

MBA (INTERNATIONAL BUSINESS) 2016-18

HANDBOOK OF INFORMATION



INDIAN INSTITUTE OF FOREIGN TRADE
(DEEMED UNIVERSITY)

ACADEMIC RULES AND REGULATIONS

1. About the Institute

The Indian Institute of Foreign Trade (IIFT) was set up in 1963 by the Government of India as an autonomous organization to help professionalize the country's foreign trade management and increase exports by developing human resources; generating, analyzing and disseminating data; and conducting research. The Institute visualizes its future role as:

- A catalyst for new ideas, concepts and skills for the internationalization of the Indian economy.
- The primary provider of training and research-based consultancy in the areas of international business, both for the corporate sector, government and the student community.
- An institution with proven capability to continuously upgrade its knowledge base with a view to servicing the requirements of government, trade and industry through both sponsored and non-sponsored research and consultancy assignments.

The Institute's portfolio of long-term programmes is diverse, catering to the requirements of aspiring International Business executives and mid-career professionals alike.

2. Programme Objectives

2.1 The two-year MBA (International Business) is a Degree Programme of the Institute. Admission to the Degree Programme is made on the basis of a competitive examination. Its focus is on International Business, catering to fresh entrants into the managerial pool. The specific objectives of the Programme are:

- (i) To prepare the participants for professional career in the management of international business operations.
- (ii) To enable participants to grasp the significance and appreciate the inter-relationships in business operations, concepts, techniques, tools and procedures.
- (iii) To help the participants develop analytical skills and to identify international business opportunities.
- (iv) To promote among the participants a scientific approach and capability to undertake managerial responsibilities in International Business.

3. Duration and Contents

3.1 The duration of the Programme is two years with three Trimesters each year. The Courses are divided into two segments:

- (i) Classroom Courses and Viva-Voce.
- (ii) Project Courses, Research and Seminar Courses, Professional Training, Field Projects and Port Visits.

3.2 Classroom Courses are designed to help students in understanding the concepts and techniques of international business operations.

3.3 Foreign Language training is an integral part of the classroom courses. Students are given option to choose one of the foreign languages taught in the Programme.

3.4 The Viva-Voce at the end of third trimester is designed to evaluate the students' understanding and appreciation of the inter-relationship of various courses.

3.5 A Research Project on any area of International Business may be undertaken by a student on a topic approved by the Institute under the guidance of a faculty member of IIFT. Expenses incurred, if any, on the assignment shall be borne entirely by the student and the Institute shall have no financial responsibility in this respect.

3.6 Summer Placement for professional training for a prescribed period with an enterprise or organization engaged in international business and related operations is an integral part of the Programme. The decision of the Institute with regard to the choice of the company/organization for placement shall be final.

3.7 During the period of their Summer Placement, students are required to adhere to the norms of discipline prescribed by the company/organization concerned.

3.8 Students are exposed to "field" situations including visit to a seaport.

3.9 In the light of the feed-back received from trade and industry as well as from the students of the previous programmes or if considered essential by the faculty, such changes as found necessary may be carried out in the different courses of the Programme.

4. Registration and Fee

All students selected for admission must register on the day of commencement of the Programme. Any extension of the period of registration may be granted by the Chairperson (Graduate Studies Division) to a student under exceptional circumstances.

5. Discipline

5.1 The Institute attaches great importance to integrity of students in their academic work. Students are expected to conduct themselves in a manner befitting responsible business executives both inside and outside the campus.

5.2 Punctuality in the class is very important and students shall not be allowed to enter the class after its commencement, which may lead to shortfall in attendance and penalties attached thereto.

5.3 Disciplinary action for misconduct shall include imposition of fine, exclusion from award of medals, and scholarships, deprivation of placement opportunities, ineligibility for exchange programme and expulsion from the Programme.

5.4 The Institute reserves the right to ask a student to leave the Programme at any time in the course of the academic year should the academic performance and general conduct as adjudged by the Institute be found unsatisfactory. Before a selected student joins the Programme, he/she will have to sign an undertaking to the effect that he/she shall accept the said right of the Institute.

6. System of Evaluation and Grading

The curriculum of the MBA (International Business) gets validated both internally and externally keeping in mind the changing global environment in International Business and the requirements of Management Education to meet these new challenges, on a continuous basis. The curriculum places emphasis on developing a global perspective on various issues and developing these skills for taking an integrated view on managerial problems and being able to adapt to changing situations.

6.1 Course Credits

Courses are listed as 1, 2, 3 and 4 credit courses depending on the expected workload of each course. Generally, a 3-credit course involves about 100 hours of work – approximately 30 in the classroom and 70 outside the classroom, in preparation and assignments. Two and one credit courses would require proportionately less work.

In the second year, students are expected to undertake a Research Project carrying three credits. The distribution of these credits is as follows:

Synopsis & Interim	1 credit
Dissertation	1 credit
Viva	1 credit

6.2 Course Outlines

A course outline will be made available to the student for each course before the start of the course. The course outline would provide the following:

- Pre-requisites for the course: prior preparation, inter-linkages with the contents of some earlier taught course(s) may be reviewed in the case of electives.
- Objectives of the course (in specific terms of familiarizing with concepts/theories, skill enhancement, including decision skills)
- Pedagogy to be adopted.
- Session-wise details of topics to be taught, suggested readings for each session, case studies and assignments (if any).
- Scheme of evaluation and weight age for each component.
- Linkage with the courses to be taught in the subsequent trimesters.

The Course Coordinator will invariably be teaching at least 70% of the course. Experts from trade and industry may be invited up to 30% of the course and these sessions may clearly be indicated in the course outline. However, in courses like Sectoral Strategy where different modules of the course require inputs from different experts, the course coordinator would be mainly engaged in coordinating the course.

6.3 Evaluation

The evaluation components to be adopted for a course would be indicated by the Course Coordinator to the class at the beginning of the course. This would cover teachers' expectations and relative importance of each component. Evaluation scheme for students' performance in each course will be having a minimum of

four components besides end-term examinations. Weight age for the end-term would not exceed 40% of the total weightage. The other components may be in the form of Class Quizzes, Home or Class or Surprise Assignments, Term Paper, Project, Case Analysis, Reading on Research Activities, etc. as prescribed by the Course Coordinator.

