Thrissur, Tirupathi, Trivandrum, Udaipur, Vadodara, Varanasi, Vijayawada, Visakhapatnam.

If the students send any cheques drawn on banks located in cities other than the specified cities, such cheques will not be accepted. Only MICR and multi-city cheques will be accepted.

- g. The University reserves the right to withdraw the EMI facility for payment of fee at any time.
3. The examination fee is to be paid separately as and when the student is eligible and register for the examinations. The fee is Rs.750 per subject.
4. The students enrolled into the program will have free online access to *Effective Executive* magazine for a period of 24 months, from the date of enrollment.
5. Contact classes/workshops will be held solely at the discretion of the Federation of Universities, subject to a minimum number of 25 students registering per subject/ per location. In case it is decided not to hold such classes/workshops, the fee paid by the students towards such classes/workshops will be refunded. The students will have no claim for refund of any other fee.
6. The payment towards contact classes for Module I is Rs.10,000 if paid at the time of enrollment. These classes are conducted four times a year and they are optional. If the students wish to join the contact classes subsequently after their enrollment into the program, they are required to pay Rs.12,000 for Module I.
7. Currently an amount of Rs.5,000 is payable towards membership in the Council of Icfai University MBA Graduates (CIMBAG) and it is mandatory. The membership fee (as may be prevalent at that time) is payable before registering for Module IV examinations.
8. All students registering in the program are required to pay the stipulated payment as per schedule. Wherever students have arrears of payment, they will not be permitted to register for the examinations or their examination result will not be released and their mark sheets, pass certificates will not be issued; further such students will be considered as inactive on the rolls of the University and their names are liable to be removed from the records.
9. The fee is subject to change from time to time. Students will be informed of the payment revisions through e-mails, students regulations, etc. The students are required to pay the fee as may be prevalent in the relevant academic year. The fee indicated in this document is valid for 2010-11 academic year only.
10. Overseas Students:
 - a) Students who wish to receive the courseware at their overseas address are required to remit US\$75 per group towards overseas courier charges.
 - b) IUS does not conduct examinations in USA and Canada.
 - c) Students who wish to appear for examinations at any other overseas test centers are required to contact the Indian Embassy/High Commission/Consulate Officials and obtain their consent to supervise the examination and mail the same to the Controller of Examinations before submitting the Examination Registration Form. The University will not take any responsibility for obtaining the consent from the above mentioned officials.

Application valid up to

Application No.



The ICFAI University, Sikkim
Directorate of Distance Education

Nam Nang Complex, Nam Nang Road to Deorali, Gangtok - 737 101, Sikkim. Website: www.iusikkim.edu.in

910SMBA -

The MBA Program

(Distance Education Mode)

Application Form for Enrollment

Read carefully all the pages of this Document including Admission Policies, Guidelines, Remittance Information and Legal aspects before filling this Application Form
Foreign citizens should not apply using this Form. They may write to the Registrar for guidance.

1. PERSONAL DETAILS

Name : Mr/Ms

(USE CAPITALS)

(As it appears in Official Records, Underline Surname)

E-mail*:

* All applicants are mandatorily required to give e-mail address for speedy communication and keep it updated regularly. All communications from the ICFAI University, Sikkim will be through e-mail only.

Are you an Indian Citizen? Please tick (✓) : ☐ Yes ☐ No

Paste a recent color photograph of size 3.5 x 4.5 cms.
Photograph must not be larger than this box.
Do not sign the Photograph and do not staple

2. ACADEMIC RECORD (See eligibility criteria as indicated on page no 2)

Examination Level	Qualification	Board/University/Institute	Medium of Instruction	Marks (%) /Grade	Year of Passing
XII Class					
Bachelor's Degree					
Others					

3. SUBJECT-WISE WAIVERS (See page no 4) Please tick (✓) and submit photocopies of relevant certificates to support your request for the waivers)

☐ Economics for Managers ☐ Accounting & Finance ☐ IT & Systems

4. **DECLARATION:** I wish to apply for the MBA Program on distance education mode. I have carefully read the academic and administrative rules and regulations of the ICFAI University, Sikkim as given in this Document and Application Material and agree to abide by the same. I understand that these rules are only indicative and may be modified/changed/revised and the complete list of rules and regulations as updated from time to time will be given to me on my enrollment in the form of Students Regulations. I understand that in case I withdraw from the program I will not be entitled to claim any refund of amount paid. I agree that I will settle the amount with the ICFAI University whether or not I continue in the Program. In the event of any dispute, I hereby declare and state that, I will not approach any Court of Law and/or seek redressal under the provisions of the Consumer Protection Act 1986 without first exhausting the remedy from the Arbitration Tribunal. I understand that the Jurisdiction for all disputes (if any) relating to the University is only/exclusively Gangtok, Sikkim. I hereby declare that the information provided by me in the Application is true and correct to the best of my knowledge. My signature below certifies that I have read, understood and agree to the rules and regulations, including "Legal Aspects", and my financial responsibilities.

