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The ICFAI University, Tripura

The ICFAI University, Tripura (referred to hereafter as the University) was established in 2004 through an Act of State Legislature (Tripura Act 8 of 2004). The University has been approved by the University Grants Commission, under Section 2(f) of the UGC Act, 1956. The Distance Education Council (DEC) has accorded recognition to the Directorate of the Distance Education, the ICFAI University, Tripura and its programs.

The University is a member of the Association of Commonwealth Universities, London, the Association of Indian Universities, New Delhi and the Federation of Universities, India.

The University believes in creating and disseminating knowledge and skills in core and frontier areas through innovative educational programs, research, consulting and publishing, and developing a new cadre of citizens with a high level of competence and deep sense of ethics and commitment to the code of professional conduct.

The Visitor of the University is H.E. The Governor of Tripura. The University is administered as per the Act, Statutes and Rules. The Board of Governors is headed by the Chancellor and has Vice-Chancellor and others as members. The Board of Management is headed by the Vice-Chancellor. The Academic Council is responsible for all academic matters.

The University campus, based at Agartala, is sprawling, landscaped and lush green. It provides a congenial environment for education and learning. It has well-equipped physical and academic infrastructure. The University has no study centers outside its authorized jurisdiction.

The University offers Bachelor, Master, and Doctoral programs in management, finance, science and technology, information technology, education, law and other areas.

The students are enrolled under the flexi-mode. The University awards the Master of Investment and Financial Analysis Degree to the students who successfully complete all the groups of the MIFA Program, through self-study and examinations subject to the University Regulations.

The MIFA Program

Master of Investment and Financial Analysis

Leading to CFA Charter

A Unique Program

The MIFA Program offered by the Directorate of Distance Education, the ICFAI University, Tripura is a unique program covering the areas of financial markets, financial analysis, valuation of assets, portfolio management, mutual and other funds and professional ethics.

The Program has been developed in the context of the present and future needs of the investment and financial analysis industry.

The core body of knowledge of the Program includes current and evolving concepts, techniques and applications, and also providing the flavor of the frontiers of knowledge.

Objectives

- To improve the ability to develop a framework for financial analysis and to rationally evaluate alternatives for purposes of decision-making.
- To deepen insights into practical applications of financial analysis in a dynamic investment environment.
- To encourage aspiring financial analysts equip themselves with the latest tools and techniques.
- To develop contemporary body of knowledge and skill-set and make them available for those seeking rewarding careers in the investment industry era of globalization.

The Approach

The Program follows the following distinctive but inter-related approaches :

- *Basic Knowledge* aimed at improving students' understanding of certain fundamental phenomena and relationships underlying the changing world of investment and financial analysis.
- *Tools and Techniques* are required to equip students improve their analytical ability and power of integration and synthesis in the context of financial markets and instruments.
- *Application Areas* linking the theoretical studies to the practical problems faced by financial analysts and investment managers.
- *Professional Ethics* aimed at inculcating in the students an ethical approach in their professional interactions and a sense of personal, corporate, and social responsibilities.

Focus Areas

The Program has five focus areas:

- *Financial Markets:* Financial markets include capital markets (equity, debt and derivatives) both primary and secondary segments. The players

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include the issuers of financial instruments, the institutional and individual investors, the intermediaries (like investment bankers, brokers, bankers, etc), the financial analysts, the media, the mutual funds, pension funds, hedge funds, the stock exchanges (like Bombay Stock Exchange, National Stock Exchange, etc), and the regulators like Securities and Exchange Board of India.

- *Analysis and Valuation:* The various financial instruments like equity, fixed income securities (like bonds), and derivatives (like options, futures, and swaps) have different risks associated with them and yield different returns. These risks and returns have to be carefully analyzed and the instruments have to be properly valued applying various methods of valuation.
- *Portfolio Management:* Different investors have different risk profiles and return-expectations. Hence different portfolios have to be developed and managed to achieve the objectives of the investors. Depending upon the changing circumstances, the portfolios have to be rebalanced. Asset allocation and risk-return management are the key functions of a successful portfolio manager.
- *Mutual and Other Funds:* A wide variety of mutual funds, pension funds, and hedge funds have come into existence. Each mutual fund has several schemes: growth schemes, income schemes, balanced schemes, sectoral schemes, index-linked schemes, tax-planning schemes, etc. Several insurance companies have to manage their investment funds as per Insurance Regulatory Development Authority Regulations. Securities and Exchange Board of India has kept in place detailed regulations for mutual funds.
- *Code of Conduct:* The code of ethics and standards of professional conduct covering various aspects like integrity, ethical behavior, professional competence, objectivity, professional independence and public trust are to be adhered strictly.