As Surprise Components are in-built in the courses, students are expected to be agile and alert. No make-up components will be provided, if the students miss any component of evaluation.

6.4 Grade Point for a Course (GP)

1. Under this system, all faculties will give marks for all components. The grade brackets (upper limit and lower limit) will get evolved from the pattern of marks provided by the faculty; following the formula given below.
2. Upper and Lower limit of each grade bracket :

	Lower Limit	Upper Limit
A+	Average + 1.5 s.d.	-
A	Average + s.d.	Average + 1.5 s.d.
A-	Average + 0.6 s.d.	Average + s.d.
B+	Average	Average + 0.6 s.d.
B	Average – 0.6 s.d.	Average
B-	Average – s.d.	Average – 0.6 s.d.
C+	Average – 1.5 s.d.	Average – s.d.
C	Average – 2 s.d.	Average – 1.5 s.d.
C-	Average – 2.5 s.d. or 40% of the top mark (whichever is lower)	Average – 2 s.d.
D	Average – 3. s.d. or 30% of top mark	Average – 2.5 s.d. or 40% of the top mark (whichever is lower)
F	-	Average – 3. s.d. or 30% of top mark

3. Average Marks and Standard Deviation would be calculated excluding those who have received less than 40% of total marks to reduce the influence of extreme values on the Average marks. Similarly, top mark is excluded from the calculation of average and standard deviation when the difference between top two scores is more than 15% of total marks.
4. If some students had been permitted by the Programme Director/Course Coordinator to miss mid-term/end-term examination due to illness, etc., such students will be temporarily awarded 'I' grades. Re-examination for such students will be conducted within 20 days from the last day of the terminal examination and the 'I' grades replaced by new grades. For the other components, the decision of course coordinator shall be final and binding. For such missed components except mid-term and end-term, the course coordinators should submit the marks along with the submission of end-term marks. There will be no re-examination for students getting D or F grade.

6.5 Grade Point Average (GPA)

Grade point average for a term would be the weighted average of grade points obtained in different courses in the term (the weights being the respective course credits).

6.6 Cumulative Grade Point Average (CGPA)

CGPA is calculated at the end of Programme and is the weighted average of GPAs obtained for different trimesters, weights being the total of course credits for each trimester.

6.7 Deficit Grade Points (DGPs)

If the overall performance is less than 'C-' in the course, the student will obtain either a 'D' or 'F' letter grade. If the student has 'D' grade he/she will carry deficit point's equivalent to half the number of credits for the course (e.g. 1 DGP in a 2-credit course and 1.5 DGPs in a 3-credit course). If the student has 'F' grade he/she will carry deficit points equivalent to the number of credits for the course (e.g. 2 DGPs in a 2-credit course and 3 DGPs in a 3-credit course).

At the discretion of the Director, the Chairperson (GSD), the Programme Director or the Course Coordinator, a student may be awarded deficit grade point(s) where there is indiscipline on the part of the student or improper behaviour or where he/she has not conducted in a manner befitting responsible business executives. This includes instances of misconduct or improper behaviour with faculty or administrative staff, disinterest or laxity in attendance of special lectures or important meetings.

7. Adjustment in Grade Points for the Shortfall in Attendance

A minimum attendance of 80 per cent is required in every course. Waiver on account of medical grounds or death in the family* will be considered only if such information is sent to the concerned Programme Director as soon as the student falls sick or death occurs in the family*. Waiver on account of Placement related work, participation in academic events in other B-Schools/Universities will also be considered if the student participates in such events with the permission of Programme Director/Chairperson.

With no waivers, any shortfall in attendance will result in downgrade of CGPA.

For every shortfall of 10 per cent from the minimum required until 50% attendance, the student's grade point for the course will be reduced by 0.33.

For example:

Attendance	Reduction in Grade Point
<80% but more than 70%	0.33
<70% but more than 60%	0.66
<60% but more than 50%	0.99

Attendance below 50% disqualifies the student from the programme.

*Family means parents, spouse and children.

8. Grade Points of Students under Exchange Programme

A specialization in International Business will not be truly international until the students have a chance of interacting with premier B-Schools abroad especially in Europe and USA. Tuition waivers are often arranged for in such exchange programmes. IIFT has student exchange programmes with various B-Schools abroad. Normally, a student who goes to attend the Exchange Programme will miss a complete trimester at IIFT. In such cases the grades obtained by the student in all the courses he/she has undertaken at the B-School in the Exchange Programme will be shown in the mark-sheet but will not be included in the calculation of CGPA. If a student goes to attend the Exchange Programme in mid-trimester, he/she can cover the courses of the trimester with the MBA (IB) weekend and appear in the examinations provided such missed courses are offered in the said weekend programme. The grades obtained by him/her in this examination will be included in his/her marks-sheet. Students will be chosen for the exchange programme on the basis of their performance and the specific requirements of the concerned institution. Students with DGPs are not eligible for exchange programmes.

9. Scheduling of Classes

In view of the rigour of the MBA Degree Programme, the classes for the same will be scheduled any time during any day of the week. The Programme Director will notify weekly schedules of the classes latest by Friday of the week before the scheduled week.

10. Missed Examinations

Students are not allowed to miss any class examinations or quizzes or end-term examinations, without the permission of the Programme Director/Course Coordinator. If a student misses such a component without prior permission, he/she will automatically be awarded an 'F' grade in that component. The course co-ordinator may decide on re-examination for any missed internal component of evaluation. In case the student is permitted a supplementary examination for a missed end-term examination, fee of ₹4000/- per course will have to be paid.

11. Summer Project, Research Project and Social Awareness Programme (SAP)

During the first year, the students would undertake a Summer Project in a company (carrying 2 credits). The final grade in the Summer Project will be on the basis of the grade awarded by the Company + Viva conducted in the Institute and its satisfactory completion is essential for the successful completion of the Programme. In the second year, students undertake a Research Project of 3 credits based on their sectoral specialization. The evaluation of the Research Project will be done as any other course. Detailed guidelines on undertaking these projects and their evaluation procedure will be given to the students at the time of assigning of the projects. Students in their first year are also attached to an NGO of their choice or as assigned by the Institute. Such attachment is over a period of 3 weeks in the month of December/January. A detailed session on student activities and expectations will be shared in a deliberating session with the CPA. The course carries 3 credits.

