

Executive MBA

Distance Learning







Welcome

The Executive MBA program of the ICFAI University, Sikkim is an innovative offering for working executives and managers. It has been designed for professionals looking to enhance their education without interrupting their careers and to meet the realities of the new global business environment.

The program offers innovative and collaborative learning environment that fosters the development of management skills and techniques and on inculcating sensitivity to real world issues, along with the ability to become 'leaders' and 'change agents'.

We invite you to join the Executive MBA program and benefit from this pioneering initiative in executive education in India.

Program Director

The Executive MBA Program

The ICFAI University

We are pioneers in distance education. In our programs, students have access to world class content, innovative curriculum interactive workshops and case-based learning and collaborative learning environment which is in tune with industry.

We offer Executive MBA program for the benefit of working executives.





The Executive MBA program

The Executive MBA program is a 2 year, intensive postgraduate program based on experiential learning and self-study.

Eligibility

- Graduates with minimum 50% aggregate marks and minimum 6 years of post qualification experience.
- CAs / CWAs / CFAs / CS with minimum 3 years experience.

Program structure

The program has 20 courses of which 13 are case study courses and 2 are mandatory workshops, with the remaining 5 being directed independent study courses. These 20 courses are spread over two phases, as indicated below:

Phase	Case study courses	Mandatory workshops	Directed independent study courses
Phase I	Managerial economics and business environment	Managerial Effectiveness	Directed Independent Study I
	Managing the value chain		Directed Independent Study II
	Strategic marketing		Directed Independent Study III
	Financial insights		
	Human capital management		
	IT for competitive advantage		
Phase II	Enterprise performance management	Integrative Workshop	Directed Independent Study IV
	Leadership and entrepreneurship		Directed Independent Study V
	Managing innovation and change		
	Strategic excellence		
	Business ethics and corporate governance		
	International business		
	M&A and strategic alliances		

To be eligible to participate in the Integrative Workshop, candidates should have successfully completed all the other (19) courses of the program.

In all case study-based courses and directed independent study courses, candidates will be evaluated based on the assignments submitted by them. At the discretion of the University, workshops may be arranged for these courses too. Candidates may opt to prepare for and participate in these workshops in lieu of submitting assignments; in such situations, candidates will be evaluated based on their participation and performance in the workshop.



Learning approach

The CAT-XL framework

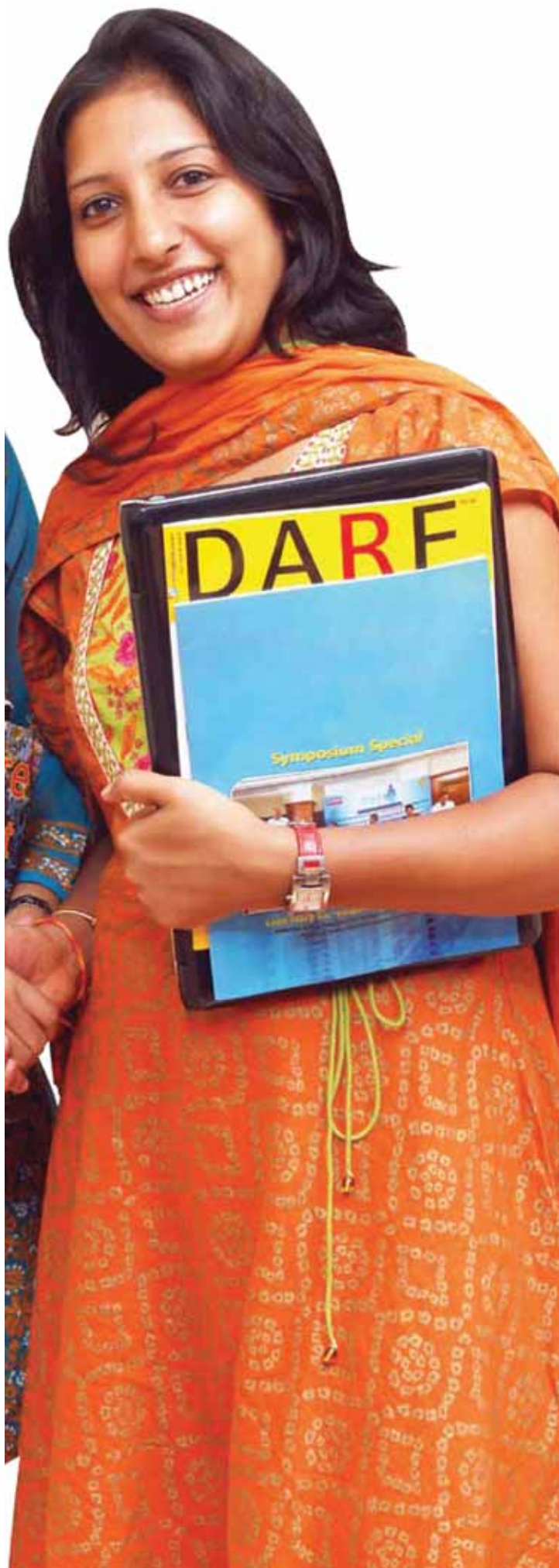


The Executive MBA program uses a CAT-XL (concepts, applications, trends – experiential learning) framework to enhance the learning process. This framework emphasizes experiential learning and involves the application of management strategies and theories to real-world situations. Workshops are therefore an integral part of each phase of the program. The learning inputs include world-class case studies on a variety of products, markets, and industries; concept notes on specific concepts; classic and contemporary books on management; and management periodicals such as the *Harvard Business Review*, etc.