Eligibility

Bachelor's Degree in English medium (any discipline) with 55% and above aggregate marks.

Students who have pursued their degree program in non-English medium are advised to undergo proper preparatory courses in Business English so that they can cope with the Program.

Duration: Two years

Medium of instruction: English

Validity of enrollment

- *For students who pay fee year-wise.*

  They are required to complete Year I of the Program within a maximum period of two years from the date of enrollment. Students who are unable to complete the program within two years, but are still keen on continuing in the program, are required to register *de novo* by paying the requisite fee.
- *For students who pay full fee for both the Years.*

  They are required to complete all six groups of the Program within a maximum period of four years from the date of enrollment. Students who are unable to complete the program within four years, but are still keen on continuing in the program, are required to register *de novo* by paying the requisite fee.

Program structure

The MIFA Program is divided into six groups. Each group consists of two subjects. The students are required to study and complete all the groups in a sequential manner.

Program Structure	
Group	**Subject**
Year I	
Group A	• Financial Accounting • Economics
Group B	• Quantitative Methods • Financial Management
Group C	• Financial Markets • Financial Statement Analysis
Year II	
Group D	• Equity: Analysis & Valuation • Fixed Income Securities: Analysis & Valuation
Group E	• Derivatives: Analysis & Valuation • Portfolio Management
Group F	• Mutual and other Funds • Professional Ethics and Case Studies

Detailed curriculum will be provided to the enrolled students through the Students Regulations Book. (Examinations for each subject is for 100 marks and of 3 hours duration).

Flexible Learning Program

The Program is based on study and examinations.

Study: The University provides a detailed study plan and prescribed books specially designed (as per the curriculum of the University) and meant for self-study.

Contact Classes: Students may attend contact classes on optional basis (details are given on Page No.9).

Subject-wise waivers

Students with prior qualifications, are eligible to get waivers from certain subjects of the MIFA Program.

Subject	Eligibility for waiver
Financial Accounting	CA / CWA / MS (Finance)/ DBF / MS (Accounting)
Economics	MA (Economics), MS (Finance) / DBF
Quantitative Methods	M.Sc (Statistics), MS (Finance) / DBF
Financial Management	MBA (Finance), MS (Finance) / DBF
Financial Statement Analysis	CA / CWA / MS (Accounting)

What the Qualifications refer to:

- MS (Finance), DBF (Diploma in Business Finance) and MS (Accounting) from the ICFAI University.
- CA means a person, who has passed the final examinations conducted by the Institute of Chartered Accountants of India.
- CWA means a person, who has passed the final examinations conducted by

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the Institute of Cost and Works Accountants of India.

- MA (Economics) and M.Sc (Statistics) from any University.
- MBA [and includes PGDM/PGDBA referring to 2 year PG Diploma in Management/ Business Administration] from any University or reputed B-School with at least 4 electives in finance.

Examinations

The examinations serve to finally assess and certify the students' understanding of the subjects.

The examinations are conceived, developed and administered on a rigorous and fair basis to bring out the best in the students and prepare them for challenging careers in the world of investment and financial analysis.

Examinations are conducted four times a year in January, April, July and October.

Model question papers with suggested answers

The model question papers with suggested answers based on examination pattern are available on website.

Eligibility for appearing in examinations

Students will be eligible to appear for Group A examinations 5 months after the date of enrollment, provided all postdated cheques which are due so far, are honored on time. Subsequently, they can appear for one group every three months. Students are required to appear and pass the groups in a sequential order.

Online registration facility

All students are required to register for their examinations (including payment of fee) using the online facility only, as the operations of examinations department are fully computerized.