12. Unfair Means

The Institute views any use of unfair means in any component of evaluation in the Programme very seriously. Faculty members/Course Coordinators/Invigilators would bring such instances of the use of unfair means to the notice of the Programme Director/Chairperson (GSD) immediately so that appropriate disciplinary action is initiated. Any student adopting unfair means including talking or in possession of notes, books, mobile phones, etc. would be awarded zero ("0") in that examination.

13. Promotion to the Next Year

A student is eligible for promotion to the next year provided the following academic standards are maintained:

- Not more than 08 DGPs (including Academic & Disciplinary DGPs);
- Student who obtain more than 08 DGP's need to repeat entire year with subsequent batch
- CGPA of at least 2.00 over three trimesters

14. Criteria for Award of Masters

A student will be eligible for award of Masters only if the following criteria are met at the end of sixth trimester:

- CGPA of at least 2.33;
- Not more than 16 DGPs; (including Academic & Disciplinary DGPs);

15. Re-Checking

Where a student is not satisfied with the marks/grades, he/she would be permitted for re-checking his/her answer sheet for unchecked answers and arithmetical accuracy of total marks awarded, in the Exam Cell within 10 days from the declaration of the result.

16. Re-Evaluation

16.1 Revaluation of answer sheets is allowed only for the End-term Theory examination of Trimesters. Internal evaluation components like quizzes, term paper, projects, assignments, port visit, comprehensive viva etc are not admissible for revaluation.

16.2 Application for revaluation has to be made within 15 days of declaration of results for the trimester exam with specific reasons along with the prescribed fee of ₹2000/- per paper in which revaluation is sought. Changes in revaluation fee will be notified from time to time by the competent authority.

16.3 Revaluation is not permitted for more than 1/3rd of the courses in a trimester

16.4 A student seeking revaluation must submit, to the Examination Cell, a written application for revaluation along with proof of payment of required fee. The application must provide full course details, marks secured by the candidate, and reason for seeking revaluation

16.5 On receipt of revaluation application, the Examination Cell will scrutinize the same for its eligibility on merit. Marks written on the answer books are to be concealed before presenting the answer books for revaluation to the examiner/s.

16.6 Examiner/s for revaluation will be proposed by the Examination Cell. The panel will not include the examiners who had first examined the answer books. Panels are to be approved by Centre Head (in case of Kolkata) / CP (GSD) (in case of Delhi). Examination cell will send answer books to the member/s from the approved panel and keep it confidential.

16.7 On receipt of the re-evaluated answer books from examiners, the following rules will apply:

- a. On receipt of the revalued End-term marks the same will replace the old End-term marks and thus the new total marks of that course will be considered for appropriate grade by the Course Coordinator
- b. the re-evaluated grades (upward, same or downward) will be the final grade and sent for approval of the Director for declaration of the result.

17. Field Visit/Port Visit

17.1 The field visit organized by the Institute covering organizations and institutions connected with international business promotion and facilitation is intended to provide the students an opportunity to get insight into the operational aspects of these organizations. This is an integral part of the Programme. The Field Visit is divided into two components;

- i. Delhi Visit (ICD/Air-Cargo Complex/NEPZ)-40% weight age.
- ii. Port Visit -60% weight age.

Failure to adhere to the field visit schedule would automatically result in F grade in the concerned component.

17.2 The port visit in this context may be divided into the following five main areas:

• Port Operations

- To understand the facilities being provided at the Port for export & import of Cargo (warehousing, sheds, bonded warehousing, etc.)
- Movement of cargo
- Number and types of berth
- Port capacity, etc.

• Customs

- To understand the processing of documents pertaining to import and exports (Bill of Lading, Shipping Bill, etc.)
- To see Customs House and Customs Area inside the Port
- Import Clearance and Understanding of Import Duty Calculations
- Documents pertaining to Incentives (Duty Drawback, etc.)
- Understanding of Tariff Manual

- ***Clearing and Forwarding Agents***

- The Role of C&F Agents in export and import trade
- Procedural aspects for clearance of import and export cargo
- Facilities being provided by them (warehousing, transport, consolidation of cargo, multimodal transportation, etc.)

- ***Export Processing Zones***

- The objective of visiting Export Processing Zones (EPZs) is to understand the scheme and the assistance being provided to the exporters.
- Visit to one or two companies
- Sharing of experience of entrepreneurs
- Tax benefits, etc.

- ***Chambers of Commerce***

- The Chamber of Commerce organizes lectures by banks, representatives from industry, shipping agents to provide understanding on forex management, export promotional schemes, etc.

18. Award of Medals

18.1 Students who obtain a ‘D’ or ‘F’ grade in any course will not be considered for award of medal.

18.2 The maximum number of total DGPs (academic as well as disciplinary) that a student can have to be eligible for award of medals at the completion of the programme is set at 10% of the total number of courses taught in the programme.

18.3 Award of Medal is also subject to satisfactory conduct of the students in the Institute.

18.4 Those granted waiver of attendance at examination due to illness, death, marriage, placement activity or participation in events at other schools/institutions and writing supplementary examinations will be considered for award of medals.

18.5 The first three students from the entire batch of Delhi and Kolkata campuses, in order of merit on the basis of their performance in all the trimesters taken together, shall be awarded Gold, Silver and Bronze Medals respectively. The Sumitra Chishti award will be given to the best student in the field of Economics. An All-round Proficiency Award will also be awarded for Delhi and Kolkata campuses based on academic performance and extra-curricular activities of the students.

