

ICFAI Foundation for Higher Education

(Deemed-to-be University under Section 3 of the UGC Act, 1956)

Category I Autonomous Institution • Accredited by NAAC with 'A++' Grade



ICFAI Business School, Hyderabad
Student Handbook / Academic Guidelines

MBA
Class of 2028



ICFAI
GROUP

• 11 Universities • 9 B-Schools • 9 Law Schools • 7 Tech Schools • 3 Pharma Schools • 4 Decades in Flexible Learning

Mission & Vision

VISION

To be a leader in management education built on the foundations of quality teaching, research, and societal engagement.

At IBS Hyderabad, we are committed to pushing boundaries and exploring new frontiers to benefit our students, society, and the business community. By adopting cutting-edge pedagogical methods and advancing research, we aim to shape the future of management practices and education. Our dedication to societal engagement ensures that we address real-world challenges and contribute to sustainable development. Through these efforts, we strive to make a meaningful difference locally, nationally, and globally.

MISSION

IBS Hyderabad seeks to deliver quality management education, promote excellence in faculty research and drive societal impact by engaging with stakeholders. It is committed to:

- Provide quality business education that equips students with industry-relevant skills and knowledge to excel in their chosen career paths.
- Promote excellence in faculty research, and foster an academic environment that leads to advancement of knowledge in relevant management disciplines.
- Drive societal impact by integrating sustainability principles into curriculum, faculty research and community engagement.

Core Values

We accomplish our mission by adhering to our school's core values: Excellence, Collaboration, Sustainability, Innovation and Lifelong learning.

Excellence	Collaboration	Sustainability	Innovation	Lifelong learning
Commit to high standards in education, research, and professional practice.	Build strong partnerships with stakeholders for mutual benefit and the greater good.	Promote practices that ensure long-term societal impact fostering a balanced approach to growth and development.	Encourage creativity and forward-thinking to tackle contemporary business challenges.	Foster continuous personal and professional development.

ICFAI Business School (IBS) Hyderabad

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for Higher Education
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Student Handbook / Academic Guidelines

The MBA Program

Class of 2028

(Batch of 2026 -28)



Note:

1. ICFAI Business School (IBS), Hyderabad, a constituent of The ICFAI Foundation for Higher Education (IFHE), reserves the right to change or modify any of the regulations published herein, with notice to students.
2. No part of this publication may be reproduced, stored in a retrieval system, used in a spreadsheet, or transmitted in any form or by any means – electronic, mechanical, photocopying, or otherwise—without prior permission in writing from IBS, Hyderabad.
3. In Campus- Students' Code of Conduct, Hostel Rules, Discipline Rules, and Formats for availing Student Services will be uploaded on the Student Information System (SIS), and are given in this Handbook.
4. The Provisions of this Student Hand Book are subjected to change, with notice to the students.

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Preface

ICFAI Business School (IBS), Hyderabad, is a constituent of the ICFAI Foundation for Higher Education (IFHE). The ICFAI Foundation for Higher Education is a Deemed-to-be University under Section 3 of the UGC Act, 1956, under the auspices of the Ministry of Human Resources Development (MHRD), Government of India, with A++ awarded by NAAC. IBS, Hyderabad, has also received accreditation from AACSB, USA.

The Rules & Regulations and Code of Conduct and Ethics drawn up by its policy-making bodies such as the Academic Council, the Planning and Monitoring Board, the Internal Quality Assurance Cell, and the Board of Management govern the University.

The MBA (Class of 2028) Student Handbook has been designed with the intention of providing the students with complete information on operational features, academic delivery, and other regulations, which the students are bound to follow while undergoing the Program. Rules governing the students' stay within the campus during the Program will also be separately marked to students through the Student Information System before the students inhabit the campus and occupy the hostel rooms.

Any clarifications beyond the scope of this Handbook/Academic Guidelines, should be referred to the Dean's office.

Academic Calendar- MBA (2026-28)

MBA Class of 2028			
Semester	Activity	From	To
I	Registration	15-May-2026 (Friday)	
	Deeksharambh	18-May-2026 (Monday)	29-May-2026 (Friday)
	Regular Sessions	01-Jun-2026 (Monday)	25-Sep-2026 (Friday)
	Test-I	13-July-2026 (Monday)	24-July-2026 (Friday)
	Test-II	17-Aug-2026 (Monday)	28-Aug-2026 (Friday)
	End Term Examinations	26-Sep-2026 (Saturday)	06-Oct-2026 (Tuesday)
	Semester Break	07-Oct-2026 (Wednesday)	11-Oct-2026 (Sunday)
	Declaration of Results	19-Oct-2026 (Monday)	
II	Registration	12-Oct-2026 (Monday)	
	Regular Sessions	13-Oct-2026 (Tuesday)	29-Jan-2027 (Friday)
	Test-I	23-Nov-2026 (Monday)	04-Dec-2026 (Friday)
	Test-II	21-Dec-2026 (Monday)	29-Dec-2026 (Tuesday)
	End Term Examinations	30-Jan-2027 (Saturday)	09-Feb-2027 (Tuesday)
	Semester Break	10-Feb-2027 (Wednesday)	17-Feb-2027 (Wednesday)
	Declaration of Results	22-Feb-2027 (Monday)	
SIP	Registration	22-Jan-2027 (Friday)	
	SIP Period	18-Feb-2027 (Thursday)	15-May-2027 (Saturday)
	SIP Evaluations	10-May-2027 (Monday)	15-May-2027 (Saturday)
	Semester Break	16-May-2027 (Sunday)	31-May-2027 (Monday)
Summer Term Examination		24-May-2027 (Monday)	31-May-2027 (Monday)
III	Registration	01-Jun-2027 (Tuesday)	
	Regular Sessions	02-Jun-2027 (Wednesday)	24-Sep-2027 (Friday)
	Test-I	12-July-2027 (Monday)	23-July-2027 (Friday)
	Test-II	16-Aug-2027 (Monday)	27-Aug-2027 (Friday)
	End Term Examinations	25-Sep-2027 (Saturday)	05-Oct-2027 (Tuesday)
	Semester Break	06-Oct-2027 (Wednesday)	11-Oct-2027 (Monday)
	Declaration of Results	18-Oct-2027 (Monday)	
IV	Registration	12-Oct-2027 (Tuesday)	
	Regular Sessions	13-Oct-2027 (Wednesday)	31-Jan-2028 (Monday)
	Test-I	22-Nov-2027 (Monday)	03-Dec-2027 (Friday)
	Test-II	20-Dec-2027 (Monday)	28-Dec-2027 (Tuesday)
	End Term Examinations	01-Feb-2028 (Tuesday)	09-Feb-2028 (Wednesday)
	Completion of Program	10-Feb-2028 (Thursday)	
	Declaration of Results	23-Feb-2028 (Wednesday)	
Summer Term Examination		13-March-2028 (Monday)	22-March-2028 (Wednesday)

Note: Public Holidays in 2026, 2027 & 2028 to an extent of 10-to-12 days per year will be separately notified on the SIS Portal.

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1. Introduction

In consonance with its Mission and Vision, ICFAI Business School (IBS), Hyderabad, seeks to develop leaders in Management with a perfect blend of Attitudes, Skills, and Knowledge through an Industry focused curriculum, Case-based approach and various teaching learning pedagogies. The MBA program is uniquely designed to provide a broad perspective in the functional areas of management. The courses offered are a mix of the latest management theories and practices and are revised periodically in line with changing industry trends and stakeholder needs through a well-structured curriculum revision process. Upon successful completion of the two-year MBA program, students are successfully absorbed into different executive and entrepreneurial roles.

IBS Hyderabad has identified the following Program Learning Competencies to provide the assurance that the MBA program offers an educational experience for students that is consistent with our mission. These program outcomes are:

1. Business Knowledge & Application
2. Critical Thinking & Problem Solving
3. Leadership & Effective Communication
4. Responsible Management & Ethics
5. Digital Agility & Analytical Proficiency
6. Sustainability and Business

This Student Handbook (Academic Guidelines) provides information to students on the program structure, registration modalities, teaching, evaluation, internships, grading, summer-term examination, minimum academic requirements, graduation requirements, fees payments, and general information. It is intended to be a source of reference on how the program is conducted. Any changes will be informed by way of circulars in the Student Information System (SIS) and through notice boards.

1.1. Mode of Teaching and Evaluation

At IBS Hyderabad, MBA is a fully residential Program. Students are expected to stay in the Campus/Hostels during the course of the program. Academic sessions are conducted in-person mode in Lecture Theaters and/or classrooms only. All Lecture Theaters/Class Rooms are Wi-Fi enabled and equipped with Audio Visual devices and Smart boards.

The University follows the orders and directions from the government of Telangana State/UGC. The academic schedule will be followed strictly to enable the students complete their degree in time.

1.2. Induction Program (Deeksharambh)

Academic sessions commence with student induction sessions to provide an overall perspective on management education. The sessions are aimed to create awareness on academic processes, program structure, campus life, student activities, placement processes, electives offered, evaluations, internships, student conduct rules, administrative processes, facilities in the campus and so on. They also cover sessions on human values and ethics, yoga, soft skills, case pedagogy, counselling, mentoring, leadership talks etc.

1.3. Mode of Communication with Students

The primary mode of communication to the student is through e-mail (every student will be provided with an official IBS e-mail id) and the Students' Portal called "Student Information System" (SIS). Students can access complete information like registration, detailed course syllabus, fee details, attendance, grades, various forms, and notices through the SIS. They are expected to check their e-mail and SIS account regularly. Students can also approach the Student Services Department (SSD) for any clarifications related to academic/administrative processes.

1.4. Parent's Corner

The parents of students can also access their ward's performance in terms of their grades, their attendance, status of fee payment, and other details through the Parents' Corner, which can be accessed through the following link: <http://111.93.16.209/sz/> or <http://14.99.204.228/sz/>

Fortnightly WhatsApp communication will also be sent to the parents' mobile number.

2. Academic Registration

2.1. Provisional Admission

All the students who are selected are given provisional admission and are enrolled into the program, subjected to their meeting the following criteria:

- Completion of a minimum of 15 years of education through 10+2+3 mode, until graduation.
- Securing a minimum of 50% marks in graduation. For computing the percentage secured in graduation, the method followed by the respective university is taken into consideration.
- English as a medium of instruction at the undergraduate level or submission of a Pass Certificate of TOEFL or IELTS.
- Payment of the notified fee.

2.2. Proof of Graduation

Registration to the MBA Program comprises:

- Submission of Proof of Graduation with at least 50% marks in under graduation.
- Registration to the prescribed set of courses in Semester-I.

2.3. Program Registration

For candidates whose degree results are not yet declared, the admission will remain provisional until they produce marks sheets and degree certificates establishing their eligibility. The last date for submitting proof of graduation to the Students Service Department (SSD) is 1st November 2026. Failure to do so will result in the admission to the program being canceled. In such case, the student's name will be deleted from the rolls of the university and he/ she will not be permitted to use the campus facilities and continue in the program.

2.4. Semester Registration

Registration to a Semester / SIP is permitted only if:

- Student has NO outstanding fees due.

- Student has No NC (Not Cleared) grade or RC (Registration Cancellation) grade in the preceding semester.
- Student has NOT been detained due to disciplinary proceedings (academic/administrative).
- Student has NOT been specifically asked to stay away from that semester for academic/administrative reasons.

2.5. Late Registration

Late registration to any semester is strictly not encouraged. However, in case of any genuine reason, the same shall be permitted, subject to ratification by the Dean (Appendix-I).

2.6. Change of Address & Email ID

In case of a change in the registered address or e-mail, students are required to inform the changes during Registration. Alternatively, students can submit an application to the Students Services Department (SSD) through e-mail. Any correspondence will be sent only to the registered address and e-mail Id. Please use the format given in Appendix-VII for change in Address or email Id (available on the SIS).

2.7. Change / Correction of Name

If a student's name has been misspelt in the official records of IBS (e.g. Registration Card, SIS, Student ID Card, Grade Sheets) or does not match with the X Class certificate, the student may submit an application (Appendix-VIII available on the SIS and herein) to the SSD, or by mail to the SSD, with a photocopy / scanned copy of the X / XII Class certificate and recent Aadhar.



3. Program Structure

The MBA program is designed to develop technical, conceptual, and human skills to provide the students with in-depth knowledge of the strategic perspectives essential for business leadership. The two-year program gives students wide exposure and training in core, elective, and integrated general management courses. The courses are intellectually demanding and prepare the students to face the challenges of a global business environment.

The syllabus is updated at frequent intervals, with the academic delivery being benchmarked against the best academic standards and contemporary business trends. The program equips students with the latest tools and techniques necessary for budding managers. It enhances the students' cognitive and analytical skills with strong theoretical and conceptual foundations. IBS Hyderabad adopts case pedagogy as the primary mode of program delivery for most of the courses. Cases are drawn from Harvard Business School Publishing (HBSP) and IBS Case Research Centre (CRC).

