

The ICFAI University, Tripura
The UG Program
Student Handbook
Class of 2015-2019

Preface

This student handbook is designed with an intention to provide the student with essential information on operational features, course curriculum, academic and other regulations, which they are bound to follow during the stay at The ICFAI University Tripura. In addition to this, the students are required to go through the Academic Regulations of the University.

The ICFAI University, Tripura
Faculty of Management Studies
Academic Calendar for the year 2015-16

Semester	DATE	ACTIVITY
First	3 rd August 2015	Registration for all students
	4 th August 2015	Commencement of Classes for 2 nd and 3 rd year
	4 th August to 14 th August 2015	Preparatory classes
	10 th August 2015	Late Registrations for 2 nd and 3 rd year students
	17 th August 2015	Commencement of Classes for 1 st Year
	5 th October to 9 th October 2015	Mid-Term Examination
	4 th December 2015	Last day of class work
	7 th December to 18 th December 2015	End-Term/Comprehensive Examination
	18 th December 2015	First Semester Ends
Second	4 th January 2016	Registration of all Students
	5 th January 2016	Class work begins
	11 January 2016	Late Registration
	7 th March 2016 to 11 th March 2016	Mid-Term Examination
	29 th April 2016	Last day of class work
	3 rd May to 14 th May 2016	End-Term/Comprehensive Examination
	25 th May 2016	Summer Internship for MBA & BBA Begins.
	22 nd July 2016	Internship Ends.

Section - 1

Introduction

1.1 The Institute of Chartered Financial Analysts of India University, Tripura popularly known as 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 and the University is empowered to award degrees under section 22 of UGC Act, 1956.

The university is a: i) Member of the Association of Indian University, New Delhi, India
 ii) Member of the Association of Commonwealth Universities, London, UK.
 iii) Member of the Institute of Engineers (India)

Accreditations: The University has the following accreditations of the regulatory authorities:

- a) National Council for Teacher Education(NCTE)
- b) Distance Education Bureau(DEB)
- c) Bar Council of India(BCI)

1.2 FMS

Faculty of Management Studies (FMS) is a constituent of the University. The mission of FMS is to develop ethically grounded, professional managers who can add value to organizations and communities, in a dynamic environment. The University promotes high-quality learning experience in an adaptive environment, with a focus on relevance, rigor and research.

1.3 BBA Program

The University offers campus-based, fulltime BBA program of 3 years duration at FMS. The program consists of six semesters of study, leading to a Bachelor of Business Administration

Program is offered with a view to impart in depth knowledge and broad understanding of the basics of management. The program focuses on various areas of management and also equips them to pursue MBA program in due course.

1.4 BTTM Program

The Bachelor of Travel and Tourism Management (BTTM) is a campus based program offered with a view to impart knowledge and broad understanding of Travel and Tourism industry sector of the world. This program gives a scope to the student to work with Travel and Tourism industry during the 4 year program.

1.5 Eligibility and Admissions of BBA & BTTM.

Students with Pass in 10+ (2Stage) in any discipline with a minimum of 40% marks in aggregate are eligible to apply for admission into the BBA&BTTM Program. Students, whose 10+ (2 stage) results have not been declared at the time of admission, are given Provisional Admission to the BBA & BTTM Programs. The admission is subject to their submitting proof of clearing the prescribed eligibility criteria for admission on or before the specified date. If a provisionally admitted student fails to submit the proof of completion of the above criteria on or before the specified date, his admission to the program shall stand cancelled and the student will cease to be on the rolls of FMS and will not be permitted to participate in any activity of the University. The medium of instruction is English, and hence adequate knowledge of English is required.

1.6 The Academic Year

BBA program of three years duration is divided into three academic years. BTTM program of four years duration is divided into four academic years. Each academic year comprises of two semesters namely Semester I and Semester II each of 18 weeks duration. After the first academic year, and second academic year students undertake a 8-week two Summer Internship Program (SIP) for both BBA and BTTM.

Section - 2

BBA Program Details

2.1 The Structure of the Program

The BBA program of the University prepares the students with the knowledge, skills and strategic perspectives essential to business leadership and a managerial career in the world. The three years program gives students a wide exposure and training in core subjects. The program consists of 36 courses covered in six semesters spread over three years. The courses are intellectually demanding and prepare the students to face the challenges of the global business environment. Students are also required to do summer internship after completion of year I and Year II respectively. The structure of the program giving details of courses and credit units is given in table -I

Program Structure: BBA

For 2011 – 2014 onwards

Table-1.