19. Online Feed Back

IIFT firmly believes in taking regular and organized feedback from students on the progress of their courses and the delivery of the course coordinators. For this, a very robust feedback system is followed and the same is described below:

19.1 The end-term feedback is taken online in the last session of the course, after teaching for the course has been completed. All students are expected to be present for this exercise, and to provide their feedback objectively. If, for some compelling reasons, a student is not able to provide feedback in the last session, the Programme Associate will coordinate with the student to provide feedback on the day of end term exam for the course, by coming 30 minutes early. A student who still does not give feedback will be awarded one DGP. Therefore, students are advised to take the feedback exercise very seriously.

19.2 The mid-term feedback for a course will be taken by the Programme Associate after the completion of 4 sessions for a 2-credit course and 7 sessions for a 3-credit course. This mid-term course review is conducted with the purpose of obtaining an opinion from the students on the progress of a course, and students are strongly advised to provide their feedbacks in an impartial and productive manner.

20. Scholarships

20.1 The Institute operates Need Based Scholarship Scheme under which it pays interest subsidy on Educational Loan for 27 months from the time the loan is taken from a Bank. Any student who has taken the loan and whose family income is less than ₹4.50 lakh per year can apply under this scholarship. Depending upon the fee and other expenses the amount of educational loan is revised every year.

20.2 Ministry of Social Justice & Empowerment and Ministry of Tribal Affairs have introduced a liberal scholarship scheme called “Central Sector Scholarship Scheme of Top Class Education for SC/ST Students”. Four SC students and four ST students, who secure admission in the Institute’s two year full time MBA (International Business) are awarded scholarship by the Ministry of Social Justice & Empowerment and Ministry of Tribal Affairs respectively. The scholarship provides for (i) full tuition fee and non-refundable charges; (ii) living expenses @ ₹2220 per month subject to actuals; (ii) books and stationery @ ₹3000 per annum subject to actuals

The Institute will select four SC students and four ST students from their respective categories on the basis of their merit in the written test and shall forward the applications of the eligible students in the prescribed proforma along with proof of admission and fee chargeable, etc. to the respective Ministries.

The eligibility conditions are as follows:

- The total family income of the student from all sources should not exceed ₹4.50 lakh per annum
- The scholarship will be terminated if the student fails to pass the final examination of each year or any terminal examination

21. International Management Forum

The International Management Forum (IMF) is a students’ voluntary organization for organizing such academic and social activities as are consistent with the overall objectives of the Programme and subject to the Rules and Regulations prescribed from time to time by the

Institute. In the beginning of the academic year, the IMF must prepare a schedule of activities for the approval of the competent authority.

22. Administration of the Programme

The Programme Director, MBA (IB) under the guidance of the Chairperson (Graduate Studies), administers the Programme. The Programme Director will be the link between the students and the faculty. The Sr. Administrative Officer (Academics) looks after all academic matters concerning the Programme. A Programme Associate will assist the Programme Director to look after the day-to-day academic matters.

The Rules Committee will decide academic matters pertaining to the Programme which will then be forwarded to the Director for approval.

The Programme Director will interact regularly with the students. The students are free to meet the Programme Director, individually after taking prior appointment. In case, where students have problems of an academic nature they may also meet the Chairperson (GSD), after prior appointment.

23. Rules regarding Fee of the Programme

The fee for both the years of the Programme can be paid either in full at the time of admission or in installments as per schedule:

FEE SCHEDULE FOR MBA (IB) DEGREE PROGRAMME 2016-18

(₹)

	INSTALLMENT					
	I	II	III	IV	V	VI
Payment Due Before	At the time of admission	14.10.2016	13.1.2017	7.7.2017	13.10.2017	12.1.2018
Tuition Fee	2,90,000 (1,45,000)	2,35,000 (1,17,500)	2,35,000 (1,17,500)	2,90,000 (1,45,000)	2,35,000 (1,17,500)	2,35,000 (1,17,500)
Computer Facility and Internet	12,000	-	-	12,000	-	-
Library	3,000	-	-	3,000	-	-
Alumni charges	10,000	-	-	-	-	-
IMF (Student Body)	5,000	-	-	5,000	-	-
Total	3,20,000 (1,75,000)	2,35,000 (1,17,500)	2,35,000 (1,17,500)	3,10,000 (1,65,000)	2,35,000 (1,17,500)	2,35,000 (1,17,500)

Figures in bracket indicate the fee for SC/ST and PH candidates

Foreign Nationals/NRI/ Children of NRI Candidates

- The fee for Foreign/NRI/Children of NRIs candidates will be US\$27,500 plus ₹30,000/- annual charges for the first year and US\$27,500 plus ₹20,000/- annual charges for the second year. The fees are payable on an annual basis at the time of admission/beginning of second year.

(FEE ONCE PAID WILL NOT BE REFUNDED)

The prescribed fee is payable either by a crossed Account Payee Demand Draft drawn in favour of the Indian Institute of Foreign Trade, New Delhi or in cash at IIFT's Finance Section.

Defaulting students not paying their fees in the stipulated time will have to pay a fine of ₹500 per week upto a maximum of four weeks.

In the event of non-payment of the fee within four weeks of the due payment date, the student will be de-registered.

Re-registration will be permitted, if the student makes the payment within eight weeks of the due date. Besides the late payment fine (i.e. Rs.2000/-), the student will be required to pay a re-registration charges of Rs. 5000/-.

24. Changes in the Rules & Regulations

In order to maintain the highest standards in education and fulfill the objectives of the programme, the Institute retains the right to add or delete any clause and change the existing clause(s) in the Handbook of Information as and when required. Any addition or alteration that may be made in future in the Handbook will be put on the Notice Board indicating the effective date of the change for information of students.