Enrollment dates

In order to become eligible to appear for the examinations, the students are required to enroll into the program on or before the following dates:

Examinations Program	Enroll into the on or before
October, 2011	May 31, 2011
January, 2012	August 31, 2011
April, 2012	November 30, 2011
July, 2012	February 29, 2012

Examination calendar

The examinations are generally conducted on Sundays in January, April, July and October. The schedule of the examinations is given below:

Examination Dates		Last Date for Online Registration for Examinations
Month / Year	Dates (Sundays)	
October 2011	9, 16, 23, 30	August 31, 2011
January 2012	8, 15, 22, 29	November 30, 2011
April 2012	8, 15, 22, 29	February 29, 2012
July, 2012	8, 15, 22, 29	May 31, 2012

Test centers

The examinations are held at the test centers as indicated on website. For details please visit *www.iutripura.edu.in*

Passing requirements

- To pass in a group, the student must secure an average of 55 per cent marks for the two subjects in the group, subject to a minimum of 45 per cent in each of them.
- If the student secures 65 per cent or more marks in one of the subjects of a group, but is absent or fails to get 45 per cent in the other subject of the same group, the student will get exemption from the subject in which he/she has secured 65 per cent or more. When an exemption is secured in one subject, the student must secure a minimum of 45 per cent in the other subject in a subsequent sitting to pass the group.
- Wherever a student is granted a waiver in one subject of a group, such student will have to secure 55 per cent or more in the other subject to pass the group.

Award

All the students who successfully complete all the six groups of the program will be awarded the Master of Investment and Financial Analysis (MIFA) Degree by the ICFAI University, Tripura. In addition, the University also confers the CFA Charter and Designation, subject to University Regulations.

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Examination Pattern

Year	Groups	Question Paper Format	Details Time Alloted 3 hrs.
I	All papers of Group A,B & C	MCQ Pattern	The papers under this category contain all multiple choice questions. Each question paper is of 100 marks. All the questions are compulsory. There is no negative marking.
II	Both papers of Group D, E and Paper "Mutual and other Funds" of Group F	ABC Pattern	The papers in this category contain three sections namely A, B and C. Each question paper is of 100 marks. Section A - contains multiple choice questions Section B - contains problems and / or caselets Section C - has applied theory questions
	Paper "Professional Ethics and Case Studies" of Group F	Subjective IV	This category of question papers contains 2 sections viz., A & B. Each Question paper is of 100 marks. All the questions are compulsory. Section A consists of Professional Ethics and has weightage of 20 marks Section B consists of Case Study and has a weightage of 80 marks.

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Courseware and E-Learning Package

Courseware

The courseware includes textbooks, workbooks. Initially the courseware is supplied for the first group only, so that the students will always get the latest editions as they progress in their studies.

Textbooks: Textbooks are specially designed for independent study by the students.

Workbooks: Workbooks are designed to help the students in preparing for the examinations.

Assignments for self evaluation and case studies are supplied as a part of the courseware.

E-learning package

The E-learning package is designed to help the flexible learning students study in a convenient computer-based environment. The students of MIFA Program enjoy the flexibility of independent self-study through the E-learning package. The students can study at their own place, pace and time. Learning through CD-ROM allows the students to take advantage of E-learning benefits. The learning experience becomes more in-depth, flexible, convenient, personalized and above all enjoyable. The E-learning package is rich and valuable; quite often more convenient than classroom learning.

Case Study Focus and Continuous Learning Inputs

Case Study Approach: As the Program is uniquely designed to develop analytical skills that are required in a competitive business environment, the case method is integrated as a dominant tool in the education methodology. The case method reinforces the students' understanding of the concepts and their ability to apply them in the real practical situations. To be an effective finance professional, the student has a very strong case study orientation.

Continuous Learning Input: Magazines play an important role in updating knowledge. Students are provided free access on the web for *The Analyst* magazine, a monthly publication as a continuous learning input.

Benefits of the E-learning package

The E-learning package helps students to:

- upgrade knowledge and skills according to their schedule.
- control learning by taking courses at their own pace.
- access the resources on 24 X 7 basis.
- increased retention levels with the help of audio-visual aids.
- learn anywhere, anytime, at home, work, or at any convenient place including traveling.

Model Question Papers

The model question papers are accompanied by possible solutions. Model question papers are meant to give the students an idea about the format and the academic rigor of the examination. They are available on website.

The E-learning package

- E-Textbooks
- E-Lectures
- Lecture Notes
- Quiz
- Articles
- Glossary
- Mock Tests

Contact Classes

Inputs are provided to the students of the MIFA Program through comprehensive courseware including textbooks, workbooks, model question papers and the relevant publications as a continuous learning inputs.

Further, in order to supplement the students efforts through self-study, the students are encouraged to attend contact classes. The contact classes constitute an important stage in the learning methodology by enabling the students to gain an in-depth understanding of the subjects. They provide a platform to the students for better understanding of the concepts and also to clarify any doubts in the respective subjects and therefore prepare well for the examinations.

The contact classes act as an additional learning input and facilitate in coping with the rigor of the Program. They are beneficial to all the students enrolling into the program; especially for working executives and professionals who may be otherwise quite busy due to work pressure.

Benefits of attending the contact classes

Regular attendance of the contact classes enable students to:

- gain in-depth understanding of the subjects covered.
- understand the concepts well.
- understand the examination pattern and obtain tips on preparing well for the examinations through discussion of previous question papers.
- discuss and clear doubts and queries pertaining to the topics covered in the subjects.
- get into a disciplined mode and regular study.

Contact classes

The contact classes are need-based and are conducted by the Federation of Universities (FedUni) subject to registration of minimum number of twenty five students.

4 times a year

The contact classes are conducted usually during weekends/evenings, four times a year, i.e., from January to March, April to June July to September and October to December.

Fee

Students who plan to attend the contact classes are required to pay a fee of ₹12,000 for the three Groups A, B and C, at the time of enrollment into the Program. If the students wish to join the contact classes subsequently after their enrollment into the program, they are required to pay ₹15,000 for Groups A, B & C.

Registration for contact classes

Students are strongly advised to register for contact classes, when they enroll for the MIFA Program. Alternatively, they may register for contact classes as per the dates indicated below:

For the Contact Classes conducted during	Last Date for Registration
Jul - Sep, 2011	Jun 25, 2011
Oct - Dec, 2011	Sept 26, 2011
Jan - Mar, 2012	Dec 24, 2011
Apr - Jun, 2012	Mar 24, 2012

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The Financial Analyst Training Program

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Cygnus Business Consulting & Research conducts a three month long intensive internship program called the "Financial Analyst Training Program" for the benefit of MIFA students to expose them to the corporate working environment and equip them with research and analysis skills. The training program is carefully structured around individual career goals, keeping in mind the skill-sets currently in demand. The trainees are coordinated and supervised by experienced consultants and analysts.

The main objective of the training program is to provide hands-on experience in the areas of Business Research, Equity Valuation and Investment Banking in a corporate working environment. Participation in this Program will enhance the career and placement prospects of the students.

MIFA students who wish to opt for the internship program are required to approach Cygnus after the completion of the program and pay the required fee separately. Details will be provided in the Student Regulations Book. For more information on it write your query to *internship@cygnusindia.com*

Objectives

The program is designed to achieve the twin objectives of honing up analytical skills as under:

- To impart knowledge about
  - Industry domains
  - Business strategies and their impact on company performance
  - Valuation models and their applicability.
- To impart skills in
  - Searching for information sources Preparing professional reports using charts and the Minto pyramidal principle
  - Business and financial analysis using the E-I-C framework
  - Financial Modeling using Excel
  - Detailed valuation report in the template being used by investment bankers.

Focus Areas

The Financial Analyst Training Program focuses on

- Reinforcing basic concepts in Finance
- Understanding the real life business environment
- Developing awareness of contemporary themes
- Understanding the Economy-Industry-Company (E-I-C) framework and the inter-linkages
- Honing analytical skills
- Using proprietary and subscribed database
- Developing financial models
- Making projections and valuation
- Credit research and project appraisal
- Soft skills (Business Communication, Conflict Management, Time Management, etc.).

Placement

A dedicated placement team works on arranging interviews with prospective employers during the training program. Employers from various fields such as Equity Research, Portfolio Management, Investment Banking, Financial KPOs, Stock Broking Companies, etc, are invited for recruitment. The participants get to attend soft skills training on interviews, group discussions and grooming, and tips on effective resume preparation.

From May 2007 till now,12 batches of Financial Analyst Training Program have been successfully completed and over 500 students have benefitted from this program.

Web Services 24x7

The following web services are available to all the students:

Pre-enrollment services

- Online Prospectus request
- Online Enrollment through Secure Internet Payment Gateway (Credit Card/Net Banking)
- Updates on events like seminars, conferences etc.
- Press Room: Press Releases, Press Coverages
- Online Feedback facility.

Post-enrollment services

- Students Regulations
- Registration Facility (activation of student account) to avail a range of services under secure environment with Enrollment Number and Password. The services include:
  - Online examination registration with downloadable admit card
  - Online examination results with marks details
  - Online admit cards
  - Model question papers with suggested answers
- Online payment for Overseas courier charges, Overseas examination fee etc., through secure internet payment gateway
- Online prescribed forms for change of password, non-receipt of courseware, recounting / comprehensive feedback, general queries, student feedback form, online payments
- Helpline facility
- Important information on contact classes, finance act, examination schedule, test centers, revision of curriculum, etc.
- Access to online edition of magazines and journals from IUP Publications.

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IUT Arbitration Tribunal

All disputes relating to or arising out of the Enrollment Agreement between the applicant and the ICFAI University, Tripura, shall be settled by reference to arbitration only as per the Arbitration and Conciliation Act of 1996. An Arbitration Tribunal consisting of a single member shall conduct the proceedings of arbitration. The University's nominee shall be the *'persona designata'* as an arbitrator. The venue of arbitration shall be Agartala, Tripura, India. The University reserves the authority to prosecute the students for criminal offences including the dishonor of cheques. The University has nominated Dr. A.V. Narasimha Rao, MA, LLM, Ph.D., as the *persona designata*. Students seeking help from the IUT Arbitration Tribunal may contact by e-mail (by quoting the Name and the Enrollment Number) at: iutat@iutripura.edu.in

Student Grievances

As a student if you have any grievances, please let us know immediately so that we can attend to the same as early as possible:

- Phones (Toll free) : 1800-425-2911, 1800-103-0303
- E-mail : sgc@iutripura.edu.in

Always quote your Name and the Enrollment Number.

Frequently Asked Questions & Answers

What is the legal status of ICFAI University Tripura?

The ICFAI University, Tripura is established in 2004 through an Act of State Legislature (Tripura Act 8 of 2004). 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, Tripura recognized by UGC?

Yes, the degrees issued by the ICFAI University, Tripura are recognized by UGC. The University has been approved by the University Grants Commission, under Section 2(f) of the UGC Act, 1956.

Are the programs of ICFAI University, Tripura recognized by DEC?

Yes. The Distance Education Council (DEC) has accorded recognition to the ICFAI University, Tripura for its distance education programs. You may also note that the relevance of DEC recognition is only for seeking jobs in central government.

Are the Programs of the ICFAI University, Tripura 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 ICFAI University, Tripura?

The ICFAI University, Tripura has a campus based at Kamalghat Sadar, Agartala which is a lush green campus spread over 32 acres. It has over 6 lakhs sq. ft. of built-up area with academic blocks, workshops, laboratories, faculty rooms, auditorium, seminar halls, computer labs with latest computing facility, well equipped library, canteen, hostel, sports and recreation facilities. The campus also provides latest teaching aids and is Wi-Fi enabled. The University offers Bachelor, Master, and Doctoral programs in management, finance, science and technology, information technology, education, law and other areas.

What are the unique advantages of pursuing the MIFA Program from the ICFAI University, Tripura?

The unique advantages of the ICFAI University, Tripura-MIFA Program are:

- The courseware provided by the ICFAI University Tripura is comprehensive and of high quality. The curriculum is contemporary and updated periodically.
- Option to undergo Financial Analyst Training Program with Cygnus Business Consulting and Research. This program leads to applying knowledge to work, developing application skills, and gaining practical hands-on work experience.
- The substantive exposure of Indian and international management practices with a strong case-study orientation.
- The MIFA Program is structured in a flexible manner so that working executives can pursue this program without disturbing their careers.
- Examinations are conducted 4 times a year, so that students who are not able to appear for examinations in one quarter can take up the examinations next quarter. Students can take advantage of this facility and successfully complete the program as fast as possible.

- Examinations are also conducted on time and results are declared promptly, saving precious time of the students.

I am not a graduate; but I have completed a Diploma Course in management. Can I enroll for the MIFA Program?

No, since the eligibility for enrolling into the MIFA Program is a Bachelor's Degree (any discipline) with 55% and above aggregate marks. Any Diploma Certificate is not considered as eligibility criteria for enrollment.

Do you provide any E-learning kit along with the study material package for the ICFAI University, Tripura - MIFA Program?

Yes, we provide an E-learning package CDs to all the enrolled students of the ICFAI University, Tripura - MIFA Program. This will help students study in a convenient manner. The learning experience becomes more in-depth, flexible, personalized and above all enjoyable.

How much time in a day / week should I spend to study to complete the program?

If you wish to be a successful MIFA graduate and want to complete the program within the stipulated time-frame of 2 years, you should put in around 2-3 hours a day as study time regularly. Regular study is the key to success in a self study program.

Are there any negative marks in the objective type section of the examinations?

No, there are no negative marks for the objective type section of the examinations.

In what way(s) is the MIFA Program different from the Professional Accounting Programs offered by other Institutes?

At the outset, we must emphasize that the other professional accounting programs offered in India are also of high standard and quality. However, the MIFA Program of ICFAI University, Tripura is structurally different from the accounting programs in many ways:

Particulars	The MIFA Program	Professional Accounting Programs
Key Theme	• Financial Analysis and Investment Management	• Accounting & Control
Focus Areas	• Financial Markets • Analysis & Valuation • Portfolio Management • Mutual and Other Funds • Code of Conduct	• Financial Accounting • Management Accounting • Auditing
Nature of Subjects	• Financial Services • Volatile and dynamic, requiring frequent updation in curriculum and course material	• Taxation & Law • Relatively more stable, not requiring such frequent revisions
Examinations	• Multiple Choice Problems • Applied Theory • Case Studies	• Traditional Format • No focus on Comprehensive Case Studies
Skill Development through Case Studies	• Yes	• No

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Admission Policies and Guidelines to Complete the Application Form

Admission

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

Enrollment

Applications received from the students are checked for the basic eligibility criteria and the eligible students are enrolled into the program under the flexible mode. Students who have secured 55 per cent and above in their graduation are required to submit the photocopies of marksheets for all 3 (or 4) years in support of the eligibility along with the Application Form for Enrollment.

No enrollment of foreign citizens

The admission into the flexible 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 students are, however, permitted to apply again after they subsequently satisfy the eligibility criteria.

Students Regulations book

All students who are enrolled into the program will be provided with the Students Regulations Book which contain the various rules and regulations pertaining to administering the program and the examinations.

Remittance

The applicants are required to pay the fee as indicated in the Fee Schedule on Page No.16. The remittance can be done by way of Demand Draft or Credit Card. Demand Draft should be in favor of "IUCF A/c IUT" payable at Hyderabad. For EMI facility please refer to Fee Schedule (Page No.16).

Please note that there will be no reduction in fee even if a student is eligible to claim subject-wise waivers based on prior qualifications as indicated on Page No.5.

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

a. The 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 Forms are signed.

Subject-wise waivers

Applicants who are eligible for subject-wise waivers based on prior qualifications (as indicated on Page No.5) have to submit proof of those prior qualifications like marksheets, certificates, etc.

Photocopies of certificates

a. Photocopies of certificates regarding date of birth and educational qualifications 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 and Educational Qualifications/Mark Sheets.

c. Fee Remittance Form.

d. Demand Draft/Credit Card Merchant Slip (wherever applicable) towards the payment.

e. Those students availing the EMI facility are requested to enclose the postdated cheques for the required amount along with the Fee Remittance Form.

The completed Application Forms along with the required enclosures can be submitted or sent by speedpost / courier to:

The Admissions Officer,
The ICFAI University, University Campus,
Agartala-Simna Road,
P.O. Kamalghat Sadar,
Agartala - 799210, Tripura (West).

Students 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.

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Online Enrollment through Secure Internet Payment Gateway

Students can enroll into the program by logging on to *www.iutripura.edu.in* 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, Bank of Rajasthan, South Indian Bank, Oriental Bank of Commerce, Bank of India, Federal Bank and Bank of Baroda. 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, 2011 and valid for the Academic year 2011-12 only)

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Year-wise Fee Payment		
Particulars	**With Contact Classes (₹)**	**Without Contact Classes (₹)**
Admission Fee	5,000	5,000
Program Fee - Year I only (Groups A,B & C)	30,000	30,000
Contact Classes - Year I (Groups A, B & C)	12,000	–
Total	**47,000**	**35,000**
Lumpsum Payment	47,000	35,000
EMI Facility		
Initial Payment (by Demand Draft/ Credit Card)	10,000	10,000
Balance amount to be paid through 6 Equated Monthly Instalments [EMIs] (including bank charges) by Postdated Cheques	6,750	4,650

Full Fee Payment		
Particulars	**With Contact Classes (₹)**	**Without Contact Classes (₹)**
Admission Fee	5,000	5,000
Program Fee (All Groups)	55,000	55,000
Contact Classes (Groups A,B & C)	12,000	–
Total	**72,000**	**60,000**
Lumpsum Payment	72,000	60,000
EMI Facility		
Initial Payment (by Demand Draft/ Credit Card)	10,000	10,000
Balance amount to be paid through 10 Equated Monthly Instalments [EMIs] (including bank charges) by Postdated Cheques	7,050	5,700

Note: Exam fee is payable separately as and when the student registers for the examination.

Remittance Information

Students have the option to pay the fee year-wise or pay full fee at the time of enrollment.

1. a. *Year-wise fee payment:* The fee may be paid year-wise. Currently, the Admission Fee is ₹5,000 and the fee for Year I is ₹30,000. Students are required to pay the fee as indicated in the Table above, either in Lumpsum or through EMI facility. The students are required to pay the program fee for Year II later as may be prevalent at that time. Currently, the fee for Year II is ₹30,000.

   b. *Full fee payment:* The fee may also be paid in full. Currently, the Admission Fee is ₹5,000 and the program fee is ₹55,000 (if paid for both the years at the time of enrollment). Students are required to pay the fee as indicated in the Table above, either in Lumpsum or through EMI facility.

   c. The fee can be paid by way of Demand Draft or Credit Card

(VISA or MasterCard only). The Demand Draft should be A/c payee crossed in favor of "IUCF A/c IUT" payable at Hyderabad. Students 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 students under any circumstances. They are also not authorized to swipe their personal credit cards to pay on behalf of the students.

d. Students should not share their credit card information with the employees of the University and should not make any payments by cash. Any students deviating from the above will be doing so at their own risk and responsibility.

2. EMI facility for payment of fee:

   a. EMI facility is offered to all the students 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 “IUCF A/c IUT”. The students can choose either Lumpsum facility or EMI facility as indicated (in the Table on previous page) accordingly.

   b. 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 students 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.

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

   d. Students 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.

   e. Students 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 students 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.

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

   Agra, Ahmedabad, Allahabad, Alwar, Amrawati, Amritsar, Aurangabad, Bareilly, Bengaluru, Bhilwara, Bhopal, Bhubaneswar, Bikaner, Calicut, Chandigarh, Chennai, Coimbatore, Cuttack, Dehradun, Ernakulam, Faridabad, Gandhi Nagar, Ghaziabad, Goa, Gorakhpur, Gurgaon, Guwahati, Gwalior, Hubli, Hyderabad, Indore, Jabalpur, Jaipur, Jalandhar, Jalgaon, Jamnagar, Jamshedpur, Jhansi, Jodhpur, Kanpur, Kochi, Kolhapur, Kolkata, Kollam, Kottayam, Kurnool, Lucknow, Ludhiana, Mangalore, Meerut, Mumbai, Mysore, Nagpur, Nasik, New Delhi, Noida, Palakkad, Patna, Phagwara, Pune, Raipur, Ranchi, Rudrapur, Satara, Shimoga, Siliguri, Surat, Thane, Thrissur, Tirupathi, Trivandrum, Udaipur, Vadodara, Varanasi, Vijayawada, Visakhapatnam.

   If the students send any cheques drawn on banks located in cities other than the specified cities, such cheques will not be accepted. Only MICR and multi-city cheques will be accepted.

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

3. The examination fee is to be paid separately as and when the student is eligible and register for the examinations. The fee is ₹1,000 per group.

4. An amount of ₹10,000 is payable towards membership in the CFA Council and it is mandatory. The membership amount (as applicable) is payable before registering for Group F examinations. The CFA Council membership fee indicated here is the current fee and the students are required to pay the fee applicable at the time when they register for Group F.

5. The students enrolled into the MIFA Program have free online access to *The Analyst* magazine for a period of 24 months, from the date of enrollment.

6. Contact Classes will be held solely at the discretion of the Federation of Universities, subject to a minimum number of students registering for the same. In case it is decided not to hold such classes, the fee paid by the students towards such classes will be refunded. The students will have no claim for refund of any other fee.

7. The payment towards Contact Classes for Groups A, B and C is ₹12,000 if paid at the time of enrollment. These classes are conducted four times a year and they are need-based. If the

students wish to join the Contact Classes subsequently after their enrollment into the program, they are required to pay ₹15,000 for Groups A, B and C.

8. All students registering in the Program are required to pay the stipulated payment as per schedule. Wherever students have arrears of payment, they will not be permitted to write the examinations or their examination result will not be released and their mark sheets, pass certificates will not be issued; further such students will be considered as inactive on the rolls of the University and their names are liable to be removed from the records.

9. The fee is subject to change from time to time. Students will be informed of the payment revisions through e-mails, students regulations, etc. The students are required to pay the fee as may be prevalent in the relevant academic year. The fee indicated in this document is valid for 2011-12 academic year only.

10. Overseas Students:

a) Students who wish to receive the courseware at their overseas address are required to remit US$75 per group towards overseas courier charges.

b) Students who wish to appear for examinations at any overseas test centers are required to contact the Indian Embassy/High Commission/ Consulate Officials and obtain their consent to supervise the examination and mail the same to the Controller of Examinations before submitting the Examination Registration Form. The University will not take any responsibility for obtaining the consent from the above mentioned Officials.

c) No examinations of the University are conducted in USA and Canada.

Application valid up to		Application No. 0411MIFA -

The ICFAI University, Tripura

Directorate of Distance Education

University Campus, Agartala-Simna Road, P.O. Kamalghat Sadar, Agartala - 799210, Tripura (West).

WE

The MIFA Program

Master of Investment and Financial Analysis

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 ICFAI University, Tripura 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

2. ACADEMIC RECORD (See eligibility criteria as indicated on page 4)

Examination Level	Qualification	Board/University/Institute	Medium of Instruction	Marks (%) /Grade	Year of Passing
XII Class					
Bachelor's Degree					
CA/CWA/CS/MBAs (Finance)					
Others					

3. OCCUPATION Please tick (✓) ☐ **Full-time Student** ☐ **Full-time Employee**

If employed: Organization ____________ **Designation** ____________ **Industry** ____________

4. CURRENT EMPLOYMENT DETAILS

Organization ____________ Nature of Business ____________

____________ Date of Joining ____________ Present Designation ____________

Address ____________

____
(City) *(State)* *(Pin)*

____
Telephone (HO) *E-Mail (HO)* *Fax (HO)*

5. SUBJECT-WISE WAIVERS (See page 5) (Please tick (✓) and submit photocopies of relevant certificates to support your request for the waivers)

☐ Financial Accounting ☐ Quantitative Methods ☐ Financial Statement Analysis ☐ Economics ☐ Financial Management

6. DECLARATION: I wish to apply for the MIFA Program under flexible learning mode. I have carefully read the academic and administrative rules and regulations of the ICFAI University, Tripura 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/revised 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. 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. In the event of any dispute, I hereby declare and state that, I will not approach any Court of Law and/or seek redressal under the provisions of the Consumer Protection Act 1986 without first exhausting the remedy from the IUT Arbitration Tribunal. I understand that the Jurisdiction for all disputes (if any) relating to the University is only/exclusively Agartala, Tripura. 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, and 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.

CUT HERE

Fee Remittance Form

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

Directorate of Distance Education

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

1. **APPLICATION NUMBER of the MIFA Program** (Please refer the Application Form for Enrollment into the MIFA Program of the ICFAI University, Tripura)

0	4	1	1	M	I	F	A						

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: __ __ / __ __ / 1 9 __ __
Date *Month* *Year*

Indian Passport No. ____________ 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**

Please tick (✓)

☐ **Year-wise Fee Payment**	☐ **Full Fee Payment**
☐ ₹47,000 (With Contact Classes)	☐ ₹72,000 (With Contact Classes)
☐ ₹35,000 (Without Contact Classes)	☐ ₹60,000 (Without Contact Classes)

(I) LUMPSUM PAYMENT : Amount ₹____________ [Please (✓) tick] ