

**MBA
(INTERNATIONAL BUSINESS)
2020 - 22**

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.

The apex bodies of the Institute like the Board of Management, Academic Council, Finance Committee and Board of Studies provide direction and oversee all the developmental and policy initiatives of the Institute to align with the Vision and Mission. The respective Divisions and Departments carry out functional activities of the Institute supported by the Administration. The MBA (IB) programme is carried out by Graduate Studies in Management (GSM) Division.

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 new 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 and on-line Courses and Viva-Voce.
- (ii) Project Courses, Research and Seminar Courses, Professional Training, Field Projects and Port Visits.

- 3.2 Classroom and on-line Courses are designed to help students in understanding the concepts and techniques of international business operations.
- 3.3 The Viva-Voce 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 the 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 sea/air/land port.
- 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 as per the due mechanism of the Institution

4. Registration & Eligibility

- 4.1 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 Dy. Registrar and informed to the GSM division of respective campuses.
- 4.2 Every candidate admitted to the Programme should complete all enrollment formalities latest by October 8, 2020, failing which such candidate will be de-registered from the Programme without further intimation.

5. Discipline

- 5.1 The Institute attaches utmost 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 terminate admission of a student to 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 this effect that he/she shall accept the said right of the Institute.

6. Evaluation and Grading

The curriculum of the MBA (International Business) gets validated both internally and externally in the purview of 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.

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 weightage for each component including the AOL components
- 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 select courses where different modules of the course require inputs from different experts, the course coordinator would be mainly engaged to coordinate the course.

6.3 Exam rules

- 6.3.1 All students will report to their respective examination halls & occupy their seats **at least 15 minutes** before the scheduled time of commencement of the examination.
- 6.3.2 **No student will be permitted to enter the examination hall once the examination begins.** Students will be automatically disqualified from the examination if they are late.
- 6.3.3 Students are required to bring their ID cards in the examination hall for all exams. When asked by the invigilator, students are required to show their ID cards to avoid any impersonation possibilities
- 6.3.4 Students are required to stay in the examination hall for at least half of the duration of examination time. For example, if the duration of the exam is 02 hours then they are required to stay in the examination hall for at least 01 hour.

- 6.3.5 **No short leave** (for washroom) will be permitted within the **first 30 minutes** of the start of the examination and the **last 15 minutes** of the examination.
- 6.3.6 Any student found talking or in possession of note etc. will be considered resorting to unfair means and automatically disqualified.
- 6.3.7 **Students are not allowed** to be in possession of **mobile phones / Smart watches** during the examination. Any student found to be in possession of such gadgets will be automatically disqualified and the gadget will be confiscated.
- 6.3.8 **Students are not allowed to use laptop** at the time of examination if net connection is not required for a particular examination.
- 6.3.9 Students must bring their own calculator. All calculators have to be reset before being brought in the examination hall. Calculators and other stationaries are not permitted to be shared by students. Anyone found to be passing on his/ her calculator to others will be automatically disqualified.
- 6.3.10 In Open book examinations, while students may refer to class notes, they are not allowed to exchange those notes. Strict action amounting to disqualification will be taken against erring students.
- 6.3.11 At the close of the examination, all students must immediately hand over the answer sheets to the invigilator. Answer sheets of students not immediately handed over will not be taken by the invigilator.

6.4 Evaluation Components

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.

- 6.4.1 Evaluation scheme for students' performance in each course will be based on internal components and end-term examinations.
- 6.4.2 Weightage for the end-term should be 40% of the total weightage.
- 6.4.3 The internal components may be in the form of mid-term, Class Quizzes, Home or Class or Surprise Assignments, Term Paper, Project, Case Analysis, Readings, etc. as prescribed by the Course Coordinator.
- 6.4.4 As Surprise Components are in-built in the courses, students are expected to be agile and alert. No make-up in internal components will be provided, if the students miss any component of evaluation.
- 6.4.5 Minimum passing marks in end term examination would be 14 out of 40 and the students also need to obtain adequate marks in the other components to secure a pass grade in the course.
- 6.4.6 Students who score less than 14 marks out of 40 would be awarded F grade in that course.