Unique features of the program

- **Focus on General Management**
- **Global Orientation**
- **Experiential Learning**
- **Case-driven Learning**
- **Directed Independent Study**
- **Career Progression**
- **Learning to Learn**





Case study focus

The case study method is a key component of the academic program. Student's evaluation is based on individual/team presentations, written reports and class participation. We have a huge repertoire of case studies in all functional areas.

Leading global companies and universities use our cases.

Our case studies have also won recognitions at several international case writing competitions.

Challenging existing knowledge is the essence of case study methodology. It allows our students to explore new possibilities and appreciate the importance of innovative thinking in finding new solutions. Our case studies help students become better team players and managers.

Directed independent study

The directed independent study (DIS) courses, follow an approach that requires candidates to analyze, understand and apply management theories to different business contexts. To prepare and submit their assignments for DIS I, II, and IV, candidates are expected to carry out independent study of a set of two carefully chosen classic/contemporary books in the field of management out of the set of the books provided for each of these courses.

Students also receive two-year subscription to the *Harvard Business Review* to enhance their understanding of emerging issues in the field of management and DIS courses III & V revolve around these HBR issues.





Workshops

The program includes mandatory workshops for two courses namely; Managerial Effectiveness and Integrated Workshop. These workshops will further strengthen candidates' practical management skills and deepen their understanding of management as a multidisciplinary process. They will also provide many valuable opportunities for candidates to put the skills and theories they learned into practice.



The ICFAI University, Sikkim
Ranka Road, Lower Sichey, Gangtok-737101, Sikkim.

The ICFAI University, Sikkim
Executive MBA Program
(2012-14)

Application Material



The Executive MBA Program

Eligibility

- Graduates with 50% aggregate marks and six years of post qualification experience in functional areas like sales and marketing, HR, finance and accounting, general administration, research and development, etc. The medium of instruction during graduation should have been English.
- CFAs/CAs/CWAs/CSs with three years or more experience after their professional qualification.

All applicants should be currently performing leadership/managerial/supervisory roles in business organizations with annual turnover exceeding ₹ 20 crores are eligible for enrollment in the program.

Selection interview

Eligible applicants will have to appear for telephonic (and/or face-to-face) interview with a selection panel. They will be granted enrollment into the program on successfully clearing the interview.

Validity of enrollment

Serious candidates who devote time regularly for self-study and participate in the workshops can complete the Executive MBA program in 2 years. However, all candidates are required to complete the program within a period of four years from the date of enrollment.

Evaluation

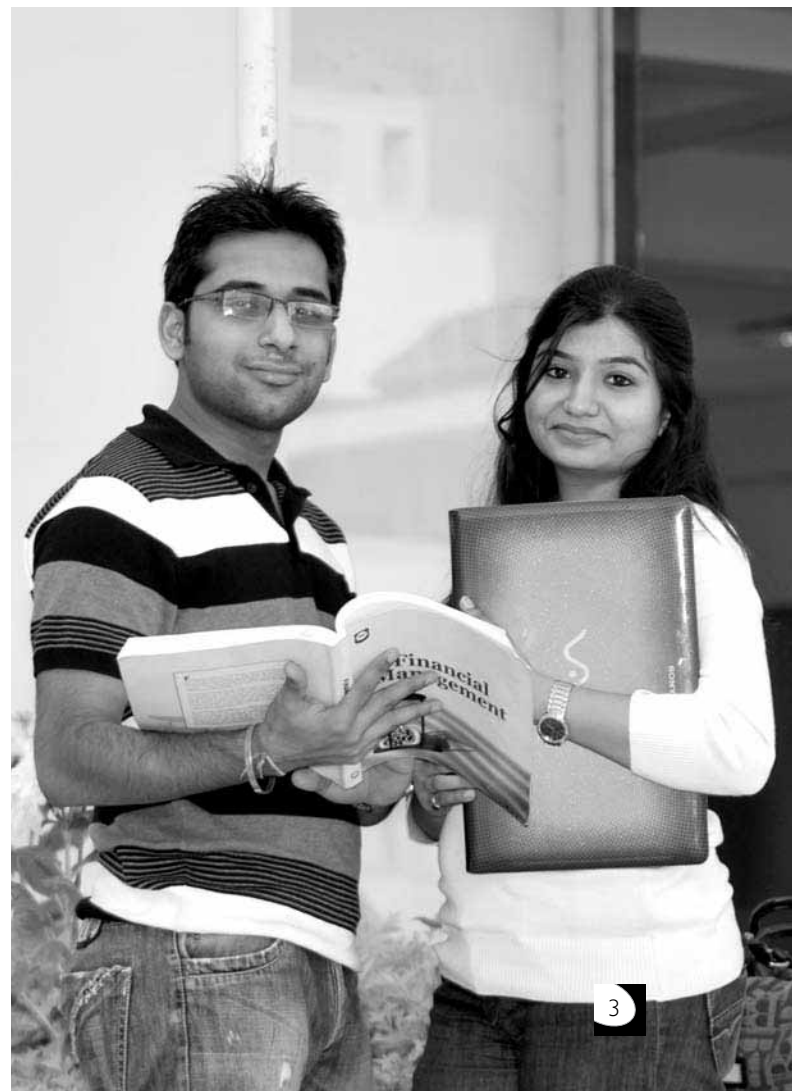
Candidates will be evaluated on the basis of written case analyses, directed independent study assignments, and/or participation in workshops. The written analyses of cases and the directed independent study assignments will be prepared by the candidates and submitted online via a web-based document upload facility. Their performance in each course will be graded as Excellent, Good or Satisfactory. If a submitted case analysis or assignment is incomplete or unsatisfactory, the candidates will be required to rework and resubmit the relevant analysis or assignment.