YEAR – I	<u>Semester - I</u>					<u>Semester - II</u>				
	Course	Course Title	L	P	U	Course	Course Title	L	P	U
	EGL101	English Language Skills I	3	0	3	EGL102	English Language Skills II	3	0	3
	MGT111	Financial Accounting I	3	0	3	MGT112	Financial Accounting II	3	0	3
	MA120	Introduction to Business	3	0	3	MA122	Quantitative Methods	3	0	3
	ECN211	Managerial Economics I	3	0	3	ECN212	Managerial Economics II	3	0	3
	TA103	Computer Programming I	3	0	3	TA201	Computer Programming II	3	0	3
	MGT201	Principles of Management	3	0	3	HS204	Introductory Psychology	3	0	3
IP111 SUMMER INTERNSHIP I Units – 5										
YEAR – II	<u>Semester - III</u>					<u>Semester – IV</u>				
	Course	Course Title	L	P	U	Course	Course Title	L	P	U
	EGL201	Technical Report Writing	3	0	3	MGT212	Financial Management	3	0	3
	LL211	Business Law I	3	0	3	LL212	Business Law II	3	0	3
	MGT211	Management Accounting	3	0	3	MGT222	Marketing Management II	3	0	3
	MGT221	Marketing Management I	3	0	3	MGT232	Human Resource Management	3	0	3
	MGT231	Organizational Behavior	3	0	3	MGT305	Business Research	3	0	3
	MGT242	Operations Management	3	0	3	SS261	Soft Skills I	3	0	3
IP211 SUMMER INTERNSHIP II Units – 5										
YEAR – III	<u>Semester – V</u>					<u>Semester – VI</u>				
	Course	Course Title	L	P	U	Course	Course Title	L	P	U
	MGT306	Entrepreneurship	3	0	3	MGT307	Business Ethics	3	0	3
	MGT302	Project Management	3	0	3	MGT321	International Business	3	0	3
	MGT304	Business Environment	3	0	3	MGT312	Money, Banking & Financial	3	0	3
	SS262	Soft Skills II	3	0	3	MGT301	Business Strategy & Policy	3	0	3
		Elective – I	3	0	3		Elective – III	3	0	3
		Elective – II	3	0	3		Elective – IV	3	0	3

List of Electives for BBA

Course No.	Course Title	L	P	U
MGT401	Sales Management	3	0	3
MGT402	Advertising and Sales Promotion	3	0	3
MGT403	Working Capital Management	3	0	3
MGT404	Life Insurance	3	0	3
MGT409	Management Information Systems	3	0	3
MGT406	Services Marketing	3	0	3
MGT407	Marketing Research	3	0	3
MGT408	Bank Management	3	0	3
MGT405	General Insurance	3	0	3
MGT410	Database Management Systems	3	0	3
MGT411	Capital Markets	3	0	3
MGT412	Investment Management	3	0	3
MGT413	Insurance Management	3	0	3
MGT303	Consumer Behavior	3	0	3

2.2 BTTM Program Structure

The BTTM program structure consists of 42 courses covered in 8 semesters spread over four years. The students are also required to do summer internship after completion of year I and year II respectively. During 7th semester the students are exposed to industry based internship program. There are four language courses spread over 4 semesters. The structure of the program giving details of courses and credit units is given in table -2

BTTM Program Structure

Table-2:**2014 – 15**

1st Year, Course Title	L P U	1st Year, Course Title	L P U
English Language Skills I	3 0 3	English Language Skills II	3 0 3
Introduction to Tourism & Business Statistics	3 0 3	Fundamentals of Finance & Front Office Management	3 0 3
Heritage of India	3 0 3	Introductory Psychology	3 0 3
Principles of Management	3 0 3	Principles of Economics	3 0 3
Computer Programming I	3 0 3	Computer Programming II	3 0 3
Internship Program I Units 5			
2nd Year, Course Title	L P U	2nd Year, Course Title	L P U
Basics of Food Production & Organizational Behavior	3 0 3	Food Safety & Quality Human Resources Management	3 0 3
Marketing Management	3 0 3	Food & Beverages Services	3 0 3
Hotel Accounting	3 0 3	Tourism & Hospitality Marketing	3 0 3
Technical Report Writing	3 0 3	Hotel & Tourism Law	3 0 3
Soft Skills - I	3 0 3	Soft Skills - II	3 0 3
Internship Program II Units 5			
3rd Year, Course Title	L P U	3rd Year, Course Title	L P U
Environmental Science and Eco- Tour Organization	3 0 3	Geography of Tourism Event Management	3 0 3
Customer Relationship	3 0 3	Accommodation Operations	3 0 3
Housekeeping Management	3 0 3	Facility Planning	3 0 3
Elective I	3 0 3	Elective III	3 0 3
Elective II	3 0 3	Elective IV	3 0 3

4th Year, Course Title	L P U	4th Year, Course Title	L P U
Industry Internship Program	0 0 15	International Tourism	3 0 3
		Sustainable and Green Tourism	3 0 3
		Entrepreneurship	3 0 3
		Elective V	3 0 3
		Elective VI	3 0 3
		Foreign Language Course	3 0 3

List of Electives for BTM

Course Title	L P U
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Tourism Planning & Development	3	0	3
Travel Management	3	0	3
Automation & Technology in Travel & Tourism Industry	3	0	3
MICE Management	3	0	3
Food & Beverage Service Operations	3	0	3
Front Office Operations	3	0	3
Bakery & Patisserie	3	0	3
Sales Management	3	0	3
Advertising and Sales Promotion	3	0	3
Management Information Systems	3	0	3
Services Marketing	3	0	3
Consumer Behavior	3	0	3
Database Management Systems	3	0	3
Tourism and Environmental Law	3	0	3

Foreign Language Course

Course No	Course Title	L	P	U
CHI 101A	Beginning Chinese	3	0	3
FRE 101A	Beginning French	3	0	3
GER 101A	Beginning German	3	0	3
RUS 101A	Beginning Russian	3	0	3
JAP 101A	Beginning Japanese	3	0	3
SPE 101A	Beginning Spanish	3	0	3

2.3 Summer Internship Program (SIP)

Students undertake an 8-week internship at a relevant organization during the intervening period between close of First academic year and commencement of Second academic year. The program carries a weightage of 6 credits. The internship, which would be a simulation of real work environment, requires the students to undergo the rigor of professional environment both in form and substance. SIP exposes the students to technical skills, and helps them to acquire social skills by drawing them into contact with real professionals. Students will be provided detailed guidelines of SIP on the registration day for SIP.