6.5 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. **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	Percentage (Relative)	FGPA to Percentage Conversion
A Plus	4.00	90-<100	Lower Boundary + ((FGPA obtained- Grade point of next category)/0.33)*10 Example: for Grade 3.5, it will be 70 + [(3.5-3.33)/0.33]*10=75 (%)
A Only	3.66	80.00-89.99	
A Minus	3.33	70.00-79.99	
B Plus	3.00	60.00-69.99	
B Only	2.66	55.00-59.99	
B Minus	2.33	50.00-54.99	Lower Boundary + ((FGPA obtained- Grade point of next category)/0.33)*5
C Plus	2.00	45.00-49.99	
C Only	1.66	40.00-44.99	
C Minus	1.33	35.00-39.99	
D	1.00	30.00-34.99	
F	0.00	<30.00	Lower Boundary + ((FGPA obtained- Grade point of next category)/0.33)*9.9

- 6.5.1 MBA (FT) students scoring less than 1.80 CGPA after Trimester 3 are not eligible for promotion to 2nd year. In this case, students who have scored less than 1.80 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 courses in 4th trimester, if he/she disqualifies and not get CGPA of 1.80, such students will be disqualified from the MBA Programme.
- 6.5.2 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.
- 6.5.3 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 6th trimesters. The Students cannot opt for a paper in which he/she is subjected to disciplinary action/s.
- 6.5.4 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.

6.6 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).

6.7 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.

6.8 Deficit Grade Points(DGPs)

- 6.8.1 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 points 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).
- 6.8.2 At the discretion of the Dean, the Head (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 behavior 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

- 7.1 A minimum attendance of 80 per cent is required in every course.
- 7.2 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.
- 7.3 Waiver on account of Placement related work or participation in academic events and other extra and co-curricular activities in other B-Schools/Universities will also be considered if the student participates in such events with the permission of Programme Director.
- 7.4 The maximum waiver on any such ground/s cannot exceed 30% in each course. This is applicable for student body post-holders also.
- 7.5 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

- 7.6 A student should attend 50 % of classes in each course. Any student who gets attendance below 50%, cannot be allowed to appear for end-term exam. This is applicable for student body post-holders also. Such student will be awarded F grade in the entire course irrespective of internal scores. 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

- 8.1 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.
- 8.2 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.
- 8.3 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.
- 8.4 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.
- 8.5 Students not completing the stipulated 20 credits during SEP should pay **Rs. 10,000 per credit shortfall**. Such deficit credits should be completed taking up extra courses as Electives in the 4th, 5th, and 6th trimesters with due written application to PD and approval of Head (GSM) and information to Exam Cell. Such candidate should ensure pass with minimum C grade in each such course taken. This will ensure that the complete 1200 hours mandated by AICTE to be eligible for MBA (IB) degree.
- 8.6 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. Trimester Registration

- 10.1 Every student should register at the beginning of each trimester as notified by the Programme Office.
- 10.2 Any student who fails to register at the beginning of the trimester as notified by the Programme Director will be automatically awarded 4 Disciplinary DGPs without any notification.
- 10.3 Exemption from such registration for a maximum period of 7 days may be accorded by the Programme Director after thoroughly examining such request for exemption with documentary evidences.
- 10.4 Any request for more than 7 days has to be submitted to Head (GSM) through the Programme Director. The Head (GSM) may accord exemption or under extreme cases refer to the Rules Committee.

11. Missed Examinations

- 11.1 Students are not allowed to miss any internal assessment or mid-term or end - term examinations without the permission of the Course Coordinator for internal components, including Mid-term and the permission of the Programme director for End-term Examination.
- 11.2 If a student misses such any internal component including mid-term without prior permission of the Course Coordinator, he/she will automatically awarded '0' in that component. The course coordinator may decide on re-examination for any missed internal component of evaluation. Any such re-examination by the Course Coordinator should be completed before final processing of the results.
- 11.3 If a student misses any End-term examination (including non-appearance in ET examination due to late-arrival for exam) without prior approval of the Programme Director, he/she will be awarded "0" in that component.
- 11.4 Any exceptional cases (not included in 11.3 above) of missed examination without prior approval will be referred to the Rules Committee for appropriate decision. The Programme Director should convene the Rules Committee meeting within one week after such exceptions are recorded.
- 11.5 The students who have got "D" or "F" grades and also those who have missed the exams with prior permission of PD will be appearing for re-examination of 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.
- 11.6 The fee applicable for all re-exams is Rs. 4,000 per course for D and F grades.