3.1. Program Duration

The two-year program has four semesters (two semesters per year). Each semester is of 15 to 16 weeks' duration. After the first year, the students undergo a 12-week Summer Internship Program (SIP).

The program consists of a prescribed set of courses. Each course offered during the semester is generally allotted 33 sessions (for a 3 credits course) of 75 minutes each.

The number of hours of work to be put in by the student for a particular course depends on the number of credits allotted for each course. A credit is a convenient unit which denotes the estimated time required to be put in by a student for the course during the week, including classroom sessions. One credit involves 11 sessions of classroom instruction per semester.

Note: The student has to complete the program within five years from the commencement of the program.

3.2. Courses

The Program comprises a minimum of 33 courses (25 Core and 8 Electives) and Summer Internship Program (SIP). These courses are spread over four semesters. The structure of the program giving details of the courses and credit units is given in Table-I.

The students go through Career Readiness Lab (CRL), involving Expert Sessions, Group Discussions, Mock Tests, and Interviews, designed and executed by the Academia and Industry experts. CRL prepares the MBA students for campus placements. Domain knowledge and soft skills are an integral part of CRL. It is offered in Semester III with 2 credits. Resume writing Workshops, Written and MCQ Tests, Practice Group Discussions & Personal Interviews with the participation of Senior Corporate Executives, Senior Alumni, and Domain Area Faculty are conducted before the start of the Placements Season.

Practice Group Discussions & Personal Interview Program is conducted during the 3rd Semester to expose the students to corporate selections / placement process. The students' performance and placement preparedness are evaluated through assessments. Feedback & suggestions for improvement is given to individual students to ensure that they perform better during the placements. The Results of Practice GD & PI are used to improve the students' preparedness for Campus Recruitment Process.

Table-I: Program Structure				
Course Code	Course	Stream	Course Type	Credits
Semester - I				
SLEC501	Managerial Economics	Economics	Core	3
SLAC501	Accounting for Managers	Finance	Core	3
SHFM501	Financial Management	Finance	Core	3
SLHR501	Organizational Behaviour	HR	Core	3
SHDS501	Data Science	IT & Operations	Core	3
SHIS501	Management Information Systems	IT & Operations	Core	2
ILIT501	Spreadsheets Essentials for Managers	IT & Operations	Core	2
SLMM501	Marketing Management - I	Marketing	Core	3
SHHR510	Personal Effectiveness Management	Soft Skills	Core	3
Semester - II				
SLEC502	Macroeconomics and Business Environment	Economics	Core	3
SHCF501	Corporate Finance	Finance	Core	3
SLHR502	Human Resource Management	HR	Core	3
SHBA501	Business Analytics	IT & Operations	Core	3
SLOP502	Operations Management	IT & Operations	Core	3
SLMM502	Marketing Management – II	Marketing	Core	3
SLGM502	Business Communication	Soft Skills	Core	2
	Elective-1		Elective	3
	Elective-2		Elective	3
Summer Internship Program - SIP				
FLIP500	Summer Internship Program	General Management	Core	10
Semester - III				
SHGM601	Business Strategy	General Management	Core	3
FHCR601	Career Readiness Lab (CRL)	General Management	Core	2
ILIT601	AI for Managers	IT & Operations	Core	2
SHED601	Emerging Technologies and Digital Business Models	IT & Operations	Core	2
ILIT602	Machine Learning using Python	IT & Operations	Core	2
ILIT603	Visualization and Dashboarding using Power BI	IT & Operations	Core	2
	Elective-3		Elective	3
	Elective-4		Elective	3
	Elective-5		Elective	3
	Elective-6		Elective	3
Semester - IV				
SLGM602	Business Ethics & Corporate Governance	General Management	Core	2
SLGM504	Legal Environment of Business	General Management	Core	2
SLGM601	Management Control Systems	General Management	Core	2
	Elective-7		Elective	3
	Elective-8		Elective	3
Total Number of Credits (minimum)				98

The sequence and syllabus for the core/elective courses is subject to change by the University based on market requirements and industry trends.

3.3. Electives Offered

In Semester II, III & IV, students are required to pursue a minimum of eight elective courses during the program. The Program offers students a wide range of electives, spread across streams such as Marketing, Finance & Accounting, Human Resources and Operations & IT. The student can choose a combination of electives from the available category.

To specialize in any stream, a student has to pursue at least four electives from that stream. The remaining four electives can be chosen in the following manner:

- Four electives from any other stream leading to dual specialization.
- Four electives from a stream leading to a major and 2 each from 2 different streams leading to 2 minor and 1 major.

Each student must choose a minimum of eight electives or electives equivalent to 24 credits. The students need to choose two electives or electives equivalent to 6 credits in Semester-II, four electives or electives equivalent to 12 credits in Semester-III and two electives or electives equivalent to a minimum of 6 credits in Semester-IV. The list of electives is given in Table-II.

Table-II: List of Electives	
Finance	
• Actuarial Principles • Advanced Topics in Fin-Tech • Banking and Financial Services Analytics • Banking Management • Behavioral Finance • Business, Politics and Government • Commodity and Commodity Derivatives • Corporate & SME Banking • Credit Risk Analytics using SAS • Entrepreneurial Finance • Financial Analytics using R • Finance, Society, and Civilization • Financial Derivatives and Risk Management • Financial Econometrics • Financial Modelling using Excel • Financial Services • Financial Statement Analysis	

Table-II: List of Electives	
• Fundamentals of Fin-Tech • General Insurance • Global Capital Markets • Insurance Analytics • Insurance Law and Regulations • Insurance Operations • International Banking • Investment Banking • International Finance and Trade • Life Insurance • Machine Learning in Finance using Python • Mergers and Acquisitions • Micro Finance Management • Microfinance and Self Help Groups • Portfolio Management and Mutual Funds • Project Appraisal and Finance • Public Policy • Quantitative Finance and Financial Modeling using SAS • Retail Banking • Risk & Insurance • Risk Management in Banks • Rural Development and Panchayat Raj • Security Analysis • Strategic Cost Management • Strategic Financial Management • Sustainable Finance • Taxation • Treasury Management • Wealth Management	
HR	
• Agile HR • Competency Mapping and Assessment • Corporate Communication • Design Thinking • Employee Relations & Labor Codes • Employer Branding • Global HRM • HR Tech • HR Analytics • HR Planning • Leadership Skills and Change Management • Managerial Psychology • Managing Knowledge Workers • Organization Development: Diagnosis and Intervention • Performance Management & Reward Systems • Positive Psychology for Managers • Strategic HRM • Sustainable Business Management: ESG • Talent Acquisition & Retention • Training and Development	

Table-II: List of Electives

Marketing
• B2B Marketing • Brand Management • Consumer Behavior • Customer Relationship Management • Digital Marketing • Entrepreneurial Development • Integrated Marketing Communication • International Marketing • Managing Digital Transformation • Managing Platform Business (MAP) • Managing the Family Business • Marketing Analytics • Marketing Data Science • Marketing Research • Marketing Technology • Product Management • Retail Analytics and Management • Rural Marketing • Sales & Distribution Management • Services Marketing • Strategic Marketing Management
IT & Operations
• Artificial Intelligence • Business Analysis • Business Intelligence and Analytics • Business Modeling and Simulation • Introduction to Blockchain & Machine Learning • Prescriptive Analytics • Project Management • Quality Analytics • Service Operations Management • Supply Chain Analytics • Supply Chain Management

Note: The List of Electives is subject to change as per the demands of Industry

3.4. Summer Internship Program

In order to gain corporate exposure, the students are expected to undertake a project in the companies of their choice. The Summer Internship Program (SIP) is scheduled after the completion of the second semester. It is a time bound and goal-oriented program for a duration of 12 weeks. It carries 10 credits. The students are encouraged to generate SIPs on their own (self-generated), depending on their contacts. The self-generated summer internship companies are reviewed & approved by the SIP Committee for necessary

compliances. In case the students are not able to generate SIPs on their own, IBS will assist them in generating internships through Faculty members, Alumni, Student Clubs, and the Placement Cell.

3.5. Mentorship

Mentorship is meant to be an individualized relationship between the student and a faculty member who has a genuine interest in the student's educational and career goals. Mentorship focuses not only on academic guidance, but also on a sustained nurturing of the student to equip him/ her with the right knowledge, skills, and attitude required to succeed in a dynamic world. Each faculty member is allotted a group of not more than 20 students during the program. The details of the mentors are communicated through the Student Information System (SIS) portal. Student mentees are advised to interact with their faculty mentors during the mentor consultation hours.



3.6. Expectation from Students

Students should treat their classroom obligations as they would treat any other serious professional engagement. This includes:

- i. Being prepared with laptop, technical tools etc. for every session as per the course requirements
- ii. Preparation for each session by reading case studies and other related material as instructed by the faculty members
- iii. Attending all sessions until the end (75 minutes)
- iv. Actively participating and holding constructive discussions inside and outside the class.
- v. Adhering to deadlines and timetables as instructed by the faculty member.
- vi. Giving constructive feedback on faculty performance after every 16th and 30th session in each of the semesters. The feedback is to be given through SIS portal. This exercise has to be completed before the students can access their Semester Results.
- vii. Give constructive feedback on the course curriculum and pedagogy.



4. Teaching and Evaluation

ICFAI Business School (IBS), Hyderabad, has a unique and innovative approach to business education that focuses on providing quality management education through innovative instructional tools with a focus on basic research and societal impact.

As practice precedes theory in business, equal emphasis is placed on concepts and applications. This blending of ideas and actions is achieved through various pedagogic techniques like lectures, case studies, business games, simulations and summer internship programs.

Success in business is dependent on diligence and hard work. Doing well implies mastering and applying the skills – professional, personal, and human – required for effective decision making and execution.

Teaching and evaluation at ICFAI Business School (IBS), Hyderabad, are customized to reflect the objectives of the MBA program, with each course being delivered in a manner that maximizes the learning experience of students.

4.1. Case Pedagogy & Alternate Teaching Methods

The case study method is a key component of the academic program at ICFAI Business School (IBS), Hyderabad. Almost all the courses in the program are taught through case studies developed and published by IBS Case Research Center (IBS-CRC) and Harvard Business School Publishing (HBSP). IBS Hyderabad has a licensing arrangement with Harvard Business School Publishing to use their cases, simulations, games, etc. A case is a story or a situation that one encounters in real life careers. Cases illustrate issues and factors and reveal realistic complexities and tensions. Cases compel students to identify the problem on hand and define its context and parameters. They provide an opportunity for students to reflect on the theoretical frameworks and underscore prevailing assumptions and principles. They help students acquire the art of self-learning which is required throughout their career.

The students are exposed to active discussions well-orchestrated by trained faculty. They learn to distinguish relevant from irrelevant information and to formulate possible strategies and recommendations for action. The case method also develops the communication skills needed in informal, spontaneous discussions and at professional meetings. Students learn to drill down the substance of the case quickly and to analyze and articulate their conclusions in such a way as to persuade others in the group.

The faculty uses various other pedagogies like gamification, simulation and lab-based sessions using R, Python, Power Bi, Excel, SQL and SAS; to enhance the students' employability in the current data-driven environment along with visualization tools to enhance students' experiential learning.

The pedagogy mix nurtures and enhances the managerial skills in the students. Besides the popular case method, IBS Hyderabad focuses on alternative pedagogies that include simulation, games, role-plays, boot camps, live projects, field visits, assignments, internships and experience sharing sessions by practitioners from industry to enhance the teaching-learning process.

4.2. Course Curriculum

The curriculum is comprehensive and regularly updated, based on inputs from academic and industry experts, recruiters and accomplished alumni. It also offers students the flexibility to focus on specific areas of interest.

The Course Handout is shared by the faculty to students at the beginning of each course. It provides a detailed schedule of instruction, format and scope of assessment. It is a communication that facilitates effective academic delivery. The Course Handout is an important document that gives students a clear picture of the learning objectives, learning outcomes and other course related information such as pace, coverage, level of treatment, reading assignment, home tasks, components of evaluation, their frequency, duration, tentative schedule, relative weightage of various components, and faculty consultation hours. The Course Handout is supplemented by Concept Diary which has the list of concepts covered in each session along with numerical, worksheets, and step-by-step process to use software and datasets.

The faculty plays a significant role in ensuring quality education through interactive teaching, continuous multi-criteria evaluation and providing timely and personalized feedback to the students. The faculty members for each course are available for consultation during a prescribed hour as communicated by the respective faculty member. During this time, students can approach the faculty for clarification of doubts and receive feedback.

4.3. Evaluation

IBS Hyderabad follows a continuous evaluation process. The evaluation components used by the faculty may typically consist of surprise quizzes, tests, case discussions, home assignments, project work, seminars, etc. The evaluation is evenly spread across the semester and the course handout indicates the schedule of evaluation for each component as well as the weightage allotted for each component. The School conducts an End Semester Written Exam at the end of each Semester. The suggested evaluation plan is indicated in Table III.