Award of degree

All candidates who successfully complete Phase I and Phase II of the program will be awarded the MBA degree by the ICFAI University, Sikkim. After successful completion of Phase I, candidates will be awarded the “Executive Diploma in Management” by the ICFAI University, Sikkim.

Directed independent study

The program structure is divided into 2 phases: Phase I and Phase II. In Phase I, directed independent study courses I, II, and III can be taken up in parallel with the case study-based courses and workshops. Similarly, in Phase II, directed independent study courses IV and V can be taken up in parallel with the case study based courses and workshops. *(For details please refer prospectus).*



Inputs for Directed Independent Study

	SNo.	Title of the Book*	Author
Phase I	Directed Independent Study-I : The candidate can choose any two books from the list for studying independently and submitting assignments.		
	1	What Management Is	Joan Magretta, Nan Stone
	2	The Essential Drucker The Best of Peter Drucker's Essential Writings on Management	Peter F. Drucker
	3	The 7 Habits of Highly Effective People	Stephen R. Covey
	4	Emotional Intelligence/ Working with Emotional Intelligence	Daniel P. Goleman
	5	Six Thinking Hats	Edward de Bono
	6	You Can Negotiate Anything How to Get What You Want	Herb Cohen
	7	A Bias for Action	Heike Bruch, Sumantra Ghoshal
	Directed Independent Study-II : The candidate can choose any two books from the list for studying independently and submitting assignments.		
	8	Direct from Dell Strategies that Revolutionized an Industry	Michael Dell, Catherine Fredman
	9	The Character of a Corporation How Your Company's Culture Can Make or Break Your Business	Rob Goffee, Gareth Jones
	10	Positioning The Battle for your Mind	Al Ries, Jack Trout
	11	The Undercover Economist	Tim Harford
	12	We are Like that Only Understanding the Logic of Consumer India	Rama Bijapurkar
13	The Breakthrough Imperative How the Best Managers Get Outstanding Results	Mark Gottfredson, Steve Schaubert	
14	Critical Chain	Eliyahu M Goldratt	
Directed Independent Study III : Based on Harvard Business Review issues published in the first year of the Executive MBA program			
Phase II	Directed Independent Study IV : The candidate can choose any two books from the list for studying independently and submitting assignments.		
	15	Competitive Strategy Techniques for Analyzing Industries and Competitors	Michael E. Porter
	16	Competing for the Future	Gary Hamel, C. K. Prahalad
	17	Good to Great Why Some Companies Make the Leap....and Others Don't	James C. Collins
	18	Sumantra Ghoshal on Management A Force for Good	Julian Birkinshaw, Gita Piramal
	19	Who Says Elephants Can't Dance? Inside IBM's Historic Turnaround	Louis V Gerstner, Jr.
	20	THE GAME-CHANGER How Every Leader Can Drive Everyday Innovation	A. G. Lafley and Ram Charan
	21	Social Intelligence: The New Science of Human Relationships	Daniel Goleman
Directed Independent Study V : Based on Harvard Business Review issues published in the second year of the Executive MBA program			

* Note: This is an indicative list, and subject to change if required. The books supplied may also be supplemented with multimedia content.

Workshops

Apart from the mandatory workshops, optional workshops on other case study based courses of the program will be organized at the discretion of the University at various locations from time to time. Currently they are organized at Ahmedabad, Bangalore, Hyderabad, Gurgaon, Kolkata, Mumbai and Pune. These workshops will be conducted at major cities subject to registration of minimum 25 students for each city.

Workshops would require active participation from the candidates and would enhance their knowledge through direct interaction with the faculty and peer-to-peer learning.

Participation in workshops on the other courses apart from the mandatory workshop based courses is entirely optional.

Each workshop will be of five days duration and will be organized at the discretion of the University. These workshops will be equivalent to a full course and corresponding credits will be given for successful participation and passing the course.

Annual schedule on the workshops are given on website and students need to regularly check for their eligibility.

Online registrations for workshops will be opened one month before the start of workshop and close before 15 days of the commencement of the workshop. Any cancellation of workshops due to less number of registrations will be intimated immediately on closure of the registration date.

Fee for mandatory workshops

The course fee for the mandatory workshops is included in the program fee. However, candidates are required to pay registration fee (currently it is ₹ 1,000 per course) for the workshops and bear their cost of

travel, food, accommodation and other expenses associated with the workshops.