Date :

Signature of the Applicant

Applicants are advised to retain a photocopy of the completed Application Form for Enrollment for their records.
The relevant enclosures should be sent along with the required fee payments.

LEGAL ASPECTS

The ICFAI University, Sikkim (referred to hereafter as the University) was established under the sub-Section (1) of Section 4 of the ICFAI University, Sikkim Act 2004 (Act No.9 of 2004). The University is empowered by UGC for award of degrees under Section 22 of UGC Act 1956.

The University reserves the right to change the body of knowledge, prescribed books, the curriculum, examination pattern, evaluation system, rules and regulations. The students are governed by the latest regulations applicable to them during the relevant academic year. This document is designed to provide the prospective students with information only. The University assumes no liability of any kind to any person for providing this information, whether or not such persons rely on it and even if they inform the University of their reliance on it.

This document may contain forward-looking statements like, but not limited to, general market, macro-economic, governmental and regulatory trends, technological developments, legislative developments, court decisions, scope for further studies, career opportunities for graduates from the University. Such forward-looking statements contained herein are subject to certain risks and uncertainties that could cause actual results to differ materially from those reflected in the forward-looking statements. The University undertakes no duty to update any forward-looking statements, to reflect future events or circumstances.

Enrollment Agreement: The "Application Form for Enrollment" is the Enrollment Agreement (hereinafter referred to as the Agreement) between the applicant who wishes to enroll in MBA Program on distance education mode and the ICFAI University, Sikkim (hereinafter referred to as the University).

Entire Agreement: This Agreement constitutes and expresses the entire agreement and understanding between the University and the students of the University in reference to all matters herein referred to, all previous discussions, promises, representations and understandings relative thereto, if any, had between the parties hereto, being herein merged.

Interpretation: The masculine, feminine or neuter gender and the singular or plural number shall be deemed to include the other gender or numbers where the context so indicates or requires. Unless otherwise expressly provided, references to days, months or years are to calendar days, months or years. Person or persons include individuals, partnerships, corporations, government agencies or other entities. Section headings are included for convenience only and are not to be used to construe or interpret this Agreement.

Conclusion of the Agreement: The Agreement is irrevocably concluded after the applicant signs the application form and submits it along with the required amount, physically, electronically or otherwise.

No Third Party Beneficiaries: Enrollment of any student into the MBA Program, shall not entitle any person (including, without limitation, members) to any rights as third party beneficiary.

Balance of Dues: The liability of the student to pay the balance of dues continues until the last instalment is cleared even if the student, for any reason, withdraws from/discontinues the pursuit of the program. Wherever students have arrears of payment, they will not be permitted to register for the examinations or their examination result will not be released and their mark sheets, pass certificates will not be issued. Further such students will be considered as inactive on the rolls and their names are liable to be removed from the records.

No Obligation to Services, etc.: The University has no obligation to render any services to the student members beyond the period of validity of enrollment. To clarify further, no obligation of the University shall survive beyond the period of validity of enrollment.

Limitation of Liability: The liability of the University towards the students is limited only to the extent of the fee paid by them. To clarify further, the University shall not be liable to the students for punitive, exemplary, special, indirect, or consequential damages, including without limitation, lost profits.

Assignment: The students cannot assign this Agreement nor any part thereof the University may, without necessity of the students' consent, assign its rights and obligations under this Agreement to a successor organization.

Force Majeure: The University shall not be liable for delay or failure in performance of any of its obligations under the Agreement when such delay or failure arises from events or circumstances beyond the reasonable control of the University (including without limitation, acts of God, fire, flood, war, explosion, sabotage, terrorism, embargo, civil commotion, acts or omissions of any government entity, supplier delays, decisions of the University, decisions of the courts and governments, communications or power failure, equipment or software malfunction, or labor disputes).

