

**GLOBAL COLLABORATION**



**IIM Ranchi, INDIA**

**FACT SHEET - STUDENT EXCHANGE PROGRAMME**  
**2017-18**

## IMPORTANT INFORMATION

### ELIGIBILITY

***Student Exchange Programme (STEP) is open only for masters' students, who are in their final year of study with good cumulative grade point average (CGPA). Undergraduate students are not eligible to apply.***

## ACADEMIC INFORMATION

### Course Choices and Registration

*IIM Ranchi offers electives in multiple domains of management. All courses are of the post graduate level.*

*Exchange students have the same freedom in course selection as regular students. The students are encouraged to go through the detailed course outlines and make selection of the courses.*

*The student has to pre-register for the elective courses of his/her choice from the list, which will be sent to them. An elective course is offered if it meets the minimum subscription condition during the bidding process, which normally takes place in the last week of July or 1<sup>st</sup> week of August. It is not possible to guarantee that the student will be allotted the courses he/she has opted for. In case any of the course chosen by the student is not offered, student can choose other course(s) that shall finally be offered in that term, depending on the result of the bidding process. Nonetheless, IRO tries its best to allot the courses based on the choices provided by the student.*

*After obtaining confirmation from the student regarding the course allotment, IRO freezes the same and any further requests for change of courses are not entertained.*

**Workload for Exchange Students:** *They can take whatever courses offered by the institute to Post Graduate Diploma in Management (PGDM) students.*

### Term Dates:

*Term-V: Starting from Last week of August or 1<sup>st</sup> week of September till 1<sup>st</sup> week of December (including final exams)*

*Term-VI: Starting from 1<sup>st</sup> week of December till End February (including final exams)*

### Availability of Course Listings

*End June or early Jul. for Term-V (for September to December).  
1<sup>st</sup> Week of Nov. for Term-VI (Mid December to End February).*

### Pedagogy

*Lectures, Case study based sessions, group work / assignments.*

## Attendance

*Class attendance is mandatory, shortfall in attendance may lead to grade fall. Students must maintain regular and punctual attendance in courses. Instructors have the authority to mandate procedures to monitor attendance, penalize students from non-attendance and ensure that student behaviour is conducive to teaching and learning. Late-comers will not be given attendance in the class. No student is permitted to go on leave during the Term.*

*To accommodate elective courses, sometimes, **classes may be scheduled until late evenings and during weekends**. Therefore, the students are required to spend their time in the campus during the term.*

*All leave of absence, unless and until the absence is warranted by medical emergency, must be authorized in advance and in writing by the Chairperson of the programme in prescribed format, available with photocopy centre in the ground floor of the Institute. Then it should be submitted to the AO (PGP).*

## Credit System

*All courses offered are either 3-credit or 1.5-credit. 1 credit = 10 class hours*

- *A 3 credit course is equivalent to 100 including 30 class contact hours, and*
- *A 1.5 credit course is equivalent to 50 including 15 class contact hours.*

## Participation

*Class participation is part of a student's final grade in courses.*

## Workload for Exchange Students

*The students should take courses (credits) as per the requirement of their home Institute.*

## LANGUAGE OF INSTRUCTION

*The language of instruction for all courses is **English**. Hence, exchange students need to be proficient in English. A certificate to this effect is required to be submitted along with the application.*

## GRADING SYSTEM

*IIM Ranchi follows a grading scheme of 8 levels ranging from A+ to F as given in the following table:*

Letter Grade	A+	A	A-	B+	B	B-	C	F
Grade Point	10	9	8	7	6	5	4	0

## Evaluation Criterion

*In addition to the class participation and continuous evaluation the following format is followed for evaluation:*

**For 3 credit course:** *Minimum 4 components of evaluations comprising of end-term exam (compulsory), and at least three from the following components – midterm exam, quizzes, Class Participation, Assignment, Project, Case Analysis, etc.*

**For 1.5 credit course:** *Minimum 3 components of evaluations comprising of end-term exam (compulsory) and at least two from the following components – Quizzes, Class Participation, Assignment, Project, Case Analysis, etc.*

## Examinations

*Format of examination varies. Final examinations are generally held in the last week of the term.*

***Exchange students are expected to take exams along with regular students. No permission is given for change of exam date(s).***

*Students have the responsibility to stay at IIM Ranchi until they have completed all examinations.*

## Transcript of Records

*The hard copy of transcript will be sent to the International Relations Office by*

- *January 31 for September-December Term, and*
- *End of March for December-February Term.*

## PRACTICAL INFORMATION

### Deadline for Nominations

- *Term-V (Sep.-Dec.) : May 15*
- *Term-VI (Dec./Jan.-Feb/Mar.) : September 30*

### Nomination for Exchange Programme

*Incoming students need to apply for the Student Exchange Programme (STEP) through their International Relations Office in the prescribed application form of IIM Ranchi. Exchange students get enrolled in the Post Graduate level courses.*