Fee for optional workshops

The course fee and the registration fee along with the travel, food and accommodation expenses are to be borne by the candidates.

More details on the workshops including the fee details will be provided to the enrolled students.

Assignment for directed independent study course: An example

Consider the book *Blue Ocean Strategy: How to Create Uncontested Market Space and Make the Competition Irrelevant*. In this book, the authors explain the principles of this strategy and the underlying concept of 'value innovation.' The authors also propose certain analytical tools and frameworks to help top management identify and assess new market opportunities. These include the 'Strategy Canvas' and the 'Four Actions Framework.'

After studying and understanding these concepts, tools, and frameworks, candidates can take up an assignment to prepare a strategy canvas to map the value propositions of the key players in a chosen industry and suggest a strategy for one of the players to competitively exploit the four actions – eliminate, reduce, raise, and create – suggested in the framework. For formulating the strategy, the candidates could appropriately apply the recommended techniques such as reconstructing market boundaries, focusing on the big picture, reaching beyond existing demand, and getting the strategic sequence right.

Admission Policies and Guidelines to Complete the Application Form

Admission

The goal of the Admissions Board is to select candidates whose academic background, work experience, leadership abilities and communication skills meet the demands of the Executive MBA program. The Admissions Board evaluates the applicants' potential as future leaders and their projected ability to succeed in and profit from the program.

Enrollment

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

No enrollment of foreign citizens

The admission into the distance learning program is not open to foreign citizens due to visa restrictions. They may write to the Registrar for guidance on this matter.

Rejected applications

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

Students Regulations book

All candidates who are enrolled into the program will be provided with the Students Regulations book, which contains the various rules and regulations pertaining to administering the program.

Remittance

The candidates are required to pay the Admission fee as indicated in the Fee Schedule on Page No.8. The remittance can be done by way of Demand Draft or Credit Card. Demand Draft should be in favor of "IUCF A/c IUS" payable at Hyderabad. For EMI facility please refer to Fee Schedule (Page No.8).

The fee for evaluation of case assignment/ registration for workshops is ₹ 1,000 per course. This fee is to be paid by the candidates separately as and when they submit the assignments for evaluation/register for a workshop. No evaluation fee is to be paid for re-submission of assignments. Additional charges for travel, food and accomodation during the workshops should be borne by the candidates.

No refund

The amount once paid is not refundable under any circumstances, except in the case of rejected applications.

Right to amend rules

The University reserves the right to amend the rules and regulations wherever considered necessary and appropriate. Such amendments will be intimated to the candidates. Therefore, this publication and the descriptions contained herein are not to be construed as a contract binding the University to any specific policies. Possible changes include, but are not limited to curriculum and course content, passing requirements, eligibility criteria for examinations, fee schedule, refund policy, examination pattern, certification and designation, and such other matters as may be considered relevant.

Guidelines

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

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

Photocopies of certificates

- a. Photocopies of certificates regarding date of birth, educational qualifications, and experience

certificates shall be enclosed with the Application Form for Enrollment.

b. Original Certificates should not be sent.

Enclosures

Please ensure that your Application contains the following enclosures.

- a. Application Form for Enrollment into the program (with recent color photograph affixed).
- b. Copies of certificates of date of birth, educational qualifications/mark Sheets and experience certificates.
- c. Fee Remittance Form.
- d. Demand Draft/Credit Card Merchant slip (wherever applicable) towards the payment.

e. Candidates availing the EMI scheme are requested to enclose the postdated cheques in favor of "IUCF A/c IUS" along with the Fee Remittance Form.

f. Candidates have to enclose their current business card (original).

The completed Application Forms with the required enclosures listed above can be submitted or sent by Speedpost/Courier to:

The Admissions Officer,
The ICFAI University, Sikkim
Ranka Road, Lower Sichey,
Gangtok-737101, Sikkim.

Candidates are advised to take note of the validity date specified on the Application Form for Enrollment and ensure that their Forms reach the Admissions Officer on or before the validity date.

Online Enrollment through Secure Internet Payment Gateway

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



Fee Schedule

(With effect from April 1, 2012)

Payment Plan

- Lumpsum Payment
- By Bank Draft
- Through Credit Card (Visa/MasterCard only)
- Through Equated Monthly Instalments Facility.

The Executive MBA Program (Distance Learning Program)		
Particulars		Amount (₹)
	Admission Fee	10,000
	Program Fee	1,40,000
	Total	1,50,000
Option I	Lumpsum Payment	1,50,000
Option II	EMI Facility	
	Initial Payment (by Demand Draft/Credit Card)	20,000
	Balance amount to be paid through 15 Equated Monthly Instalments [EMIs] (including bank charges) by Postdated Cheques	9,850

Note: Fee for evaluation of case assignments is payable separately as and when the student submits the assignments for evaluation.

