

**ICFAI**  
UNIVERSITY

Distance  
**MBA**



# The ICFAI University

We are a pioneer in distance education. In our programs, students have access to world class content, curriculum which is in tune with industry, interactive workshops and case-based learning.

We offer an intensive MBA Program designed to address the contemporary needs of managers for the coming millenium.



# The MBA Program

We offer a broad-based MBA Program designed to provide a good understanding to our students in different aspects of management.

The program prepares the students with the skills, knowledge and strategic perspectives essential to the leadership of business around the world.

## Program structure

The program includes 20 subjects, divided into four modules. Each module is of five subjects.

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

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





# 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 clarify any doubts in the respective subjects and therefore prepare them well for the examinations.

The contact classes act as an additional learning input and facilitate in coping with the rigor of the program.



# Web Services

We offer the following web services 24 x 7 to our students:

## Pre-enrollment services

Online prospectus request, online enrolment, updates on events and chat facility.

## Post-enrollment services

Computer-based test (CBT) examinations, online admit cards, online examination results, mock test for familiarization with CBT examination procedure, chat facility for all the enrolled students, important information on examination schedule, test centers, updates on revision of curriculum, etc.





# Alumni

An alumni body CIMBAG was established in 2007 for the MBAs graduating from our University. We have over 6,500 alumni working in various blue-chip organizations all over India. We maintain a strong network by establishing chapters at various cities.

We periodically organize various professional and personal developmental programs. Our alumni interact informally over dinners, family get-togethers and other networking programs to bond together as a group.

Our alumni have access to regular updates on job opportunities, post profiles, online publications of the university, etc through our website [www.icfaiuniversity.in/cimbag](http://www.icfaiuniversity.in/cimbag)



## Our alumni speaks



**Kumar Vaibhav, MBA**

*Research Head, Invest Shopee India, New Delhi.*

My MBA qualification from the ICFAI University has broadened my horizon. It has helped me in “out of the box” thinking and understanding the nitty - gritty of corporate world. These traits would definitely assist me in achieving success in the long run.



**Srividya Bharathi, MBA**

*Vice President, Royal Bank of Scotland, Chennai.*

MBA from the ICFAI University has kept my learning culture alive. The curriculum is very comprehensive and helped me learn modern management concepts. I apply them at my work. I handle a large team. The HR concept that I have learnt in my MBA is of tremendous help. The text books are good reference material and act as my guide on many occasions.



**Sonika Gupta, MBA**

*Finance Head, Syven Global Services, New Delhi.*

MBA from the ICFAI University has broadened and enhanced my knowledge base and helped me in building my existing competencies. Now I am utilizing the theories learned in MBA to find possible solutions to concrete business issues. At the end of the MBA Program, I emerged with a higher level of functional, managerial and business skills as well as new conceptual skills, ready to meet the demand that are set by the competitiveness around me.





## Our alumni speaks



Shilpa Garg, MBA

*Quality Assurance Engineer, Oracle India, Hyderabad.*

I am working as a quality assurance engineer for Oracle applications in supply chain module. Doing MBA in Operations from the ICFAI University helped me understand the domain better and also from a management perspective it has helped me a lot in improving the quality of my deliverables.



Vishal Sharma, MBA

*Manager – Training, GE Money India, New Delhi.*

I was working when I started pursuing my MBA from the ICFAI University. Lots of case studies in my course was close to reality. I was able to apply my learning at classes to my real life situations. This gave a tremendous boost to my knowledge and confidence.



S. Meera, MBA

*Manager-Product Development, Ramco Systems, Chennai.*

Being on the technical side, MBA qualification from the ICFAI University has helped me understand the customer business scenarios better. This has been a big value addition to my profile and has helped me contribute more to project execution.

