ICFAI Foundation for Higher Education

(Deemed-to-be University under Section 3 of the UGC Act, 1956)
Category I Autonomous Institution • Accredited by NAAC with 'A++' Grade

Center for Distance and Online Education (CDOE)

Information Booklet

January 2024 Admissions

NAAC Accredited A++ Grade 3.59/4

Open & Distance Learning Program

MBA

2 Years Program | UGC Recognized
Approved by AICTE

ICFAI GROUP

• 11 Universities • 9 B-Schools • 9 Law Schools • 7 Tech Schools • 3 Decades in Flexible Learning

ICFAI Group

ICFAI was established in 1984 and has made a significant mark in the educational field with a pan-Indian network and presence. It has established 11 Universities and 9 B-Schools across India including The ICFAI Foundation for Higher Education (IFHE), which is a deemed-to-be-University.

The alumni of the University are working in renowned companies worldwide. Sri N J Yasaswy, the founder of the ICFAI Group was a charismatic visionary, institutional builder and a pioneer in promoting higher education in the private sector.
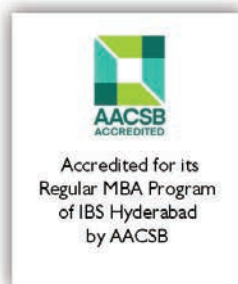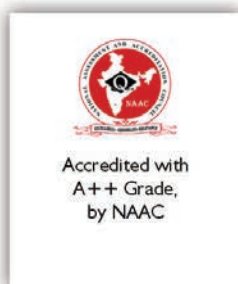
The ICFAI Foundation for Higher Education (IFHE), Hyderabad
(Deemed-to-be-University under Section 3 of the UGC Act, 1956)

The ICFAI Foundation for Higher Education (IFHE), Hyderabad was declared as a Deemed-to-be-University under Section 3 of the UGC Act, 1956. The University received the NAAC Accreditation 'A++' Grade with an impressive score (Institutional CGPA) of 3.59 out of 4.

IFHE is a part of the ICFAI Group with 11 Universities, 9 Business Schools, 9 Law Schools & 7 Tech Schools across India.

Accreditations, Recognitions, Rankings and Memberships

Accredited with A++ Grade, by NAAC	Accredited for its Regular MBA Program of IBS Hyderabad by AACSB	Accredited by SAQS (South Asian Quality Standards), AMDISA	# 40 on Overall basis. All Over India for its MBA Program, NIRF Ranking 2023	Member, The Association of Commonwealth Universities (ACU)

The Center for Distance and Online Education (CDOE)

All programs offered under online and distance learning modes are administered through the Center for Distance and Online Education (CDOE), IFHE, Hyderabad.

The CDOE has launched the MBA Open & Distance Learning (ODL) Program, combining academic rigour and interdisciplinary perspective to meet the needs of students aspiring to pursue careers in management.

The Master of Business Administration (MBA) Program

The MBA (ODL) program is designed for aspiring managers and future managers who, in addition to their existing skills want to acquire business management skills, assert their leadership, and propel their aspirations in a dynamic business environment.

- The syllabus has been exclusively designed by experienced faculty to enable a structured academic progression and to gain edge in professional advancement.
- The program provides students an opportunity to develop cognitive and analytical skills for understanding the business environment to facilitate business excellence and personal accomplishment. It aims to prepare students for a balanced work and life roles and enable financial independence.

Our Legacy & Experience

The MBA Program brings together:

- ICFAI's legacy of over 30 years of academic excellence in management education
- Two decades of vast experience in Open & Distance Learning and e-Learning for Management programs
- Contemporary 21st century Technological tools for effective and ease of learning.

Program Structure		
	Semester I	**Semester II**
Year - I	• Management and Organization Behavior • Quantitative Methods • Foundations of Accounting and Finance • Business Environment • IT for Managers	• Economics for Business • Operations Management • Human Resource Management • Marketing Management • Business Communication
	Semester III	**Semester IV**
Year - II	• Business Policy and Strategy • International Business • Leadership and Change Management • Elective I • Elective II • Elective III	• Management Control Systems • Business Ethics & Corporate Governance • Elective IV • Elective V • Elective VI • Project Work

Elective Subjects: Students can opt for 3 subjects each in Semester III & IV from the following

Semester - III Elective Subjects	**Semester - IV Elective Subjects**
• Financial Management • Global Financial Markets • Strategic Finance and Corporate Restructuring • Services Marketing • Strategic Marketing Management • Sales and Distribution Management • Recruitment, Training and Development • Performance Management and Reward Systems • SMACS Technologies for Business • Services Operations Management	• Financial Services • International Finance • International Marketing • Integrated Marketing Communications • Retail Management • Strategic Human Resource Management • Organization Development • Human Resource Planning and Audit • Big Data and Analytics • Supply Chain Management

The Program has 21 subjects + 1 project work totalling 98 credits spread over 4 semesters.