### Application

*Detailed application form will be emailed to the partner institute after receiving nomination of students.*

### Acceptance of Nomination

*Once nominations along with the filled-in application and supporting documents are received through email, the partner institute will be informed about acceptance of nomination approximately **two weeks after the application deadline.***

*Scanned copy of Letter of Admission will be sent to the student through e-mail and original will be sent by courier.*

### Expected Arrival Date

*3 Days before the start of the term.*

### Orientation Dates

*Two days before the start of the term*

### Visa Details

*It is mandatory for all incoming students to arrive in India on a Student Visa. Students need to ensure they have the visa when they reach India.*

*Refer to the link below for more details on Indian Visa regulations and requirements:  
<http://indianvisaonline.gov.in/visa/>*

## **Legal Formalities**

*The incoming exchange students are required to submit a copy of their Passport and Visa to Foreign Regional Registration Office (FRRO) for notification with a letter giving details of their arrival and departure.*

## **DOCUMENTS TO BE SUBMITTED**

### **Electronically**

1. *Duly filled-in IIM Ranchi registration form received by the candidate by email after his nomination by his/her home institution.*
2. *Scanned copy of passport pages showing date of birth, nationality and address.*
3. *Official transcripts of all the courses completed to date by the candidate in his/her current programme.*
4. *English Language Proficiency certificate from the concerned authority of the Institute*

### **During Registration**

1. *Filled-in Personal Data Form with Passport Size Photograph affixed*
2. *Photocopy of the Invitation letter – duly signed by the incoming student*
3. *Original Filled-in Application Form – copy was sent by the office*
4. *6 passport size photographs*
5. *ONE Photocopy of Passport, Visa & Health Insurance (copy of vaccinations taken)*
6. *Certificate from notary/competent authority stating no legal cases pending against the student*
7. *Medical & Travel Insurance*

## **FEE**

### **Tuition Fee**

*No tuition fee is charged from the students of partner institutions coming on exchange to IIM Ranchi. The Tuition Fee is to be paid at the Home Institute.*

### **Hostel**

- *It is mandatory for all students to stay in hostel.*
- *The hostel is located in Khelgaon, Hotwar which is around 11 kms from the institute. It is away from the humdrum of city life to offer a serene and natural environment to all students.*
- *The students are accommodated in Single Room in a 2 or 3 bedroom flat with 1 or 2 common rest room(s).*
- *Other facilities include a gymnasium, swimming pool, a bank and post office.*
- *Students are expected to vacate the hostel room within 3 days from the last date of their examination.*

### **Living Costs**

*The students are required to deposit INR 10,000/- with the accounts Office in the 1<sup>st</sup> week of their arrival towards text books, course material library facilities, etc for the entire duration of the term.*



### **Hostel & Mess**

*The students are required to deposit INR 60,000/- with the Accounts Office in the 1st week of their arrival @ INR 20,000/- per month for hostel accommodation and mess facilities. Students can have food in students' mess where Indian food is served.*

*A total amount of INR 70,000/- is to be deposited with the Accounts Office in the 1<sup>st</sup> week of student's arrival.*

### **Medical/Health Insurance:**

*To be purchased if the student is not covered by his/her medical insurance (purchased in home country).*

*All exchange students are strongly encouraged to avail health insurance from their home country, which covers medical repatriation for the full Term. They may also be required to take preventive vaccination(s).*

### **Other Expenses**

*As per the need of the student.*

### **No Dues Certificate**

*Submission of "No Dues Certificate" to the IRO is mandatory before leaving the campus, failing which academic transcripts will be withheld until all the dues are cleared and the No Dues Certificate is submitted to the IRO.*

## **GENERAL CODE OF CONDUCT**

- It is expected that the students are conformed to strict norms of integrity, honesty and good conduct in all their dealings and are willing to bear individual responsibility for their work.*
- The students are expected to obey the rules of the Institute both in letter and spirit.*
- Any work (written or otherwise) submitted to fulfil an academic requirement must represent a student's original work. Any act of academic dishonesty, such as cheating or plagiarism will attract disqualification from the programme.*
- Students are advised to be appropriately attired in a manner befitting the status as well as the occasion. Wearing transparent clothes and attire bearing vulgar, obscene or offensive prints or language is discouraged.*
- IIM Ranchi adheres to the federal and state laws which prohibits unlawful possession, use, or distribution of alcohol and illicit drugs by students on the College premises, or in conjunction with any college-sponsored activity or event, whether on- or off- campus.*

## **ABSENCE FROM HOSTEL**

*Whenever exchange students plan to go out of city during vacations, they need to inform the Chairperson, Students Affairs through email and get his/her approval. After getting the approval the mail is to be forwarded to the Chairperson (PGDM), Faculty Coordinator (International Relations), Administrative Officer (PGP), International Relations Office & Hostel Warden.*

### OTHER USEFUL INFORMATION

**Computer Services:** Each student is given an e-mail account after he/she has been admitted. Computer facilities are easily accessible and most of the campus has wireless internet access.

