

The ICFAI University, Tripura
Directorate of Distance Education



Distance
MBA





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The ICFAI University, Tripura

The ICFAI University, Tripura (referred to hereafter as the University) was established in 2004 through an Act of State Legislature (Tripura Act 8 of 2004). The University has been approved by the University Grants Commission, under Section 2(f) of the UGC Act, 1956. The Distance Education Council (DEC) has accorded recognition to the Directorate of the Distance Education, the ICFAI University, Tripura and its programs.

The University is a member of the Association of Commonwealth Universities, London and the Association of Indian Universities, New Delhi.

The University believes in creating and disseminating knowledge and skills in core and frontier areas through innovative educational programs, research, consulting and publishing.

The Visitor of the University is H.E. The Governor of Tripura. The University is administered as per the Act, Statutes and Rules. The Board of Governors is headed by the Chancellor and has Vice-Chancellor and others as members. The Board of Management is headed by the Vice-Chancellor. The Academic Council is responsible for all academic matters.

The University campus, based at Agartala, is sprawling, landscaped and lush green. It provides a congenial environment for education and learning. It has well-equipped physical and academic infrastructure. The University has no study centers outside its authorized jurisdiction.

The University offers Bachelors, Masters and Doctoral programs in management, finance, science and technology, information technology, education, law and other areas on distance learning and full time modes.

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Distinguishing features of ICFAI University Distance Learning Programs

1. **Quarterly Examinations:** 4 times a year. Continuous and sustained progress of students.
2. **Well-planned and pre-fixed examination schedules:** students can plan effectively their work / other commitments for taking examinations.
3. **CBT (Computer Based Test) examinations:** CBT examinations are conducted for all subjects. Helps in providing students more convenience in terms of location, time and flexibility.

The MBA Program

The Master of Business Administration (MBA) Program is offered on distance learning mode by the ICFAI University, Tripura. It is offered in following streams:

- MBA (Marketing)
- MBA (HRM)
- MBA (Finance)

The Program aims to impart knowledge and understanding of the different aspects of management, finance and human resource management. The program prepares the students with the skills, knowledge and strategic perspectives essential to the leadership of business around the world.

Eligibility

Graduates (any discipline).

Duration

Two years.

Medium of instruction

English.

Validity of enrollment

The students are required to complete MBA Program within a period of four years from the date of enrollment. Students who are unable to complete the program within the validity period of four years, but still keen on continuing the program, are required to register *de novo* by paying the requisite fee.

The program is based on self-study and examinations.

Self-study

The University provides prescribed books specially designed for the programs meant for self study. Counselling classes will be organised.

Program structure

The MBA Program is structured into 4 stages. There are 20 subjects in the program.

Out of these 20 subjects, 12 are common for all the three streams. In each stream there are 8 specialized subjects. The program structure for each stream is as indicated.

Program Structure		
MBA (Marketing)		
Stage I	1	Principles and Practices of Management
	2	Managerial Economics
	3	Human Resource Management
	4	Accounting and Finance for Managers
	5	Marketing Management
Stage II	6	IT & Systems in Management
	7	Business Environment and Business Law
	8	Operations Management
	9	Management Control System
	10	Sales and Distribution Management
Stage III	11	Consumer Behavior
	12	Advertising and Communication Management
	13	Strategic Marketing
	14	Business Research Methodology
	15	International Marketing
Stage IV	16	Marketing of Services
	17	Retail Management
	18	Business Policy and Strategy
	19	Business Ethics and Corporate Governance
	20	Project Work

Program Structure		
MBA (HRM)		
Stage I	1	Principles and Practices of Management
	2	Managerial Economics
	3	Human Resource Management
	4	Accounting and Finance for Managers
	5	Marketing Management
Stage II	6	IT & Systems in Management
	7	Business Environment and Business Law
	8	Operations Management
	9	Management Control System
	10	Organizational Behavior
Stage III	11	Recruitment, Training and Development
	12	Performance Measurement and Reward Systems
	13	Leadership and Change Management
	14	Business Research Methodology
	15	Organization Development
Stage IV	16	Human Resource Planning and Audit
	17	Strategic Human Resource Mgmt.
	18	Business Policy and Strategy
	19	Business Ethics and Corporate Governance
	20	Project Work

Subject-wise Waivers

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

Subject	Eligibility for Waiver
Managerial Economics	MA (Economics)
Accounting & Finance for Managers	CA, CWA
IT & Systems in Management	MCA, B.Tech

Program Structure		
MBA (Finance)		
Stage I	1	Principles and Practices of Management
	2	Managerial Economics
	3	Human Resource Management
	4	Accounting and Finance for Managers
	5	Marketing Management
Stage II	6	IT & Systems in Management
	7	Business Environment and Business Law
	8	Operations Management
	9	Management Control System
	10	Financial Management for Managers
Stage III	11	Financial Markets
	12	Security Analysis
	13	Portfolio Management
	14	Business Research Methodology
	15	Strategic Financial Management
Stage IV	16	Financial Risk Management
	17	Mergers and Acquisitions
	18	Business Policy and Strategy
	19	Business Ethics and Corporate Governance
	20	Project Work

What the qualifications refer to:

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

Project Work

- The objective of the project is to help the student develop ability to apply multi disciplinary concepts, tools and techniques to solve organizational problems.
- A student can take up project work parallelly while pursuing Stage-III subjects.
- The project may be from any one of the following types and preferably from area of specialization of the student:
 1. Comprehensive case study covering single organization/multifunctional area problem, formulation, analysis and recommendations (can be relevant to company where student is already employed).
 2. Inter-organizational study aimed at inter-organizational comparison/validation of theory/survey of management practices.
 3. Field study (empirical study).
- Project work helps develop analytical and decision-making process in students as it involves data collection, situational analysis of both internal and external environment.
- Necessary guidance required by the students for the process of project work will be provided by the University.