Remittance Information

- Currently, the Admission Fee is ₹10,000 and the Program fee is ₹ 1,40,000. Candidates are required to pay the fee as indicated in the Table above, either in Lumpsum or through EMI facility.
 - The fee can be paid by way of Demand Draft or Credit Card (VISA or Master Card only). The Demand Draft should be A/c payee crossed in favor of "IUCF A/c IUS" payable at Hyderabad. Candidates can make the payment through Credit Card. They should get their Credit Cards swiped for the required amount, sign and attach the merchant copy of the slip along with the Fee Remittance Form and keep the customer copy with themselves (as acknowledgement).
 - The employees of the University are not authorized to accept cash payments from the candidates under any circumstances. They are also not authorized to swipe their personal credit cards to pay on behalf of the candidates. Candidates should not share their credit card information with the employees of the University and should not make any payments by cash. Any candidates deviating from the above will be doing so at their own risk and responsibility.
- The fee for evaluation of case assignments is ₹1000 per course. This fee is to be paid by the

candidates separately as and when they submit the assignments for evaluation/register for a workshop. Additional charges like the workshop course fee, food, boarding and lodging during the workshop as applicable should be borne by the student. No evaluation fee is to be paid for re-submission of assignments.

3. EMI facility for payment of fee:

a. EMI facility is offered to all the candidates for payment of fee. Under this facility, the initial payment should be made by way of Demand Draft/Credit Card and the balance amount should be paid through postdated cheques. The postdated cheques should be in favor of "IUCFA/c IUS". The candidates can choose EMI facility as indicated (in the Table given on previous page).

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

b. Candidates availing the EMI facility are required to complete the Fee Remittance Form and enclose the Demand Draft and postdated cheques for the required amount.

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

d. Candidates submitting the postdated cheques should ensure that the postdated cheques should not be dishonored under any circumstances when they are deposited for payment. In the event of dishonor of any cheques, the candidates and the signatories of such cheques will be liable for prosecution under Section 138 of the Negotiable Instruments Act, 1881 and such other legal actions as may be taken by the University.

e. The PDCs should be drawn on scheduled commercial banks located in the following specified cities:

Ahmedabad, Allahabad, Amrawati, Bengaluru, Bhopal, Calicut, Chandigarh, Chennai, Coimbatore, Dehradun, Ernakulam, Faridabad, Gandhi Nagar, Ghaziabad, Gorakhpur, Gurgaon, Hyderabad, Indore, Jaipur, Kanpur, Kochi, Kolkata, Lucknow, Mumbai, Mysore, Nagpur, Nasik, New Delhi, Noida, Pune, Satara, Surat, Thane, Thrissur, Trivandrum, Vadodara, Varanasi, Vijayawada, & Visakhapatnam.

Only MICR and multi-city cheques will be accepted.

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

4. The candidates will be provided *Harvard Business Review* for a period of two years from the date of enrollment. Additionally the university will make available the softcopies of *Effective Executive* a quarterly journal and *Case Folio* journal.

5. The enrollment into the program is valid for four years.

6. Workshops will be held solely at the discretion of the University, subject to a minimum number of candidates registering for the same.

7. All candidates registering in the program are required to pay the stipulated fee as per schedule. Wherever candidates have arrears of payment to be paid, they will not be permitted to attend the workshop or their assignments may not be evaluated and also their pass certificate will not be issued. Further, such candidates will be considered as inactive on the rolls of the University, and their names are liable to be removed from the records.
8. The fee schedule given is subject to change from time to time. Candidates will be informed of the payment revisions through the website, e-mail, Regulations, etc. The students are required to pay the fee as may be prevalent in the relevant academic year.
9. Overseas Students:
 - a. Candidates who wish to receive the courseware at their overseas address are required to remit US\$75 for each set of two standard courses, towards overseas courier charges.
 - b. Candidates who wish to receive relevant magazines/journals and *Harvard Business Review* at their overseas address are required to remit overseas mailing charges of US\$200 per annum towards the same.



Frequently Asked Questions

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

The ICFAI University, Sikkim was established under Section 4 (2) of the Institute of Chartered Financial Analysts of India University, Sikkim Act 2004 (Act 9 of 2004) passed by Legislative Assembly of Sikkim. It is recognized by UGC.

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

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

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

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

Are the Programs of the ICFAI University, Sikkim recognized by AICTE?

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

Where is the campus of the ICFAI University, Sikkim?

The campus of ICFAI University, Sikkim is located at Sichey, near Gangtok, Sikkim. The campus has various facilities such as class rooms, faculty rooms, meeting rooms, lecture halls, cafeteria, library, computer center, administrative block and laboratories. The University, offers graduate and postgraduate

programs at the campus in management, information and technology, law and other areas.

What are the distinctive features of the Executive MBA Program?

The Executive MBA program is customized for working executives who are interested in a high quality MBA Program but are not in a position to take a couple of years off from their fast-track careers. The program is meant only for such executives with over 6 years of work experience in functional areas so that they move into general management positions.

Another distinctive feature of the Executive MBA program is that it uses the CAT-XL model of learning. The CAT-XL approach is case-driven and based on independent study, and does not require you to sit for traditional end-of-term examinations. Instead, your progress is continuously evaluated on the basis of assignments, the analysis of case studies, and participation in workshops.

What is the CAT- XL Framework?

CAT-XL or 'Concepts, Applications, Trends – Experiential Learning' is an experiential learning framework. It is a learner-centered approach to management education that takes into account the fact that the learning needs of self-motivated, mature individuals who have enrolled for this program are different from those of students who join an MBA program immediately after graduation.

Concepts and trends related to management are provided to you through management books (classic and contemporary) and concept notes. World-class case studies highlight trends in management and show the application of management concepts to real-world situations. In addition, the analysis of cases

allows you to apply your knowledge of management theories and concepts. You learn through experiencing (case studies, workshops, work life situations), processing, generalizing and applying.

What are the key benefits of going through the Executive MBA Program?

You may already be working in a functional area like finance, marketing, HR, operations, or administration. By going through the program, you will gain a holistic perspective of the business. You will develop interdisciplinary and integrative skills which will help you in your career progression from a functional manager to a senior corporate manager. What's more, you will be able to do so in a self-paced, enjoyable way since the program follows an experiential learning method instead of a text based method which requires students to memorize facts and theories from a large number of voluminous textbooks on different subjects.

If I have six years of work experience, do I automatically qualify for enrolling in the Executive MBA program?

Six years of post qualification work experience is only one of the eligibility criteria. You should be currently performing a leadership/managerial/supervisory role in a business organization with an annual turnover exceeding ₹ 20 crore. Your experience should be in functional areas like sales and marketing, HR, finance and accounting, general administration, research and development, etc. If these conditions are met, you will be in a better position to benefit from the experiential learning methodology adopted in this Program and fulfill your career aspirations by subsequently taking up general management responsibilities.

For CFAs/CAs/CWAs/CSs, the post-qualification work experience requirement is three years or more. You should have also done your graduation with English as the medium of instruction and scored atleast 50% aggregate marks (or equivalent grades). This is a pre-requisite as this Program involves a significant

amount of self-study and effort in submitting assignments involving analysis of management case studies or critical study of a set of books and periodicals.

The final decision on your admission will be taken by a selection panel which will conduct a telephonic (and/or face-to-face) interview to assess whether your potential as a future leader and whether you will be able to meet the academic rigor required to succeed in and profit from the program.

Can I specialize in a functional area (such as Marketing) or an industry (such as Aviation)?

This program has a general management orientation: it prepares the functional managers so that they can take up general management positions and head independent business units in due course of time. That is why there are no functional specialization courses offered in this program.

(The University offers other post graduate programs for those interested in specializing in any functional area or industry. Please contact the University counselors for further details).

What is the case method of learning?

Management is essentially about practice, not merely a set of academic theories. The case studies used in the program are developed around real-life situations, in a number of businesses across the globe. By analyzing the cases, you will learn key management concepts through their application in a business context. For instance, through a case study on General Motors, you will get to know a good deal about the company, about the auto industry, and about global economic conditions because General Motors operates in a number of countries across the world. The case method enables you to think and learn in a multi-dimensional manner under simulated conditions. It requires you to analyze a problem and take appropriate decisions.

Is it possible to go through the entire MBA program relying on just the case method of learning?

Yes. For example, the MBA program at Harvard Business School is 100% case-driven. Students at Harvard are expected to go through at least 15 case studies every week. Thus over a two-year program they analyze hundreds of case studies in all management subjects. They do not have any theory-based examinations. All evaluations are based on their analysis of case studies. So is the case at IIM (Ahmedabad) and IBS(Hyderabad).

In the Executive MBA program too, you will go through a number of case studies drawn from Indian and global contexts and thus gain exposure to and awareness of a wide variety of situations. You will learn to identify the central dilemma in a case study and explore its resolution through techniques of analysis and decision making.

How do I understand complex theories and tools and techniques, using only case studies?

We provide you with concept notes to facilitate the understanding of concepts, theories, tools, and techniques, we provide candidates with concept notes on the concerned subjects. By going through the concept notes, you will be able to grasp the basic concepts, tools and techniques.

What is directed independent study?

Directed Independent study, as the name indicates, is a self-driven, self-controlled learning process, with the University providing the necessary directions and guidance.

There are 5 courses of directed independent study in the Executive MBA program. In three of five courses, you are expected to go through carefully selected management books written by well-known authors as per the plan indicated and submit assignments based on your understanding.

In the remaining two courses, you are expected to go through 20 issues of the Harvard Business Review over

two years and submit assignments which will be based on articles that have appeared in the magazine.

A combination of excellent books and path-breaking articles will enlarge your horizons and also deepen your understanding of management concepts and their applications.

Do I have to attend the workshops? /How many minimum workshops do I need to attend?

During the program, you are required to attend a minimum of two mandatory workshops. You have the choice of attending additional optional workshops (if organized by the University) on other courses of the program also. Participation in the workshops is encouraged as this will provide an in-depth understanding of the concerned subjects and also offer good opportunities for networking, direct interaction with the faculty and learning through peers. The registration fee for the mandatory workshops currently is ₹ 1,000 per course. The fee for the optional workshops will be indicated to all the enrolled candidates. The candidates need to bear their travel, food and accommodation expenses for the workshops.

How often will the workshops be conducted? What is the schedule?

All workshops will be scheduled and conducted at the discretion of the University. The mandatory workshop on Managerial Effectiveness will be offered at least two times in a calendar year.

Annual schedule on the workshops are given on website and students need to regularly check for their eligibility.

Online registrations for workshops will be opened one month before the start of workshop and close before 15 days of the commencement of the workshop. Any cancellation of workshops due to less number of registrations will be intimated immediately on closure of the registration date.

Peer learning is an important aspect of participation in workshops; the University reserves the right to cancel a workshop batch if the number of registrations is below a prescribed minimum.

Is there any study plan provided to the students?

Since this is a case-based program, sample case analysis for assignment submission is provided in the courseware package to the students, instead of study plan.

What is the fee(s) that I should pay to the University for completing the Executive MBA Program?

Initially, you need to pay the Admission Fee and the program fee (either in Lumpsum or through the EMI facility). This includes the course fee and the courseware fee for all the courses – standard (case-based) courses, workshop-based courses, and directed independent study courses.

The program fee covers the cost of dispatching courseware to addresses in India. Additional payment has to be made by any candidate who wishes to receive the courseware at an overseas address.

The Program Fee covers subscription for a period of two years for *Harvard Business Review*. Additionally, students can have access to the soft copies of *Effective Executive* and *Case Folio* periodicals. Additional payment has to be made by any candidate who wishes to receive the periodicals at an overseas address.

The fee for evaluation of case assignment / registration for workshop is ₹ 1,000 per course. This fee is to be paid by the candidates separately as and when they submit the assignments for evaluation/register for a workshop. No evaluation fee is to be paid for re-submission of assignments. Additional charges for travel, food and accommodation during the workshops should be borne by the candidates.

The validity of your enrollment in the Executive MBA Program is for a period of four years.

What is the method of evaluation?

Evaluation will be carried out on the basis of the written analysis of cases on various subjects, assignments for independent study and/or participation in workshops. There are no examinations in the traditional sense of the term: no examinations which require a candidate to go to a test center and answer a set of questions within a given period of time. The evaluation process is designed to encourage creative and application-oriented thinking, so that the concepts learned can be meaningfully applied to practical situations.

After I join the Program, how do I contact Student Services?

You can contact Student Services through the following three channels of communication: Internet, e-mail, and telephone.

Internet: On enrolling in the program, you will receive a unique Enrollment Number. Access the website www.icfaiuniversity.in/dlp, select the option 'Online Student Services', and register yourself using your Enrollment Number by creating a Password. Thereafter, you can login with your enrollment number and password whenever you want to access 'Online Student Services'.

E-mail:

For all your queries e-mail to:
ssdexmba@icfaiuniversity.in

For submission of assignments:
exmbaac@icfaiuniversity.in

Phone:

To talk to a customer service representative, call on
1-800-425-2911 (toll free)
1-800-103-0303 (toll free)

What is the time available for completing the program?

We expect serious candidates to complete the program in two years. However, the enrollment is valid for a period of four years. In other words, candidates

can set their own pace and complete the program in a flexible manner.

At the end of the program, will I get a transcript with grades or marks for each course?

For each course that you successfully complete, your performance would be graded as Excellent, Good, or Satisfactory.

If your assignments submitted for a course are not satisfactory, you will be given specific feedback so that you can improve and re-submit the assignments. If your participation in a workshop is not satisfactory, you will be asked to re-enrol for the workshop.

When you successfully complete all the 20 courses in the program, you will receive a transcript listing the courses and the corresponding grades.

What degree will I receive?

Successful candidates will receive the MBA degree from the ICFAI University, Sikkim, which is a statutory

University, approved by the University Grants Commission (UGC).

When I complete the Executive MBA Program, will the University assist me with placement services?

No, the University does not provide placement services or placement assistance for students of this program.

Will this MBA degree make me eligible for enrolling in an Indian or international Ph.D. program in management?

The eligibility criteria for enrolling in a Ph.D. program vary from institution to institution, both in India and abroad. As the ICFAI University, Sikkim is a statutory university recognized by the UGC, the MBA Degree of the ICFAI University, Sikkim will be accepted for admission in to Ph.D. Program.



Application valid up to

Application No.
412EMP -The ICAI University, Sikkim
Ranka Road, Lower Sichey, Gangtok-737101, Sikkim.

Web



The Executive MBA Program

Distance Learning Program

Application Form for Enrollment



(Read carefully all the pages of this Document including Admission Policies, Guidelines and Remittance Information before filling this Application Form)
Foreign citizens should not apply using this Form. They may write to the Registrar for guidance.

1. PERSONAL DETAILS Name: Mr/Ms _____ (USE CAPITALS) (As it appears in Official Records, Underline Surname) E-mail*: _____ * All applicants are mandatorily required to give e-mail address for speedy communication and keep it updated regularly. All communications from the ICAI University, Sikkim will be through e-mail only.	Paste a recent color photograph of size 3.5 x 4.5 cms. Photograph must not be larger than this box. Do not sign the Photograph and do not staple
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2. ACADEMIC RECORD (See eligibility criteria as indicated on page 3)						
Examination Level	Qualification	Board/University/Institute	Medium of Instruction	Marks (%) / Grade	CGPA Attained	Year of Passing
Bachelor's Degree						
Others						