Table III: Evaluation		
S. No.	Components of Evaluation	Weightage (%)
1.	Objective Tests*	15
2.	Written Tests*	15
3.	Project/ Seminar*	20
4.	Class Participation	10
5.	End Semester Examination*	40
	Total Weightage	100

**The individual weightage for each component may vary depending upon the nature of the course.*

The performance of students in the internal evaluation components will be displayed in the SIS portal before the End Semester Examinations. Feedback to the students on internal evaluations is provided on a continuous basis. The students may request for re-checking the end term examinations answer scripts as per the Examination guidelines.

4.4. Plagiarism

Presenting others' work/ material as one's own is termed as plagiarism. Plagiarism includes reproducing ideas, opinions, theories, graphics, language, quotes (written or oral), facts, statistics and illustrative material etc. of others without acknowledging them.

Plagiarism found in any of the assessment (written) components will result in serious academic action against the student leading to:

- a. A written warning (first instance)
- b. Cancellation of the registration to the course (repeat offence)

4.5. AI Policy

IBS Hyderabad encourages responsible use of AI tools to enhance learning; however, students should adhere to ethical standards when using AI for academic work. Submitting any academic work generated by AI tools without modification, analysis or attribution is considered unethical and will be dealt with seriously as it goes against the academic integrity and severely impairs several of the program learning goals like critical thinking and digital proficiency. Usage of AI in any capacity must be explicitly disclosed with proper citations.

4.6. Attendance

The Institute follows a 100% attendance policy as it is a residential program. Students who fail to achieve a minimum attendance of 75% in any course(s), shall not be permitted to take the End Semester Examination for that particular course(s) and shall be awarded SA (shortage of Attendance) grade in that course(s). For students with attendance between 65% and 75%, the Dean - Academics can permit exemption for all such applications with genuine/ medical reasons. A student awarded Shortage of Attendance (SA) in any course shall re-register for that course in the next academic year for fulfillment of academic requirements. The academic regulations under which a student has been re-registered shall be applicable. However, no grade allotments or SGPA/ CGPA calculations will be done for the entire semester in such cases.

5. Learning Resources

The University has a Central library and two departmental libraries. The Central Library has been named as Sri N J Yasaswy Memorial Library to commemorate the memory of late Sri N J Yasaswy who was the founder of ICFAI group of institutions. The library is equipped with a rich and diverse collection of national / international textbooks, journals, e-journals, magazines, rare books, databases, theses, periodicals /CD/DVDs and so on. The library subscribes to several online databases and national and international newspapers. Further, availability of e-resources and Wi-Fi enabled campus facilitate collaborative and interactive learning, thus making the entire campus a virtual library. All the library activities are automated using Libsuite, the integrated library management software. All the documents are barcoded and barcoded identity cards are issued to the users for borrowing the documents.

Library Infrastructure

- Central Library is spread over 46,000 sq.ft. with a seating capacity of 700.
- FST Departmental Library is spread over 6,000 sq.ft. with a seating capacity of 146.
- FOL Departmental Library is spread over 6,000 sq.ft. with a seating capacity of 130.
- All the three Libraries are centrally air-conditioned with fire alarms & CCTVs Security Systems.

Library Working Hours:

Week Days (Monday to Saturday)	8:00 am to 11:00 pm
Sundays	9:00 am to 6:00 pm
Circulation Hours (Monday to Saturday)	8:00 am to 7:00 pm
Holidays	The library is kept open throughout the year except on National Holidays i.e. 26 th January, 15 th August and 2 nd October.

Online Public Access Catalogue (OPAC)

Webopac: An online public access catalog is maintained to help the users. Books and other documents can be searched by using this catalog.

Digital Library

Library subscribes to a number of eResources like Online Databases, eJournals and eBooks. Users can access these resources on campus through intranet and through Knimbus Library Portal when they are On/Off-Campus. By subscribing to the Knimbus Library Portal the library brought all eResources under one platform 24 x 7 on and off Campus enabling connectivity with the University from anywhere around the world.

Web Address to Access the Library e-Resources:

Knimbus Library Tool (On and Off-Campus): <https://ifheindia.knimbus.com>

All the registered users of IFHE can access the online resources of IFHE through Knimbus Library Portal both on campus and also remotely.

Library Resources

1	Books	1,04,551
2	Periodicals (Journals and Magazines)	303
3	Online Databases	25
4	e-Journals	58,944
5	e-Books	26,391
6	Newspapers	11

Online Databases

1.	Ebsco Business Source Complete	14.	CMIE Industrial Outlook
2.	Ebsco Econlit Database	15.	CMIE Capex
3.	Ebsco eBooks (Business Collection)	16.	EPWRF Datasets
4.	Proquest ABI Complete	17.	Scopus Database
5.	Emerald Management Journals	18.	Web of Science Database
6.	Science Direct (Management)	19.	Cabells Directories Online
7.	JSTOR Online Database	20.	J-Gate Engineering
8.	Marketline Database	21.	Springer Engineering e-Journals
9.	Capitaline AWS Database	22.	IEEE Essential Package
10.	Capitaline Nav India Enterprise	23.	Manupatra
11.	Prime Database	24.	SCC Online
12.	CMIE Prowess	25.	Lexis Nexis
13.	CMIE Economic Outlook		

Membership Registration

- After the formal registration the details of the students are uploaded into the library software to have access to the library.
- All registered student's data will be uploaded into the Knimbus Library Portal for getting the login details to access the e-resources.

Guidelines for Circulation of Documents

- Each student can borrow up to a maximum of 2 books against their ID card for a period of 7 days; ID card is must for all transactions in the Library
- A book may be renewed for a further period of 7 days, provided the book has not been reserved by other users. Books have to be produced physically in the library counter for renewal
- If a book is returned after the due date, Rs.2/- shall be levied as fine per day upto 7 days, and Rs.5/- per day beyond 7 days
- Reference books will not be issued to the students for reading at home. However, students are free to refer such books in the library
- If a book is overdue, no book will be issued until the overdue book is returned and fine remitted
- No student is permitted to borrow magazines/journals
- Each student can borrow one CD-ROM against their card for a period of 3 days
- If a CD-ROM is returned after the due date, Rs.5/- shall be levied as fine per day
- Students have to compulsory clear their library account after each semester-end exams

Bloomberg lab

IBS Hyderabad has state of the art Bloomberg Lab with 12 terminals. The lab can be accessed by students by creating a Bloomberg account. Students complete the Bloomberg certifications as well as use the lab to access data for various projects well as stay updated industry trends.



6. Examinations & Grading

6.1 Grading Policy

a. Letter Grades

In the grading process, the Grade point is assigned to each of the letter grades

Letter Grade	Qualitative Meaning	Grade Point	Approximate % of students
S	Superior	10	5
A+	Excellent	9	10
A	Very Good	8	20
B+	Good	7	35
B	Above Average	6	20
C	Average	5	7
D	Poor	2	30-39(Marks)
E	Exposed	1	20-29(Marks)
NC	Not Cleared	0	0-19(Marks)

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any of the grades such as S, A+, A, B+, B, C.

1. A student who has obtained a SA, NC, Ab, grade in any course(s) is required to appear for the summer-term examination, as and when offered. Students with D and E grades shall appear for the summer-term examination.
2. For non-credit courses S, A+, A, B+, B, C, D, E, NC, Ab, SA shall be indicated and this will not be counted for the computation of SGPA/ CGPA.
3. The CGPA required to qualify for an MBA degree is 5.50.
4. If a student gets <20% out of the total of 100 marks in the course (i.e. if the marks secured are 19 or less), the student will be awarded the 'NC' Grade. Then, the student shall take the corresponding summer-term exam in the respective course.

b. Notations

Certain events/ facts are reported in the academic record of students by a suitable notation. These notations are not to be construed as grades and do not contribute towards the calculation of the Cumulative Grade Point Average (CGPA). The various events/ facts recorded and reported are as follows.

- Absent (Ab)
- Not Cleared (NC)
- Withdrawn (W)
- Registration Canceled (RC)
- Discontinued from the Program (DP)
- Shortage of Attendance (SA)
- **Absent (Ab):** is awarded to a student who has not appeared for an examination in any course.
- **Not Cleared (NC):** will be recorded in the academic record of the student in the following cases:

- If a student registered in a SIP does not give the faculty adequate opportunity to evaluate him/her by remaining absent from most of the continual evaluation components.
- If a student is absent for more than 4 weeks continuously in a SIP.
- In such cases wherein NC is awarded for SIP, student will have to re-register and for SIP whenever it is offered in the regular offering.
- If a student gets <20% out of the total of 100 marks in the course (i.e. if the marks secured are 19 or less).
- In such cases wherein student gets <20% out of 100 marks, the student will have to take corresponding summer-term exam in the respective course.
- **Withdrawn (W):** An event will be recorded as Withdrawn (W) in the academic record of the student in the following cases:
 - The student is unable to register for the Semester/ Course(s)/ SIP for a genuine personal reason like health problems / family problems, or other unavoidable circumstances and informed the concerned authorities about his/ her voluntary withdrawal from the program
 - The student is unable to cope up with the normal Semester/ Course load/ SIP and wants to voluntarily withdraw from the Semester/ Course(s)/ SIP to reduce his/ her academic load for a particular semester.

In such cases, the grade sheet/ transcript of the student will indicate the “W” notation against the Course(s). The request for withdrawal should be made within four weeks of the commencement of the Semester/ SIP using the application format in Appendix-IX. The student will have to re-register for the course(s) in the next regular offering. If the withdrawal is done within four weeks, the fee paid by the student will be adjusted. If the course with the “W” notation is a pre-requisite course, the registration to the course(s) of the subsequent semesters will only be possible upon obtaining a letter grade in the course with the “W” notation. In case the course with the “W” notation is an elective course and is not offered in any academic year, the student can opt for any other elective and obtain a letter grade.

Note: In case the withdrawal is made after four weeks, the event will be recorded as “NC” (Not Cleared).

- **Registration Cancelled (RC):** An event will be recorded as Registration Cancelled (RC) in the following cases:
 - Non submission of proof of graduation on/ before November 1, 2026.
 - Not meeting the eligibility criteria for admission.
 - Breach of discipline or unprofessional behavior.
 - If a student resorts to unfair means during an Examination as recommended by the Disciplinary Committee.
 - Fee Dues.
- **Discontinued from the Program (DP):** An event will be recorded as Discontinued from Program (DP) if the student has failed to Register for a Semester/ Course(s) / SIP on stipulated dates.
- **Shortage of Attendance (SA):** is awarded to the student if a student does not meet the minimum attendance criteria of 75% for the course(s) and is not permitted to appear for end-semester examinations.

6.2 Semester Grade Point Average (SGPA)

The Semester Grade Point Average (SGPA) is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student. The SGPA is used to describe the performance of a student in all courses in which he/ she is awarded letter grades for a particular semester.

Thus, SGPA is the weighted average of grade points of all letter grades received by the student in a semester and is computed as follows:

$$SGPA (S_i) = \frac{(C_1G_1 + C_2G_2 + C_3G_3)}{(C_1 + C_2 + C_3)} = \Sigma(C_i * G_i) / \Sigma C_i$$

S_i is the SGPA of the i th Semester

C_i is the total number of credits in that semester (i.e. C_1, C_2, C_3 denote number of Credits associated with the courses cleared by the student)

G_i is the grade point scored by the student in the i th course (i.e. G_1, G_2, G_3 are the grade points of the letter grades awarded in the respective courses)

6.3 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/ she has been awarded letter grades from the first semester till the latest semester. It is the weighted average of grade points of all the letter grades received by the student from his/ her entry into the program and is computed as follows:

Where,

S_i is the SGPA of the i th Semester

C_i is the total number of credits of the courses cleared in that Semester.

Note: The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration for SGPA Computation				
Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	3	A	8	$3 \times 8 = 24$
Course 2	3	B+	7	$3 \times 7 = 21$
Course 3	3	C	5	$3 \times 5 = 15$
Course 4	3	S	10	$3 \times 10 = 30$
Course 5	3	A+	9	$3 \times 9 = 27$
Course 6	3	B	6	$3 \times 6 = 18$
Course 7	0	NC	0	$0 \times 0 = 0$
	18			135
Thus, SGPA = $135/18 = 7.5$				

Illustration for CGPA Computation				
Semester 1	Semester 2	SIP	Semester 3	Semester 4
Credit : 25 SGPA: 6.9	Credit : 26 SGPA: 7.8	Credit : 10 SGPA: 6.0	Credit : 25 SGPA: 6.6	Credit : 12 SGPA: 6.0
Thus, CGPA = $(25 \times 6.9 + 26 \times 7.8 + 10 \times 6.0 + 25 \times 6.6 + 12 \times 6.0) / 98 = 6.86$				

6.4 Summer-Term Examinations

Summer-Term Examination is offered at the end of the Academic year after the release of results of IInd & IVth Semesters for following categories of those students who have not met the minimum academic requirements:

- Students who have secured an 'D', 'E', 'SA', 'NC' and 'Ab' grade shall appear for summer-term examinations in that particular course.
- Students with CGPA less than 5.5 shall appear for summer-term examinations in courses with 'C', 'D', 'E', 'NC'
- The course(s) will be graded based only on the marks secured by the student in the summer-term examination (100% weight).
- Students whose results are declared and wish to improve their grades in specific courses are permitted to write the corresponding or next available End term/Comprehensive 'Make-up' exam(s) with the condition that their corresponding internals will be applicable without any change. The current grade will be considered and the CGPA is calculated accordingly. For instance, if a student who would have earlier earned an overall 'B' Grade in a course (internal + End-term /Comprehensive exam marks) chooses to write the 'Make-up' exam in order to improve his/her grade, but instead secures a 'C' grade overall (original internal + latest End term/Comprehensive 'Make-up' exam marks), then the 'C' grade will be used for the GPA and CGPA calculations.
- The Summer-Term Examinations will be conducted as mentioned in the Academic calendar. In case of extension of SIP by the company, the onus of arranging leaves from SIP Company for writing summer-term examination rests with the student.
- Students should submit application for Summer-Term Examinations in the format given in Appendix-III of this handbook, along with the prescribed fee of Rs. 2500 per course through Online Payment Portal or by way of a DD drawn in favor of "IFHE FEE COLLECTION A/C MBA 2026-28" payable at Hyderabad.