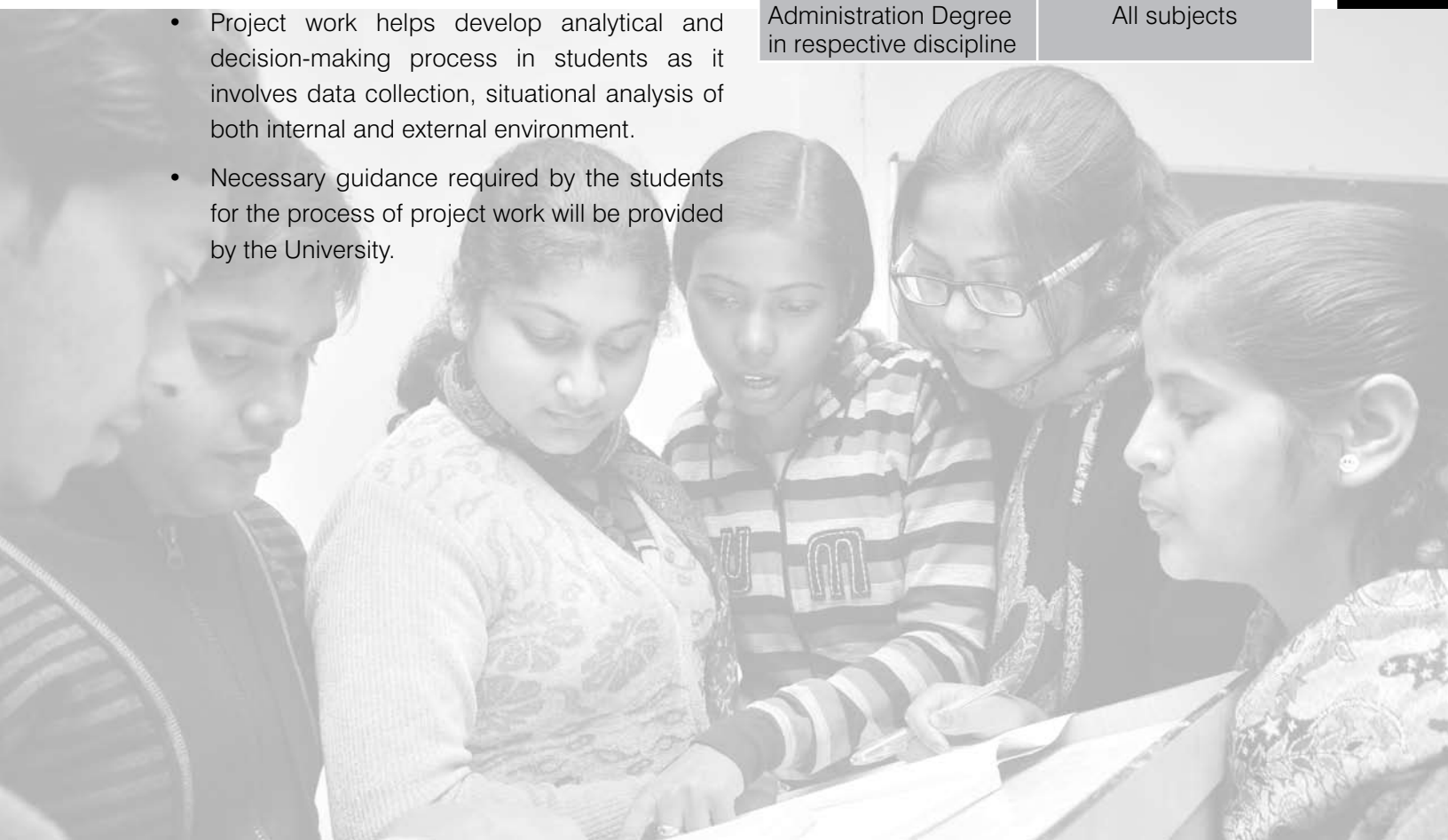
Latest Developments in the field of specialization

In addition to the prescribed book to each subject, the students are provided with the latest development relevant to the specialization subject online, which will carry a weightage of 15% in the examination.

Certification

The following Diplomas/Degree are issued by the ICFAl University, Tripura to the successful students:

Certification	On successful completion of
Certificate in Business Basics	First 5 subjects
Diploma in Management	First 10 subjects
PG Diploma in Marketing/ Finance/HR	First 15 subjects
Master of Business Administration Degree in respective discipline	All subjects



BRIEF OUTLINE OF SYLLABUS

Common Subjects

1) Principles and Practices of Management

Management: An Overview, Evolution of Management Thought, Social and Ethical Responsibilities of Management, Fundamentals of Planning, Management by Objectives, Strategies, Policies and Planning Premises, Managerial Decision-Making, Fundamentals of Organizing, Strategic Organization Design, Strategic Organization Structure, Effective Organizing and Organizational Culture, Human Resource Management and Staffing, Performance Appraisal and Career Strategy, Organizational Change and Organization Development, Managing and the Human Factor, Motivating Employees for Job Performance, Leadership, Managing Communications, The Control Function, Control Techniques, Productivity and Operations Management, Management Information Systems and International Management.