2.4 Soft Skills Lab

The Soft Skills courses which are specially designed to develop the students' personality and enhance their communication, presentation and interpersonal skills. The Soft Skills courses

Prepare the students for interviews and help them to fit in the corporate environment. The course allows freedom to innovate and experiment with different techniques, to suit different level of students.

Section-3

Registration

3.1 Original Registration

The structuring of the courses with reference to lecture hours, lab hours, etc., is done through the timetable for each semester/term. A student, whether newly admitted or already on rolls, is required to undergo a registration process on the first day of each semester/term to make his/her own timetable for the semester/term. It is the responsibility of the student to complete his/her registration properly, failing which he/she will not be permitted to attend classes or use the facilities of the Institute during that semester/term. However, late registration is permitted only on the 7th day following the day of

original registration with **penalty fee**. Physical presence of the student on the day of registration is mandatory. The student should take a written permission of absence from the Registrar & Coordinator, FMS to be allowed for late registration. The permission for the late registration will be sanctioned only under extraordinary circumstances.

3.2 Not Permitted to Register

A student is not permitted to register in a semester/term if;

- (i) He/she has outstanding dues to the University, hostel, or any recognized part of the University.
- (ii) His/her grade sheet of the immediately preceding semester/term is withheld.
- (iii) He/she has an Incomplete (I) report in the immediately preceding semester/term.
- (iv) He/she has been specifically asked to stay away from the semester.
- (v) He/she has failed to convert the provisional admission into a regular admission by the specified date.

3.3 Backlog

If a student has not cleared a named course (other than electives) mentioned in his/her semester-wise chart by the time under consideration, then the student comes under backlog category. While registering, the student should first register for all those backlog courses which are available in that semester to avoid clash in the timetable. Electives are not included in the package of backlog courses.

3.4 Provisional Registration

Registration in certain courses, like SIP, IP - I & II, SP, may be permitted even if the result of the preceding semester is not available due to a very small gap between the semester and the term. But the same will be subject to cancellation without notice later, if the student is found defaulting from any of the conditions given in Section 3.2 (Not permitted to Register)

3.5 Amendment to Original Registration

The registration in a semester, when altered at the initiative of a student, will be called an amended registration and will be covered by the conditions listed below.

- (i) A student may request for substitution from a course, in which he/she has already registered to another course any time within two weeks from the beginning of the semester
- (ii) If a student desires to withdraw from a course, he/she may submit a formal application for withdrawal from the course within ten weeks from the beginning of the semester.
- (iii) A student may be permitted to completely withdraw from all the courses and drop the semester/term when the Vice Chancellor is satisfied about the genuineness of his/her reason(s) under exceptional circumstances.
- (iv) A student who comes under the purview of ACC (see Section 4.8) ceases to have any rights in the amendment of his/her original registration. When any alteration in the original registration is called for, it will be done entirely at the discretion of the ACC.

3.6 Revision of Original/Amended Registration

The revision of original/amended registration can be done by concerned authority any time during the semester/term as per the details listed under 3.9 (Flexibilities).

- (i) If the registration of a student in a course is found to be not in accordance with the regulations, his/her registration in that course will be cancelled and the grade obtained, will be rejected.

- (ii) The registration of a student in a course or a complete set of courses in a semester can be revised through the instrument of RC (see Section 4.6.3) by the concerned authority, when the student is found guilty in cases of unfair means, breach of discipline, etc., or when he/she persistently and deliberately does not clear his/her dues.
- (iii) Concerned authority can revise the registration by cancelling registration in all courses, when the student ceases to be on the rolls of the University by his/her own action or by the action of the Institute.
- (iv) The ACC can revise the registration of a student who is under its purview.
- (v) Concerned authority can revise the registration by cancelling the IP option through the instrument of RRA/DP (see section 4.6.3).
- (vi) Revision of registration can be modified by the concerned authority by allowing a student to register in additional courses or by cancelling the registration of a course in which the student has registered, when the situation warrants.

