MBA (INTERNATIONAL BUSINESS) 2019 - 21

HANDBOOK OF INFORMATION



SCHOOL OF INTERNATIONAL BUSINESS INDIAN INSTITUTE OF FOREIGN TRADE

(DEEMED TO BE 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 The Viva-Voce in fifth trimester is designed to evaluate the students' understanding and appreciation of the inter-relationship of various courses.
- 3.4 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.
- 3.5 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.
- 3.6 During the period of their Summer Placement, students are required to adhere to the norms of discipline prescribed by the company/organization concerned.
- 3.7 Students are exposed to "field" situations including visit to a seaport.
- 3.8 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 in Management 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 two componentsbesides end-erm 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)

Institute follows a system of 'relative grading' and it uses its Proprietary Grading Pattern to convert marks into letter grades through a normalisation process. To bring parity between grading in Delhi and Kolkata, marks are optimised through a normal transformation process and the converted to Standard Normal distribution (Z score). Based on mean and standard deviation further grade brackets are defined. There is no minimum passing marks. B is the mean grade. Other grades are set using stand deviations from the mean. The corresponding letter grades and grade points are given below.

Grade	Grade Point	Qualitative
A Plus	4.00	Excellent
A Only	3.66	Very Good
A Minus	3.33	
B Plus	3.00	Good
B Only	2.66	
B Minus	2.33	Fair
C Plus	2.00	Average
C Only	1.66	Below Average
C Minus	1.33	
D	1.00	Requires Improvement
F	0.00	Fail

- 1. MBA(FT) students scoring less than 2.00 CGPA after Trimester 3 are not eligible for promotion to 2nd year. In this case, students who have scored less than 2.00 CGPA, at the beginning of Trimester 4 can appear for improvement examination for maximum of 6 courses of their choice opted from the first three trimesters. The student cannot opt for a paper in which he/she is subjected to disciplinary action/s. Till the time the candidate does not meet the eligibility requirement, the admission to Trimester 4 will be provisional. Despite of students appearing for six coursesin 4th trimester, if he/she disqualifies and not get CGPA of 2, such students will be disqualified from the MBA Programme.
- 2. The students who have got "D" or "F" and also those who have missed the exams with prior permission of PD will be appearing for such courses within 20 days from the declaration of results for that trimester. This provision will not be available to those students who have got D or F grades on disciplinary grounds. The fee applicable for the re-exam is Rs. 4,000 per course for D and F grades as per the existing rule.
- 3. Similarly, students scoring less than 2.00 CGPA after Trimester 6 are not eligible for award of degree. In this case, students scoring less than 2.00 CGPA, can appear for re-exams to be held within 20 days after the final results have been declared, for maximum of 6 courses of their choice opted from the 4th,5th and 6thtrimesters. The

students cannot opt for a paper in which he/she is subjected to disciplinary action/s. The final results are out after the dissertation viva.

4. The fee applicable for the improvement exam is Rs. 4,000 for each course for a maximum of 6 courses from the 3 previous trimesters.

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 on the basis of the GPAs of all trimesters covered 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 Minus' 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 (GSM), 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 (only parents, spouse and children) 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

If a student's attendance in a course is below 50%, the student cannot be allowed to appear for end-term exam. Such student has to opt for F grade in the entire course. Student getting debarred or getting "F" grade due to shortfall of attendance, will not be allowed to appear for re-examination.

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 programmeon the basis of their performance and the specific requirements of the concerned institution. Students with DGPs are not eligible for exchange programmes.

- 1. While under exchange program abroad, students will be required to complete the credit hours as prescribed under IIFT rules. In case the number of credit hours happens to be less, the students will be mandated to take up extra courses as Electives in the 4th, 5th, and 6th trimesters. This will ensure that the complete 1200 hours mandated by AICTE to be eligible for MBA (IB) degree.
- 2. Any student found to be indulging in any act of indiscipline while under exchange program will be severely punished. Apart from imposition of DGPs, such students will be rendered ineligible for any position in student committees.