2) Managerial Economics

Introduction to Microeconomics, Theory of Demand and Supply, Consumer Behavior, Production Function, Analysis of Costs, Perfect Competition, Imperfect Competition, Rent and Wages, Interest and Profit, Forecasting and Decision Making, Introduction to Macroeconomics, National Income, Consumption and Investment Function, Classical and Keynesian Economics, Fiscal Policy and Budget Deficit, Monetary Policy, Inflation, Banking and Money Supply, International Trade and Balance of Payments, Economic Indicators, Business Cycles, Economic Growth and Development and Planning.

3) Human Resource Management

Introduction to HRM, Organizational Structure and HRM, International Human Resource Management, Human Resource Planning, Job Analysis and Design, Recruitment, Selection, Socialization, Managing Careers, Performance Appraisal, Employee Training and Management Development, Compensation Management, Occupational Safety and Health, Grievance Handling, Disciplinary Action, Trade Unions, Industrial Relations, Collective Bargaining and Workers' Participation in Management, Quality of Work Life, Quality Circles and Appendix.

4) Accounting and Finance for Managers

Introduction to Financial Statements, Conceptual Framework of Financial Accounting, Elements of Financial Statements, Financial Statements of Companies, Introduction to Financial Statement Analysis, Financial Ratio Analysis, Basic Cost Terms and Concepts, Cost Analysis and Decision-making, Introduction to Financial Management, Indian Financial System, Time Value of Money, Sources of Long-Term Finance and Working Capital Management.

5) Marketing Management

Marketing: The Development of a Concept, Delivering Customer Values and Satisfaction, Marketing Environment, Marketing Budgets and Costs, Understanding Consumer Buying Behavior, Organizational Markets and Organizational Buying Behavior, Marketing Research, MKIS and Demand Forecasting, Market Segmentation and Market Targeting, Strategic Planning Process in Marketing, Marketing and Competitive Strategies, Product and Product Lines, Product Differentiation and Positioning, New Product Development, Branding and Packaging, Pricing and Marketing, Channels of Marketing, Logistics and Wholesaling,

Retailing, Communication Mix in Marketing, Advertising, Sales Promotion and Public Relations, Personal Selling and Sales Force Management, Developing and Managing Marketing Department and Organization, Global Marketing Strategies, Direct and Online Marketing, Marketing of Services, Marketing of Organizations, Individuals, Places and Ideas and Marketing Management: Ethical and Social Dimensions.

6) IT & Systems in Management

Computer Systems: An Overview, Operating Systems, Fundamentals of Information Systems, Personal Productivity Software, Enterprise Collaboration Systems, Management Information Systems, Program Design and Programming Languages, Database Management, Computer Networks, Telecommunication Networks, MIS: Planning and Design, MIS: Implementation, Evaluation, and Maintenance, Information Resources Management and IT Governance, Global IT Management, MIS in Specialized Areas, Basics of E-Business and Enterprise Application Integration, Supply Chain Management and E-Business, Enterprise Resource Planning and CRM and E-Business.

7) Business Environment and Business Law

Business Environment: An Introduction, Demographic and Social Environment, Cultural Environment, Political Environment, Economic Environment, Financial Environment, Trade Environment, Technological Environment, Legal and Regulatory Environment, Tax Environment, Ethical Environment, Law of Contracts, Special Contracts, Formation and Organization of Companies, Company Management and Winding Up, Direct Taxes and Indirect Taxes.

8) Operations Management

Operations Management and Operations Strategy, Forecasting Demand, Allocating Resources to strategic Alternatives, Design of Production Processes, Facility Location and Layout, Aggregate Planning and Capacity Planning, Fundamentals of Inventory Control, Purchase Management, Materials Management, Operations Scheduling, Enterprise Resource Planning, Supply Chain Management, Just-In-Time (JIT) Manufacturing System, Productivity and Quality Management, Facilities and Maintenance Management and Project Management.

9) Management Control System

Fundamentals of Management Control, Design of Organization Structure and Control Systems, Strategic Performance Control, Budget as an Instrument of Control, Business Performance: Targets, Reporting and Analysis, Auditing, Transfer Pricing, Business Ethics and Management Control, Financial Control of the Enterprise, Marketing Control, Management Control of Production and Operations, Management Control of Service Operations, Management Control of Projects, Management Control of Research and Development, Control of Human Resource Management, Control and Governance of Information Systems and Implementation of Management Control Systems.

10) Business Research Methodology

Introduction to Business Research, Business Research Process, Business Research Design and Implementation, Measurement Concepts in Business Research, Attitude Measurement, Sampling Design, Secondary Data, Survey Research, Questionnaire Design, Qualitative & Observation

Methods, Experimentation, Data Preparation & Preliminary Analysis, Hypothesis Testing- Basic Concepts, Hypothesis Testing- Test of Differences, Correlation Analysis & Regression Analysis, Multivariate Analysis, Business Research Reports and Ethics in Business Research.

Annexure to Business Research Methodology

Measures of Central Tendency, Measures of Dispersion, Concepts of Probability, Probability Distributions

11) Business Policy and Strategy

Introduction to Strategic Management, Strategic Management Process, Company Mission, Analyzing the External Environment, Evaluating the Multinational Environment, Internal Analysis of the Company, Company Culture and Values, Formulating Long Term Objectives and Strategy, Strategic Analysis and Choice, Operationalizing the Strategy, Strategy and Structure, Resource Management and Control, The Value Chain and Competitive Scope, The Value Chain and Generic Strategies, Mergers, Acquisitions and Divestitures, Joint Venture and Leveraged Buy Outs, Managing Change, The Strategists and Challenges for 21st Century.

12) Business Ethics and Corporate Governance

Business Ethics: An Overview, Importance of Ethics in Business, The Ethical Organization and its Corporate Code, Ethics and Rule of Law, Business Ethics and Environment, Ethical Issues in Strategic Management, Ethical Issues in Marketing Management, Ethical Issues in Operations Management, Ethical Issues in Purchase Management, Ethical Issues in Human Resource Management, Ethical Issues in Finance, Ethical Issues in Accounting and Other Functions, Ethical Dilemmas at Workplace, Ethical Issues in Global Business, Corporate Social Responsibility: A Historical Perspective, Corporate Responsibility: Stakeholders, The Role of Business in Society, Corporation: An Overview, Corporate Governance: An Overview, Corporate Governance: Board Structures and Styles, Corporate Governance: Roles and Responsibility of Board of Directors and Corporate Governance: Codes and Laws.

Marketing Specializations

1) Sales and Distribution Management

Introduction to Sales Management, The Sales Organization, Sales Functions and Policies, Personal Selling, International Sales Management, Sales Planning, Sales Budgets, Estimating Market Potential and Forecasting Sales, Sales Quotas, Sales and Cost Analysis, Hiring and Training Sales Personnel, Time and Territory Management, Compensating Sales Personnel, Motivating the Sales Force, Leading the Sales Force, Evaluating Sales Force Performance, Marketing Logistics, Marketing Channels, Channel Integration, Channel Management, Evaluating Channel Performance, Managing Channel Conflicts, Channel Information Systems, Wholesaling, Retailing and Ethical and Social Issues in Sales & Distribution Management.

2) Consumer Behavior

Consumer Research, Segmenting Consumers, Motivation, Personality, Perception and Information Processing, Learning, Attitudes and Consumer Behavior, Reference Groups and Opinion Leadership, Family Influences, Social Class and Consumer Behavior, Cultural Influences, Diffusion of Innovation, Consumer Decision Making, Consumer in Marketplace, Post-

Purchase Behavior, Organizations as Consumers, Marketing Communication and Persuasion and Market Regulation.

3) Advertising and Communication Management

Marketing Communications – An Overview, Consumer Buying Behavior, Modeling for Marketing Communication, Marketing Communication Planning Process, Marketing Communications Research, Advertising Objectives and Planning, Creative Strategy, Media Planning, Other Issues in Advertising, Ethics in Marketing Communications, Mass Media Promotions, Outdoor Advertising, Sales Promotion Strategy, Personal Selling, Public Relations, Direct Marketing, Integrated Marketing Communications, Marketing Communications Budgeting, Measuring Promotional Performance, Global Marketing Communications and Brand Management.

4) Strategic Marketing

Strategic Marketing Management: An Introduction, Marketing Strategy and Planning, Business Strategy and Competitive Advantage, Marketing Audit and SWOT Analysis, Marketing Costs and Financial Analysis, Market and Environmental Analysis, Competitor Analysis, Customer Analysis, Learning in Marketing Organization, Segmenting Markets, Targeting and Positioning Strategies, Relationship Strategies, Generic Strategies, Planning for New Products, Product Branding & Customer Service Strategies, Pricing Strategy, Advertising and Sales Promotion Strategies, Public Relations and Direct Marketing Strategies, Sales Force Strategies, Distribution Strategy, Strategic Issues in Marketing, Designing an Effective Marketing Organization and Marketing Strategy Implementation and Control.

5) International Marketing

An Overview of the World Economy, International Finance & Economics, International Trade, Funding Institutions, Competitive Strategy in International Business, Entry Strategies in International Markets, Marketing Information Systems and Research, Segmentation, Targeting, and Positioning, Planning Process, Product Decisions, International Branding, Pricing in International Markets, Marketing Channel and Place Decisions, Promotional Decisions, International Marketing of Services, Leading, Organizing, and Controlling, Marketing in the Internet Environment and Ethics and Social Responsibility.

6) Marketing of Services

Understanding Services, The Nature of Services Marketing, Consumer Behavior, Customer Expectations and Perceptions, Listening to Customers, Market Segmentation and Targeting, Positioning and Differentiation of Services, Managing Demand and Capacity, The Marketing Mix Elements, Product: Packaging the Service, Pricing Services, Promotion and Communication of Services, Place in Services, People in Services, Process in Services, Physical Evidence, Relationship Marketing, Internal Marketing, Supplementary Services, Developing and Managing the Customer-Service Function, Marketing Planning for Services, Service Quality, Globalization of Services and Marketing Services- Specific Industries.

7) Retail Management

Retailing: An Overview, Retail Institutions, Understanding the Retail Customer, Retail Market Strategy, Financial Strategy, Store Location and Site Evaluation, Retail Organization and Management, Merchandise Assortment Planning, Purchasing

Systems, Merchandise Purchasing, Merchandise Pricing, Retail Promotion Mix, Store Management, Store Layout, Design and Visual Merchandising, Customer Service, Retail Selling, Information Systems and Logistics, Legal and Ethical Issues in Retailing and Careers in Retailing.

HRM Specializations

1) Organizational Behavior: Managing people and organizations

Fundamentals of Organizational Behavior-Understanding Organizational Behavior; Foundations of Human Relations and Organizational Behavior; Understanding People and Organizations; Diversity and Ethics; Managing Communication; International Organizational Behavior; Individual Behavior in Organizations-Personality and Attitudes; Motivation; Perception; Learning; Dynamics of Organizational Behavior-Leadership; Empowerment and Participation; Conflict, Negotiations, and Intergroup Behavior; Foundations of Group Behavior; Understanding Work Teams; Informal Organizations; The Organization System-Foundations of Organization Structure; Decision Making; Power and Politics; Organizational Culture; Organizational Change and Organizational Development-Organizational Change; Fundamentals of Organizational Development; Organizational Development Interventions; Future of Organizational Development

2) Leadership and Change Management

The Mystique of Leadership: Understanding Leadership: Leadership Styles: Leadership Skills and Tactics; Path to Leadership: Leading a Learning Organization: Coaching Leaders; Developing Performing Teams: Leadership Succession; Leadership Culmination; Level 5 leadership: Narcissistic Leaders: Leadership Challenges; Change Mastery; Understanding Change: Implementing Change: Change Agents: Disruptive Innovation.

3) Strategic Human Resource Management

Introduction to Strategic Human Resource Management-Strategic Human Resource Management: An Overview: Importance of Aligning Human Resources with Strategy

Strategic Human Resource Management – Implications for Organizations; Redesigning Work Systems; Human Resource Forecasting; Strategic Acquisition of Human Resources; Strategic Implications on Training and Development; Performance Management and Evaluation; Compensation and Strategic Human Resource Management; Strategic Challenges for Leadership

Strategic Maintenance of Human Resources- Strategic Issues in Employee Safety, Health and Labor Relations; Career Management; Employee Separation and Downsizing; Emerging Trends and Challenges for HR-Mergers and Acquisitions; Outsourcing; Ethical Issues in Strategic Human Resource Management

4) Training and Development

Recruitment- Planning Staff Requirements; Seeking and Attracting Applicants; Screening Applicants; Interviewing and Testing Candidates; Making a Job Offer; Training and Development- Training Strategy and Process; Designing the Program; Training Methods; Evaluation of Training:

5) Performance and reward systems

Performance Management & Human Resource; Conceptual Framework of Performance Management; Planning Managee Performance & Development; Components of Managee Performance & Development Plan; Setting Mutual Expectations and Performance Criteria; Monitoring Managee Performance & Mentoring Managee Development; Ongoing Performance Monitoring & Review; Ongoing Mentoring & Managee Development; Stocktaking Performance; Stocktaking Potential; Appraising for Recognition & Reward; Building & Leading High Performance Teams.

6) Organization Development

The Field of Organization Development: Definitions and Historical Overview of Organization Development: Values, Assumptions, and Beliefs in OD; Foundations of Organization Development; Managing the OD Process; Action Research and Organization Development; An Overview of OD Interventions; Intergroup and Third Party Peacemaking Interventions; Comprehensive OD Interventions; Structural Interventions and the Applicability of OD; Training Experiences; Issues in Consultant-Client Relationships; Power, Politics, and Organization Development; The Future and Organization Development

7) Human Resource Audit and Planning

The Great Human Resource Turnaround; Basics Of Human Resource Planning; Return On Investment (ROI) In HR Planning; Corporate Mission And Vision Statements; Strategic Human Resource Planning; Strategic Manpower Planning; Strategic Planning; Strategic Planning In Core Areas Of Human Resource; Strategic Succession Planning; Human Resource Audit; Audit Of Human Resource Competencies, Strategies, Systems, Structures And Functional Roles Of Human Resource; Writing Human Resource Audit Report

Finance Specializations

1) Financial Management

Introduction to Financial Management, Indian Financial System, Financial Markets, Financial Institutions, Functions of Reserve Bank of India, Financial Sector Reforms, Time Value of Money, Risk and Return, Leverage, Valuation of Securities, Sources of Long-term Finance, Cost of Capital and Capital Structure Theories, Dividend Policy, Working Capital Management, Financing Current Assets, Inventory Management, Receivables Management, Cash Management, Capital Expenditure Decisions.

2) Financial Markets

Financial Systems and Financial Markets, Investment Scenario, Credit Markets, Money Markets, Debt Markets, Stock Markets, Capital Markets Regulations, Bonds with Warrants and Embedded Options: Bonds with Warrants, Foreign Exchange Market, Derivative Markets, Commodity Markets, Mutual Funds, Other Funds.

3) Security Analysis

Investment Scenario, Risk and Return, Stock Market in India, Security Market Indicators, Sources of Financial Information, Fundamental Analysis, Impact of Changes in Accounting Policies, Equity Stock Valuation Models, Bond Valuation, Efficient Market Hypothesis, Technical Analysis, Futures, Options, Warrants and Convertibles, Real Assets, Mutual Funds.

4) Portfolio Management

Introduction to Portfolio Management, Investment Policy, Capital Market Expectations, Asset Allocation: Policies and Procedures, Capital Market Theory, Arbitrage Pricing Theory, Portfolio Analysis, Optimal Portfolio Selection, Portfolio Revision, Measuring and Evaluating Portfolio Performance, Equity Portfolio Management, Fixed Income Portfolio Management, Portfolio Management Using Futures, Portfolio Management Using Options.