Project Work:

The Project Work under Semester IV is an important and integral part of the program. It provides the opportunity for an immersive learning experience. Students are expected to integrate their knowledge learnt in various subjects and be able to understand the general decision making dynamics of a corporate to facilitate successful business outcomes.

Learning Methodology

- The methodology is primarily based on self study.
- The University facilitates the learning process by providing Self Learning Material (SLMs) in form of books.
- Regular academic support through interactive sessions between faculty and students.
- Counselling sessions for academic guidance and query clarification.
- Candidates should have proficiency in use of Information and Communication Technologies (ICT) for enhanced learning experience.

The SLM Advantage

Self-motivating: Curiosity-arousing, Solution-oriented, link to real-time situations

Self-learning: Going from known to unknown, simple to interlinked, aided by illustrations, examples and scenarios

Self-explanatory: Ordered structure, clear concepts, well-structured to facilitate self learning

Self-paced: Learning at own pace for the busy individual, modular structure of content

Self-directed: Self-contained, all additional reading, references and hints provided in each unit

Self-evaluating: Testing the progress at regular intervals within the unit and end of unit, objective and subjective pattern questions with answers for self-assessment

Eligibility:

Graduation in any discipline from a recognized University with English as medium of instruction.

Duration & Validity

Minimum Duration	2 Years
Semesters	4
Maximum Validity Period of Enrolment	4 Years
Medium of Instruction	English

Academic Evaluation

- Students are required to successfully complete 21 subjects + 1 project work totalling 98 credits spread over 4 semesters to qualify for the degree.
- Student evaluation is based on continuous assessment through assignments that contribute 30% of overall weightage and End Semester Examinations, which will carry 70% weightage.
- The End Semester Examinations are conducted in Computer Based Testing at University Hq. and Study Centres.
- Performance in the examination is indicated in grades

Award of Degree: On successfully completing the program, students will be awarded the Master of Business Administration (MBA) Degree.

Admission Process

[A] Submission of Application Form: Candidates are required to fill the application and fee remittance form provided in the Information Booklet, enclosing the copies of following documents **(self-attested in blue ink along with date:**

1. One latest Passport size photograph with signature across the photo to be pasted on the application form in the space provided

2. One latest Passport size photograph without signature

3. Copy of X Class Certificate

4. Copy of XII Class Certificate

5. Copy of Graduation / Degree Certificate

6. Copy of Aadhaar for ABC id (Academic Bank of Credit)

[B] Application can also be filled and submitted online on the website *https://www.ifheindia.org/odl*

Fee Structure & Payment Options

Payment Options				Amount in ₹
A) Year Wise Fee Payment		**B) Semester Wise Fee Payment**		
Admission Fee	10,000*	Admission Fee		10,000*
Program Fee - 1st Year	35,000	Program Fee - 1st Semester		18,000
		Program Fee - 2nd Semester		18,000
Program Fee - 2nd Year	35,000	Program Fee - 3rd Semester		18,000
		Program Fee - 4th Semester		18,000
Total	**80,000**	**Total**		**82,000**

*Note: * Admission Fee Non Refundable. • Exam fee payable Rs. 500 per registration per subject. • Project Work Evaluation Fee ₹ 1,000*

Remittance Information: Students can pay the fee through:

A) Online Mode: Credit Card (Visa / MasterCard) Debit Card (Visa / MasterCard) Internet Banking through secure internet payment gateway).   [OR]

B) Bank Demand Draft: Bank Demand Draft drawn on any scheduled commercial bank in favour of "IFHE-Fee Collection A/c MBA Distance Learning" payable at Hyderabad. The student should write his/her Name, Application/Enroll No., Semester and Mobile Number on the back of the Bank Demand Draft. DD should be sent along with completed Application Form to: CDOE, #52, Nagarjuna Hills, Punjagutta, Hyderabad 500 082, Telangana.