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.

The students who have got "D" or "F" and also those who have missed the exams with prior permission of PD will be appearing for such courses within 20 days from the declaration of results for that trimester. This provision will not be available to those students who have got D or F grades on disciplinary grounds. The fee applicable for the re-exam is Rs. 4,000 per course for D and F grades as per the existing rule.

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. Attendance is compulsory and will be monitored by both NGO and IIFT. A detailed session on student activities and expectations will be shared in a deliberating session with the Placement and Corporate Advisor. 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 (GSM) immediately so that appropriate disciplinary action is initiated. Any student adopting unfair means including talking or in possession of notes, books, mobile phones, smart watches 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 2.00;
- 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 rechecking 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.
- 16.3 Revaluation is not permitted for more than $1/3^{\rm rd}$ 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 (GSM) (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 course carries 2 credits.

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. JyotibaPhule Gold Medal would be awarded to the best Female Student in the two-year MBA full time programme. Ornate Solar Award for Thought Leaders in Renewable Industry will also be awarded for contributing best ideas to the Renewable Industry.

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:

19.1The 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 Assistant 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 After two sessions a feedback will be taken of the faculty across all courses. Students are expected to complete the feedback formalities.

19.3The mid-term feedback for a course will be taken by the Programme Assistant 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 or the actual date of their employment, whichever is earlier. Any student who has taken the loan and whose family income is less than ₹6.0 lakh per year can apply under this scholarship. Depending upon the fee and other expenses the amount of educational loan is revised every year.

20.1 EXIM Bank Scholarship to the top ranked SC/ST Category student is also instituted at IIFT.

20.2 Ministry of Social Justice & Empowerment and Ministry of Tribal Affairs has 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 (l) full tuition fee and non-refundable charges; (II) living expenses @ 2220per month subject to actuals; (II) books and stationery @ 3000per annum subject to actuals.

The eligibility conditions are as follows:

- The total family income of the student from all sources should not exceed 6.0 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 in Management Division), administers the Programme. The Programme Director will be the link between the students and the faculty. The Section Officer (GSM) looks after all academic matters concerning the Programme. A Programme Assistant 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 not covered by the handbook 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 (GSM), with prior appointment. The contact details are as follows:

Dr.Sunitha Raju	Chairperson, Graduate Studies Mgmt Division - email:sraju@iift.edu			
Dr. NitiNandiniChattanani	Programme Director - email: nitinandini@iift.edu			
Mrs. Sumita Marwaha	Section Officer - email: sumita@iift.ac.in			
MsKomal	Programme Assistant – email " komal@iift.edu			
Shri Barun	Dealing Assistant – email: barun@iift.ac.in			

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 2019-21

(₹)

	INSTALLMENT					
	I	II	III	IV	V	VI
Payment Due Before	14.5.2019	11.10.2019	15.1.2020	1.7.2020	9.10.2020	8.1.2021
Tuition Fee	3,35,000 (1,67,500)	2,75,000 (1,37,500)	2,75,000 (1,37,500)	3,35,000 (1,67,500)	2,75,000 (1,37,500)	2,75,000 (1,37,500)
Computer Facility and Internet	12,000	-	-	12,000	-	-
Library	3,000	-	-	3,000	1	-
Alumni charges	10,000	-	-	-	-	-
IMF (Student Body)	7,500	-	-	7,500	-	-
Total	3,67,500 (2,00,000)	2,75,000 (1,37,500)	2,75,000 (1,37,500)	3,57,500 (1,90,000)	2,75,000 (1,37,500)	2,75,000 (1,37,500)

For SC/ST and PWD candidates – 50% concession in tuition fee

Foreign Nationals/NRI Candidates

• The fee for Foreign/NRI candidates will be US\$30,000 plus ₹32,500/- annual charges for the first year and US\$ 30,000 plus ₹22,500/- annual charges for the second year. The fees are payable on an annual basis at the time of admission/beginning of second year.