5) Strategic Financial Management

Strategic Financial Management: An Overview, Firm's Environment, Governance and Strategy, Valuing Real Assets in the Presence of Risk, Real Options, Capital Structure, Dividend Policy, Allocating Capital and Corporate Strategy, Financial Distress and Restructuring, Industry Analysis, Financial Policies and Strategies, Information Asymmetry and the Markets for Corporate Securities, Managerial Incentives, Decision Support Models, Financial Statement Analysis, Inflation Accounting, Working Capital Management, Strategic Cost Management, Corporate Risk Management, Risk Management and Corporate Strategy, Organization Architecture, Risk Management and Security Design, The Practice of Hedging, Enterprise Risk Management.

6) Financial Risk Management

Introduction to Risk Management, Total Risk: Main Issues, Corporate Risk Management, Introduction to Derivatives, Mechanics of Futures Markets, Currency Futures, Interest Rate Futures, Index and Stock Futures, Commodity Futures, Options, Sensitivity of Option Premiums, Financial Swaps, Credit Derivatives, Weather Derivatives, Accounting for Derivatives, Value at Risk, Introduction to Insurance: Life and Non-Life.

7) Mergers & Acquisitions

Mergers and Acquisitions: An Overview, Maximization of Organization Value and Mergers and Acquisitions, Mergers and Acquisitions: Different Forms, Methods of Valuation of Firms, Theories of Mergers, Sell Offs and Divestitures, Modalities of Payment, Tax Implications, Joint Ventures, Going Private and Leveraged Buyouts, ESOPs and MLPs, International Mergers and Acquisitions, Corporate Control, Buy-back of Shares and Exchange Offers, Takeover Defenses, Management Guide for Merger and Acquisition Activity, Takeover Models, Mergers and Acquisitions - Regulatory Control.

Examinations

CBT examinations

The examinations are offered through Computer Based Test (CBT).

Online exam registration

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

Test centers

The CBTs are held at test centers, as indicated on the website www.iutripura.edu.in/dlp.

Eligibility for appearing in examinations

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

Students will be required to progress in the program stage-wise, sequentially. In order to advance to the next stage students should not have more than one backlog in the ongoing stage. The student can appear for the backlog in the subsequent examination. However, a backlog subject cannot be carried forward beyond one stage. For example a backlog subject of Stage I cannot be carried to Stage III. Within a stage, students can appear for examinations in any order of the subjects and for any/all subjects at a time.

Examinations

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

Enrollment dates

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

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

Mock practice questions to familiarize with computer based examinations will be provided to all enrolled students.

Grading System

Performance in the examination is indicated in grades as under for each subject:

A	Excellent
B	Very Good
C	Good
D	Unsatisfactory
E	Poor

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

Passing criteria

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

Examination Pattern			
Stage	Papers	Question Paper Format	Details
Stage I, II, III & IV	All subjects	MCQ, CBT pattern	The list of test centers and the time slots will be on display during the registration process on logging to the website www.iutripura.edu.in/dlp . Students can select the convenient center and time slot and register for their examinations.

FAQs

What is the legal status of the ICFAI University, Tripura?

The ICFAI University, Tripura was established in 2004 through an Act of State Legislature (Tripura Act 8 of 2004). It is recognized by UGC.

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

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

Are the degrees issued by the ICFAI University, Tripura recognized by UGC?

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

Are the programs of the ICFAI University, Tripura recognized by AICTE?

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

Is the MBA Program approved by the Distance Education Council (DEC) ?

The program is approved by the joint committee of DEC-UGC-AICTE.

Where is the campus of the ICFAI University, Tripura?

The ICFAI University, Tripura has a campus based at Kamalghat, Sadar, Agartala. It has over 6 lakhs sq. ft. of built-up area with academic blocks, workshops, laboratories, faculty rooms, auditorium, seminar

halls, computer labs with latest computing facility, well equipped library, canteen, hostel, sports and recreation facilities. The campus also provides latest teaching aids and is Wi-Fi enabled.

What are the unique advantages of pursuing the MBA Program from the ICFAI University, Tripura?

The following are the advantages:

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

What are the advantages of CBT?

Computer based tests allow students to take their examinations on a convenient day, slot and test center giving flexibility as per your convenience. It offers the convenience of choosing time slots for the examinations wherever they are prepared to take. The center offers privacy along with a quiet and comfortable environment.

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

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

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

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

Are there any negative marks in the examinations?

No, there are no negative marks in the examinations.

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

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

The MBA Program of IUT focuses on knowledge and skills required by management professionals who plan to work for Indian and multinational corporations. It provides the students with a general management perspective and introduces them to the latest concepts and practices related to functional areas of management.



Web Services

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

Pre-enrollment services

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

Post-enrollment services

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

Secure Internet Payment Gateway

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



Admission Policies and Guidelines

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

Enrollment

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

No enrollment of foreign citizens

The admission into the distance learning program is not open to foreign citizens due to visa restrictions. Indian passport holders temporarily staying abroad can enroll subject to the decision by the Admissions Committee.

Rejected applications

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

Remittance

The applicants are required to pay the fee as indicated in the Fee Schedule. The remittance can be done by way of Demand Draft or Credit Card. Demand Draft should be in favor of **"The ICFAI University, Tripura-Fee Collection A/c"** payable at Agartala. For EMI facility please refer to Fee Schedule.

Refund policy

In case a student decides to withdraw from the program after enrollment, the fee paid will be refunded after deducting the admission fee and the cost of courseware supplied. Withdrawal requests received after 30 days of enrollment are not entertained and no refund will be given.

Right to amend rules

The University reserves the right to amend the rules and regulations wherever considered necessary and appropriate. Such amendments will be intimated to the students. Therefore, this publication and the descriptions contained herein are not to be construed as a contract binding the University to any specific policies. Possible changes include, but are not limited to curriculum and course

content, passing requirements, eligibility criteria for examinations, fee schedule, refund policy, examination pattern, certification and designation, and such other matters as may be considered relevant.

Guidelines

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

- The Application Forms should be filled in Capital Letters.
- Please respond to all the information sought.
- Additional sheets may be used, if necessary.
- Ensure that the Application Forms are signed.

Photocopies of certificates

- Photocopies of certificates regarding date of birth and educational qualifications shall be enclosed with the Application Form for Enrollment.
- Original Certificates should not be sent.

Enclosures

Please ensure that your Application contains the following enclosures.

- Application Form for Enrollment into the program (with recent color photograph affixed).
- Copies of Certificates of Date of Birth and Educational Qualifications.
- Fee Remittance Form.
- Demand Draft/Credit Card Merchant Slip (wherever applicable) towards the payment.
- Those students availing the EMI facility through PDCs are requested to enclose the postdated cheques (CTS 2010 compliant) for the required amount along with the Fee Remittance Form.

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

**The Admissions Officer,
The ICFAI University, University Campus,
Agartala-Simna Road, P.O. Kamalghat, Sadar,
Agartala - 799210, Tripura (West).**

Fee Schedule

(With effect from March 01 2013 and valid for the Academic year 2013 only)

The MBA Program*

Option 1 (Stage wise)	
Particulars	Amount (₹)
Admission Fee	10,000
Program Fee	20,000
Total	30,000
Lumpsum Payment	30,000
EMI Facility	
Initial Payment (by Demand Draft/ Credit Card)	10,000
Balance amount to be paid through 6 Equated Monthly Instalments [EMIs] (including bank charges) by Postdated Cheques	3,565

Option 2 (Full Fee)	
Particulars	Amount (₹)
Admission Fee	10,000
Program Fee	65,000
Total	75,000
Lumpsum Payment	75,000
EMI Facility	
Initial Payment (by Demand Draft/ Credit Card)	10,000
Balance amount to be paid through 15 Equated Monthly Instalments [EMIs] (including bank charges) by Postdated Cheques	5,025

* The fee stated above is common for all the streams of MBA Program namely, Marketing, HRM & Finance
Note: Exam fee is payable separately as and when the student registers for the examination.

Remittance information

1. a. Stage-wise fee payment:

The fee may be paid stage-wise. Currently, the Admission Fee is ₹ 10,000 and the program fee for Stage I is ₹ 20,000. Students are required to pay the fee as indicated in the Table given above either in lumpsum or through EMI facility. The students are required to pay the program fee for stage II, stage III and stage IV as may be prevalent at that time. Currently the program fee for the stage II, stage III and stage IV is ₹ 20,000 each.

- b. The fee can be paid by way of Demand Draft or Credit Card (VISA or MasterCard only). The Demand Draft should be A/c payee crossed in favor of "The ICFAI University, Tripura - Fee Collection A/c" payable at Agartala. Students can make the payment through Credit Card. They should get their Credit Cards swiped for the required amount, sign and attach the merchant copy of the slip along with the Fee Remittance Form and keep the customer copy with themselves (as acknowledgement). No cash payment to be made while enrolling into the program.
- c. Credit Card information being confidential should not be shared with anyone while making payments

for the program. Any students deviating from the above will be doing so at their own risk and responsibility.

2. Payment of Lumpsum fee – Through Credit Card EMI of HDFC Bank / ICICI Bank

Credit Card EMI swipe: Facility of Credit Card EMI swipe is available on select credit cards, accepted by the EDC terminals of HDFC Bank and ICICI Bank, installed at the University Information Offices. Amount swiped would be converted into convenient EMIs of tenure of 3, 6, 9 and 12 months by the bank as per the option exercised by the card holder/student at the time of swiping the card.

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

3. EMI facility for payment of fee:

EMI facility is offered to all the students for payment

of fee. Under this facility, payment can be made by submitting the PDCs.

The initial amount should be paid by way of Demand Draft/Credit Card and the balance amount can be paid through submission of PDCs.

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

- a. **PDC facility***: Under this facility, the balance amount should be paid through post dated cheques. The postdated cheques should be in favor of “**The ICFAI University, Tripura - Fee Collection A/c**”.

***As per RBI guidelines, only CTS 2010 compliant cheques are accepted.**

The PDCs (CTS 2010 compliant) should be drawn on scheduled commercial banks. Only MICR and multi-city PDCs will be accepted. The initial payment is payable at the time of application by Demand Draft/Credit Card. The EMIs are payable on the first of every month, subsequent to enrollment. For example, if a student enrolls on April 15, his/her first EMI (amount payable in rupees) will be due on May 1. The EMIs should be paid through postdated cheques. The students should enclose the postdated cheques (A/c payee crossed) along with the Fee Remittance Form and the Demand Draft/ Credit Card slip for initial payment.

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

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

Students submitting the postdated cheques should ensure that the postdated cheques should not be dishonored under any circumstances when they

are deposited for payment. In the event of dishonor of any cheques, the students and the signatories of such cheques will be liable for prosecution under Section 138 of the Negotiable Instruments Act, 1881 and such other legal actions as may be taken by the University.

- b. The University reserves the right to withdraw the EMI facility for payment of fee at any time.

4. The examination fee is to be paid separately as and when the student is eligible and register for the examinations. The fee is ₹ 500 per subject.