Refund Policy: In the event of withdrawal from the Program for any reason the refund of Fee paid will be governed by the guidelines issued by the University Grants Commission (UGC) from time to time.

Pre Enrolment and Admission Services: Students are to contact the following with regard to any queries or services required pertaining to their admission and during the course of study on any working day between 10:00 am to 5:00 pm

Pre Enrolment	08069-123-124
Post Enrolment	9052021201 / 9052021204
E-mail for Pre enrolment queries	enrol.cdoe@ifheindia.org
E-mail for Student support	odl.ssd@ifheindia.org

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Center for Distance and Online Education,
The ICFAI Foundation for Higher Education Campus, Donthanapally,
Shankarapalli Road, Hyderabad - 501 203.
Ph: 08069-123-124
Email id: enrol.cdoe@ifheindia.org | *https://www.ifheindia.org/odl*

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Center for Distance and Online Education
APPLICATION FORM
Distance Learning MBA Program

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1 PERSONAL DETAILS

Student Name

(As per the Aadhaar)

Upload Recent 3.5 x 4.5 cms latest Color Photo. The size of the photo should be in the range of 25 kb to 30 kb

Do not sign on the Photo

Father's Name

Mother's Name

Date of Birth (DD / MM / YYYY)   **Nationality** ☐ Indian ☐ Foreign Nationals*

Mobile   **Gender** ☐ Male ☐ Female ☐ Others

Aadhaar No.*   **Category** ☐ SC ☐ ST ☐ OBC ☐ PWD ☐ EWS ☐ General

If Aadhaar not available, other government recognized Id proof (like PAN / Voter Id / Passport).

Aadhaar linked Mobile no. is mandatorily required for ABC Id

Address for Communication

State   Pin Code

Country

Permanent Address

State   Pin Code

Country

E-mail

* Foreign Nationals should attach Self attested copy of the Passport

Passport Number   Date of Issue / / Date of Expiry / /

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2 ACADEMIC RECORDS (*Self attested copies to be attached*) Please tick (✓)

☐ SSC / X Class ☐ XII Class ☐ Graduation ☐ Others

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3 MEDIUM OF STUDY (*Self attested copies to be attached*) Please tick (✓)

English ☐ Others ☐ (If others, kindly mention the medium)   ☐ I understand that the program offered is in English Medium only

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4 CURRENT EMPLOYMENT DETAILS (*If employed*)

Name of the Company with address	Designation	Date of Joining

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5 FEE REMITTANCE (*Please fill-up the amount as applicable based on the payment option opted*)

[Please (✓) tick] Amount ₹ _____ ☐ Semester-wise ☐ Year-wise ☐ By Bank Demand Draft ☐ By Online Mode (Credit Card / Debit Card (Visa / MasterCard) / Internet Banking through secure internet payment gateway)

Remittance through Demand Draft [DD should be in favor of "IFHE Fee Collection A/c MBA Distance Learning", payable at Hyderabad] (Payment by cash is not accepted)

DD Details:	Name of Bank:	DD No.:	Date:	Amount ₹ _____

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6 PAYMENT BY PERSON OTHER THAN STUDENT

I / We hereby confirm that I/We have issued Cheque / DD No. / Online (Order No. _____) dated _____ for ₹ _____ drawn on _____ favouring the above student name of the individual / organization _____

Address _____, Pincode _____,

Mobile: _____, E-mail: _____, PAN* _____, Aadhaar* _____.

Date: Signature / Seal of the person making payment

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7 DECLARATION

I have carefully read and understood the program Prospectus and hereby, declare that, the details provided by me in the Application Form (including Photograph) are complete and true to the best of my knowledge and based on records. I am bound to present, if required, the original documents immediately upon demand by the concerned authorities of the Center for Distance and Online Eduction (CDOE) of IFHE. **I also understand that the End Semester Examination are organized and conducted at designated test centres only. All candidates are required to appear accordingly.** I understand that IFHE has right to modify the rules governing the program and subsequent changes / modifications / amendment made thereto by its statutory bodies or any such guidelines issued by any of the regulatory bodies.

Date :   Place: Signature of the Applicant

N J YASASWY MEMORIAL LIBRARY

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Campus

Center for Distance and Online Education (CDOE),
The ICFAI Foundation for Higher Education (IFHE),
Dontanapalli, Shankarpalli Road, Hyderabad-501 203

www.ifheindia.org/odl