3. EMPLOYMENT DETAILS (Minimum experience of 6 years at Executive Level is required)			
3a. Current/Last Employment Details			
1. Name of Organization:	2. Turnover of the Organization (appx): ₹ _____ Crores or US\$ _____ billion	3. Number of Employees working in the Organization:	4. Type of Industry:
5. Period of Work:	6. Department:	7. Designation Held:	8. Number of people directly reporting to you:
From _____ To _____			
9. You report to (designation):	10. Specific Functional Area of Work:		
	<input type="checkbox"/> Administration/Facilities Management <input type="checkbox"/> Customer Service/Support <input type="checkbox"/> Finance/Accounts <input type="checkbox"/> General Management (CEO, VP, GM, SBU Head etc.)/ Planning <input type="checkbox"/> HR/Training <input type="checkbox"/> Information Technology/Systems <input type="checkbox"/> Projects/Operations <input type="checkbox"/> Research and Development <input type="checkbox"/> Sales and Marketing		
11. Roles and Responsibilities in the occupation:			

CUT HERE

3b. Previous Employment Details			
1. Name of Organization:	2. Turnover of the Organization (appx): ₹ _____ Crores or US\$ _____ billion	3. Number of Employees working in the Organization:	4. Type of Industry:
5. Period of Work:	6. Department:	7. Designation Held:	8. Number of people directly reporting to you:
From			
9. You report to (designation):	10. Specific Functional Area of Work: <input type="checkbox"/> Administration/Facilities Management <input type="checkbox"/> Customer Service/Support <input type="checkbox"/> Finance/Accounts <input type="checkbox"/> General Management (CEO, VP, GM, SBU Head etc.)/ Planning <input type="checkbox"/> HR/Training <input type="checkbox"/> Information Technology/Systems <input type="checkbox"/> Projects/Operations <input type="checkbox"/> Research and Development <input type="checkbox"/> Sales and Marketing		
11. Roles and Responsibilities in the occupation:			

Note: Please use photocopies of the page for mentioning additional employment details. Please enclose photocopies of relevant experience certificates.

3c. Organization structure and reporting relationships (upward, downward, and dotted line) for candidate's current position, upto two levels above and upto two levels below.

4. DECLARATION

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

Date :

Signature of the Applicant

Applicants are advised to retain a photocopy of the completed Application Form for Enrollment for their records.
The relevant enclosures should be sent along with the required fee payments.



Fee Remittance Form

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

Foreign citizens should not apply using this Form. They may write to the Registrar for guidance.

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

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2. PERSONAL DETAILS

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

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

Address# _____
(USE CAPITALS)

Nearest Land Mark _____

(City) (State) (Pin)

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

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

Date of Birth: _____ Indian Passport No. _____
Date Month Year

Place of Issue : _____ Citizenship: Indian Foreign

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

3. FEE REMITTANCE

LUMPSUM: Total Amount ₹1,50,000 [Please (✓) tick] By Demand Draft By Credit Card*

Remittance through Demand Draft (DD should be in favor of 'IUCF A/c IUS', payable at Hyderabad) (Payment of fee by Cash is not accepted)

DD Details :	Name of Bank :	DD No.:	Date :	Amount ₹1,50,000
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4. EMI SCHEME: (A) Initial Payment: ₹20,000 [Please (✓) tick] By Demand Draft By Credit Card*

Remittance through Demand Draft (DD should be in favor of "IUCF A/c IUS", payable at Hyderabad) (Payment of fee by Cash is not accepted)

DD Details :	Name of Bank :	DD No.:	Date :	Amount ₹20,000
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* Applicants can make the payment through Credit Card. They should get their Credit Cards swiped for the required amount, sign and attach the merchant copy of the slip along with this Fee Remittance Form and keep the customer copy with themselves (as acknowledgement). IMPORTANT: The employees of the University are not authorized to accept cash payments from the applicants, under any circumstances; the employees of the University are not authorized to swipe their personal credit cards to pay on behalf of the applicants; applicants should not share their credit card information with the employees of the University; applicants should not make any payment by cash. Applicants deviating from the above will be doing so at their own risk and responsibility.

(B) EQUATED MONTHLY INSTALMENTS (EMIs) (Please refer pages 8 & 9 for details)

(i) Fifteen postdated cheques of ₹9,850 each (A/c payee postdated cheques in favor of "IUCF A/c IUS" should be enclosed)

On the back of each postdated cheque, the name of the applicant and the full address of the bank, branch with phone number should be mentioned in capital letters. Only postdated cheques drawn on banks located in specified cities will be accepted. Only MICR and multi-city cheques will be accepted.

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

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

Total amount for which postdated cheques are enclosed : ₹1,47,750. Signature of the Applicant _____.

(ii) The postdated cheques enclosed are signed by [Please tick (✓)] Me Other person (If in case of other person, please fill item (iii) given below):

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

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

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

S/o / D/o | _____

Occupation | _____

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

(City) (State) (Pin)

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

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

E-mail: _____ Date of Birth: _____
Date Month Year 1 9

Place : _____ Date : _____ Signature of the person signing the cheques as a co-obligant _____

5. DECLARATION

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

Date : _____ Signature of the Applicant _____

Applicants are advised to retain a photocopy of the completed Fee Remittance Form for their records.
The relevant enclosures should be sent along with the required payments.