## Companies where our alumni are working (A partial list)

ABN Amro	Deutsche Bank	ING Vysya Bank	Qatar Airways
Accenture	Dhanalakshmi Bank	ITC	Qualcomm Inc
Acme Pharma	Dr.Reddy's Lab	iSoft	Ranbaxy
Aditya Birla	Dynamic Logistics	J M Financial	Rashtriya ISPAT Nigam
Agilent Technologies	Ernst & Young	J P Morgan	Rasna
Air India	EID Parry	Jaypee Cements	Raymond
Alpha Logistic	Emirates	Jet Airways	RBI
Ambuja Cement	Ericsson India	Jindal Pipes	Reliance Communications.
Anand Rathi	Essar Oil	JMC Projects	Religare
Anchor Electrical	First Flight Couriers	JP Morgan	Sahara India
Angel Broking	Ford India	Kingfisher Airlines	Samsung India
ANZ Bank	Fourth Media Tech.	Kotak Life Insurance	SAP Lab
Arvind	Franklin Templeton	Kotak Mahindra Bank	Sapient Corp.
Ashok Leyland	Fullerton India	L & T	Satyam Ispat
Asia Motor Works	GE	Leighton Contractor	SBI Bank
Asian Paints	GE Healthcare	Logica India	SNL Finance
Aviva Life Insurance	General Motors	Mafoi HR Consults.	Share Khan
Axis Bank	Genpact	Mahindra Finance	Sierra Atlantic
Bajaj Capital	Glaxo Smithkline	Mahindra Satyam	Simons Info Sys.
Bank of America	GMR Infrastructure	Max New York Life	Spectrum Infotech
Bank of Baroda	Godrej & Boyce	Mc Donalds	Standard CharteredBank
BARC	Goldmann Sachs	Mercedes Benz	SumTotal Systems
Barclays	Google	Microsoft	Sunguard Technologies
Bata India	Gulf Oil	Microtek Capital	Syntel
Bayer	GVK	MindCraft Software	Taj Group of Hotels
Bharat Electronics	Hathway	MindTree	Tanishq
Bharat Petroleum	HCL Technologies	Monster.com	Tata Comm.
Bharti Airtel	HDFC Bank	Motilal Oswal Sec.	Tata Elxsi
Bharti Axa Life Insurance	Hero Cycles	Motorola	Tata Teleservices
Biocon	Hewlett Packard	Mphasis	Tata Steel
Biological E	Hindalco Indus.	MRF	TCS
Birla Sunlife Ins.	Hindustan Petroleum	Mudra Comm.	Techno India
Bosch	Delhi Dev. Authority	NABARD	TESCO
BPL Telecom	Delhi University	Nagarjuna Fertilizers	Thomson Reuters
British Airways	Dell	Nestle	Times of India
BSNL	Honeywell	Nokia - Siemens	Titan Industries
Canara Bank	HSBC	Nerolac Paints	Toyota Kirloskar Motor
Capgemini	IBM India	Novartis	Trans Asia
Capital IQ	ICFAI University	Nuziveed Seeds	TVS Motor
Caterpillar	ICICI Bank	Omega Elevators	Ultratech Cement
Cholamandalam Sec.	ICICI Prudential	Oracle	Union Bank of India
Citibank	IDBI Bank	Oriental Bank of Comm.	Vatika Group
Club Mahindra	IDBI Life Insurance	Pantaloons	Vijaya Electrical
Cognizant Tech.	Idea Cellular	Patni Computers	Vodafone
Convergys	IFCI	Philips	Voltas
Cosmo Films	Indiabulls	Piaggio	Wipro
Crompton Greaves	India Infoline	Pidilite	WNS Global Serv.
Daffodil Software	Indian Air Force	Piramal Health Care	Wockhardt Hospital
DE Shaw	Indian Oil Corp.	Polaris Software	Yahoo
DRDO	IndusInd Bank	PWC	Yes Bank
Dena Bank	Infosys	PVR Cinemas	Zydus Cadilla



The ICFAI University, Sikkim  
Ranka Road, Lower Sichey, Gangtok-737101, Sikkim.  
[www.icfaiuniversity.in/dlp](http://www.icfaiuniversity.in/dlp)





**ICFAI**  
UNIVERSITY

Application Material

Distance  
**MBA**

# Admission Modalities

The Admission modalities are with reference to the distance learning MBA Program offered by the ICFAI University, Sikkim.