5. All students registering in the program are required to pay the stipulated payment as per schedule. Wherever students have arrears of payment, they will not be permitted to register for the examinations or their examination result will not be released and their grade sheets, pass certificates will not be issued; further such students will be considered as inactive on the rolls of the University and their names are liable to be removed from the records.

6. The fee is subject to change from time to time. Students will be informed of the payment revisions through e-mails, students regulations, etc. The students are required to pay the fee as may be prevalent in the relevant academic year. The fee indicated in this document is valid for 2013 academic year only.

7. **Overseas Students:**

Students who wish to receive the courseware at their overseas address are required to remit US\$75 per year towards overseas courier charges.

There are no overseas test centers. Examinations at overseas may be arranged for the convenience of students wherever possible.

Students who wish to appear for examinations at overseas center may contact the University (ssd@icfaiuniversity.in) for further details.

The ICFAI University, Tripura

University Campus, Agartala-Simna Road, P.O. Kamalghat, Sadar, Agartala - 799210, Tripura (West).

**The MBA Program
(Distance Learning)**

Application Form for Enrollment

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

Please tick (✓) the program you wish to enroll: Marketing HRM Finance

1. PERSONAL DETAILS

Name : Mr/Ms _____

(USE CAPITALS)

(As it appears in Official Records, Underline Surname)

E-mail*:

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

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

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

2. ACADEMIC RECORD

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

3. OCCUPATION Please tick (✓)

Full-time Student Full-time Employee

4. CURRENT EMPLOYMENT DETAILS

Organization _____

Nature of Business _____

Date of Joining _____ Present Designation _____

Address _____

Tel. _____ E-mail: _____

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

Managerial Economics Accounting & Finance for Managers IT & Systems in Management

6. DECLARATION: I wish to apply for the MBA Program on distance learning mode. I have carefully read the academic and administrative rules and regulations of the University as given in this Document and agree to abide by the same. I understand that these rules are only indicative and may be modified/changed/ revised and the complete list of rules and regulations as updated from time to time will be given to me on my enrollment in the form of Students Regulations. I understand that in case I withdraw from the program 30 days after enrollment, I will not be entitled to claim any refund of amount paid. I agree that I will settle the amount with the University whether or not I continue in the Program. I understand that the Jurisdiction for all disputes (if any) relating to the University is only/exclusively Agartala, Tripura. I hereby declare that the information provided by me in the Application is true and correct to the best of my knowledge. My signature below certifies that I have read, understood and agree to the rules and regulations including my financial responsibilities.

Date :

Signature of the Applicant



Fee Remittance Form

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

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

3 | 1 | 3 | T | M | B | A | | | | |

2. PERSONAL DETAILS

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

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

Address# _____
(USE CAPITALS)

Nearest Land Mark _____

(City)

(State)

(Pin)

Tel. (Off.): _____
(City Code) – (Area Code) - Number

(Resi.): _____
(City Code) – (Area Code) - Number

Fax: _____
(City Code) – (Area Code) - Number

Mobile: _____

Date of Birth: _____
Date Month Year

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

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

3. FEE REMITTANCE

(I) LUMP SUM PAYMENT : Amount ₹ 75,000 [Please (✓) tick] By Demand Draft By Credit Card * Credit Card with EMI option®

Remittance through Demand Draft (DD should be in favor of 'The ICFAI University, Tripura - Fee Collection A/c', payable at Agartala) (Payment by cash is not accepted)

DD Details:	Name of Bank:	DD No.:	Date:	Amount ₹ 75,000
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* Applicants can make the payment through Credit Card. They should get their Credit Cards swiped for the required amount, sign and attach the merchant copy of the slip along with this Fee Remittance Form and keep the customer copy with themselves (as acknowledgement). IMPORTANT: The employees of the information office are not authorized to accept cash payments from the applicants, under any circumstances; the employees of the information office are not authorized to swipe their personal credit cards to pay on behalf of the applicants; applicants should not share their credit card information with the employees of the information office; applicants should not make any payment by cash. Applicants deviating from the above will be doing so at their own risk and responsibility.

@ Applicants opting for this option may see page 15 for more details.

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

Remittance through Demand Draft (DD should be in favor of 'The ICFAI University, Tripura - Fee Collection A/c', payable at Agartala) (Payment by cash is not accepted)

DD Details:	Name of Bank:	DD No.:	Date:	Amount ₹ 10,000
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Contact nearest information office for relevant forms and to complete the formalities.

(ii) Six (Stage-wise fee payment) / Fifteen (Full fee payment) postdated cheques of ₹ _____ each (A/c payee postdated cheques in favor of "The ICFAI University, Tripura - Fee Collection A/c" should be enclosed) On the back of each postdated cheque, the name of the applicant and the full address of the bank, branch with phone number should be mentioned in capital letters. Only MICR and multi-city (CTS 2010 compliant) cheques will be accepted.

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

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

Total amount for which postdated cheques are enclosed :

₹ 21,390 (for Stage-wise fee payment) /

₹ 75,375 (for Full fee payment).

[Please tick (✓) as applicable]

Signature of the Applicant: _____

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

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

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

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

S/o / D/o _____

Occupation _____

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

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

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

Cell _____ Date of Birth: _____
Date Month Year 1 9

Place :

Date :

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

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

Date :

Signature of the Applicant





University Campus, Agartala-Simna Road,
P.O. Kamalghat Sadar,
Agartala - 799 210, Tripura (West).

www.iutripura.edu.in