Indemnity: A student agrees to indemnify, defend and hold the University harmless from and against any and all loss, damage, liability and expense (including reasonable attorney's fees and costs) arising out of any third party claim, action or proceeding based directly or indirectly on the acts of omission or commission by the member or his/her agents, the breach or alleged breach or failure to comply with any applicable laws or regulations, concerning the practice of profession of management.

Arbitration: All disputes relating to or arising out of this Agreement shall be settled by reference to arbitration only and not by recourse to the courts of law including consumer courts/fora, as per the applicable Indian Law including the Arbitration and Conciliation Act of 1996. Arbitration shall be conducted by an arbitration tribunal consisting of a single member only. The University's nominee shall be the 'persona designata' as an arbitrator. The venue of arbitration shall be Gangtok, Sikkim, India. The students should first exhaust the remedy from the Arbitration Tribunal before approaching any court of law and/or seeking redressal under the provision of Consumer Protection Act 1986. The arbitration clause shall however not apply if the University and/or the authorized agent decides to prosecute any student for any criminal offences, including but not limited to dishonor of postdated cheques.

Applicable Law: The Agreement shall be deemed to have been made in Gangtok in the State of Sikkim, India and shall be construed and enforced in accordance with and the validity and performance hereof shall be governed by the laws of the State of Sikkim, India without reference to principles of conflict of laws thereof. Judicial proceedings regarding any matter arising under the terms of the Agreement shall be brought in the relevant courts of Gangtok, Sikkim.

Jurisdiction for all disputes (if any) relating to the University is only/exclusively Gangtok, Sikkim, India.

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Fee Remittance Form

To be submitted along with the Application Form for Enrollment into the MBA Program.
Directorate of Distance Education

Foreign citizens should not apply using this Form. They may write to the Registrar for guidance.

1. APPLICATION NUMBER of the MBA Program (Please refer the Application Form for Enrollment into the MBA Program of the ICFAI University, Sikkim)

9 1 0 S M B A

2. PERSONAL DETAILS

Name : Mr/Ms (USE CAPITALS) (As it appears in Official Records, Underline Surname)

Parent's/Guardian's Name : Mr/Ms

Address# (USE CAPITALS)

Nearest Land Mark

(City) (State) (Pin)

Tel. (Off.): (City Code) - (Area Code) - Number (Resi.): (City Code) - (Area Code) - Number

Fax: (City Code) - (Area Code) - Number Mobile:

Date of Birth: 1 9

Indian Passport No. Place of Issue: Citizenship: ☐ Indian ☐ Foreign

* Proof of Address is required. Students have to produce photocopies of any one of the following documents as address proof at the time of enrollment: Latest telephone (BSNL/MTNL) bill, latest electricity bill, latest property tax bill, voter ID card, ration card, passport, driving licence, ID card issued by any authorized body with seal.

3. FEE REMITTANCE

Please tick (✓) ☐ Module-wise Fee Payment ☐ Full Fee Payment (For all 4 modules)
☐ Rs.30,000 (With Contact Classes) ☐ Rs.65,000 (With Contact Classes)
☐ Rs.20,000 (Without Contact Classes) ☐ Rs.55,000 (Without Contact Classes)

(I) LUMP SUM PAYMENT : Amount Rs. [Please (✓) tick] ☐ By Demand Draft ☐ By Credit Card *

Remittance through Demand Draft (DD should be in favor of 'IUCF A/c IUS', payable at Hyderabad) (Payment by cash is not accepted)

DD Details : Name of Bank : DD No.: Date : Amount Rs.

* Applicants can make the payment through Credit Card. They should get their Credit Cards swiped for the required amount, sign and attach the merchant copy of the slip along with this Fee Remittance Form and keep the customer copy with themselves (as acknowledgement). IMPORTANT: The employees of the University are not authorized to accept cash payments from the applicants, under any circumstances; the employees of the University are not authorized to swipe their personal credit cards to pay on behalf of the applicants; applicants should not share their credit card information with the employees of the University; applicants should not make any payment by cash. Applicants deviating from the above will be doing so at their own risk and responsibility.