6.5 Unfair Practices

Students are prohibited from resorting to unfair practices during any evaluation component. Any of the following events (inclusive but not exhaustive) will be considered as unfair practice(s) during the continual and comprehensive evaluations/examinations:

- Possessing unauthorized material like notes in small chits in pockets, or on body or in any form like cell phones, vanity bags, and purses, whether used or not, will be considered as unfair means.
- Copying from other students.
- Allowing other students to copy from one's paper.

- iv. Taking or giving any kind of assistance to other students.
- v. Communicating with a student in or outside the examination hall during examination timings.
- vi. Referring to any cheat in washrooms.
- vii. Visiting any place other than the washroom during examination.
- viii. Resorting to any other unfair means to provide or obtain an advantage.
- ix. Disruptive conduct or indiscipline in the examination hall.

Students found to be resorting to any of the above will be expelled from the examination hall. Investigation will be conducted by the Disciplinary Committee. On the basis of the investigation report, any of the following academic actions deemed fit will be taken:

- a) Awarding RC in that course
- b) Awarding an NC in that course
- c) Awarding a zero in that evaluation component(internal/external)
- d) Debarring from Placement Processes

6.6 Graduation Requirement

A student shall be declared successful or 'passed' in a semester, if he/ she secures a SGPA ≥ 5.5 , and he/ she shall be declared successful or 'passed' for the award of the degree, only when he/ she secures a CGPA ≥ 5.5 with the cumulative maximum number of D and E grades as 6 D & 4 E's

A student is deemed to have fulfilled the graduation completion requirements when the following conditions are satisfied:

The student

- I. Has completed a minimum of 98 program credit units.
- II. Has completed 33 credit courses and SIP
- III. Does not have any NC, SA, Ab grade in any course/SIP
- IV. Has obtained a minimum CGPA of 5.5.
- V. Has completed the program within five years from the commencement of the program.
- VI. Does not have any fees due.
- VII. Does not have any disciplinary case pending investigation.
- VIII. Does not have more than 10 D and E grades (6 D grades and 4 E grades)

6.7 Grade sheets/Transcript/Certificate

a. Grade Sheet

After the completion of each semester, a grade sheet shall be issued to all the registered students of that semester, indicating the letter grades and credits earned. It will show the details of the courses registered with course code, course title, no. of credits, grades earned, and credits earned for the course. SGPA/ CGPA would be provided as applicable. The grade sheets are issued after each semester.

Students can obtain duplicate copies by submitting an application (Appendix-V) along with payment of Rs.160 for each copy

b. Program Completion Certificate

Students who have completed the Program and are waiting for results will be given a Program Completion Certificate. This certificate will be available on the SIS after 16 days of their completing the final semester examinations. This certificate will be valid till the date of declaration of results / issue of Provisional Certificate.

c. Transcript

A transcript is chronologically organized in formation of courses, grades, SGPA, and CGPA obtained in various semesters during the program and is issued on successful completion of the program. Three transcripts will be issued to the student on successful completion of the MBA program.

For final percentage of marks equivalent to the computed final CGPA, the following formula may be used.

$$\% \text{ of Marks} = (\text{final CGPA} * 10)$$

Students can obtain Duplicate Transcripts on payment of Rs 500 for each copy along with an application (Appendix-V).

d. Provisional Certificate

Students who successfully fulfill the graduation criteria can obtain a Provisional Certificate either by hand or courier/ Post.

e. The MBA Degree Certificate

Students who fulfill the graduation criteria will be awarded the MBA Degree certificate at the convocation. Students who wish to request a duplicate copy of the MBA Degree certificate will have to apply for it along with the prescribed fee as mentioned in Table V and an indemnity bond on a Rs.100 stamp paper along with an application (Appendix-VI).

Table V	
Period Completed after Graduation	Fee in (Rs.)
Below 6 years	1,000
Above 6 - below 16 years	3,000
Above 16 years	6,000



7. Summer Internship Program (SIP)

7.1 SIP Generation and Credits

Internship is an important component of education at ICFAI Business School (IBS), Hyderabad. The internship provides students the chance to bridge the gap in their perception between the academic institution and the corporate world. In order to gain corporate exposure, the students are supposed to undertake a project in the company of their choice.

The students are encouraged to generate SIPs on their own (Self-generated), depending on their contacts. The self-generated summer projects are evaluated by an SIP Committee in terms of quality, standards, and learning, location, etc. In case the students who are unable to generate internships / projects by themselves, IBS (Faculty, Alumni Cell, Student Clubs, and Placements Cell) will assist them in generating internships, and corresponding notices will be posted on the SIS for students to apply and get selected.

Students undertake a 12-week internship at a relevant organization after completing the first year of their MBA program. The SIP, which will be a simulation of the real work environment, requires that the students go through the rigors of the corporate environment both in form and substance. In the process, it provides an opportunity for the students to satisfy their curiosity about the working environment and exposes them to team work, leadership qualities, time management, and technical skills. For proper coordination and to ensure organized and smooth conduct, every student will be placed under the guidance of faculty members. The SIP is evaluated for a score of 10 credits in the overall evaluation.

7.2 Grading of SIP

On completion of the SIP, letter grades (S, A+, A, B+, B or C) will be awarded to the students based on their performance. Students who do not give the faculty sufficient opportunity for evaluating them by remaining absent from most of the continual evaluation components are awarded an “NC”. Students with the “NC” in SIP will have to repeat the internship in the next regular offering on payment of the prescribed fee of Rs. 15000. However, these students are eligible to progress to Semester-III.

At the end of Summer Internship Program (SIP): Failing to obtain a satisfactory grade (S/A+/A/B+/B/C) in SIP will bring the student under the purview of Academic Counseling Committee. In such cases the parents will receive a notice from campus and the student will have to undergo counseling sessions with the assigned faculty. However, progress to third semester is not restricted. Student with NC grade in SIP will not be eligible for placement assistance and would be considered as out of placement process.

The student is deemed to have failed in SIP, if he/ she does not meet one or more of the following:

- I. Complete the SIP duration of 12 weeks.
- II. Submit report(s) on Summer Internship as per schedule.
- III. Make a final presentation of the SIP before the evaluation committee as per schedule.
- IV. In such case, the student will be awarded an “NC”, and the student may re-register for SIP and fulfill the academic requirements within the stipulated duration of the program.

8. Re-registration for Course(s)/SIP

8.1 Criteria for Re-registration

A student who has not met the minimum academic requirements after Semester-II and/or Semester-IV shall appear for the Summer-Term Examinations whenever it is offered or re-register for the course(s) whenever it is offered during a regular semester. Students with “NC”/ “RC” in the courses will have to repeat courses only in the regular offerings to convert the “NC”/ “RC” to letter grades, subjected to certain conditions.

- The core course, which the student wants to repeat, is part of the current program.
- The elective course which the student wants to repeat, if not offered, can be substituted with another elective on offer.
- The student has to pay the course repetition fee Rs.7500/- per course.

8.2 Re-registration Fee

Students who are permitted to Re-register for Credit course(s) in a subsequent offering will have to pay the course fee of Rs.7500 per course. Students Re-registering / Repeating SIP will have to pay Rs.15000/- (Appendix-II).

9. Placement Assistance Guidelines

1. Placement assistance will be provided to all eligible students on “best-effort” basis.
2. Students who have the following shortfalls/afflictions shall not be considered to participate in the placement assistance process:
 - Less than 5.5 CGPA
 - More than 10 D and E Grades
 - NC in any course/SIP
 - RC in any course/SIP
 - Outstanding fee dues
 - Any Disciplinary Case pending investigation
 - Debarred due to Examination Malpractice by the Disciplinary Committee

10. Fee Payment Guideline

10.1 Fee Payment Schedule

The fee for the two-year residential MBA program is payable in five instalments as per the schedule given. Students will be permitted to register for the semester/SIP only on payment of fee. Fee should be paid either by way of Demand Draft or through On-Line or through NEFT/ RTGS. Cash payment is not accepted.

Program Fee:

Due Date	Installment	Amount Rs.
May 15, 2026	I	3,24,200
October 05, 2026	II	3,24,200
January 22, 2027	III	3,24,200
May 24, 2027	IV	3,24,200
October 04, 2027	V	3,24,200
	TOTAL	16,21,000

Caution Deposit (CD)

All students are required to pay Caution Deposit of Rs. 10,000 along with the first instalment of the program fee. This deposit is towards library books, case studies, use of computer lab and other facilities. Caution Deposit shall be refunded without interest to the students on completion of the Program and on submission of No Dues Certificate at the SSD. Caution Deposit shall not be adjusted to any dues.

Amount Payable for Hostel Accommodation & Mess

B/G	Block	Details		Accommodation Charges per Semester ₹	Mess Deposit per Semester ₹	Hostel Security Deposit ₹
		Room	Bathrooms			
Boys	A, B, C, D, E	Single	Common	50,000	30,000	10,000
	H	Single	Attached	60,000	30,000	
	U	Twin Sharing AC	Attached	70,000	30,000	
Girls	Q, R, S	Single	Common	50,000	30,000	
	G	Single	Attached	60,000	30,000	
	B2	Twin Sharing	Common	45,000	30,000	
		Twin Sharing	Attached	55,000	30,000	
	T	Twin Sharing AC	Attached	70,000	30,000	

Students who are not able to pay fee by due date for some genuine reason have to seek prior approval from the Dean. The student has to apply in writing to the Dean mentioning the proposed date of payment. All such students would be fined Rs. 50/- per day for the first 15 days of delay and thereafter Rs. 100/- per day for the next two weeks. The student has to remit the fee along with the fine applicable. The late fee payment beyond one month of the original schedule date of payment will not be entertained. The student's registration for the Semester would be cancelled for any delay in payment of fee beyond one month after the due date. Students are

advised to make a note of it and make arrangements to pay the fee as per the schedule.

Hostel Security Deposit (SD):

All students are required to pay the Hostel Security Deposit of Rs. 10,000 along with the first instalment of the Accommodation Charges. Hostel Security Deposit shall be refunded without interest to the students on completion of the Program and on submission of No Dues Certificate at the SSD. The Hostel Security Deposit shall not be adjusted to any dues.

10.2 Mode of Fee Payment

- A. By way of Bank Demand Draft drawn in favor of IFHE FEE COLLECTION A/C MBA 2026-28 on a Scheduled Bank, Payable at Hyderabad. Name of the Student and Enrolment number has to be written on the reverse of the Bank Demand Draft and the draft to be submitted in person at the Accounts Office, IBS Hyderabad.
- B. Students can pay the fee in any one of the following three modes.
 - Payment through on-line
 - By making the payment ONLINE through RTGS/ NEFT by adding Payee details as per process given below through their Bank internet banking login TRANSFER MODE
 - Payment through the student Bank branch by filling up the RTGs / NEFT from (Manual)
 1. If the student wishes to pay the fee through On-line, visit IFHE website: www.ifheindia.org to make the payment On-line;
 2. ONLINE TRANSFER thru net Banking - NEFT/RTGS MODE:

Payment of fees from account with ICICI Bank or other Bank through Net banking- NEFT or RTGS only (IMPS will not WORK): -

Login into your Internet banking: -

Go to the Make payment mode (some Banks require you register the Beneficiary details one time - please complete the process before effecting the payment).