12. Summer Internship, Port Visit and Social Awareness Programme (SAP)

- 12.1 Summer Internship, Port Visit and Social Awareness Programme involve field work. All these field work components are mandatory. No degree will be awarded if these field work are not successfully completed.
- 12.2 **Summer Internship:** During the first year, the students would undertake a Summer Internship in a firm as allotted to each candidate following the due process by Student Placecom. The students should submit a report after successful completion of the Internship which will be evaluated. The Summer Internship Report carries 2 credits. The final grade in the Summer Internship Report will be based on the grade awarded by the firm and viva-voce conducted by an approved panel in the Institute.
- 12.3 **Port Visit:** The port visit facilitated 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 port visit and the report carries 2 credits. A faculty is nominated for each contingent of students undertaking field/port visit. The accompanying faculty should evaluate each student and submit the marks within 15 days of return from the field/port visit. Failure to adhere to the field visit schedule would automatically result in F grade in the Port visit evaluation and elimination from the programme.

The following main areas are covered in the port visit and the reports submitted by the students:

- *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.

12.4 **Social Awareness Programme:**

As part of the MBA curriculum every student should take up an assignment with an NGO which should be for a minimum ten days. The students are free to select the NGO and inform the Programme Office. They should get a formal letter from the NGO regarding the attachment and submit it to the Programme Office. During the attachment the students are free to pick up mutually beneficial assignments to exhibit their managerial talents rather than a volunteering field work. The attachment may be executed by the students at any point of time in the first year. A report based on the attachment duly endorsed by the NGO should be prepared by the student and submitted before the commencement of the Third Trimester Examinations. A panel/s of NGO representatives (not more than 3 in a panel) duly approved by the Head (GSM) will conduct the viva on the report and will submit their marks. The marks awarded by the panel will be binding. Any failure in the Viva will disqualify the student from getting the degree. The students should ensure that the attachment does not impede their other academic responsibilities and commitments.

13. Research Project

- 13.1 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.
- 13.2 Each candidate should ensure timely acceptance of all stages of the project through campus 360 by the concerned guide.
- 13.3 The candidate should not be allowed to viva voce exam of research project, if the report is not endorsed by the guide both on-line and the physical report.
- 13.4 Candidates who fail to clear the Research Project will not be eligible for award of degree. In case any failure on the part of the candidate, the research project should be started afresh, following the due procedure.
- 13.5 The candidate has to pay the required re-examination fee of Rs.4000/- to repeat the project in case of failure.
- 13.6 The distribution of credits during the each stage of the research project is as follows:
- | | |
|--------------------|----------|
| Synopsis & Interim | 1 credit |
| Dissertation | 1 credit |
| Viva | 1 credit |
- All stage-wise evaluations will be nullified if provision 12.3 above is not fulfilled.
- 13.7 Letter grades will be awarded by both internal and external examiners (including the project guide) in each stage of the research project

14. 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 should report such instances of the use of unfair means to the Exam Cell in the prescribe format. The exam cell will ensure award of Zero (0) in that examination. Unfair means includes talking or in possession of notes, books, mobile phones, smart watches etc..

15. 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 1.80 over three trimesters

16. 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);

On completion of the Programme, every student should obtain No Objection Certificate in the

prescribed format from the indicated authorities and submit the same to the Programme Office. The final mark-sheet/ Degree will be withheld if the NOC is not submitted.

17. 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.

18. Re-Evaluation

- 18.1 Revaluation of answer sheets is allowed only for the End -term Theory examination of Trimesters. Internal evaluation components like quizzes, mid-term exam, term paper, projects, assignments, port visit, comprehensive viva etc. are not admissible for revaluation.
- 18.2 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.
- 18.3 Revaluation is not permitted for more than 1/3rd of the courses in a trimester
- 18.4 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
- 18.5 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 representing the answer books for revaluation to the examiner/s.
- 18.6 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) / Dean (in case of Delhi). Examination cell will send answer books to the member/s from the approved panel and keep it confidential.
- 18.7 On receipt of the re-evaluated answer books from examiners, the following rules will apply:
- 18.8 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
- 18.9 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.

19. Award of Medals

- 19.1 Students who obtain a 'D' or 'F' grade in any course or any DGPs (Academic or Disciplinary) will not be considered for award of medal
- 19.2 Award of Medal is also subject to satisfactory conduct of the students in the Institute
- 19.3 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.

- 19.4 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.
- 19.5 The Sumitra Chishti award will be given to the best student in the field of Economics.
- 19.6 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.
- 19.7 Jyotiba Phule Gold Medal would be awarded to the best Female Student in the two-year MBA full time programme.
- 19.8 Ornate Solar Award for Thought Leaders in Renewable Industry will also be awarded for contributing best ideas to the Renewable Industry.

20. Online Feedback

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:

- 20.1 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 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.
- 20.2 The mid-term feedback for a course will be taken by the Programme Assistant after the completion of 1/3rd of sessions of every 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.