## Module system

The program consists of 20 subjects spread over four modules. Each module has five subjects and students can complete two modules in each year.

**Eligibility:** Graduates (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.

*For students who pay full fee*

They are required to complete all four modules of the program within a maximum period of four years from the date of enrollment.

## Distance education program

The program is based on self-study and examinations.

*Self-study:* The University provides prescribed books and a detailed study plan specially designed for the programs and meant for self study.

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

*CBT examinations:* The examinations are based on Computer Based Test (CBT).

## 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, M.Com
IT & Systems	MCA, B.Tech

Mock test questions to familiarize with computer based examinations will be provided.

## Contact classes

In order to supplement the students efforts through self-study, they are encouraged to attend contact classes. 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; discuss and clear doubts and queries pertaining to the topics covered in the subjects; get into a disciplined mode and regular study.

The contact classes are optional and are conducted 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 ₹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 ₹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
Oct - Dec, 2012	Sept 24, 2012
Jan - Mar, 2013	Dec 24, 2012
Apr - Jun, 2013	Mar 26, 2013
Jul-Sep, 2013	June 25, 2013

### Online exam registration

All students are required to register and book the slots for each subject for their CBT (Computer Based Test) (including payment of fee) using the online facility only, as the operations of examinations department are fully computerized.

### Test centers

The CBTs are held at test centers, as indicated on the website [www.icfaiuniversity.in/dlp](http://www.icfaiuniversity.in/dlp).

### Eligibility for appearing in examinations

Students are eligible to appear for the examinations for module I (all five subjects) six months after the

date of enrollment, provided all EMI dues 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.

### Examinations

Examinations are conducted four-times in a year in the months of January, April, July and October.

### 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 in the table below.

Examinations	Enroll into the program on or before
April 2013	September 29, 2012
July 2013	December 31, 2012
October 2013	March 30, 2013
January 2014	June 29, 2013

Examination Pattern			
Year	Modules	Question Paper Format	Details
Year I & Year II	All papers of Modules I, II, III & IV	MCQ, CBT pattern	The list of test centers and the time slots will be on display during the registration process on logging to the website <a href="http://www.icfaiuniversity.in/dlp">www.icfaiuniversity.in/dlp</a> . Students can select the convenient center and time slot and register for their examinations.

## Grading System

Grades are allotted based on the performance in the examination as under:

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

Passing in a subject is based on relative grading in the examination.

## 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 respective discipline	Modules I, II & III
Master of Business Administration Degree	All 4 Modules





# Frequently Asked Questions & Answers

## **What is the legal status of the ICFAI University Sikkim?**

The ICFAI University, Sikkim was 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. It is recognized by UGC.

## **What is the difference between a Private University and a Government University?**

All universities, whether private or government, are established in the same manner, through legislation and recognized by UGC. Private universities are funded by the educational trusts / societies whereas government universities are funded by the government. Degrees granted by both are equally valid for seeking jobs or pursuing higher education.

## **Are the degrees issued by the ICFAI University, Sikkim recognized by UGC?**

Yes, the degrees issued by the ICFAI University, Sikkim are recognized by UGC.

## **Are the programs of the ICFAI University, Sikkim recognized by AICTE?**

As per the AICTE Act, Universities, do not need approvals from AICTE. Only affiliated colleges of Universities need AICTE approval.

## **Where is the campus of the ICFAI University, Sikkim?**

The campus of ICFAI University, Sikkim is located at Sichey, near Gangtok, Sikkim. The campus has various facilities such as class rooms, faculty rooms, meeting rooms, lecture halls, cafeteria, library, computer center, administrative block and laboratories.