Calendar of Activities

FIRST YEAR

Registration

1 July 2016

FIRST YEAR

TRIMESTER I

- | | |
|--------------------------------|----------------------------|
| (i) Academic Session | July 2016 – September 2016 |
| (ii) Class Room Teaching | July 2016 – September 2016 |
| (iii) Trimester- I Examination | September 2016 |

TRIMESTER II

- | | |
|---|--------------------------------|
| (i) Academic Session | September 2016– December 2016 |
| (ii) Class Room Teaching | September 2016 – December 2016 |
| (iii) Campus Interview for Summer Placement | September 2016 - December 2016 |
| (iv) Trimester- II Examination | December 2016 |

TRIMESTER III

- | | |
|---|-----------------------------|
| (i) Academic Session | January 2017 – March 2017 |
| (ii) Class Room Teaching | January 2017 – March 2017 |
| (iii) Social Awareness Programme (NGO) | December 2016/ January 2017 |
| (iv) Trimester- III Examination and Viva-Voce | March 2017 |
| (v) Summer Placement | April 2017 – June 2017 |

SECOND YEAR

TRIMESTER IV

- | | |
|---|----------------------------|
| (i) Academic Session | June 2017 – September 2017 |
| (ii) Class Room Teaching & Pre- Placement Talks | June 2017 – September 2017 |
| (iii) Research Project – Stage I | |
| (a) Finalization of Title of Research | July 2017 |
| Project and Guide | |
| (b) Submission of synopsis of | August 2017 |
| Research Project | |
| (iv) Placement Brochure | July 2017 |
| (v) Trimester-IV Examination | September 2017 |
| (vi) Port Visit | September 2017 |

TRIMESTER V

(i) Academic Session	September 2017– December 2017
(ii) Class Room Teaching	October 2017 – December 2017
(iii) Submission of interim report of Research Project s Stage II	November 2017
(iv) Trimester- V Examination	December 2017

TRIMESTER VI

(i) Academic Session	January 2018 – February 2018
(ii) Class Room Teaching	January 2018 – February 2018
(iii) Placement Programme	Lateral Placement – December 2017 Final Placement – January 2018
(iv) Submission of Final Report of Research Project – Stage III	January 2018
(v) Trimester VI Examination	February 2018
Convocation	March/April 2018

TRIMESTER-WISE COURSE STRUCTURE

Trimester - I		
Sl. No.	Course Title	Credit
1	Marketing Management	3
2	Financial Accounting	3
3	Fundamentals of International Management	2
4	Managerial Communication I	2
5	Psychology for Managers	2
6	Business Economics	3
7	Business Statistics	4 (3C +1 NC)
8	ITAM I	3
Total (Trimester-wise)		21
Trimester – II		
Sl. No.	Course Title	Credit
1.	International Marketing Management	3
2.	Consumer Behaviour	2
3.	Management Accounting	2
4.	Financial Management-1	3
5.	Operations Research	3
6.	Business Research Methods	3
7.	Macro Economics	3
8.	Organizational Behaviour	2
9.	Entrepreneurship	2
Total (Trimester-wise)		23
Trimester – III		
Sl. No.	Course Title	Credit
1.	Financial Management 2	3
2.	International Financial Management	3
3.	Operations Management	3
4.	International Economics	3

5.	Trade Analytics	2
6.	Managerial Communication 2	2
7.	Strategic Management	3
8.	International Trade Operations & Documentation	3
Total (Trimester-wise)		22

Trimester – IV

Sl. No.	Course Title	Credit
1.	Supply Chain Management	3
2.	India, Global Trade and WTO	3
3.	Human Resource Management	2
4.	International Business Strategy	2
5.	International Trade Logistics	3
6.	IT Application in Management II	3
Total (Trimester-wise)		16

Trimester – V

Sl. No.	Course Title	Credit
1.	Corporate Ethics & Governance	2
2.	Management of Global Sourcing	2
Total (Trimester-wise)		4

Trimester - VI

Sl. No.	Course Title	Credit
1.	Legal aspect of Business	2

Others		
Sl. No.	Course Title	Credit
1.	Foreign Languages	4
2.	Port Visit	2
3.	Summer Project	2
4.	Research Project	3
5.	Comprehensive VIVA	2
6.	SAP (Social Awareness Program)	3
Total (Trimester-wise)		16

Electives		
Sl. No.	Course Title	Credit
1.	Electives (10 X 2)	20
Total (Trim. I+II+III+IV+V+VI+Others+ Electives)		124

Electives with IB Focus

Sl. No.	
I.	General Management and Strategy
1	Cross Culture Management
2	Competitive Strategy
3	Management of Strategic Alliances
4	International Contract Management
II.	Quantitative Techniques & Operations Management
5	Advanced Supply Chain Management
6	Procurement & Material Management
III	IT
7	Online Business &E- Commerce
IV	Finance
8	Financing of International Trade
9	Financial Derivatives and Risk Management
10	Mergers and Acquisitions
11	Financial Risk Management
12	Management of Financial Services
V	Marketing
13	B2B Marketing
14	Digital Marketing
15	Marketing of Services
16	Marketing Research
VI	International Trade Operations & Logistics
17	Agri-Commodity Trading (ACT)
18	Management of Shipping Services
19	Green Strategy for Global Operations and Logistics
20	Sectoral Strategies for International Business (Seminar Course)
21	Managing Global Compliance in Exports

General Electives

Sl. No.	
I.	General Management and Strategy
1	Strategy Execution & Tools
2	New Venture Creation & Start ups
3	Managing Change & Transformation
II.	Quantitative Techniques & Operations Management
4	Advanced Forecasting Techniques for Business Applications
5	Multi –Variate Data Analysis & Forecasting Techniques
III	IT
6	Enterprise Resource Planning (ERP) Systems
7	IT Project Consultancy & Management
IV	Finance
8	Project Appraisal and Finance
9	Financial Modeling
10	Security Analysis and Portfolio Management
V	Marketing
11	Advertising and Promotion Management
12	Sales and Distribution Management
13	Brand Management
14	Customer Relationship Management
15	Strategic Market Planning and Decision Making
16	Rural Marketing
17	Retail Management
VI	International Trade Operations & Logistics
18	Customs & Excise Management

Note: Students have to opt 4 electives out of IB Focus Electives & another 4 out of General Electives. Two elective can be chosen out of any of two groups.