21. Scholarships

- 21.1 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.
- 21.2 EXIM Bank Scholarship to the top ranked SC/ST Category student is also instituted at IIFT.
- 21.3 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 (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 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.

22. International Management Forum

The International Management Forum (IMF) is a students' voluntary association for organizing such co-curricular and extra-curricular 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. The IMF should ensure that their extra and co-curricular activities do not cause any disturbance to the academic calendar of the programme.

23. Administration of the Programme

The Programme Director, MBA (IB) under the guidance of the Head (Graduate Studies in Management Division), administers the Programme. The Programme Director will be the link between the students and the faculty. 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 Head (GSM), with prior appointment. The contact details are as follows:

Dr. Sanjay Rastogi	Head, Graduate Studies Management Division
Dr. Ankit Kesarwani	Programme Director
Ms. Sumita Marwah	Section Officer
Ms. Priyanka Pachnanda	Programme Associate

24. 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 2020-22

The annual tuition fee for the programme is **Rs.8,85,000/-**. Total Fee (including other charges) is payable in six installments as per details:

	INSTALLMENT					
	I	II	III	IV	V	VI
Payment Due Before	24.06.2020	11.10.2020	15.01.2021	01.07.2021	09.10.2021	08.01.2022
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	-	-
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 (2,00,000)	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 Rs.32,500/- annual charges for the first year and US\$ 30,000 plus Rs.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 online transfer or a crossed Account Payee Demand Draft drawn in favour of the **Indian Institute of Foreign Trade, payable at New Delhi. Cheque & Cash will not be accepted.**

Defaulting students not paying their fees in the stipulated time will have to pay a fine of Rs.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/-. If such student doesn't re-register within eight week of the due date, he will not be allowed to appear in the examination/ trimester to follow under any circumstances. Further, such student is liable to be de-registered from the programme.

* Charges for Medical Insurance Cover would be extra, which will be notified in due course on IIFT website i.e. www.iift.edu.

Important Note : After making the above payments (except mess fees) or any other payments as required, you are requested to inform the details of payment at feedel@iift.edu highlighting :-

Name of Student
Date of Payment
Amount of Payment
UTR / Transaction ID
Payment towards

The bank details of IIFT Delhi for fee payments is as follows :-

Beneficiary Name : INDIAN INSTITUTE OF FOREIGN TRADE
Bank Account No. : 767635122
Bank Name : INDIAN BANK
Bank Address : Mehrauli Institutional Area Branch, Katwaria Sarai, New Delhi-16
Bank Branch : Mehrauli Branch
Bank IFSC : IDIB000M089

For any query or information relating to administration, fees, email to Ms. Sumita Marwah, Section Officer, GSM Div at sumita@iift.edu

25. 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

Aug. 5, 2020

TRIMESTER I

- | | |
|--------------------------------|----------------------------|
| (i) Academic Session | August 2020 - October 2020 |
| (ii) Class Room Teaching | August 2020 - October 2020 |
| (iii) Trimester- I Examination | October 2020 |

TRIMESTER II

- | | |
|---|------------------------------|
| (i) Academic Session | November 2020 - January 2021 |
| (ii) Class Room Teaching | November 2020 - January 2021 |
| (iii) Campus Interview for Summer Placement | October 2020 |
| (iv) Trimester-II Examination | January 2021 |

TRIMESTER III

- | | |
|--|----------------------------|
| (i) Academic Session | February 2021 - April 2021 |
| (ii) Class Room Teaching | February 2021 - April 2021 |
| (iii) Social Awareness Programme (NGO) | January/February, 2021 |
| (iv) Trimester-III Examination | April 2021 |
| (v) Summer Placement | April 2021 - June 2021 |

SECOND YEAR

TRIMESTER IV

- | | |
|--|----------------------------|
| (i) Academic Session | July 2021 - September 2021 |
| (ii) Class Room Teaching & Pre-Placement Talks | July 2021 - September 2021 |
| (iii) Research Project – Stage I | |
| (a) Finalization of Title of Research | August 2021 |
| (b) Submission of synopsis of Research Project | October 2021 |
| (iv) Preparation of Placement Brochure | July 2021 |
| (v) Trimester-IV Examination | September 2021 |
| (vi) Port Visit | September 2021 |

TRIMESTER V

- (i) Academic Session October 2021 - December 2021
- (ii) Class Room Teaching October 2021- December2021
- (iii) Submission of interim report of Research Projects Stage II December 2021
- (iv) Trimester- V Examination and Comprehensive Viva December 2021

TRIMESTER VI

- (i) Academic Session January 2022 - March 2022
- (ii) Class Room Teaching January 2022 - March 2022
- (iii) Placement Programme Lateral Placement - December 2021
Final Placement - January2022
- (iv) Submission of Final Report of Research Project -Stage III January 2022
- (v) Dissertation Viva February 2022
- (vi) Trimester VI Examination March 2022

Convocation

April / May2022

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 –I		
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 –II		
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

4	International Economics	3
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

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)		12

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	
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	Custom Procedure in GST Regime	
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.