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, RTGS or at POS machines available at IIFT. Cheque & Cash is not allowed.

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.

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

(Tentative) FIRST YEAR

Registration	24 th June, 2019

FIRST YEAR

TRIMESTER I

(i) Academic Session
 July 2019 – September 2019
 (ii) Class Room Teaching
 July 2019 – September 2019

(iii) Trimester- I Examination September 2019

TRIMESTER II

(i) Academic Session
 (ii) Class Room Teaching
 (iii) Campus Interview for Summer Placement
 October 2019 – December 2019
 October 2019 – December 2019

(iv) Trimester- II Examination December 2019

TRIMESTER III

(i) Academic Session January 2020 – March 2020

(ii) Class Room Teaching January 2020 – March 2020
 (iii) Social Awareness Programme (NGO) December 2019/ January 2020

(iv) Trimester- III Examination March 2020

(v) Summer Placement April 2020 – June 2020

SECOND YEAR

TRIMESTER IV

(i) Academic Session June 2020 – September 2020
 (ii) Class Room Teaching & Pre-Placement Talks June 2020 – September 2020

(iii) Research Project - Stage I

(a) Finalization of Title of Research July 2020

Project and Guide

(b) Submission of synopsis of August 2020

Research Project

(iv) Preparation of Placement Brochure July 2020

(v) Trimester-IV Examination September 2020

(vi) Port Visit September 2020

TRIMESTER V

(i) Academic Session(ii) Class Room TeachingOctober 2020 – December 2020

(iii) Submission of interim report of Research Projects Stage II

November 2020

(iv) Trimester- V Examination and

Comprehensive Viva

December 2020

TRIMESTER VI

(i) Academic Session January 2021 – March 2021
 (ii) Class Room Teaching January 2021 – March 2021

(iii) Placement Programme Lateral Placement – December 2020

Final Placement – January 2021

(iv) Submission of Final Report

of Research Project – Stage III January 2021
(v) Dissertation Viva February 2021
(vi) Trimester VI Examination March 2021

Convocation April / May 2021

TRIMESTER-WISE COURSE STRUCTURE

S. No.	Noncredit -NC courses during Induction (Noncredit courses to be run as workshop)	Credit
1.	Psychology for Managerial Decisions	1 NC
2.	Managerial Communications	1 NC
3.	Fundamentals of International Management	1 NC
Trimester -	-İ	•
S. No.	Course Title	Credit
1	Marketing Management	3
2	Financial Accounting	3
3	Managerial Communication	2
4	Business Economics	3+ 1NC
5	Business Statistics	3+ 1NC
6	ITAM I	2
7	Organizational Behaviour	3
	Total (Trimester-wise)	19
Trimester -		Credit
S. No.	Course Title	Credit
1	International Marketing Management	3
2	Management Accounting	2
3	Financial Management-I	3
4	Operations Research	3
5	Business Research Methods	3
6	Macro Economics	3
7	Human Resource Management	3
	Total (Trimester-wise)	20
Trimester -	-III	•
S. No.	Course Title	Credit
1	Financial Management 2	2
2	International Financial Management	3
3	Operations Management	3
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5	Strategic Management	2
6	International Trade Operations & Documentation	3
7	Trade Analytics	2
8	IT Application in Management II	2
	Total (Trimester-wise)	20
		•
Trimester -	-IV	
S. No.	Course Title	Credit
1	Supply Chain Management	3
2	India, and WTO	2
3	International Business Strategy	2
4	International Trade Logistics	3
5	Data Analytics	3
	Total (Trimester-wise)	13
Trimester -	-V	
S. No.	Course Title	Credit
1	Corporate Ethics & Governance	2
2	Management of Global Sourcing	2
	Total (Trimester-wise)	4
Trimester -	-VI	•
S. No.	Course Title	Credit
1	Legal Aspect of Business	2
		<u> </u>
Others		
S. No.	Course Title	Credit
1	Port Visit	2
2	Summer Project	2
3	Research Project	3
4	Comprehensive VIVA	2
5	SAP (Social Awareness Program)	3

Total (Trimester-wise)

International Economics

S. No.	Course Title	Credit
1	Electives (15X2)	30
2	Total Core	78
3	Others	12
	Total(I+II+III+IV+V+VI+Others+ Electives)	120

List of Electives (As per Functional Areas)

S. No.		
I.	General Management and Strategy	
1	Competitive Strategy	,
2	Management of Strategic Alliances	
3	International Contract Management	
4	Entrepreneurship	
5	Strategy Execution & Tools	
6	New Venture Creation & Start ups	
II.	Quantitative Techniques & Operations Management	
1	Advanced Supply Chain Management	
2	Procurement & Material Management	
3	Advanced Forecasting Techniques for Business Applications	
4	Multi-Variate Data Analysis & Forecasting Techniques	
5	Modeling in SCM: SCOR Approach	
TTT	TO	
III.	IT	
1	Online Business & E-Commerce	
2	Enterprise Resource Planning (ERP) Systems	
3	IT Project Consultancy & Management	
4	Artificial Intelligence	
IV.	Finance	
1	Financing of International Trade	
2	Financial Derivatives and Risk Management	
3	Mergers and Acquisitions	

4	Financial Risk Management
5	Management of Financial Services
6	Project Appraisal and Finance
7	Financial Modeling
8	Security Analysis and Portfolio Management
V.	Marketing
1	B2B Marketing
2	Digital Marketing
3	Marketing of Services
4	Marketing Research
5	Consumer Behaviour
6	Advertising and Promotion Management
7	Sales and Distribution Management
8	Brand Management
9	Customer Relationship Management
10	Strategic Market Planning and Decision Making
11	Rural Marketing
12	Retail Management
VI.	International Trade Operations & Logistics
1	Agri-Commodity Trading (ACT)
2	Management of Shipping Services
3	Green Strategy for Global Operations and Logistics
4	Sectoral Strategies for International Business (Seminar Course)
5	Managing Global Compliance in Exports
6	Customs & Excise Management
VII.	HR
1	Strategic HR
2	Competency Mapping
3	Labour Laws and Industrial Relations
4	Organisational Transformation and Change Management

5	International Human Resource Management Practices
6	HR Matrices and Organisational Performance
7	Cross Cultural Management
VII.	Economics of Strategy
1	Game Theory and Strategy
2	Applied Econometrics
3	Management of Pricing
4	International Investment Treaties and Business Decisions

Note: Students are required to opt for 15 Electives. They can major in two functional areas(6 each) and minor(3) in any other functional area.

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 also has 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 255 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 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, Indiastat.com, Inside Trade.com, JSTOR, OECD e-library, Proguest, Science Direct, Suns Magazine, Trade Map, World Bank Online Database, 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 Rs. 5000/- for Library membership which is refundable at the end of the Programme.

Library Hours.

Monday to Friday	Gazetted Holidays	Saturday	Sunday
	(Except N.H.)		
9.00 a.m. to 11	00 9.00 a.m. to 5.00	9.00 a.m. to 7.00	11.00 a.m. to 7.30
p.m.	p.m.	p.m.	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 (Shifted to NAFED Building) 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 materials 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.

USER'S ATTENTION

- Stealing, mutilating, marketing 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, 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
Smt. AmitaAnand	Asstt. Librarian	Book Section
Smt. Nirmala	Asstt. Librarian	Periodical Section
Sh. Mahak Singh	Asstt.	Circulation Counter/
		Saturday/Sunday/Holidays
Sh.Har Singh	Clerk	Saturday/Sunday/Holidays
Sh. Sanjay Kumar	Clerk	Monday-Friday till 11.00
		p.m.