LIBRARY

The Institute's has a well-equipped Library with updated knowledge. It has a collection of latest books by eminent authors on Trade, Economy, Management and WTO related issues. It has also a collection of journals, research reports, company reports, CD-ROMs, videocassettes, international trade statistics and databases. Apart from books on traditional management and economics related areas, the Library has huge collection of books on upcoming areas like WTO, Intellectual Property Rights, Services Management, Mergers & Acquisitions, Trade Finance, e-Business, Global Business Strategies, International Business Law, and Information Technology, etc. The Library also subscribes to over 252 Journals and Periodicals and has enriched itself with publications of prestigious national and international organizations such as UN, ITC, UNCTAD, WTO, IMF, World Bank, Ministries and Departments of Government of India. In order to facilitate online access to information, Library has also subscribed to trade related online and offline databases like ACE Equity, Blackwell Synergy (28 e-Journals), Balance of Payment, CMIE databases (Commodities, Prowess, India Trade, Industry Outlook and Economic Outlook), Commodity Price Bulletin, DGCIS Statistics, Direction of Trade Statistics, EIU Online, EBSCO, Emerald Management Extra, e-pharma, IFS, Indiatat.com, Inside Trade.com, ISI Emerging Market (Asia Pacific), JSTOR, OECD e-library, NextLinx, Proquest, Science Direct, Suns Magazine, Trade Map, World Bank Online Databases, World Trade Atlas and WITS etc.

IIFT subscribes to Bloomberg, which offers a dynamic network of information for decision-makers. Bloomberg is of great value to B-School students seeking fast access to accurate business and financial information, news and insight around the world. Students are also offered training to familiarize them with this powerful resource.

Library facilities are open to participants. The Participants are required to deposit of R 5,000/- for Library membership which is refundable at the end of the Programme.

Library Hours.

Monday to Friday	Gazetted Holidays (Except N.H)	Saturday	Sunday
9.00 a.m. to 11.00 p.m	9.00 a.m. to 5.00 p.m.	9.00 a.m. to 7.30 p.m	11.00 a.m. to 7.30 p.m

Facilities/Services

- Reading room facility.
- Reference services.
- Documentation/Indexing services.
- Photocopy facility – chargeable @ 50 paise per page, Rs.15/- per page for restricted publications.

WTO Resource Centre (in the Library) to facilitate research on World Trade Organization.

Books for Reference only.

No borrowing allowed. (Photocopying allowed)

Library Circulation's Rules

- Three Reader's tickets to be issued to each student.
- One book against one card for a maximum period of 7 days.
- A fine of Rs.1/-per day to be levied after the due date.
- Restricted books may be issued for overnight and a fine of Rs.10/- per day charged if not returned on time.
- If any Library material is lost /damaged, the participant should either replace or pay the cost as specified in Rule 6.1 of Library Rules.
- Participants to obtain No Dues Certificate from Library before Comprehensive Viva of Trimester VI

USER'S ATTENTION

- Stealing, mutilating, marking of books and tearing of pages are considered serious offence and can even result in rustication of the concerned student.
- Repeated delay in return of books may result in suspension from the membership of the Library.
- Personal belongings including books, notes, laptops, eatables etc. are not allowed inside the Library.
- Participants to consult the Library Rules and Regulations from the Library Counter for details.
- Use of mobile phones inside the Library is strictly prohibited.

Library Staff

Name	Designation	Activity In charge
Ms. B. Pankti	Deputy Librarian	Library -Book Section/ Periodical Section WTO Resource Centre
Shri R.S. Meena	Asstt. Librarian	Periodical Section
Ms. Amita Anand	Asstt. Librarian	Book Section
Ms. Nirmala	Asstt. Librarian	Periodical Section

COMPUTER CENTRE

IIFT has one Computer Centre for students use and is open round the clock with adequate number of desktop connections.

The Institute has the following IT infrastructure:

Servers

IIFT has its Data Centre equipped with Unified Storage, Virtualised Server Environment for the use at the Institute.

Network

The institute has a multi-tiered network infrastructure in place. Buildings inside the campus are well connected with fiber network. The network infrastructure is at layer 3 switching level that helps to interconnect all components together on one platform. Institute's network is also supplemented with managed WiFi supporting 802.11n and standards. Over 1000 users have access to this network. Students are required to register their laptop for accessing WiFi network of the Institute.

Nodes

Core 2 Duo/i5 computers with colour monitor, loaded with Windows 8,7/Windows7, MS-Office 2013 – 300 Nos.

Printers

1. He 2550 and 5550 colour laser jet printers
2. Network printers installed in the hostels
3. HP LaserJet 1022/1015

Scanners

1. HP 8390 scanners

Database

India Trade, India Harvest and Prowess database from CMIE are available on the Institute's network.

Internet Connection

The Institute has 125 mbps internet connectivity (24x7) from two different ISPs on load balancing mode.

Usage of Students' Computer Centres

At the beginning of the session, a group of four students from MBA(IB)-I and MBA(IB)-II are nominated to maintain the Student's Computer Centres. Each student is entitled to 200 pages of print quota per trimester for their academic use. Students are required to bring their paper for taking printouts.

Rules of Computer Centre Usage

Do's

1. Please keep the Computer Centre clean.
2. Ensure the computers are started in the proper way and also shut down correctly.
3. Please show your I-Card to the Security Guard before entering the Computer Centre and make necessary entry in the register also.
4. Always use network for data transfer.
5. Change your password (wifi & print quota) periodically.

Don'ts

1. Do not erase or change the names of the system files.
2. Do not shift any item of the computer. If there is any problem about the functioning of a particular computer, get in touch with the Students' Committee or Computer Centre.
3. Avoid use of outside USB drives.
4. Do not bring your friends inside the Computer Centre.
5. Do not bring any personal hardware items in the Computer Centre.
6. Do not try to repair any item of the computer yourself.
7. Eatables, tea, coffee, etc. should not be brought inside the Computer Centre.
8. Smoking is strictly prohibited.
9. Do not use paper of poor quality in the printers.
10. In case of power failure, please save your data and switch off the computer.

Failure to abide by the above Do's and Don'ts may invite disciplinary action as per provision 5 in the Rules.

