INDIAN INSTITUTE OF MANAGEMENT RANCHI

FACT SHEET FOR STUDENT EXCHANGE PROGRAMME
ACADEMIC YEAR 2016-2017

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Contact Information

International Relations Office (IRO)

Faculty Coordinator
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International Relations Coordinator
Mrs. Janaki JAGAN
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Academic Information

Course Choices

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 selections as regular students. They can take whatever courses offered by the institute to Post Graduate Diploma in Management (PGDM) & Post Graduate Diploma in Human Resource Management (PGDHRM) students, subject to the workload requirement of their home institute.
An elective course is offered if it meets the minimum number of enrolments.

Course Registration

The student has to register for the elective courses of his/her choice from the list, which will be sent to them.

Term Dates

Term-V: 2nd or 3rd week of September to 1st or 2nd week of December.
Term-VI: Mid-December to End-February or 1st week of March.

Availability of Course Listings

2nd week of July for Term-V (September to December).
2nd week of October Term-VI (Mid December to End February).
<table>
<thead>
<tr>
<th><strong>Workload for Exchange Students</strong></th>
<th>The students should take courses (credits) as per their home Institute requirement.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pedagogy</strong></td>
<td>Lectures, Case study based sessions, group work / assignments.</td>
</tr>
<tr>
<td><strong>Attendance</strong></td>
<td>Class attendance is mandatory, shortfall in attendance may lead to grade fall.</td>
</tr>
<tr>
<td><strong>Participation</strong></td>
<td>Class participation is part of a student’s final grade in most courses.</td>
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</table>

### Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>10</td>
</tr>
<tr>
<td>A</td>
<td>9</td>
</tr>
<tr>
<td>A-</td>
<td>8</td>
</tr>
<tr>
<td>B+</td>
<td>7</td>
</tr>
<tr>
<td>B</td>
<td>6</td>
</tr>
<tr>
<td>B-</td>
<td>5</td>
</tr>
<tr>
<td>C</td>
<td>4</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

### 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.

### 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, etc.

### Examinations

Format of exams 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.

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**Practical Information**

### Deadline for Nominations

<table>
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<tr>
<th>Term-V (Sep.-Dec.)</th>
<th>May 15</th>
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<tbody>
<tr>
<td>Term-VI (Dec/Jan.-Feb/Mar.)</td>
<td>September 30</td>
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</table>

### Application

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

### 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.
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/

Health Insurance

The students are advised to take health insurance from their Home country.

Medium of Instruction

The language of instruction for all courses is English. Hence, exchange students need to be proficient in English.

Required Documents during Registration

- Letter from the Home Institute nominating the student
- Copy of Invitation Letter of IIM Ranchi
- Signed copy of Personal Data Form with Passport size photograph affixed
- 6 passport size photographs (name written at the back of each photograph)
- Copy of Identity Card of Home Institute
- Photocopies of Passport, Visa and Health Insurance.

Housing / Accommodation

- It is mandatory for all students to stay in hostel.
- The hostel is located in Khelgaon, Hotwar which is 11 kms. away from the institute and it is away from the humdrum of city life to offer a serene and natural environment to all students.
- Single room accommodation 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.

E-mail of Hostel Warden

mushtaq@iimranchi.ac.in

Fees and Cost of Living

Fee

Fee is to be paid at the Home Institute.

Living Costs

**Housing:** US $ 150 per month

**Meals:** Students can have food in students’ mess where Indian food is served and approximate cost will be US $ 150 per month.

**Textbook/course materials:** To be bought by the exchange students as per the requirement

**Insurance:** To be undertaken by the student

**Other expenses:** As per the need of the student
### Other Useful Information

<table>
<thead>
<tr>
<th><strong>Computer Services</strong></th>
<th>Each student is given an e-mail account after she/he has been admitted. Computer facilities are easily accessible and most of the campus has wireless internet access.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-campus Facilities</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Transport</strong></td>
<td>Transport is arranged by the Institute for commuting between the hostel and Institute free of charge.</td>
</tr>
<tr>
<td><strong>Arrival Pick-up Service</strong></td>
<td>On prior intimation to the International Relations Office pick-up service can be arranged on chargeable basis. Approximately US $ ten (from Airport or Railway Station to the hostel)</td>
</tr>
<tr>
<td><strong>Student Support Services</strong></td>
<td>The International Relations Office (IRO) of IIM Ranchi provides all assistance to international students and/or students from abroad already studying at IIM Ranchi.</td>
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</tbody>
</table>
| **Student Committees & 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.  
[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.  
[http://www.iimranchi.ac.in/?page_id=5284](http://www.iimranchi.ac.in/?page_id=5284) |
| **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. |
| **General Profile of Students** | • The PGP student batch consists of a healthy mix of freshers’ 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** | Institute has a Medical Consultant with fixed office timings. |
| **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 |