**On-campus Facilities:** Exchange students will obtain a student identity card during international student orientation. This card provides access to facilities on campus such as library, bus service of IIM Ranchi, for membership in gym, swimming, etc.

**Transport:** Transport is arranged by the Institute for commuting between the hostel and Institute free of charge.

**Arrival Pick-up Service:** On prior intimation to the International Relations Office pick-up service from Ranchi Airport can be arranged.

**Student Support Services:** The IRO provides all assistance to international students and/or students from abroad already studying at IIM Ranchi.

**Library:** The IIM Ranchi library is known as “Athenaeum – The Learning Resource Centre”. The library has a mixed collection of both print and electronic format, which include books, journals, databases, CDs/DVDs, e-journals, reports, etc. The library timings are: 9:30 am-6:00 pm.

**General Profile of Students:** The PGP student batch consists of a healthy mix of fresher’s and students with prior work experience in diverse industries like public sectors, NGOs, consulting and IT firms. 90% of the students are from an engineering background. Approximately 30% of the batches are women.

**Medical Facility:** The Institute has a Medical Consultant with fixed office timings. The Institute has also a tie up with local hospital.

### STUDENT COMMITTEES AND CLUBS

**Academic Committee:** The prime focus of the Academic Committee is to facilitate students with all the academic activities at IIM Ranchi. This committee acts as the bridge between the administration, faculty and students. The academic committee has to deal with submissions, group formation and various briefings to the batch in sync with faculty and Programme Assistants. Please visit the following URL for details about various Committees-

[http://www.iimranchi.ac.in/?page\\_id=5273](http://www.iimranchi.ac.in/?page_id=5273)

IIM Ranchi also has various clubs formed by the students. Multiple events are also held every year. For details please visit-

[http://www.iimranchi.ac.in/?page\\_id=5284](http://www.iimranchi.ac.in/?page_id=5284)

**Local Transport:** Taxi and Auto Rickshaws are available in Ranchi city.

**Banking:** General operating hours of banks in Ranchi.  
**Monday – Saturday :** From 10:00 a.m. to 3:30 p.m.  
(Closed on 2nd & 4th Saturdays)  
**Sunday :** Closed

**CLIMATE**

The city of Ranchi is located at an altitude of 654 meter above sea level on the plateau of Ranchi. As part of Bihar, it used to be the summer capital from the time of the British Raj because of its cool and salubrious climate. Temperature range from 20°C - 37°C in the summer and 6°C - 22°C in winter. The Subarnarekha river flows by the side of the city.

**Reaching IIM Ranchi Campus**

**Airport:** Birsa Munda International Airport is around 12 KMs away from Institute and Hostel campus. Daily domestic flights from Calcutta, Mumbai, Delhi, Chennai, Bangalore, Hyderabad and international flights from Dubai, Abu Dhabi, Doha, Colombo and Singapore are available. Pre-paid taxi service is available at the airport and it would cost approximately INR 300 to reach the IIM Ranchi campus.

**Railway Station:** Ranchi railway station is well connected by rail with different parts of the country and the campus is about 12 KMs away from the railway station.

International Relations Office (IRO)	Faculty Coordinator	Prof. Amarendu Nandy amarendu@iimranchi.ac.in
	International Relations Coordinator	Mrs Janaki Jagan office.iro@iimranchi.ac.in
	Website	<a href="http://www.iimranchi.ac.in/">http://www.iimranchi.ac.in/</a>
	Telephone	+91 0651 2280113 (Ext.164)
	Fax	+91 0651 2280940
	Office Address	Suchana Bhawan Audrey House Campus (5th Fl.) Meur's Road Ranchi 834 008, INDIA

INSTITUTIONAL INFORMATION	Director In-charge	Prof. Anindya Sen
	Chief Administrative Officer	Brig. V.S. Saini (Retd.)
	Senior Administrative Officer (Admn.)	Mr. J. Gabriel
	Financial Advisor & Chief Accounts Officer	Mr. Narottam Sahoo
	Chairperson, PGDM	Prof. Swarup Kumar Dutta chair.pgdm@iimranchi.ac.in
	Administrative Officer (PGP)	Mr. Asis Chakraborty officer.programme@iimranchi.ac.in
	Programme Office	office.pgdm@iimranchi.ac.in
	Librarian	Mr. Jayanta Kumar Tripathy
	Chairperson, Students Affairs	Prof. Shibashish Chakraborty shibashish@iimranchi.ac.in
	Hostel Warden	Mr. Mushtaq Ahmed mushtaq@iimranchi.ac.in





**INDIAN INSTITUTE OF MANAGEMENT RANCHI**  
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