Contact Persons

1. Mr. Bimal Kumar Panda, Systems Manager
2. Mr. Bala Subramanian, Assistant Systems Manager
3. Ms. Neha Vinayak, Computer Programmer
4. Mr. Bhopal Singh

HOSTEL FACILITIES

The two-year MBA (International Business) Degree Programme is a fully residential course. The hostel accommodation will be allotted on double/triple occupancy basis at the sole discretion of the Institute. The annual rent is ₹47,000/- per participant on the triple occupancy and ₹57,000/- in double occupancy, payable in advance, together with a refundable security deposit of ₹5,000/-. In addition to this, the participants need to pay ₹2,000/- per annum towards maintenance cost. The Foreign Nationals/NRI/Children of NRIs participants can pay the annual rent in Indian Rupees/US dollars at their discretion. Hostel rent and security deposit are subject to revision at the discretion of the Institute. Boarding is available in the hostel. The boarding charges are decided by the Mess Committee and the Caterer. Students are required to pay the mess charges directly to the mess contractor.

RULES AND INFORMATION GUIDE FOR IIFT HOSTEL

1. Hostel accommodation is available on double and triple occupancy basis only.
2. In addition to the information to be given in the application form, participants have to furnish the following at the time of admission to the hostel:
 - (i) Two copies of the signed photograph.
 - (ii) Certificate of physical fitness from a qualified physician about the participant's general state of health. The certificate should specifically state that the participant is free from any communicable disease.
 - (iii) Blood group
 - (iv) Parent's address and local guardian's address with their telephone numbers.
3. The hostellers should co-operate with the Administration in generating a conducive atmosphere for promoting harmonious community living.
4. Courtesy and politeness is expected at all times in conversation and behaviour with co-hostellers as well as with the officers, members of the administrative staff and service personnel.
5. ***Male and female hostellers are free to meet in the lounge and dining hall but should not make visits to individual rooms in order to maintain privacy and avoid inconvenience to other room-mates.***
6.
 - (a) Consumption of alcoholic drinks, narcotics or any kind of intoxicants are strictly prohibited in the hostel premises. Those found violating this rule are liable for immediate expulsion from the hostel.
 - (b) Smoking is also prohibited in the hostel premises and class-rooms. Suitable action will be taken against those found violating this rule.
 - (c) No celebrations/parties are allowed in the hostel premises without written permission from the Warden/Administration. Any violation in this respect will be treated as indiscipline.
7. All motor vehicles (cars, scooters and motor cycles) owned by students residing in the hostel must be registered with the Institute, but their parking in the Campus will be solely

at the risk and responsibility of the owner. IIFT will in no way be responsible for any loss.

8. Accommodation is made available only for the use of hostellers. Under no circumstances, any guest will be allowed to stay in the hostel. A hosteller surreptitiously accommodating any visitor in the hostel overnight is liable to disciplinary action by the Warden as per provision 5 in the Rules.
9. Visitors to the hostel are not permitted after 9.00 p.m.
 - (a) IIFT reserves the right of admission of a visitor to the hostel.
 - (b) Visitors will be allowed to meet the inmates only at the reception. Under no circumstances visitors are allowed to visit the room of any hosteller. Any violation in this respect will lead to disciplinary action as per provision 5 in the Rules.
 - (c) IIFT reserves the right to take disciplinary action, including expulsion from the hostel, against the hosteller who entertains the visitors beyond 9.00 p.m.
10. (a) The hostellers will have to return to the hostel premises before 11.00 p.m. Any relaxation in the time limit can be made by the Warden under special and unforeseen circumstances.
 - (b) Those hostellers, who are staying out for the night and intend to stay outside or spend any holiday/s should take prior permission from the Warden. In case they are held up outside and are not able to inform the Warden, they should immediately telephone to the Security Guard at the main gate and/or inform the Warden on the next day.
11. The security men are under instructions to keep the entrance door of the hostel locked from midnight till 5.00 a.m. Entrance or exit during the said period will be allowed only with the prior approval of the Warden. Students need to show I-Card at the gate and write their names in the register at the gate (after 11.00 pm). Compulsory registration (at the gate) is also needed to be done for all vehicles while going out or coming in during the night.
12. Any music system, etc. which causes disturbance and inconvenience to the co-hostellers and in the neighbourhood are prohibited. Any violation in this respect will lead to confiscation of such gadgets and/or action as per provision 5 in the Rules.
13. Cooking of any food item as also preparation of tea/coffee is strictly prohibited in the hostel rooms.
14. Hostellers will be responsible for any damage caused to the property of the Institute, whether movable or immovable, either by themselves or by their visitors.
15. Use of electric gadgets like immersion rods, heating rods, hot plates, electric iron, electric heaters, room heaters/coolers, etc. are not permitted except with the prior approval of the Warden. The Warden will give permission only in deserving cases.
16. All the electrical/sanitary fittings and fixtures including geysers, tube light, fans and the furniture items will be provided to them in working conditions and they would return the same at the time of vacating the hostel. During their stay in IIFT Hostel, they would be solely responsible for any damages caused to these items.

17. The hostellers are expected to allow employees of Hostel Administration easy access to their rooms for cleaning, repairs, maintenance and security checks, etc.
18. The hostellers are required to use waste-paper baskets and co-operate in maintaining cleanliness in the hostel.
19. The hostellers are not allowed to assign any personal work to the IIFT employees including those who are on duties in the hostel.
20. The hostellers are responsible for the safe keeping of their personal/belongings. They are advised to keep under lock (preferable a branded one) all valuable items such as Laptop, Mobile Phones, Ornaments etc. and lock the room even when they are out for a short period. The Institute will **not** be responsible for any such type of loss/theft.
21. The hostellers are advised to switch off the lights, fans & geysers and close the bathroom and washbasin taps before leaving their rooms. Any room light/fans and/or taps found “switched on” causing wastage of power/water may lead to action against the room users.
22. The hostellers should take care of their personal belongings and use their own locks in the rooms. However, keys of almira's / tables are to be kept in possession by the hostellers carefully. In case of loss, the fact should be immediately reported to the Hostel Administration. For each duplicate key of furniture/fixture or room, a sum of ₹100/- per key shall be charged in advance for replacement.
23. The Warden and Hostel Administration reserve the right to inspect the hostel rooms at any time.
24. Food will not be served in the rooms.
 - (a) The mess bills are to be paid by the hostellers to the mess contractor directly within the prescribed period.
 - (b) Brief details of mess charges, security deposit to be paid, etc. will be circulated separately after admission to the hostel.
 - (c) Any indiscipline in the mess and/or with mess contractor will be viewed seriously.
 - (d) The mess committee consisting of Warden (Chairman), officer of the E&M section and other representatives will look after the functioning of the mess.
25. Students/residents of the hostel will conform to the terms and conditions for catering services, including prompt payment of the mess bills and allied hostel dues, as formulated and amended from time to time by the Institute.
26. Payment of room rent for staying in the hostel will be as per the prevailing rates. Hostel rent once paid is not refundable. In addition to the rent, hostellers have to pay refundable security deposit of RS. 5,000/- (Five Thousand only) per head at the time of admission. This security deposit will be refunded after Convocation only after submission of “No Due Certificate” from Programme Director, Placement Cell, Library Section, MBA Cell, Mess Contractor, Estates & Maintenance Section, Computer Section and Warden.
27. For admission to the hostel, MBA participants must pay the rent in advance. The penalty for late payment of rent will be RS.50/- per week up to a maximum period of one month to entitle him/her to stay in the hostel. Thereafter, the participant can be asked to vacate the hostel room.