To Add beneficiary:

- Select Manage Payee
- Add other Bank Payee (Note: Don't select -ICICI Bank payee even if you are a ICICI bank user)
- Mention the Bank Name as ICICI Bank Ltd.,

Fill Account Name as **"IFHE-FEE COLLECTION AC MBA 2026-28"**

Payee Account Number starts with Alpha code "MBM" followed by Enrolment Number without space and without hyphens

- FOR Example: if your Enrolment Number is 26BSPHH01C9999, your payee account number shall be – MBM26BSPHH01C9999.
- Confirm Payee Account Number.
- IFSC code is ICIC0000103 (NOTE: The account name that will appear will be of ICICI Bank Mumbai or Delhi as it is a Centralized Payment Solution)
- Click on Next page.
- Confirm Payee details and you will receive an URN number to your Registered Mobile and submit, Payee will be added successfully
- Transfer the amount after 30 minutes to the added payee by NEFT or RTGS

The students can make payment through the Virtual account number (Alpha code) by Enrolment number and IFSC details as mentioned: -

Beneficiary Account Name	Beneficiary Account Number	IFSC Code-11 digits
IFHE-FEE Collection AC MBA 2026-28	MBM followed by the Enrolment NUMBER (Without space and without hyphens)	ICIC0000103

3. **Pay through RTGS/ NEFT Manual Mode:**

- Walk in to your Bank where you maintain your bank account
- Request for a NEFT / RTGS form
- Mention the Bank Name as **ICICI Bank Ltd**
- Mention the Beneficiary Account Name as

IFHE-FEE COLLECTION AC MBA 2026-28

- **Mention Beneficiary Account No.:** “**MBM26BSPHH01C9999**” ” i.e, the Account No. starts with **MBM** and followed by your Enrolment Number (Without any space and hyphens)
- **For Example:** The Student Enrolment No. is **26BSPHH01C9999**
- **Then the Bank Account No. shall be MBM26BSPHH01C9999**
- **IFSC code of the ICICI Bank as mentioned below (NOTE: The Bank Name that will appear as “ ICICI Bank Mumbai ” as it is a Centralized fee collection account)**

ICIC0000103

- Fill the amount to be paid / transferred
- Hand over the signed forms to the Bank to make the payment

10.3 Refund Policy

1. The Admission Fee paid is non-refundable
2. The program fee paid is non-refundable
3. Caution Deposit shall be refunded on completion of the program and shall not be adjusted to any dues.
4. The Hostel Security Deposit shall be refunded on completion of the program and not be adjusted to any dues
5. Non Eligibility Criteria

If a provisionally admitted student, does not score 50% of marks in graduation his/her admission to the program would stand cancelled. Such a student can apply for refund of fee on or before December 01, 2026 enclosing the “No Dues Certificate” as per the specified format given in Appendix-IV along with proof of non-eligibility. In such cases, 75% of the program fee paid shall be refunded after adjusting dues, if any. Hostel fee will be charged for full semester and no pro-rata charge. Mess Deposit will be refunded after adjusting the actual consumption. Students who have not completed graduation by this date are not eligible for any refund. Applications received after December 01, 2026 will not be processed.

11. Student Clubs, IIC, Alumni Association

11.1 Student Clubs

In IBS Hyderabad 26 student clubs are functioning relating to the Management Domain Area/ Personal Hobbies & Extra Curricular activities, any of which a student can join on individual interest. These add vibrancy to campus life at IBS Hyderabad. Each club is mentored by a faculty member.

S.No	Student Clubs	Focus Area
1	Admire	Advertising and Branding
2	Analytics	Analytics Learning
3	Convergence	Human Resource Management
4	DOT Club	Science and Technology
6	EcoBizz	Business, Economics,& Public Policy
6	FinStreet	Financial Markets
7	Gray Matters	Quiz Club of IBS Hyderabad
8	IBS Blues	Swimming & Water Sports
9	Infinity Studios	Films, Movie Making,& Film Appreciation
10	Kaizen	Operations Management
11	Macon	The Entrepreneurship Cell of the University
12	Maverick	Marketing & Strategy
13	Money Matters	Money & Banking
14	Nazaria	Photography & Movie making Club
15	Newswire	News Media & News Analysis
16	Prakriti	Nature, Environment & Adventure
17	Prayaas	External Events & Competitions
18	Samavesh (includes Diatribe – College Music Band)	Cultural Activities, Celebration of Festivals & Events
19	Sankalp	Leadership & Nation Building
20	Speak-Up	Public Speaking & Soft Skills
21	Aaina	Social Awareness and Women Empowerment
22	VAPS	Sports, Games & Fitness Club
23	XpressionZ	Theatre Society & Dramatics
24	Managers Without Borders IBS Hyderabad Chapter	A registered NGO with focus on bridging the gap between various stakeholders in the Nation building process
25	IBS Messengers	Creating a Network of students of IBS
26	Moving Mannequins	Fashion Society

Individual Student Bodies - Alumni Relations Cell (ARC) and Mess Committees - are also functional.

Major Annual Student Festivals & Competitions:

1. TRISHNA–Annual Management and Cultural Fest;
2. AAVEG–Annual Sports Fest;
3. IBS- MUN – Model United Nations;
4. SANKRIYA – National-level Operations and IT Fest;
5. ENDURATHON–National Level Triathlon Competition – WEEK–National Level B-Plan Competition- SUITE – National Level Boardroom Challenge.

Students are informed about the Clubs & mentors on SIS, Notice Boards, and WhatsApp groups. For overall coordination of Clubs & events, there is a Coordinator - Student Activities.

11.2 Institution's Innovation Council (IIC)

The Institution's Innovation Council (IIC) at IFHE fosters a culture of innovation and entrepreneurship among students and faculty. Established under the guidelines of the Ministry of Education's Innovation Cell (MIC), Government of India, IIC aims to promote creativity, research, and startup development across disciplines.

At IFHE, IIC actively conducts workshops, ideation sessions, hackathons, and mentoring programs to nurture entrepreneurial talent. The council collaborates with industry experts, investors, and incubators to help students transform their ideas into viable businesses. Through structured programs like startup bootcamps, funding opportunities, and innovation challenges, IIC provides a platform for aspiring entrepreneurs to develop and scale their ventures.

IIC works closely with the ICFAI Incubator, offering mentorship, networking, and incubation support to promising startups. The council encourages students to participate in national and international innovation contests, contributing to India's growing startup ecosystem. With its dynamic approach, IFHE's IIC is committed to empowering future business leaders with the skills and mindset to drive impactful innovation.

11.3 Membership in Alumni Association

Students completing the MBA program are eligible to seek membership in the ICFAI Business School Alumni Federation (IBSAF). IBSAF is a society formed for the benefit of ICFAI Business School Alumni. The provisional membership entitles the students to participate in seminars, workshops, and conferences organized by IBSAF and in the local chapter activities. After completion of the Program, students will be automatically eligible for membership to the IBSAF.

12. Awards and Medals

Students with excellent performance in the program are awarded the following Medals, Certificates, and Cash awards during the Annual Convocation of the University.

- a) **N J Yyaswy Memorial Award for The Best All-Rounder Student:** It carries a Gold Medal and Cash Prize of Rs.60,000.
- b) **N J Yyaswy Memorial Award for Best All-Rounder Student:** The Silver Medal award carries a cash prize of Rs.10,000.
- c) **Gold and Silver Medals for Academic Excellence:**
 - i. A Gold Medal is awarded to the first rank holder in the Business School. The award carries a certificate and a cash prize of Rs.10,000.
 - ii. A Silver Medal is awarded to the second rank holder. The award carries a certificate and a cash prize of Rs.6,000.
- d) **The Saurabh Sharma Memorial Gold Medal:** The Saurabh Sharma Memorial Gold Medal fund has been instituted by the parents of Mr. Saurabh Sharma, a bright and promising student of the MBA Class of 2002, who met with a tragic end. The memorial medal is awarded to the First Rank holder in the MBA (Marketing) stream. The award comprises a Gold Medal and a cash prize of Rs.6,000.
- e) **The Faiyaz Ahmed Khan Memorial Gold Medal:** The Faiyaz Ahmed Khan Memorial Gold Medal fund has been instituted by the parents of Mr. Faiyaz Ahmed Khan, a bright and talented student of the MBA Class of 2002, who died tragically young. The memorial medal is awarded to the First Rank holder in the MBA (Finance) stream. The award comprises a Gold Medal and a cash prize of Rs.6,000.
- f) **The Manish Reddy Raavi Award for the Best Student in MBA-Finance Stream** comprises citation and a cash prize of Rs. 10,000/-.
- g) **The Govind Shanbogue Award for the Best Student in MBA-HR Stream** comprises citation and a cash prize of Rs. 10,000/-

13. Hostel Rules And Regulations, 2018

GENERAL

1. These rules are intended to provide a safe and conducive environment to the students residing in hostels of IFHE (hereafter called as 'the University'). Students in hostels are governed by these rules and regulations.
2. The Hostel Warden/ Asst. Warden is vested with the power to enforce these rules and regulations, apart from administration of the hostel admissions/re-admissions.
3. The Hostel Warden reserves the right to break open rooms in case of any violation of these rules, suspected unlawful activities or on the basis of perceived security risk.
4. If a student is expelled from the University for any reason, he/she should immediately vacate the hostel after clearing all dues on the day of expulsion from the University. His / her continuance in the hostel will be treated as unauthorized occupation.
5. Entire campus area is pedestrian commuted only for students/hostellers and they are not permitted to bring their motor vehicles into the campus.

6. Hostellers with chronic medical problems as certified by Senior Medical Officer of the University will be asked to vacate the hostel room immediately, as personal medical care by parent / guardian will be necessary.
7. Continuation of stay of a student in the hostel is subject to the discretion of the University.
8. No day scholar is permitted to enter the hostel except with written permission from the Chief of Administration Department..

LODGING

1. Allotment of the Hostel rooms shall be made by Warden/ Assistant warden.
2. The students shall not occupy hostel rooms without payment of Hostel Fees and Mess Bills along with Program Fee at the time of Registration for each Semester.
3. Students must occupy rooms allotted to them and should not change/ exchange the rooms without prior written permission of the Warden/Assistant Warden. Lock and key of the room given by the Hostel Management cannot be changed. No personal locks will be allowed to be used by the students to avoid any mishaps that may take place inside the room (like fire or any other incidents). If lock/ key of the room is lost, the student is required to pay Rs.500/- for arranging new lock and key.
4. The University reserves the right to shift students from one room to another or from one hostel building to another for administrative reasons.
5. Hostel furniture should not be removed from the rooms. Students are responsible for the custody and care of the furniture and fixtures in their rooms.
6. Acts of damage to the hostel property like lifts/ doors/ window glasses/ bathroom accessories/ door mesh/ chairs/ cots/ DG cards for TV in the common room and Wi-Fi equipment etc. are punishable as per rules and cost of the damages/repairs will be recovered from those responsible or the group. Vandalizing the University property is a serious misconduct and action will be taken against the offender/s including expulsion from the hostel. In the event of damages to property, where students could not be identified, hostellers will be collectively liable to make good the losses caused.
7. If a hosteller chooses to go on leave from the hostel, he/she has to inform in writing the reasons for the leave and duration of leave and obtain written permission from the Faculty Coordinator/ Warden/ Assistant warden before leaving. Parents will be informed in such cases.
8. Water is an essential but scarce commodity. Hostel residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported to the warden and registered in SIMS/ SIS.
9. Cooking in hostel rooms is not permitted.
10. Hostel residents should take their food in the allotted mess only. The meal timings are displayed at the entrance of the dining hall. These timings are to be strictly adhered to. It is not obligatory on the part of the kitchen/dining hall staff to serve the meals outside the prescribed timings. In case any inmate falls sick and is undergoing treatment the warden/ assistant warden may permit patient diet inside the room, based on recommendation of the Campus Medical Officer.
11. In case a hostel resident is leaving the campus after obtaining permission for more than 48 hours, he will be entitled to a refund of mess charge proportionately for the period of leave, provided he applies for 'mess off' online through SIMS/ SIS.

12. Mess refund is not permitted under any other circumstances.
13. Hostellers are requested to switch off fans and lights and other electrical gadgets whenever they go out of their rooms to save electricity.
14. Hostel residents are not allowed to keep air coolers, audio/ video systems and televisions, electric irons or any electrical equipment. Unauthorized possession will result in seizure and confiscation of the goods. Students have to watch TV in the common room of the hostels where a TV is provided. Watching illegal/obscene/pirated movies/videos/websites is strictly prohibited in the hostel rooms or campus.
15. Playing of loud music and disturbing the quiet atmosphere by any other means is not permitted as it disturbs fellow residents. Earphones may be used while listening to music. Playing any kind of outdoor games inside the hostels/corridors is not permitted.
16. Partying in rooms/ corridors/ anywhere in the hostel is not permitted whatever be the occasion. For this purpose a party area is earmarked near Mess 2. All students should celebrate in this area only.
17. Hostel residents are advised not to keep large amount of cash, or valuables in the room. IFHE is not responsible for any loss/ theft of belongings kept in rooms. Campus has an ATM facility for cash requirements.
18. Parents/Guardians are permitted to meet the student in a waiting hall with the permission of the Warden/Assistant Warden, after due verification of their identity.
19. Hostel Residents shall not participate in anti-national, anti-social, or any undesirable activity in or outside the campus. Observing religious rituals in common/ public areas is not permitted.