3.9 Flexibilities

A few flexibilities are available for students during registration. The principle of merit, preference of students and facilities available at the University, which generally guide decisions regarding flexibilities, can be listed as follows:

- (i) As per the program curriculum, a student is allowed to choose one among the various sections of the multi-section courses he/she is to pursue in that semester. Thus, a student can make his/her own timetable for attending the classes.
- (ii) Choosing electives from across the courses offered is possible, provided the student fulfills the required prerequisites for these courses.
- (iii) A student may, at his/her own responsibility, delay or advance taking of the electives in the prescribed program structure.
- (iv) A student can overload or under load himself/herself as per his/her own capability, subject to the regulations. This may shorten/lengthen the duration of the program for him/her.
- (v) To improve grades, a student can repeat courses at his/her own option, subject to regulations.
- (vi) The number of electives required for each program are mentioned in the program structure. Apart from the number of electives specified in the chart, students are allowed to take a maximum of four or two, depending on the program, additional courses as optional electives. A student can graduate even if he/she does not get valid grades in these optional elective courses. However, a student will not be permitted to register in a semester only in optional elective courses. For the purpose of eligibility for a degree, a student should get valid grades in at least the prescribed number of electives of his/her program. This flexibility is available only for undergraduate programs, excluding B Ed.

Section - 4

Teaching, Evaluation and Grading

4.1 Teaching

The objective of classroom education is to awaken the curiosity of students, generate habits of rational thinking in them, gear their mind to face the unfamiliar and train them to be independent. Classroom instructions help a student to organize and correlate facts, comprehend ideas and to use knowledge creatively.

The teacher also has the additional responsibility of making the student seek knowledge on their own and encourage them to use all facilities offered by the institution like library and laboratory, to optimize their learning process. As self-study by a student would form an important factor in the planning of teaching and evaluation, a student is required to co-operate and respond to meet this challenge.

Every course, whether single-section or multi-section, is conducted by a member of the faculty called an Instructor-in-Charge, with the assistance, wherever necessary, of required number of Instructors - who will be partners with them in meeting the full academic responsibilities and organizational needs of teaching and evaluation. Wherever the Instructor-in-Charge is mentioned hereafter, it connotes the team of instructors, acting as one entity under his/her captainship.

The Instructor-in-Charge with the team of instructors makes a comprehensive plan with respect to the conduct of the course even before the semester begins. In case of a multi-section course, the team remains in continuous interaction in order to ensure smooth operation of the course. Variations due to personal attitudes and styles are smoothed out so that the operational aspects including grading in various sections of a course are free from any seeming arbitrariness.

The Instructor-in-Charge/Instructor provides necessary information through the Course Handout at the beginning of the Class-work. Each course has a course handout which describes all the operational details of the course.. The Course Handout gives information regarding:

- (i) operations of the course
- (ii) frequency/duration of classes;
- (iii) Tentative schedule; textbooks.
- (iv) components of evaluation like quizzes/tests/examination (announced or unannounced, open-book or closed-book), laboratory exercises, home assignments and their relative weightage;
- (v) attendance policy;
- (vi) chamber consultation hours; and
- (vii)** Other matters found desirable and relevant.

4.2 Evaluation Components

Teaching and evaluation forms a coherent function and operates on the basis of mutual understanding and trust at IUT. The different components of evaluation are evenly spread out in the semester and are aimed to draw out responses from the students. Various attributes like spontaneous recall, practical application of concepts, ability to work on their own, competence in conceptualized arguments, aptitude to face unfamiliar situations are put to test.

The evaluation component, weightage and evaluation method may vary depending on the nature of the course. The Comprehensive Examination, conducted at the end of a semester, is comprehensive enough to include the entire course.

Mid-semester grading (usually for a weightage of about 40%) for each course will be announced to the students to let them know their current position compared to other students in that course. This grade alert will help the student to improve their performance in the remaining evaluation components.

All written examinations are conducted at specified venues as per the pre-specified schedules. Examination schedules are announced to the students through Course Handouts and/or student circulars. The written examination consists of questions like multiple-choice, short-answer, descriptive-answer, and problems. The pattern and type of questions may vary depending on the nature of the course.

4.3 Evaluation Feedback

Just as evaluation is done in a continuous manner, feedback is also made available at regular intervals. The answer scripts are promptly evaluated, shown to the students for clarification on their performance and returned whenever practicable. The performance of the students with reference to the highest, lowest and average marks is discussed in detail in the class. Solutions with the marking scheme are displayed soon after a test.

4.4 Attendance Policy

A student must maintain **a minimum of 75% attendance, failing** which he/she will be barred from appearing in the examinations. If a student misses the MID TERM due to attendance shortage and is unable to secure 75% attendance till the middle of the semester, he/she may withdraw from the course. If a student does not maintain requisite attendance by the end of the semester, his/her registration in that particular course may be cancelled and he/she will be required to re-register for the same course.

4.5 Make-up Policy

Any student, who misses any component of evaluation for genuine reasons, must immediately approach to concerned committee through the course instructor/instructor –in-charge with a request for make-up for the same, stating the reasons. The course instructor will forward the matter to the committee. If the concerned committee is satisfied with the request, a make-up test would be given at the earliest. The decision of the concerned committee in the matters of make-up shall be final.

4.6 Grading Policy

The IUT system emphasizes continuous and regular evaluation, which includes numerical marking in grading the student. At the end of a semester, letter grades A, B, C, D and E are awarded to the students based on their overall performance in the course. These grades are relative to the performance of all the students evaluated for that course.

4.6.1 Letter Grades

The list of letter grades, the grade points associated with them and their qualitative meaning, are given below: -

Letter	Qualitative	Grade Points attached
A	Excellent	10

B	Good	8
C	Fair	6
D	Poor	4
E	Exposed	2

In order to arrive at these letter grades, the total marks in a particular course for all the students pursuing the course are tabulated in descending order (equivalently a histogram). The performance of the course is analyzed in terms of the highest, lowest and the average marks and the dividing lines between the clusters of students.