The University offers graduate and postgraduate programs at the campus in management, information and technology, law and other areas.

## **What are the unique advantages of pursuing the MBA Program from the ICFAI University, Sikkim?**

The following are the advantages:

- The curriculum is contemporary and updated periodically.
- The courseware is comprehensive and of high quality.
- The program is structured in a flexible manner so that working executives can pursue this program while pursuing their careers.
- Exposure to Indian and international management practices with a case-study orientation.
- Computer Based Tests (CBT) are conducted four times a year in different time slots. Results are declared promptly, saving precious time of the students.

## **What are the advantages of CBT?**

Computer based tests allow students to take their examinations in a convenient test center. It offers the convenience of choosing time slots for the examinations. The center offers privacy along with a quiet and comfortable environment.

## **I do not have a bachelor's degree, but completed a Diploma Course in management. Can I enroll for the MBA Program?**

No, since the eligibility for enrolling into the MBA Program is a Bachelor's Degree (any discipline).

**Do you offer dual specialization in the MBA program?**

No, we do not offer dual specialization.

**How much time in a day / week should I spend to study to complete the program?**

If you wish to be a successful MBA graduate and want to complete the program within the stipulated time-frame of 2 years, you should put in around 2-3 hours a day as study time regularly and about 4-5 hours on weekends.

**Are there any negative marks in the examinations?**

No, there are no negative marks in the examinations.

**Do companies consider MBA-Distance Learning Program graduates for employment?**

Employers do not discriminate against any candidates whether they have done MBA on full-time or distance learning mode. The degree awarded by the University under either mode is equally valid. The past track record of the candidates as well as their experience and soft skills are also considered by the employers for recruitment.

The MBA Program of IUS focuses on knowledge and skills required by management professionals who plan to work for Indian and multinational corporations. The program gives sufficient exposure to General Management perspectives and practices based on the latest case-studies in various functional areas.



# Admission Policies and Guidelines

## **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. Indian passport holders temporarily staying abroad can enroll subject to the decision by the Admissions Committee.

## **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 ₹ 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. 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.

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. 2.

## **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 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 through PDCs are requested to enclose the postdated cheques for the required amount along with the Fee Remittance Form.

f. Those who are availing ECS facility are requested to enclose ECS mandate form duly authorized by the respective bank.

The completed Application Forms along with the required enclosures can be submitted or sent by speedpost/courier to:

The Admissions Officer  
The ICAFI University, Sikkim,  
Ranka Road, Lower Sichey,  
Gangtok-737101, Sikkim.





# Fee Schedule

(With effect from July 01, 2012 and valid for the Academic year 2012 only)

## The MBA Program

Module-wise Fee Payment		
Particulars	With Contact Classes (₹)	Without Contact Classes (₹)
Admission Fee	5,000	5,000
Program Fee - Module I only	18,000	18,000
Contact Classes - Module I only	10,000	-
Total	33,000	23,000
<b>Lumpsum Payment</b>	<b>33,000</b>	<b>23,000</b>
<b>EMI Facility</b>		
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 / ECS mandate duly attested	4,100	4,500
Number of EMIs	6	3

Full Fee Payment		
Particulars	With Contact Classes (₹)	Without Contact Classes (₹)
Admission Fee	5,000	5,000
Program Fee (All 4 Modules )	55,000	55,000
Contact Classes - Module I only	10,000	-
Total	70,000	60,000
<b>Lumpsum Payment</b>	<b>70,000</b>	<b>60,000</b>
<b>EMI Facility</b>		
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 / ECS mandate duly attested	4,600	3,850
Number of EMIs	15	15

**Note :** Exam fee is payable separately as and when the student registers for the examinations.

### Online Enrollment through Secure Internet Payment Gateway

Students can enroll into the program by logging on to [www.icfaiuniversity.in/dlp](http://www.icfaiuniversity.in/dlp) 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, Oriental Bank of Commerce, South Indian Bank, Federal Bank, Indian Overseas Bank, Allahabad Bank, Bank of Bahrain & Kuwait and Dhanalaxmi Bank. Students may please note that payments relating to examinations will be accepted only through Secure Internet Payment Gateway.

## Remittance information

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

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

The fee may be paid module-wise. Currently, the Admission Fee is ₹ 5,000 and the program fee for Module I is ₹18,000. Students are required to pay the fee as indicated in the Table given on page 9, 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 program fee for Module II, III and IV is ₹ 16,000 each.

### b. Full fee payment:

The fee may also be paid in full. Currently, the Admission Fee is ₹ 5,000 and the program fee is ₹ 55,000 (if paid for all the four modules at the time of enrollment).

- 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). No cash payment to be made while enrolling into the program.
- d. Credit Card information being confidential should not be shared with anyone while making payments for the program. Any students deviating from the above will be doing so at their own risk and responsibility.

### 2. Payment of Full Fee – Through Credit Card EMI of HDFC Bank / ICICI Bank

**Credit Card EMI swipe:** Facility of Credit Card EMI swipe is available on select credit cards, accepted by the EDC terminals of HDFC Bank and ICICI Bank, installed at the DLP centers. Amount swiped would be converted into convenient EMIs of tenure of

3, 6, 9 and 12 months by the bank as per the option exercised by the card holder/student at the time of swiping the card.

Based on the EDC Machine of the Bank used, processing fee will be charged either by the HDFC bank / ICICI Bank for availing the EMI facility from respective banks. EMI swipe is available only in case of full payment of program fee. Students who are making payment of total program fee either full fee or module-wise fee, can avail Credit Card EMI Swipe. Further details of the facility can be obtained from the counselling centers.

### 3. EMI facility for payment of fee:

EMI facility is offered to all the students for payment of fee. Under this facility, payment through ECS mode is also made available in addition to the submission of PDCs.

Under this facility, the initial amount should be paid by way of Demand Draft/Credit Card and the balance amount can be paid either through submission of duly attested ECS mandate or submission of PDCs.

Students, who wish to make the payment through EMI, may use either of the following options:

- a. **ECS Facility:** To facilitate easy payment of balance amount of program fee through installments, Electronic Clearing Service (ECS) is being introduced for payment of EMIs. ECS is a mode of payment whereby you will authorize your banker through a mandate to make payment of EMI from your bank account on the "date of effect" indicated in the mandate. Further details can be obtained from the counseling centers.
- b. **PDC facility:** Under this facility, the balance amount should be paid through post dated cheques. The postdated cheques should be in favor of "IUCF A/c IUS".

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/ECS mandate. The students should enclose the postdated cheques (A/c payee crossed) / ECS mandate along with the Fee Remittance Form and the Demand Draft/Credit Card slip for initial payment.

Students availing the EMI facility are required to complete the Fee Remittance Form and enclose the Demand Draft / Credit Card charge slip and postdated cheques / ECS mandate for the required amount.

Students should note that only those Application Forms accompanied with the Demand Draft or Credit Card payment slip towards initial payment, and postdated cheques / ECS mandate towards the EMI facility, will be considered as valid.

Students submitting the postdated cheques / ECS mandate should ensure that the postdated cheques / ECS mandate should not be dishonored under any circumstances when they are deposited for payment. In the event of dishonor of any cheques/ ECS mandate, 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.

The PDCs / ECS mandate should be drawn on scheduled commercial banks. In case of PDCs only MICR and multi-city cheques will be accepted.

- c. The University reserves the right to withdraw the EMI facility for payment of fee at any time.
4. The examination fee is to be paid separately as and when the student is eligible and register for the examinations. The fee is ₹ 500 per subject.
5. The students enrolled into the program will have free online access to *Effective Executive*

and *Case Folio* quarterly journals, for a period of 24 months, from the date of enrollment.

6. Contact classes will be held subject to a minimum number of 25 students registering per subject/ per location. In case it is decided not to hold such classes, the fee paid by the students towards such classes will be refunded. The students will have no claim for refund of any other fee.
7. The payment towards contact classes for Module I is ₹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 ₹12,000 for Module I.
8. The membership fee for the Council of Icfai University MBA Graduates (CIMBAG) is included in the program fee.
9. 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 grade 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.
10. 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 2012 academic year only.
11. Overseas Students:  
Students who wish to receive the courseware at their overseas address are required to remit US\$75 per module towards overseas courier charges.  
Students who wish to appear for examinations at overseas center may contact the University (ssd@icfaiuniversity.in) for further details.





Application valid up to

Application No.

712SMBA -



The ICF AI University, Sikkim

Ranka Road, Lower Sichey, Gangtok-737101, Sikkim.

Web

# The MBA Program (Distance Learning) Application Form for Enrollment

Read carefully all the pages of this Document including Admission Policies, Guidelines and Remittance Information before filling this Application Form

## 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 University 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. CURRENT EMPLOYMENT DETAILS

Organization : \_\_\_\_\_ Nature of Business: \_\_\_\_\_ Date of Joining \_\_\_\_\_  
Present Designation : \_\_\_\_\_ Address : \_\_\_\_\_  
Tele : \_\_\_\_\_ Fax : \_\_\_\_\_ Email: \_\_\_\_\_

## 4. SUBJECT-WISE WAIVERS Please tick ( ✓ ) and submit photocopies of relevant certificates to support your request for the waivers)

Economics for Managers  Accounting & Finance  IT & Systems

**DECLARATION:** I wish to apply for the MBA Program on distance learning mode. I have carefully read the academic and administrative rules and regulations of the University 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 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 my financial responsibilities.

Date :

Signature of the Applicant

CUT HERE





# Fee Remittance Form

To be submitted along with the Application Form for Enrollment into the MBA Program.

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

7 | 1 | 2 | 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: \_\_\_\_\_  
Date Month Year

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)  
 ₹ 33,000 (with contact classes)  ₹ 70,000 (with contact classes)  
 ₹ 23,000 (without contact classes)  ₹ 60,000 (without contact classes)

(I) LUMPSUM PAYMENT : Amount ₹ \_\_\_\_\_ [Please (✓) tick]  By Demand Draft  By Credit Card \*  Credit Card with EMI option®

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 ₹ \_\_\_\_\_

\* 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 counselling center are not authorized to accept cash payments from the applicants, under any circumstances; the employees of the counselling center 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 counselling center; applicants should not make any payment by cash. Applicants deviating from the above will be doing so at their own risk and responsibility.

@ Applicants opting for this option may see page 10 for more details.

(II) EMI FACILITY: INITIAL PAYMENT: ₹ 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 ₹ 10,000

(III) Mode of EMI Payment: [Please (✓) tick]  By ECS#  By PDC

EMI FACILITY: Please see Page Nos. 9, 10 & 11 for details. (For Initial payment of ₹ 10,000, please fill item 3(II) given above).

(i) Please tick (✓) the appropriate EMI amount  Module-wise Fee Payment  Full Fee Payment  
 ₹ 4,100 (with contact classes)  ₹ 4,600 (with contact classes)  
 ₹ 4,500 (without contact classes)  ₹ 3,850 (without contact classes)

# Contact nearest counselling center for relevant forms and to complete the formalities.

(ii) Three (Module wise fee payment) / Fifteen (Full fee payment) postdated cheques of ₹ \_\_\_\_\_ 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 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. Details of PDCs should be given as under.

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 :

₹ 24,600 / ₹ 13,500 (for Module-wise fee payment) /

₹ 69,000 / ₹ 57,750 (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

Cell \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Date Month Year

Place :

Date :

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

5. **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 my financial responsibilities.

Date :

Signature of the Applicant

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