DISCIPLINE

1. Hostel residents should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden/Assistant Warden. Use of abusive, vulgar and un-parliamentary language against the hostel/mess/ security staff is strictly prohibited. Any complaint received in this regard will be dealt with seriously.
2. Hostellers should not give tips to employees of the hostel/mess/security.
3. Collection of donation for any purpose (religious/otherwise) is strictly prohibited.
4. Hostel residents are not allowed to put up notices or convene meeting within the hostel premises without written permission of the warden/assistant warden. Disobedience of this rule will be severely dealt with.
5. The University campus including hostels is declared as a “NO SMOKING” zone.
 - a) Procurement, possession, distribution and / or consumption of tobacco, cigarettes and alcohol in any form in the Campus or entering the Campus in an inebriated condition shall constitute a serious misconduct.
 - b) Procurement, possession, distribution or use of narcotic drugs within the Campus shall constitute a very serious misconduct.
 - c) Gambling in any form such as playing cards and betting on games is prohibited. All students including hostel residents entering the Campus shall have their belongings checked to ensure that they are not carrying cigarettes and alcohol bottles. Any such detection will result in not only confiscation of such items but imposition of penalties as per rules.

6. Hostel rooms are subject to inspection by the University authorities anytime to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, firearms, lethal weapons etc., are kept in the room. Possession of any weapons or any instrument / contraption, which is likely to cause physical harm to others, is strictly prohibited. Mere possession of weapons or firearms constitutes a serious misconduct that may result in expulsion from the University/hostel.
7. Hostel residents are required to carry their identity cards issued by the University whenever they move out of the hostel/campus and present the same on demand to the security personnel to prove their identity. ID cards are not transferrable. Possession of forged ID cards will lead to disciplinary action.
 - All students (both hostel resident's/ day scholars) have to swipe their ID cards and register their finger impression in the bio metric devices at the main gate at the time of going out of the Campus and also at the time of entering the Campus. Not swiping and registering finger impression will be treated as misconduct and will be dealt with as per rules of University.
 - The University management is not responsible for any mishap or incident outside the campus.
 - Any overnight stay requires permission from parent/guardians given in writing and duly verified by the Warden. Resident students leaving the Campus should inform the Warden/ Assistant Warden in writing and sign the register at the security gate. Unauthorized stay by hostel residents outside the hostel without permission/ authorization is punishable under the Rules.
8. Campus main gate closes at 21:00 hours and opens at 07:00 hrs. No hostel resident will be permitted entry into Campus after 21:00 hours without furnishing written explanation/ reasons for the delay to security at the main gate. Late comers will be penalized and the same will be informed to the parents. Any boisterous/drunken behavior, abnormal gait will be subjected to breath analyzer test by the security. Hostel block main doors will also remain closed from 23:00 to 05:00 hours. Any hosteller found loitering around the campus after 23:00 hours will be penalized similar to late comers at main gate.
- 8A. A hostel resident who needs to leave the campus precincts including going to Hyderabad for any personal engagement /emergency during the academic hours, need to obtain written permission for HOD/ DEAN of respective academic faculty. After academic hours and on holidays, such written permission needs to be obtained from hostel warden under intimation to head of the respective faculty. A copy of the permission may be handed over to security at gate with time of exit.
9. Entry of males is strictly prohibited into ladies hostel, except for University official on duty with valid permission. Likewise ladies are not permitted to enter gents' hostels.
10. Perfect silence is to be maintained in hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc. Hostel residents should have the civic responsibility that they should not be a cause of inconvenience, annoyance or disturbance to others. All instructions/ notices displayed on notice boards of hostels/University campus will be deemed to have been served and read by hostel residents and excuse of 'not being aware of these rules' will not be accepted. Residents are advised to apprise themselves regularly of latest information/circulars/orders on campus net and notice boards.

11. Ragging in any form is strictly prohibited. If anyone is found guilty of ragging, disciplinary action will be taken in accordance with UGC regulations on Curbing the menace of Ragging in Higher Educational Institution, 2009 as amended from time to time and also liable for prosecution under the Andhra Pradesh Prohibition of Ragging Act, 1997 (as applicable to the State of Telangana) and under other relevant laws.
12. Hostel residents must report any disciplinary matter or problems concerning them or their room-mate/ neighbor(s) coming to their notice to the Warden/ Assistant Warden directly. In case any hostel resident's room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices, it must be immediately brought to the notice of the Warden/Assistant Warden.
13. Hostel residents found guilty of misconduct or continuous breach of the above rules or of gross indiscipline or who is found to be a bad influence on the other hostel residents, is liable to be expelled pending enquiry.
14. Any violation of these Rules will be duly enquired and disciplinary action will be taken in accordance with Students' Conduct and Discipline Rules, 2018 as amended from time to time. The decision of the University in this regard shall be final and binding on the student, and the concerned parent/local guardian will not be permitted to question IFHE on any ground whatsoever.
15. The hostel residents will intimate the changes in his/her mobile number and that of his/her parent's and local guardian.
16. These rules and regulations are illustrative and not exhaustive. The University is empowered to bring in any new rules and regulations and or modify/amend/change/delete any rules anytime without prior notice.
17. Annexure I, II & III appended to these rules are to be understood, signed and submitted by the parents at the time of registration.

I accept the above rules & regulations and confirm to abide by the same.

Signature of Parent

Signature of Student

Name:

Program:

Application no.:

(Please keep a copy & send the original back to admissions office along with Hostel Fee Remittance form)

Annexure-I

UGC Directives defining and prohibiting ragging are as follows:

I. Acts Constituting Ragging:

Ragging constitutes one or more of any of the following acts:

- a. A misconduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student .
- i. Any act that affects the mental health and self-confidence of a fresher or any student.
- j. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence nor economic background; With or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

2. Prohibition of Ragging:

Ragging in the institution, which includes but not limited to, the departments, constituent units, colleges, centers of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, is prohibited.

3. Penalty for ragging:

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award one or more of the following punishments:

- i. Suspending from attending classes and academic privileges.
- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- vi. Suspension/expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the institution for period ranging from one to four semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

4. Undertaking:

Every student shall give an undertaking in writing to the Head of the Institution at the time of admission or commencement of the academic session every year to the effect that (s)he shall neither indulge himself/herself or instigate any other student in ragging or create nuisance to the academic atmosphere of the Institution.

5. The Head of the Institution should immediately lodge an FIR in respect of offences regarding which action may be taken under the Indian Penal Code. The aforesaid action would be in addition to and not in lieu of the disciplinary action which may be taken by the Institution.

6. Provision for Appeal:

An appeal against the order of punishment by the Anti-Ragging Committee shall lie with the Chancellor.



Annexure-2

UGC directives for prevention of sexual harassment in Higher Educational Institutions

1. Sexual Harassment-Definition:

- (i) an unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes anyone or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely;-
 - (a) any unwelcome physical, verbal or non-verbal conduct of sexual nature;
 - (b) demand or request for sexual favours;
 - (c) making sexually coloured remarks;
 - (d) physical contact and advances; or
 - (e) showing pornography
- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behavior that has explicit or implicit sexual undertones-
 - (a) implied or explicit promise of preferential treatment as quid-pro-quo for sexual favours;
 - (b) implied or explicit threat of detrimental treatment in the conduct of work;
 - (c) implied or explicit threat about the present or future status of the person concerned;
 - (d) Creating an intimidating offensive or hostile learning environment;
 - (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned.

2. Student:

A person duly admitted and pursuing a program of study either through regular mode or distance mode, including short-term training programs in a HEI;

Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student;

Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student.

3. Aggrieved Woman:

In relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

4. Aggrieved Person:

An aggrieved woman or a student.

5. Respondent

A person against whom the aggrieved person has made a complaint of sexual harassment.

6. Internal Complaints Committee (ICC)

Internal Complaints Committee will be constituted by an HEI under sub regulation (1) of regulation 4 of the regulations.

The Internal Complaints Committee shall:

- (a) Provide assistance if an employee or a student chooses to file a complaint with the police;
- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment; and
- (e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

7. Punishment and compensation-

- (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.
- (2) Where the respondent is a student, depending upon the severity of the offence, the HEI may:-
 - a) Withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
 - b) Suspend or restrict entry into the campus for a specific period;
 - c) Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
 - d) Award reformatory punishments like mandatory counseling and, or, performance of Community services.
- 3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of:-
 - a) Mental trauma, pain, suffering and distress caused to the aggrieved person;
 - b) The loss of career opportunity due to the incident of sexual harassment;
 - c) The medical expenses incurred by the victim for physical, psychiatric treatment;
 - d) The income and status of the alleged perpetrator and victim; and
 - e) The feasibility of such payment in lump sum or in installments.

Annexure – 3

Actions to be taken in Certain Cases of Serious Misconducts

#.	Misconduct	Action to be taken
1	Day Scholars staying in campus or in hostel rooms after academic hours without permission	1 st time: Fine of Rs. 5,000/- 2 nd time: Expulsion from academics for a maximum period of 25 days
2	Hostel Resident staying away from the campus without authorization/ permission	1 st time: Fine of Rs. 5,000/-with warning against repetition and information to parents 2 nd time: Expulsion from hostel for 3 months and expulsion from academics for a maximum period of 25 days
3	Hostel Residents allowing any Day Scholar/ any other person to stay in his/ her room without authorization/ permission	1 st time: Fine of Rs. 5,000/- 2 nd time: Expulsion from hostel for 3 months and expulsion from academics for a maximum period of 25 days
4	Procurement, possession, distribution and/or consumption of tobacco or cigarettes	1 st time: Fine of Rs. 5,000/- 2 nd time: Fine of Rs.10,000/-
5	Procurement, possession, distribution and/or consumption of alcohol or coming in an inebriated condition	1 st time: Fine of Rs. 5,000/- with warning against repetition and information to parents 2 nd time: Fine of Rs. 10,000/- with warning against repetition and information to parents 3 rd time: Expulsion from hostel for 3 months and expulsion from academics for a maximum period of 25 days without referring to the Disciplinary Committee.
6	Procurement, possession, distribution or use of narcotic drugs inside the campus	Expulsion from the University permanently
7	Any of the acts of misconduct repeated more than two times, excepting Sl. No. 6 above.	Expulsion from the University permanently

Annexure –4

S#	Activity
1	Tree plantation in the University campus.
2	'Save Water' Awareness Drive.
3	'Save Electricity' Awareness Drive.
4	A Cleanliness Drive in the campus (workshops, labs, classrooms, lawn etc.).
5	Attend camp to be conducted to enlighten students about the hazards of rash/negligent driving and inducing the students to abide by the rules and the safety regulations whilst driving a motor vehicle.
6	Participate in the cleanup of swimming pool/campus.
7	Find out and implement environment measures in the University campus.
8	To collect unused materials from hostels and distribute to the unprivileged children to the surrounding villages.
9	Training sessions in surrounding villages and aims to eradicate poverty by empowering children through effective skill based education.
10	Acting as traffic officer in and outside of the main gate of University campus.
11	Any other community work assigned by the Disciplinary Authority.

14. IFHE Student's Conduct & Discipline Regulations, 2019

The Student Code of Conduct and Hostel rules and Regulations were formulated in the Year 2019, which is still in force until further amendments. The same is notified every year through enrollment letters, the Student Information System (SIS), and Students' Handbook for every batch of students. The endorsements of acceptance by the student and their parents are obtained at the time of the First Semester Registration.

14.1 Student's Conduct & Discipline Rules, 2019

Part-I: General

1. **Title of Rules:** In Supersession of the earlier Rules, 2018 on the course, these Rules shall be called "The ICFAI Foundation for Higher Education (IFHE) Hyderabad, Students' Conduct and Discipline Rules, 2019".
2. **Date of Commencement:** These Rules shall come into force with effect from 12 Sep 2019. Approved by Board Of Management on 12 Sep 2019 vide agenda item No 44.06 dt 12 Sep 2019..
3. **Application of these Rules:** These Rules shall apply to all categories of students of the University, whether admitted before or after the date of commencement of these Rules.

Explanation: For the purpose of these Rules student shall include Research Scholars pursuing PhD Program.

Part-II: Indiscipline and Misconduct

4. **Acts of Indiscipline and Misconduct:** Any act of misconduct committed by a student shall be an act of violation of discipline of the University. Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:
 - i) Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and any act reasonably likely to cause such disruption.
 - ii) Use of unfair means or malpractices in examination. Any of the following events (inclusive but not exhaustive) shall constitute 'unfair' practice(s) during examinations;
 - a. Possessing unauthorized material like notes, small slips in pockets, on the body, or, in any other form, like cell phones, vanity bags and purses, whether used or not.
 - b. Copying from other students.
 - c. Allowing/enabling other students to copy from one's paper.
 - d. Taking or giving any kind of assistance to other students.
 - e. Communicating with the students in or outside the examination hall during examination time.
 - f. Referring to any notes, slips or other sources in the wash room.
 - g. Visiting any place other than wash room during examination.