Gaps and dips between the clusters and the nature of the clusters guide in drawing the dividing lines between the grades. In a normal class of large size, the C grade usually covers the average performance. This is, however not a hard and fast rule and exceptions may arise in cases of small classes, skewed histogram etc. Borderline cases may be considered individually on the basis of regularity in attendance, classroom participation, progressive performance throughout the semester, etc.

4.6.2 Reports

At the end of a course, in certain cases, the Instructor-in-Charge can report, certain events/facts in suitable words, in place of letter grades discussed earlier. These reports are not to be construed as grades. The various reports are elaborated below:

1. Incomplete (I)
2. Grade Awaited (GA)
3. Withdrawn (W)
4. Registration Cancelled (RC), Required to Register Again (RRA) and Discontinued from the Program (DP)
5. Not Cleared (NC).

Incomplete (I)

If the Instructor-in-Charge finds that a student has not fulfilled some of the requirements of a course before the final deadline for transmitting the grades, and is satisfied that the student is able to transmit other grades or a report with or without this particular fulfilment, but at their discretion wishes to give

the student an opportunity, then they can within the deadline, send a report 'I' (Incomplete) for that student and also inform the student of the same.

It shall be the responsibility of the student to contact the Instructor-in-Charge on time for replacement of the 'I' report within two weeks after the end of the semester. This may be relaxed by the Vice Chancellor, failing which the Instructor-in-Charge will communicate whatever the grade/report is possible for that situation. Whenever such relaxation is made, the Vice Chancellor will specify at their discretion, with the consent of the Instructor-in-Charge, the date by which 'I' report has to be converted.

Whenever the report I appears in the grade sheet, a student will not be allowed to register for the subsequent semester.

Grade Awaited (GA)

There are many situations where operational and practical difficulties may cause a delay in the communication of a grade. In situations like 1) pending case of unfair means 2) pending case of indiscipline 3) where the courses are being conducted at an off campus centre for IP students, co-ordination between the University and the centers may not work in a timely manner. In these circumstances, the Vice Chancellor may make a specific authorization for the Instructor-in-Charge to report GA (Grade Awaited).

A student may also get a "GA" report if he/she due to genuine reasons is unable to appear for an examination on the scheduled date and his/her request for make-up has been granted. In such a case, the student should ensure by the end of the term that either:

- (i) He/she takes the make-up examination and converts the "GA" report into a letter grade or
- (ii) He/she makes an application to the Vice Chancellor through the Instructor-in-Charge to convert the "GA" report to "NC" report.

Whenever the report GA appears in the grade sheet, permission for further registration of such a student will be possible with the approval of Vice Chancellor.

Withdrawn (W):

A student may seek withdrawal from course(s) in a semester for any of the following reasons: -

- (i) The student is unable to register for the course(s) for genuine reasons.
- (ii) The student is unable to cope with the normal load and withdraws from the course(s) to reduce his/her academic load for a particular semester.

Request for withdrawal should be made to the appropriate authority within two weeks of commencement of the semester in case of above point (i) and within the stipulated duration as specified in the academic calendar in case of above point (ii). In such cases, the grade sheet/transcript of the student will indicate 'W' (withdrawn) against the course(s) from which the student has withdrawn his/her registration. The student will have to register for the course(s) at the next offering and obtain a valid letter grade. If 'W' remark is on a pre-requisite course, registration to course(s) of the subsequent terms is possible only on obtaining a valid letter grade in the course with 'W' remark. If the student withdraws after the due date, the event will be reported as "RC" or "DP" as the case may be.

Registration Cancelled (RC), Required to Register Again (RRA), Discontinued from the Program (DP)

If the registration of a student for a course has to be cancelled, it will be reported in the grade sheet as RC. Registration will be cancelled and a RC is issued in the following cases: -

- (i) Cancellation is recommended as a part of disciplinary action against the student for resorting to unfair means during examination or other unprofessional behavior.
- (ii) Cancellation is recommended if the student gets less than the minimum required percentage of attendance.
- (iii) Cancellation is recommended if a provisionally admitted student fails to submit the proof of necessary documents required for registration and /or does not satisfy the minimum eligibility requirements for the admission within prescribed time limit.
- (iv) Cancellation is recommended when a student persistently and/or deliberately does not pay his/her dues.

RC has several meanings and is subject to the following:

- (i) If it is clearly known that the student is required to register again in the same course, the event will be reported as RRA (Required to Register Again).
- (ii) If RC amounts to discontinuation from the program, it will be reported as DP (Discontinued from the Program).
- (iii) If the cancellation of registration is not reported either as RRA or as DP but as RC, the meaning of the constraint has to be construed from the context in which the RC is reported.

Not Cleared (NC)

If a student continues to remain registered in a course but gives the Instructor inadequate opportunity to evaluate him/her by not attending the quizzes/tests/examinations/and other components of evaluation, or by appearing in the same for the sake of appearing without applying himself/herself to the task at hand or by submitting a blank answer script, these events will be reported as NC (Not Cleared).