About Computer Centre

Recognizing the importance of technology in education, IIFT's Computer Centre has implemented the latest state of the art IT infrastructure to provide a competitive advantage in its core areas of education and research.

Delhi Campus

99% Uptime

The Computer Centre aims at providing 99 percent uptime including ensuring server uptime, data recovery and backup, facilitating storage management, hardware, network operations, streamlining operations and simplifying end-user support.

Internet & Wi-Fi Services:

For its internet requirements, the IIFT avails 150 MBPS leased line from two different ISPs on load balancing. The campus is fully WiFi-enabled.

Computer Lab

The computer lab for the students is open 24X7 with adequate number of desktop computers. These are fully supported with application software such as SPSS, EViews, SAS, etc. India Trade & Prowess databases from CMIE are also available on the Institute's network.

Data Analytics & Simulation Lab (DASL)

Comprehending the recent advances in functional data analysis and high-dimensional statistics, IIFT, besides the Computer Lab, has an exclusive Data Analytics & Simulation Lab (DASL) with 40 computers with software such as SPSS, Hadoop, SAS, etc for Data Analytics and Simulation Courses.

Video Conferencing

Apart from this, IIFT also uses video conferencing facility for training, placement & corporate activities, research activities besides connecting IIFT Delhi & Kolkata for internal meetings, etc.

Online Education Platform

IIFT's recent foray in the online education platform has been possible with the state-of -the-art IT infrastructure support being provided for the conduct of online programmes, which has enabled IIFT to conduct online sessions on a real time basis using broadband facility.

Massive Open Online Course (MOOC) Platform

Besides the online education platform, Institute has also its own Massive Open Online Course (MOOC) Platform that includes a rich library of recorded sessions on different subjects.

Campus360 & its Online Processes

IIFT also has a fully integrated in-house developed platform, named "Campus360" (<http://campus360.iift.ac.in>) that provides convergence facility to the faculty with the students and the programme office. The Campus 360 enables online attendance, sharing of courseware, result processing, online quiz, opinion polls, assignment submission, dissertation/research project submission, elective selection, port visit option, language selection and many more related activities.

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.

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.

Campus360's Online Process

The following are the key online processes through Campus360:

- a) NGO Preference (Corporate Social Responsibility)
- b) Online Foreign Language Selection Process
- c) Online Quizzes
- d) Online Elective Selection Process
- e) Port Visit Preference
- f) Online Dissertation Project

Virtual Private Network

Institute has a secured Virtual Private Network through which students will be able to access the Internal Library resources such as journals, etc. during their Summer Internship.

Exclusive Student Web Server

Institute has an exclusive Web server for students to host the web pages of the college events, symposiums, etc.

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, Proquest, 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 (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 7.00 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 (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 7days.
- 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.

HOSTEL FACILITIES

Hostel Facility is not offered for the time being due to Corona Virus Pandemic. Hostel Rules & Other related Guidelines will be uploaded on the IIFT website i.e, www.iift.edu after the normalcy.

**INDIAN INSTITUTE OF FOREIGN TRADE
SCHOOL OF INTERNATIONAL BUSINESS**

**PROFORMA FOR APPROVAL OF PROJECT PROPOSAL
Programme: MBA (IB) 2020-22**

ROLLNO. _____

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:

Indian Institute of Foreign Trade
Mid-Term Feedback

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

Description	1	2	3	4	5
-------------	---	---	---	---	---

1. The coverage and relevance of course contents

Suggestions (for Point1)

2. Sequencing of course

Suggestions (for Point2)

3. Clarity in the Learning objectives and correlation between the pedagogy administered:

Suggestions (for Point3)

4. Quality and Distribution of Reading

Suggestions (for Point4)

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					
Sequencing of course					
Quality and Distribution of Reading					
Overall Effectiveness of the course					
Suggestions if any					

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: 91-33-24432454

Website: www.iift.edu