- h. Indiscipline and disruptive conduct.
- i. Resorting to any other unfair means to cause or obtain advantage
- iii) Damaging or defacing University property or the property of members of the University or any other property inside or outside the University campus.
- iv) Engaging in, or any attempt, at, wrongful confinement of teachers, offices, employees and students of the University, or camping inside and creating nuisance inside the boundaries of houses of teachers, officers and other members of the University.
- v) Use of abusive and derogatory slogans or intimidating language or incitement of hatred and violence or any other act calculated to further the same.
- vi) Committing any act of cybercrime like damage or cause to be damaged any computer, computer system or computer network, data, computer data base or any other programmes residing in such computer, computer system or computer network; steal e-mail IDs and passwords of any person, impersonation, sending defamatory, objectionable and obscene messages, mails etc., and any other act which is punishable under Information Technology Act, 2000 as amended from time to time and for the time being in force.
- vii) Ragging in any form
Explanation: Anyone indulging in ragging is liable to disciplinary action including expulsion from the University in accordance with UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 as amended from time to time and also liable for prosecution under the Andhra Pradesh Prohibition of Ragging Act, 1997 (as applicable to the State of Telangana) and under other relevant laws. The relevant provisions of UGC Regulations on ragging are appended as Annexure-I to these Rules.
- viii) Sexual Harassment: Sexual harassment in any form will be liable for action under University Grants Commission (Prevention and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2016 and also liable to criminal prosecution under the relevant laws. The relevant provisions of UGC Regulations are appended as Annexure-2 to these Rules.
- ix) Discrimination on the basis of race, sex, sexual orientation, gender identity/ expression, religion, caste, age, color, creed, nationality or ethnic origin, physical, mental or sensory disability and marital status is prohibited.
- x) An assault upon, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.
- xi) Causing or colluding in the unauthorized entry/trespass of any person into the campus or in the unauthorized occupation/trespass of any portion of University premises, including hostels or residence, by any person.
- xii) Getting enrolled in more than one course of study simultaneously in violation of the University rules.
- xiii) Committing forgery, tampering with or misuse of the University documents or records, identification cards etc.
- xiv) Furnishing false certificate or false information to any office under the control and jurisdiction of the University.

- xv)
 - a. Procurement, possession, distribution and / or consumption of tobacco, cigarettes and alcohol in any form in the Campus or entering the campus in an inebriated condition shall constitute a serious misconduct.
 - b. Procurement, possession, distribution or use of narcotic drugs within the Campus shall constitute a very serious misconduct. Actions to be taken under these Rules are without prejudice to criminal prosecution under the Narcotic Drugs and Psychotropic Substances Act, 1985.
- xvi) Indulging in acts of gambling or carrying of beverages other than in sealed condition into the University premises.
- xvii) Possessing or using any weapons of offence, such as knives, Lathis, iron chains, iron rods, sticks, explosives and fire arms in the University premises.
- xviii) Arousing communal, caste or regional feelings or creating disharmony among students.
- xix) Not disclosing one's identity when asked to do so by an employee or officer of the University who is authorized to ask for identity.
- xx) Tearing of pages, defacing, burning or destroying of books of any library or seminar.
- xxi) Unauthorized occupation of hostel, rooms or unauthorized acquisition or use of University furniture in one's hostel room or elsewhere. Day scholars are prohibited entry into hostel blocks/rooms. Day scholars shall leave the campus after academic hours, unless permitted by Faculty Coordinators for Student Club related activity/ events in writing, under due intimation to Administration.
- xxii) Accommodating guests or other persons in hostels without permission of the Director / Dean / Addl. Registrar or Warden.
- xxiii) Any act of moral turpitude.
- xxiv) Any offence under law.
- xxv) Improper behavior while on tour or excursion.
- xxvi) Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings, and
- xxvii) Violation of Research Integrity: Distorting research procedures by fabrication of data, generating and reporting fraudulent data or distortion of the research process in any other ways.

 Plagiarism and unauthorized Stealing of Other's Intellectual Works: Plagiarism shows the stealing of another person's intellectual property which includes ideas, inventions, original works of authorship, words, slogans, designs, proprietary information, etc and misleading faculty members about the condition under which the work was prepared. Plagiarism in any form will also be liable under relevant laws and UGC regulations from time to time.
- xxviii) Any other act which may be considered by the Vice Chancellor or any other officer delegated in this behalf by the University to be an act of violation of discipline.

Part III: Officers authorized to take disciplinary action

5. Without prejudice to the powers of the Vice-Chancellor as specified under the University Rules, the Registrar/ Director of all Faculties of the concerned Faculty/Administration is authorized to take disciplinary action in all academic matters and Director – Administration is authorized to take disciplinary action in all non-academic matters by way of imposing penalties as specified in part IV of these Regulations, based upon the findings of the Disciplinary Committee on the act of misconduct / indiscipline.
6. Penalties for the offences relating to examinations shall be dealt with by the relevant bodies.

Part IV: Penalties

7. **Nature of Penalties:** The following penalties may, for act of indiscipline or misconduct, be imposed on a student, namely:
 - i) Written warning and information to the parents/guardian.
 - ii) Fine of Rs.5,000/- which may extend up to Rs.25,000/-.
 - iii) Suspension from the Class/Department/College/Hostel/Mess/Library/Lab or from availing of any other Facility.
 - iv) Suspension or cancellation of scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
 - v) Recovery of pecuniary loss/damage/destruction caused to University Property.
 - vi) Disqualification from placement process, or from holding any representative position in the Class/College/Hostel/Mess/Sports/Clubs and in similar other bodies.
 - vii) Expulsion from the Department/ Faculty/ Hostel/ Mess/ Library/ Club for a specified period.
 - viii) In case of malpractice and use of unfair means in examination; Cancellation of Student Registration for the Course/Program or non-registration for the subsequent semester along with any other punishment as may be decided.
 - ix) Issue of Transfer Certificate.
 - x) Permanent Expulsion from the University for Very Serious Misconduct.
 - xi) Disqualification from further studies, or prohibition of further admission or re-admission.
8. In addition to the above penalties, the discipline authority may direct the student to undergo compulsory counseling sessions as prescribed by the psychologist/psychiatrist and/or campus community works as mentioned in Annexure – 4.
9. Any student against whom a serious charge of misconduct has been made may be suspended from the hostel/rolls of the University by the disciplinary authority mentioned at Para 6, pending enquiry or pending trial on a cognizable offence by a court of law.
10. No penalty, provided in Clauses (vii), (viii), (ix), (x) and (xi) of Rule 7, shall be imposed without due enquiry and without giving the student a reasonable opportunity of being heard. Penalties in certain cases of serious misconducts are specified in Annexure- 3 to these Rules.
- 10 A. Notwithstanding anything mentioned at Para No. 10 above, a student shall be liable for expulsion forthwith from the IFHE on being found involved in or committing any offence cognizable and punishable under the Narcotic Drugs and Psychotropic Substances Act, 1986.
11. All serious cases of in discipline / misconduct shall be intimated to the parents/guardian of the

concerned students by email / letter by the Administration / Student Services department at the earliest.

- 11 A. Notwithstanding anything in the rules, the Registrar/Director/Dean of the concerned Faculty/Administration may impose any one or more of the penalties provided in these Rules, taking into account the gravity of the misconduct along with facts and circumstances of a case.

Part V: Constitution of Disciplinary Committee and Procedure for Disciplinary Action

- 12.A Disciplinary Committee shall be constituted by the Vice Chancellor for the purpose of inquiring and investigating into complaints of misconduct.
- i. Three members nominated by the Vice Chancellor from a panel of twelve members (3 each from the Faculty of Science and Technology, Faculty of Management, Faculty of Law, and the Administrative wing) shall form quorum for each Disciplinary Committee, out of whom one member shall be from the Administrative Wing.
 - ii. The Disciplinary Committee will inquire/investigate into the complaint and submit a report not later than 16 working days of its constitution along with its findings, whether the concerned found guilty or not, to the Registrar/Director/Dean of the Faculty/Administration to which the student belongs.
 - iii. The said Registrar/Director/Dean of the Faculty/Administration based on the report of the Disciplinary Committee, may take appropriate decision on penalty and communicate the same within a period of seven working days of the receipt of the aforesaid report.
 - iv. An appeal shall lie against the orders of the authorities mentioned in these Rules to the Vice-Chancellor, whose decision shall be final. The Appeal shall be preferred/submitted within 10 days from the date of Order passed by the concerned authority.

Sd/-

OFFICE OF THE REGISTRAR, IFHE

15. Declaration / Undertaking

15.1 Declaration / Undertaking From The Student

I, Mr./Ms....., s/o or d/o or w/o.....
....., student of Program:, Faculty of.....
The ICFAI Foundation for Higher Education (IFHE), Hyderabad, permanent resident of
.....
.....Phone No: (Give permanent
home address with telephone no.), do hereby undertake on this the
(Day), of..... (Month)..... (Year), as under:-

1. I hereby declare that the entries made by me in the Application Form are complete and true to the best of my knowledge, belief and information.
2. I hereby undertake to present the original documents for verification immediately upon demand by the concerned authorities of the Institute.
3. I hereby promise to abide by the rules and regulations concerning admission, attendance, discipline etc. of IFHE and follow the Code of Conduct prescribed for the Students of IFHE as in force from time to time and subsequent changes/modifications/amendment made thereto. I acknowledge that the IFHE has the authority for taking punitive actions against me for violation or non-compliance of the same.
4. I understand that 75% attendance in classes is compulsory and I commit myself to adhere to the same. I also understand, in case my attendance falls short, for any reason, the competent authority of the IFHE may take such punitive action against me, as may be deemed fit and proper.
5. I hereby declare that I will neither join in any agitation/strike for the purpose of forcing the authorities of the Institute to resolve any problem, nor I will participate in any activity which has a tendency to disturb the peace and tranquility of academic environment of the IFHE campus and/or its Hostel premises.
6. I hereby declare that I will not indulge in nor tolerate ragging in any form, even in words or intentions, and I accept to give an undertaking in the prescribed format for the same.
7. I hereby declare that I shall be solely responsible for my involvement in any kind of unlawful activities whether inside or outside the campus, and shall be liable for punishment as per the law of the land. I further understand that the Institute shall in no way provide any support to me and will not be held responsible for my any such action.
8. I hereby acknowledge that I shall be liable for expulsion forthwith from the IFHE on being found involved in or committing any offence cognizable and punishable under the Narcotic Drugs and Psychotropic Substances Act, 1986.
9. I also declare that I am not suffering from any serious/contagious ailment and/or any psychiatric / psychological disorder.
10. I further declare that my admission may be cancelled, at any stage, if I am found ineligible and/or the information provided by me are found to be incorrect.

11. I hereby undertake to inform the IFHE about any changes in information submitted by me in the Application Form and any other documents, including change in addresses and phone nos., from time to time.
12. I will strictly adhere to the code of conduct as laid down by the Student's Conduct and Discipline Rules 2019 and Hostel Rules and Regulations 2019 and will not indulge in any act of indiscipline while inside or outside the University campus.

Place:

.....

Date:

Signature of Student

15.2 Declaration By Parent/ Guardian

I.....,
(Mother / Father / Guardian) hereby fully endorse the above undertaking/declaration given by my ward. I will endeavour to induce my ward to do his/her best to observe the above stated undertaking in words and spirit.

I do hereby understand that my ward shall be liable for expulsion forthwith from the IFHE in case of being found involved in or committing any offence cognizable and punishable under the **Narcotic Drugs and Psychotropic Substances Act, 1986.**

Place:

Date:

.....