Whenever a student gets a NC report in a course, irrespective of whether he/she has or has not obtained a grade in the course previously, the following terms will govern further action. It is to be noted that a NC cannot be ignored, except under the situations described in (b) and (c) below:

- (a) If a student gets a NC report in a course which is in the compulsory package of his/her program, he/she is required to register again in the same course and get a valid grade therein.
- (b) If a student gets a NC report in an elective course, he/she can either repeat the course to get a valid grade or ignore it to choose another course. However, a student must get valid grades in at least the prescribed number of electives in his/her program.
- (c) If a student gets a NC report in a course which remains unaccounted after a process of transfer has been completed, it will not be possible for him/her to wipe out the NC report because this course is no longer a part of his/her program; and he/she can graduate with this NC.
- (d) If a student gets a NC report in a project course, it will administratively be converted to RC by the appropriate authority and future registration in project courses will be done only if the same authority is satisfied with the candidate's interest in the course.
- (e) If a student gets a NC in Thesis or Seminar, he/she will be required to register in the same for one more semester. Operationally, this is achieved by requiring him/her to register once again in as many units of Thesis or Seminar in which he/she had registered when he/she was awarded NC. If these two courses get separated due to NC in one of them, there is no need to register in the other.

4.6.4 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) is used to describe the overall performance of a student in all courses in which he/she is awarded letter grades, since his/her entry into the Institute up to and including the latest semester/term. It is also used for the declaration of division when the program is completed.

CGPA is the weighted average of the grade points of all the letter grades received by the student from his/her entry into the Institute and is computed as follows:

$$\sum u_i g_i \quad (u_1 g_1 + u_2 g_2 + u_3 g_3 + \dots)$$

$$\text{CGPA} = \frac{\sum u_i g_i}{\sum u_i} = \frac{(u_1 g_1 + u_2 g_2 + u_3 g_3 + \dots)}{(u_1 + u_2 + u_3 + \dots)}$$

where u_1, u_2, u_3, \dots denote units associated with the courses taken by the student and g_1, g_2, g_3, \dots denote grade points of the letter grades awarded in the respective courses. The reports obtained in a course or non-letter grades obtained in thesis/seminar will not alter the CGPA, since the same are not accounted for in the CGPA calculation.

When a student repeats a course in which he/she has already received a grade, as soon as a new grade is obtained, it will replace the earlier one in the calculation of CGPA. It is to be noted that only the latter grade in a course would be taken into account for the calculation of CGPA and not the better of the two grades.

4.6.5 Grade Sheet

A student's grades, reports, CGPA, etc., at the end of every semester/term will be recorded on a grade sheet, a copy of which will be issued to him/her. The grade sheet will be withheld when a student has not paid his/her dues or when there is a case of breach of discipline or unfair means pending against him/her.

While registration with approval of the appropriate authority is a token of permission to pursue studies, the grade sheet is a complete record of the outcome of what was intended in the original/amended/revised registration. The various grades and reports discussed above will be appropriately used to tally the grade sheet with original/amended/revised registration. It would be evident that this tally between what was registered for and what was obtained in terms of grades and reports will apply to all courses except for any course which was originally registered for, but subsequently replaced by another course through substitution.

The tally is made on a course basis at the end of the term to determine which of the courses have been cleared. A course is deemed to have been cleared if a student obtains a grade in the course. However, mere clearing of the prescribed courses one-by-one is not tantamount to fulfilling the requirements of graduation.

All grades secured, reports and other pertinent information for a semester are given in a grade sheet. The chronologically organized information from the grade sheets of a student with necessary explanation constitutes his/her transcript, which is issued at the time he/she leaves the Institute or at an intermediate point on request.

4.7 Minimum Academic Requirements

The education philosophy of the University interlinks and distinguishes between the performance of a student in a single course and his/her overall cumulative performance. Accordingly, a student has to maintain an expected minimum academic requirements for the Program at the end of each semester. They are as follows:

- (i) An under graduate student should not have secured more than one 'E' grade in the semester. (ii) An undergraduate student should have CGPA of at least 4.50
- (iii) A student should have at least cleared with his/her latest performance, such courses (counted from the point of his/her entry into the University) as are prescribed for a period that corresponds to two-thirds of the number of semesters spent by him/her since his/her entry into the University with reference to his/her current program. This means that at any stage of reckoning, a student should not have spent more than 50% extra time than what is prescribed for him/her up to that stage.

4.8 Academic Counselling Committee (ACC):

The minimum requirements that every student should meet at the end of every semester are mentioned in 4.7 above. Failure to meet even one of these requirements will automatically bring the student under the purview of the ACC or the designated authority. The ACC will take immediate charge of the student and ask him/her to follow a specific path so that he/she can be rehabilitated at the earliest; failing which, the student will be required to leave the University.

During the course of time of the purview, the student will lose all his/her options with regard to the various features permitted during the process of registration namely: option of naming the courses, choice of courses under electives, repetition of courses, taking a higher level course, departure from the normal load etc; and will also lose all his/her options for amendment to his/her original registration namely, substitution and withdrawal. However, the ACC has the right to revise the original registration at any time during the semester. The student's entire semester load will be determined by the ACC and will have to be followed to the satisfaction of the ACC.

Once a student has been placed under the purview of the ACC, he/she should continue to be under its direct guidance until ACC, after being satisfied with his/her overall progress and performance, declares him/her to be outside its purview. All decisions of the ACC shall be final.

Students are advised to take serious note of the consequences of coming under the purview of the ACC as mentioned below:

Warning: A student who comes under the purview of the ACC for the first time due to a performance which is not too bad, is warned to take studies seriously and improve the performance to be declared by the ACC in the next semester.

Severe Warning and Reduction in Course Load: If a student performs very badly and / or remains under the purview of the ACC in the subsequent semester, he/she would be severely warned and will not be allowed to register with normal academic load in the ensuing semester. The ACC will work out a package of courses with reduced load for the ensuing semester, so that the student gets a chance to improve and come out of the purview of the ACC.

Probation: If the advice and guidance of the ACC is not taken seriously by the student, who continues to perform badly, he/she might be given a last chance and kept on probation during the next semester. During this semester his/her progress will be closely monitored. If the student does not show satisfactory improvement, he/she may be asked to leave the University. A student might be put on probation directly (without warning) if his/her performance so warrants.

Discontinued: If a student on probation during a semester fails to improve his/her performance to the satisfaction of the ACC, he/she would be Discontinued from the Program (DP) and would be asked to leave the University. However, if the student shows a satisfactory improvement, ACC may extend his/her probation by one more semester, so that he/she may come out of the purview of the ACC.

It must be noted that any student under the purview of the ACC found to be involved in any act of indiscipline or unfair means in examination at any time would be immediately asked to leave the University.

It should therefore be the single minded objective of the student to fulfill the minimum academic requirements stipulated, thus enabling himself/herself to be declared outside the purview of the ACC.

4.9 Graduation Requirements

A student is deemed to have fulfilled the requirement of graduation for the program when he/she satisfies the following conditions:-

- (i) Has cleared all the courses prescribed for him/her in his/her program
- (ii) Has obtained a minimum CGPA of 4.5
- (iii) Has remained outside the purview of the ACC or been declared outside its purview
- (iv) Has overcome all the consequential stipulations of an NC report; except where there is an NC report in an elective course over and above the prescribed number of elective courses or in a course which has ceased to be a part of his/her current program as a result of transfer of program.

A student is deemed to have become eligible for the degree if, in addition to the above requirements he/she has,

- i) satisfied all the rules of evaluation.
- ii) has no case of indiscipline or unfair means pending against him/her.

However, in case of a student having outstanding dues against him/her to be paid to the University, hostel or any other recognized organ of the University, his/her degree will be withheld until the said dues are cleared.

4.10 Certification

A student who fulfills the graduation criteria will be given a Certificate. In case of a student having outstanding dues against him/her to be paid to the University or any other affiliate/ associate organization of the University, his/her certificate/ degree will be withheld until the dues are cleared.

The following classification based on CGPA will be made and mentioned in the graduation certificate of an undergraduate student.

Distinction : CGPA 9.00 or above

I Division : CGPA 7.00 or more but less than 9.00

II Division : CGPA 4.50 or more but less than 7.00

Section-5

Summer Internship Program (SIP)

5.1 Objectives

SIP forms an important component of BBA & BTMM Programs. It is an attempt to bridge the gap in the student's perception between the theory in books and practice in the corporate world. Under this program, students undertake two 8 week internship at any organization after completion of first and second academic year's courses. SIP carries a Weightage of 5 credits, . The internship, which would be a simulation of real work environment, requires the students to undergo the rigor of professional environment both in form and substance. SIP exposes the students to technical skills, and helps them to acquire social skills by drawing them into contact with real professionals. For proper coordination of the Internship Program each student would be under the guidance of a faculty Supervisor assigned by University and a company Supervisor assigned by SIP organization. Students are encouraged to take up time bound multidisciplinary and goal oriented assignment involving team work. Every student works under the counsel of a Company Guide, who supervises and evaluates the performance of the student at every stage of the SIP and gives the feedback to Faculty Guide. It is the responsibility

of the students to utilize the knowledge and experience of the Company Guide to complete the SIP. The Students should adhere to the rules and regulations of the SIP organization during their SIP in the manner the regular employees of the organization do. During the period of SIP, the student shall be subjected to the timings and leave rules of the organization. Unprofessional behaviour, misconduct, indiscipline, irregularity at work and unsatisfactory performance will lead to cancellation of SIP leading to award of Not Cleared Report (NC).

5.2 Evaluation

Evaluation is done at various stages of internship on ongoing basis by both the Company Guide and Faculty Guide. Detailed SIP guidelines along with formats will be provided at the time of registration of the student for SIP

Section-6

Academic Administration and Infrastructure

6.1 Faculty

A team of highly qualified, competent and committed faculty members steers the FMS. The University is endowed with teachers drawn from the leading institutions / industry, practicing professionals and academicians to provide high quality of academic delivery at FMS. The institution plays a significant role in ensuring quality education through interactive teaching, continuous multiple criteria evaluation and constructive feedback mechanism. The faculty brings their extensive knowledge, professional experience and advanced education to their task at FMS.