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

Campus360 & its Online Processes (http://campus360.iift.ac.in)

A Virtual Learning Environment is a system for delivering learning materials to students through the web. These systems include assessment, student tracking, and collaboration and communication tools. This enables institutions to teach not only traditional full time students but also those who cannot regularly visit the campus due to geographic or time restriction. **CAMPUS360** is one such system that enables any enterprise to effectively train students and enhance their skills.

Campus360 plays an important role in the daily activities of students at Indian Institute of Foreign Trade. Starting from the schedule for their classes to coursework, assignments, feedback, online quizzes, Campus360 has it all. The students can view the schedule for their day's classes online. They can also view the coursework uploaded by faculty which will help them revise the concepts taught even after class. Assignments are uploaded by the faculty on campus360 with a specific deadline. Students get notifications on the Campus360 dashboard regarding their assignments, which they can complete and upload online.

Students can provide their feedback for course and faculty through campus360 twice in a trimester during specified days (mid semester feedback and end semester feedback). Campus360 also helps in conducting online quizzes. Students can attend quiz from their own laptop on specified day and time and for a specified duration. They can view their scores along with correct answers once the quiz is closed for all. This makes the marking process transparent. Research project submission is also done by the students through Campus360. The student dashboard is a very informative feature and helps the students to keep note of the course announcements, assignment deadlines, courseware uploads and quiz schedules at a glance.

The following are the key online processes of Campus 360:

- a) NGO Preference (Corporate Social Responsibility)
- b) Online Elective Selection Process (OESP) in Campus360
- c) Port Visit Preference
- d) Online Dissertation Project

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 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 HFT 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 cohostellers 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 is 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 8.00 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 8.00 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 (preferably 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 almirahs / 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 .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, GSM, 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 .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/Programme Director 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. RaveendraSaradhi	Warden	604	604/126
Dr. J. Symss	Asstt. Warden	507	507/847
Dr. Sweta S. Malla	Asstt. Warden	404	404



INDIAN INSTITUTE OF FOREIGN TRADE

SCHOOL OF INTERNATIONAL BUSINESS

PROFORMA FOR APPROVAL OF PROJECT PROPOSAL

Programme: MBA (IB) 2019-21

	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 r Bio-data of the Co-Supervisor may be enclosed (if applied	
For Office Use Only	
Synopsis = Approved / Unapproved	
Co-Supervisor = Approved / Unapproved	Signature of Programme Director Date:

Indian Institute of Foreign Trade

Mid-Term Feedback

1= POOR	2=FAIR	3=GOOD	4=VERY	4=VERYGOOD		5=EXCELLENT	
	Descripti	ion	1	2	3	4	5
contents	rage and relev	ance of course					
_	ng of course s (for Point 2)						
3. Clarity in the Learning objectives and correlation between the pedagogy administered:							
Suggestions (for Point 3)							
4. Quality and Distribution of Reading Suggestions (for Point 4)							
End-Term Feedback							
1=POOR 2=FAIR 3=GOOD 4=VERYGOOD 5=EXCELLENT © Course Evaluation							
Parameters	s 1	2	3		4		5
Tarameters The coverage of							<u> </u>
course contents							
Sequencing of course							
Quality and Distribution of							

Reading Overall

course

Effectiveness of the

Suggestions if any				
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■ Faculty Evaluation

Parameters	1	2	3	4	5
Quality of Presentations					
Teaching ability of the Instructor					
Opportunities provided for Interaction in Class					
Overall Satisfaction With Faculty					
Suggestions if any					



INDIAN INSTITUTE OF FOREIGN TRADE

(DEEMED TO BE UNIVERSITY)

DELHI CAMPUS: B-21, QUTAB INSTITUTIONAL AREA, NEW DELHI-110016. Tel: 39147319(Direct), 011-39147200 -05(PBX) Fax: 011-011-26533285

KOLKATA CAMPUS: 1583 MADURDAHA, Chowbagha Road, WARD NO. 108, BOROUGH XII,

KOLKATA

EPABX: 91-33-24195700 Fax: +91-33-2443 2454

Website: www.iift.edu