Signature of Mother / Father / Guardian

WITNESSES:

1)

2)

16. List of Administrators & Committees

List of Administrators			
S#	Name	Designation	Email IDs
1	Prof. Tamma Koti Reddy	Vice-Chancellor	vc@ifheindia.org
2	Prof. S.Vijayalakshmi	Registrar	registrar@ifheindia.org
Academic Administration			
S#	Name	Designation	Email IDs
1	Prof. Venugopal Rao	Director - IBS	dirhyd@ibsindia.org
2	Prof. D Satish	Dean	deanibshyd@ibsindia.org
3	Prof. MV Narasimha Chary	Associate Dean - SSD	ad-ssd@ibsindia.org
4	Prof. Vikas Gautam	Associate Dean - ACD	ad-acd@ibsindia.org
5	Student Services Department	Office	ssdibshyd@ibsindia.org
6	Academics Department	Office	acadsibshyd@ibsindia.org
7	Summer Internship Cell	Office	sipibsmhyd@ibsindia.org
General Administration			
S#	Name	Designation	Email IDs
1	Prof. S.Vijayalakshmi	Director Administration	director.admin@ifheindia.org
2	Mr. Indranil Banerjee	Chief Security Officer	indranil@ibsindia.org
3	Mr. Y S Reddy	Manager - Systems	hydsys@ibsindia.org
4	Mr. Piyush Jais	Sr. Facility Manager	piyushrjais@ifheindia.org
5	Mr. Srikanth Narra	Sr. Facility Manager	srikanthn@ifheindia.org
6	Mr. Mohammed Abdul Rahim	Warden	hostels@ibsindia.org
7	Girls Hostel	Warden	hostel_girls@ibsindia.org
8	Dr. Mujeeb	Doctor	clinic@ifheindia.org
Placements Office			
S#	Name	Designation	Email IDs
1	Prof. Cheedi Srinivas	Director - Placements	srinivasc@ibsindia.org
Examinations			
S#	Name	Designation	Email IDs
1	Prof. Sashikala P	COE	coe@ifheindia.org
2	Mr. Ravikanth Parsi	Jt. Registrar Exams	jr_exams@ifheindia.org
3	Mr. Bhagavathi Rao	Asst. Registrar	ar_exams@ifheindia.org
4	Examinations	Office	exam_queries@ifheindia.org examinations@ifheindia.org
Library			
S#	Name	Designation	Email IDs
1	Dr. K Pushpa	Senior Librarian	library@ibsindia.org

Internal Complaints Committee			
S. #	Members	Designation	Email
1	Dr.Veena	Presiding Officer	veena@ifheindia.org
2	Dr.V Padmavathi	Member	padmavathi.v@ibsindia.org
3	Dr. Kalaa Chenji	Member	kalaa.chenji@ibsindia.org
4	Dr. Barla Madhavi	Member	barlamadhavi@ifheindia.org
5	Mr. EKV Sriramachandra Murthy	Member	ramachandra.e@ifheindia.org
6	Mr.Vijay Kumar	Member	vijayakumar@icfaiuniversity.in
7	Mr.V. Madhusudan Rao	Member	vmsrao@icfaiuniversity.in

Anti-ragging Committee			
A.Anti-Ragging Squad			
S. #	Members	Designation	Email
1	Prof. S.Vijayalakshmi	Presiding Officer	registrar@ifheindia.org
2	Mr. Indranil Banerjee	Convener	indranil@ibsindia.org
3	Mr. M.A. Rahim	Member	hostels@ibsindia.org
4	Dr. Subba Rao	Member	sdprv@ifheindia.org
5	Dr. MV Nagendra Kumar	Member	nagendra@ibsindia.org
6	Dr. Rakesh	Member	rakeshsuryadevara@ifheindia.org
B.Anti-Ragging Committee Members			
S.#	Members	Designation	Email
1	Prof.Tamma Koti Reddy	Vice-Chancellor (i/c)	vc@ifheindia.org
2	Dr.A.Arun Kumar	Convener	arunkumar@ifheindia.org
3	Dr. Jyotiranjana Nayak	Member	jrnayak@ifheindia.org
4	Mr.V. Madhusudan Rao	Member	vmsrao@icfaiuniversity.in
5	Mr. Samad Noorus	Member	noorus@icfaiuniversity.in

UGC (Promotion of Equity in Higher Educational Institutions)			
A. Equal Opportunity Cell			
S. #	Members	Designation	Email
1	Dr. C. S. Shylajan	Member	shylajan@ibsindia.org
2	Dr. Sanjay Fuloria	Member	sanjay.fuloria@ibsindia.org
3	Dr. Anjanna Matta	Member	anjireddyith@ifheindia.org
4	Mr. Samad Noorus	Member	noorus@icfaiuniversity.in
B.Anti-Discrimination Officer			
S. #	Members	Designation	Email
1	Prof. S.Vijayalakshmi	Registrar	registrar@ifheindia.org
C.Appellate Authority			
S. #	Members	Designation	Email
1	Prof.Tamma Koti Reddy	Vice Chancellor	vc@ifheindia.org

Appendix-I

Name	
Enrollment No.	
MBA Class of	
Course	
Semester	
E-mail	
Mobile	
Date	
Parent Name	
Parent Mobile No.	
Parent E-mail	

The Dean/Director
ICFAI Business School (IBS) Hyderabad.

Permission for Late Registration

Dear Madam/ Sir,

Kindly grant me permission for late registration to Semester/SIP on(date)
owing to the following reasons:

I enclose Demand Draft for fee installment as per the details given below:

Demand Draft drawn in favour of “IFHE FEE COLLECTION AC MBA 2026-28” payable at Hyderabad is enclosed.

S #	Name of Bank	DD Number/ Online Transaction details	Date	Amount in ₹
1				
2				

Signature of the Student

Appendix-II

Name	
Enrollment No.	
MBA Class of	
Course	
Semester	
E-mail	
Mobile	
Date	
Parent Name	
Parent Mobile No.	
Parent E-mail	

The Dean/ Director

ICFAI Business School (IBS) Hyderabad.

Re-registration/ Repetition of Course(s)

Dear Madam/ Sir,

I wish to re-register the following course(s) of Semester with the Class of commencing from(date) and request permission for re-registration.

Course Details

S#	Course Code	Course Title	Grade obtained
1			
2			
3			
4			
5			
6			
7			
8			

I am aware that I am re-registering for the above mentioned courses. The payment detail is enclosed.

S #	Name of Bank	DD Number/ Online Transaction details	Date	Amount in ₹
1				
2				

Signature of the Student

Appendix-III

Name	
Enrollment No.	
MBA Class of	
Course	
Semester	
E-mail	
Mobile	
Date	
Parent Name	
Parent Mobile No.	
Parent E-mail	

The Dean/ Director

ICFAI Business School (IBS) Hyderabad.

Application for Summer-Term Examination

Dear Madam/ Sir,

My performance at the end of Second/Fourth Semester (please tick as applicable) is CGPA..... and Numbers of 'D' & 'E' grades. The details of courses I wish to appear are given below:

Details of Course

S#	Course Code	Course Title	Grade obtained
1			
2			
3			
4			
5			
6			
7			
8			

I am aware that I have to register for the Summer-Term Examinations for the above mentioned courses. The payment detail is enclosed.

Name of Bank	DD Number/ Online Transaction details	Date	Amount in ₹

Copy to the Controller of Examinations

Signature of the Student

Appendix-IV

Name	
Enrollment No.	
MBA Class of	
Course	
Semester	
E-mail	
Mobile	
Date	
Parent Name	
Parent Mobile No.	
Parent E-mail	

The Dean/ Director
ICFAI Business School (IBS) Hyderabad.

Refund of Fee for Not Meeting Admission Eligibility Criteria

Dear Madam/ Sir,

I have not met the admission eligibility criteria to continue in the program. I am herewith enclosing the copies of my degree mark sheets for the proof of my non-eligibility along with No Dues Certificate. I request you to refund the fee as per refund policy.

Signature of the Student

Enclosed: No Dues Certificate

Office Remarks:

Verified the mark sheets of Xth/ XIIth/ Graduation of the student. She/ He does not fulfill the admission eligibility criteria. Student may be refunded the eligible fee as per refund policy.

Date:

Signature of Associate Dean, SSD

Appendix-V

Name	
Enrollment No.	
MBA Class of	
Course	
Semester	
E-mail	
Mobile	
Date	
Parent Name	
Parent Mobile No.	
Parent E-mail	

The Dean/ Director
ICFAI Business School (IBS) Hyderabad.

Duplicate Copies of Grade Sheet/Transcripts

Dear Madam/ Sir,

1. I request for issue of (nos.) duplicate copy (copies) of Grade Sheet (s) of Semester and (nos.) Transcript.
2. Online Payment Receipt / Demand Draft drawn in favour of “**IFHE FEE COLLECTION AC MBA 2026-28**” payable at Hyderabad is enclosed.

Name of Bank	DD Number/ Online Transaction details	Date	Amount in ₹

* Required fee of Rs attached

(Extra Courier charges are applicable if dispatched outside India)

(Applications received without payment evidence will not be processed).

Signature of the Student

Copy to the Controller of Examinations

Appendix-VI

To
The Dean / Director,
ICFAI Business School (IBS) Hyderabad.

Duplicate Copy of MBA Degree Certificate

Dear Madam/ Sir,

Please issue me a duplicate copy of my MBA Degree Certificate

Cash receipt/Demand Draft for ₹1,000/- drawn in favor of “**IFHE FEE COLLECTION AC MBA 2026-28**” payable at Hyderabad along with an indemnity bond of ₹100/- is enclosed.

Name of Bank	DD Number/ Online Transaction details	Date	Amount in ₹

Signature of the Student

Name :
Enrolment :
Class/Batch :
Email ID :

Address for Dispatch :

I. 2.

Copy to the Controller of Examinations

Indemnity Bond for applying Duplicate Certificate

This Indemnity Bond is issued by _____

S/o, D/o, W/o: _____

R/o: _____, aged about _____ Years, hereinafter referred to as “the Student”, which term shall include his/her successors, assigns, administrators of One Part

IN FAVOUR OF

The ICFAI Foundation for Higher Education, Hyderabad, (A deemed-to-be University under sec 3 of the UGC Act, 1966) hereinafter referred to as “University”, which term shall include its successors, assigns and administrators of the Other Part.

WHEREAS the Student had pursued the _____ Program of the University, during the period _____ to.

AND WHEREAS the Student upon successfully completing the _____ Program of the University had been given the certificate.

AND WHEREAS the student has lost/misplaced the certificate given and has approached the University for issuance of a duplicate copy of certificate.

AND WHEREAS the University has considered the request of the Student and has agreed to issue a duplicate Degree certificate upon the Student executing an Indemnity Bond in favour of the University.

AND WHEREAS in compliance of the requirement of the University, the student has come forward to execute an Indemnity Bond in favour of the University.

NOW THEREFORE THIS INDEMNITY BOND WITNESSETH AS FOLLOWS:

In consideration of the University issuing a duplicate certificate to the Student, the Student agrees to indemnify the University and keep it indemnified and harmless from and against any loss, damage, liability and expense (including attorney's fee and costs) incurred by the University due to any claim, action, suit initiated by any third party on account of the duplicate certificate being issued by the University to the Student.

The student further undertakes to return to the University the Original certificate if and when found by the Student.

Signature of the Student

Appendix-VII

Name	
Enrollment No.	
MBA Class of	
Course	
Semester	
E-mail	
Mobile	
Date	
Parent Name	
Parent Mobile No.	
Parent E-mail	

The Associate Dean, SSD
ICFAI Business School (IBS) Hyderabad.

Change of Address & E-Mail

Dear Madam/ Sir,

My new mailing / permanent address, which is / will be effective from _____, is given below. Please make necessary changes in the official records and send all future communication to my new address.

Permanent Address:

Name: _____

Address: _____

Tel: _____ E-mail: _____

Mailing Address:

Name: _____

Address: _____

Tel: _____ E-mail: _____

Signature of the Student

In case mailing address is same as permanent address please mention as same.

Note: All the correspondence would be sent to mailing address only.

Appendix-VIII

Name	
Enrollment No.	
MBA Class of	
Course	
Semester	
E-mail	
Mobile	
Date	
Parent Name	
Parent Mobile No.	
Parent E-mail	

The Associate Dean, SSD
ICFAI Business School (IBS) Hyderabad.

Change / Correction of Name in the Records

Dear Madam/ Sir,

1. My name has been spelt incorrectly in official records as instead of I am enclosing a self-attested copy of my Xth / XIIth Certificate as proof of my name and request you to incorporate the same in the official records.
2. I have changed my name from to effective from (date). The affidavit, gazette notification and paper advertisement as a proof of the same are enclosed for your information. Please make the necessary changes in your official records and send all future communication under my new name.

Signature of the Student

Enclosed:

For correction of name: Xth / XIIth Certificate

For change of name: (i) Affidavit, (ii) Gazette Notification, (iii) Copy of paper advertisement.

Copy to the Controller of Examinations

Appendix-IX

Name	
Enrollment No.	
MBA Class of	
Course	
Semester	
E-mail	
Mobile	
Date	
Parent Name	
Parent Mobile No.	
Parent E-mail	

The Dean/ Director,
ICFAI Business School (IBS) Hyderabad.

Application for Withdrawal from the Program

Dear Madam/ Sir,

Due to the following reason(s), I would like to withdraw from the Program. I request you to approve the same and refund the fee as per refund policy (within 4 weeks of commencement of the program).

Reasons:

I.

II.

III.

Signature of the Student

Enclosed: No Dues Certificate

Verified that the Student has applied for the withdrawal within the stipulated time as mentioned above and refund can be initiated as per the refund policy.

Date:

Signature of Associate Dean, SSD

Copy to the Controller of Examinations

Appendix-X

Name	
Enrollment No.	
MBA Class of	
Course	
Semester	
E-mail	
Mobile	
Date	
Parent Name	
Parent Mobile No.	
Parent E-mail	

Application for rechecking of Answer sheets

The rechecking of answer sheets of _____ examinations conducted during _____. Please list the subject (s) you wish to recheck under the appropriate category of examination (s) you have appeared.

S#	Semester _____ End Term ☐	Semester _____ Summer Term ☐
1		
2		
3		
4		
5		
6		
7		
8		
9		

Date:

Signature of the student:



Campus

The ICFAI Foundation for Higher Education

Donthanapalli, Shankarpalli Road, Hyderabad- 501 203, Telangana State.