6.2 Library Facilities The University has a well-stocked library containing reference materials, magazines and Indian/International books and journals. The University subscribes to the industry information database to make available large research resources and publications with search facilities to students and faculty. In addition, the library contains directories, industry reports and statistical compilations that provide timely and concise information for project works. Library is open to all students and faculty members and is continuously updated with latest books and journals under the supervision and advice of the library committee.

6.3 Computer Facilities

The University provides the latest hardware and software infrastructure to cater to all the computing needs of the students and faculty. The institution is equipped with powerful servers and multiple terminals with multiple operating systems enabling a client-server environment. The students are guided by well experienced faculty to handle the computer labs. Leased internet facility is available for undertaking

6.4 Award of Degree

All students who successfully complete the prescribed course work and examinations will receive the BBA&BTTM degree from the ICFAI University.

6.5 IUT Alumni Society

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

6.6 Co-curricular Activities

At FMS, emphasis is laid on the need to balance classroom and out-of-classroom life. The University endeavours to build up personal growth and maturity in the students by providing a variety of opportunities for participation and initiation in co-curricular activities. The activities have been intended to support the educational purpose of the University by working to create experimental learning options outside the classroom and encouraging the students to actively participate in the wider educational arena. Through diverse activities, such as organizing seminars on contemporary issues, guest lectures and other intercollegiate competitions, the students learn to value collaborative and collective learning. Students are also encouraged to form informal groups and clubs based on

their areas of interests, and share information and exchange ideas. Students also organize annual meets, which offer a wide array of opportunities

To develop closer interaction with other colleges. FMS encourages student involvement in several co-curricular activities like:

- Academic Meets
- Sports Meets
- Cultural Meets
- Skits & Plays
- Publications/ Magazines
- Group Discussions
- Management Games
- Industrial Visits
- Debating
- Elocution
- Quizzes
- Seminars
- Technical Group Sessions

6.7 Guest Lectures and Seminars

Guest lectures and seminars play an important role in the development process of the students. Eminent academicians and practicing professionals are invited for guest lecturers where the students get an opportunity to interact closely with them and understand the practical applications in various industries.

6.8 Students' Council

Students' Council consists of Student Representatives. The council regularly interacts with the faculty members for necessary guidance. Students' Council meets regularly to decide and organize various activities on and off the campus.

6.9 Disciplinary Committee

Students must adhere to the "Campus Rules" copies of which are distributed to the students. Anyone found violating any of these would come under the purview of Disciplinary Committee of the University and would be liable for the punishment awarded by the committee. A few guidelines are mentioned below: Ragging is strictly prohibited as per the Government Acts. Good behaviour, discipline, and respect towards the faculty, staff and fellow students are expected.

- Cell phones are strictly prohibited in the class rooms, library, computer centre, examination halls etc.
- Decent dress code must be maintained within the University campus.
- Utmost care must be taken to avoid any damage while handling the property of the University.
- Adoption of unfair means in tests/examinations and other components of evaluation are strictly punishable
- Students should carry their identity cards at all time.
- Smoking, gambling, consumption of alcohol and drugs in the campus premise are strictly prohibited.
- Gossiping or eating in the classrooms, library, and computer centre are not allowed even if the rooms are vacant.
- The students should strive to keep the campus clean and avoid littering.
- A student should not be involved in any case of violence or nuisance within or outside the campus. These guidelines are not exhaustive. Students must adhere to all the rules mentioned in the distributed copies of the "Campus Rules".

6.10 Conduct Regulations

Students are expected to act in ways that are consistent with the role and guiding values of the ICFAI University, Tripura. Students should regulate their own conduct so as not to impede or prejudice the work of other members. They are entitled to work, learn, study and participate in the social aspects of the institute's life in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others and adhere to the standards of conduct. Students should refrain themselves from misconduct of any kind.

6.11 Sexual harassment

Sexual harassment of individuals occurring in the place of work or study or in other settings in which they may find themselves in connection with their association with the University is unlawful and will not be tolerated by the University. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unacceptable. To achieve this goal, conduct that is described as "Sexual Harassment" in this policy will not be tolerated and a procedure is provided by which inappropriate conduct will be dealt with, if encountered among employees/students. The University will also take all the appropriate steps necessary to protect individuals from retaliation. Such Steps include:

- Action to stop retaliatory behaviour.
- Providing required security measures.
- Counseling help to Complainant and Accused.

The University takes allegations of sexual harassment seriously, and will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, prompt and appropriate corrective action as is necessary, including disciplinary action, will be taken. While this policy sets forth the goal of the University of promoting a study or workplace that is free of sexual harassment, the policy is not designed or intended to limit the authority of the University to discipline or take remedial action for conduct which the University deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

6.12 Prohibition of Ragging

Students are prohibited from indulging in any disorderly conduct whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness, any other student. Indulging in unruly or indiscipline activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any student, junior or senior, or asking the student to do any act or perform something which such a student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of the student is prohibited. Any student violating the above and thus indulging in any act or ragging, will be severely dealt with.

6.13 Communication to Students:

The primary mode of communication of the institution with the student is through email/Notice board. Students are expected to check their e-mail account regularly. Students can access the complete information like registration, detailed course syllabus, fee details, attendance, grades and various forms through notice board and verbal communication in the class