(II) EMI FACILITY: INITIAL PAYMENT: Rs.10,000 [Please (✓) tick] ☐ By Demand Draft ☐ By Credit Card

Remittance through Demand Draft (DD should be in favor of "IUCF A/c IUS", payable at Hyderabad) (Payment by cash is not accepted)

DD Details : Name of Bank : DD No.: Date : Amount Rs.10,000

EMI FACILITY: Please see Page No.11 for details. (For Initial payment of Rs.10,000, please fill item 3(II) given above).

(i) Please tick (✓) the appropriate EMI amount ☐ Module-wise Fee Payment ☐ Full Fee Payment
☐ Rs.3,650 (With Contact Classes) ☐ Rs.4,300 (With Contact Classes)
☐ Rs.3,600 (Without Contact Classes) ☐ Rs.3,600 (Without Contact Classes)

- (ii) Six / Three (Module wise fee payment) / Fifteen (Full fee payment) postdated cheques of Rs. _____ each (A/c payee postdated cheques in favor of "IUCF A/c IUS" should be enclosed) On the back of each postdated cheque, the name of the applicant and the full address of the bank, branch with phone number should be mentioned in capital letters. Only postdated cheques drawn on banks located in specified cities (mentioned on Page No.12) will be accepted. Only MICR and multi-city cheques will be accepted.

I hereby confirm that I have signed the postdated cheques towards the payment of EMIs in relation to this Fee Remittance Form. I undertake not to countermand these cheques and also to honor all these cheques on due dates.

Sl.No.	Cheque Number	Cheque Date DD / MM / YYYY	Sl.No.	Cheque Number	Cheque Date DD / MM / YYYY
1.		01 /	9.		01 /
2.		01 /	10.		01 /
3.		01 /	11.		01 /
4.		01 /	12.		01 /
5.		01 /	13.		01 /
6.		01 /	14.		01 /
7.		01 /	15.		01 /
8.		01 /			

Total amount for which postdated cheques are enclosed : Rs.21,900 / Rs.10,800
(for Module-wise fee payment) / Rs.64,500 / Rs.54,000 (for Full fee payment).

Signature of the Applicant: _____

- (iii) The postdated cheques enclosed are signed by [Please tick (✓)] ☐ Me ☐ Other person (If in case of other person, please fill item no.(iv) given below):

- (iv) STATEMENT [By the person (other than the Applicant), who has signed the postdated cheques in connection with this Fee Remittance Form as a Co-obligant]

I hereby confirm that I have signed the postdated cheques towards the payment of EMIs in relation to this Fee Remittance Form. I undertake not to countermand these cheques and also to honor all these cheques on due dates towards the EMI facility. I am over 21. I understand and I am aware of my liability as a co-obligant for EMIs of the applicant. I agree that I will settle the amount with the ICFAI University whether or not the applicant continues in the Program. I understand that the Jurisdiction for all disputes (if any) relating to the University is only/exclusively Gangtok, Sikkim. I hereby declare that the information provided by me below is true and correct to the best of my knowledge. My signature below certifies that I have read, understood and agree to the rules and regulations and my financial responsibilities. My details are as under.

Name : Mr / Ms _____
(Use capitals) (As it appears in Official Records, Underline Surname)

S/o / D/o _____

Occupation _____

Mailing Address: _____
(Use capitals) (House Number) (Street)

(City) (State) (Pin) (E-mail)

Tel. (Off.) _____ (Res.) _____ Fax _____
(City Code) – (Area Code) – Number (City Code) – (Area Code) – Number (City Code) – (Area Code) –

Number _____ Date of Birth: _____
Date Month Year

Cell _____

Place :

Date :

Signature of the person signing the cheques as a co-obligant

4. **DECLARATION:** I have carefully read the rules and regulations as given in this Document and Application and agree to abide by the same. I understand that these rules are only indicative and may be modified/changed/revise and the complete list of rules and regulations as updated from time to time will be given to me on my enrollment in the form of Students Regulations Book. I agree not to countermand and to honor all the postdated cheques enclosed by me towards the EMI facility. I understand that in case I withdraw from the program I will not be entitled to claim any refund of amount paid. I agree that I will settle the amount with the ICFAI University whether or not I continue in the Program. I understand that the Jurisdiction for all disputes (if any) relating to the University is only/exclusively Gangtok, Sikkim. I hereby declare that the information provided by me in the Application is true and correct to the best of my knowledge. My signature below certifies that I have read, understood and agree to the rules and regulations, including "Legal Aspects", and my financial responsibilities.

Date :

Signature of the Applicant