28. Hostel tariffs are applicable till end of the last semester as given in the Programme Calendar. However, hostellers can be permitted to extend their stay in the hostel subject to the above rates up to a fortnight from the last day of the last semester, if required by the Chairperson incharge of the Programme concerned for academic and examination purposes.
29. Before Degrees are awarded at the time of Convocation, each hosteller will be required to produce a “No Dues Certificate” to be given under the signature of Warden, in consultation with Estates & Maintenance Section, in respect of hostel and mess charges, by Librarian in respect of IIFT Library books/journals, etc. and by Computer Centre for return of Computer.
30. Students seeking hostel admission will be required to give a written undertaking that he/she accepts the terms and conditions stipulated in the “Rules of Admission to IIFT Hostel” and that any violation of these Rules will render him/her liable to immediate dismissal from the Programme and/or forfeiture of the Security Deposit.
31. The Institute also reserves the right to ask a hosteller to vacate the premises without assigning any reason or prior notice.
32. The Institute reserves the right to introduce additional rules and regulations as and when required due to exigencies of the situation.
33. The students will also be required to abide by the circulars/orders issued by the Warden/Estates & Maintenance Section in the interest of the Institute from time to time.
34. The Warden, if satisfied, that a hosteller is not following the Rules in proper perspective, may in consultation with the concerned Programme Director/Chairperson recommend to the Director, expulsion of the participant from the Programme.
35. **Students’ Committees at the Hostel**
 - (a) **Hostel Committee** – (10 members – 5 students each from first year and second year) will actively participate in or collaborate with the Warden in the routine functioning and organizing of all activities of the hostel to ensure smooth running of hostel activities. The Committee will meet once in a month to discuss about hostel affairs. All the members of the hostel committee shall be subject to all the rules/ norms as residents of the hostel and shall be responsible for any violation of hostel rules.
 - (b) **Mess Committee** (6 members - 3 students each from first year and second year) – Mess Committee along with the Warden will supervise the working of the mess and prepare food menu (once in a month) to be adopted by the mess. The Committee will suggest improvements in the quality of food served in the mess, devise ways and means for achieving maximum economies of scale so as to avoid abnormal expenditure and ensure hygienic conditions in the mess.
 - (c) **Sports & Cultural Committee** (6 members - 3 students each from first year and second year) – The Committee along with the Warden will look into the indoor sports facilities available in the hostel and organize indoor sports events and small cultural get-together from time to time in the hostel. The objective of this Committee is to ensure a good quality cultural life at the hostel.
36. The Director may relax any of the above rules, if so warranted, at his discretion or on the recommendation of the Warden and Chairperson.

Contact Persons

Name	Designation	Room No.	Extn. No. (Office/Resi.)
Dr. V. Raveendra Saradhi	Warden	604	604/126
Dr. J. Symss	Asstt. Warden	507	507/847
Dr. Sweta S. Malla	Asstt. Warden	404	404



ANNEXURE I

INDIAN INSTITUTE OF FOREIGN TRADE SCHOOL OF INTERNATIONAL BUSINESS

PROFORMA FOR APPROVAL OF PROJECT PROPOSAL

Programme: MBA (IB) 2016-18

ROLL NO. _____

Name of the Student : _____

Title of the Project : _____

Subject Area: : Marketing/Finance/Strategy/Economics/Trade/IT/
any other (Please Specify) _____

Name of the Project Supervisor : _____

Co-Supervisor : _____

Suggestions of Supervisor for Reformulating the : _____
Project (if any) _____

Signature of Student

Signature of Supervisor

Date:

At the time of submission of this form Project Synopsis must be enclosed.
Bio-data of the Co-Supervisor may be enclosed (if applicable)

For Office Use Only

Synopsis = Approved / Unapproved


Co-Supervisor = Approved / Unapproved

Signature of
Programme Director
Date:

1= POOR 2=FAIR 3=GOOD 4=VERYGOOD 5=EXCELLENT

1. The coverage and relevance of course contents

☐ ☐ ☐ ☐ ☐ ☒



☐ ☐ ☐ ☐ ☒

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☐ ☐ ☐ ☐ ☒

☐ ☐ ☒ ☐ ☐



End-Term Feedback

1=POOR

2=FAIR

3=GOOD

4=VERYGOOD

5=EXCELLENT

Course Evaluation

Parameters	1	2	3	4	5
The coverage of course contents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sequencing of course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Quality and Distribution of Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Overall Effectiveness of the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Suggestions if any	<div style="border: 1px solid black; padding: 5px;"> No Suggestion </div>				

Faculty Evaluation

Parameters	1	2	3	4	5
Quality of Presentations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Teaching ability of the Instructor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Opportunities provided for Interaction in Class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Overall Satisfaction With Faculty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Suggestions if any	<div style="border: 1px solid black; padding: 5px;"> No Suggestion </div>				



INDIAN INSTITUTE OF FOREIGN TRADE

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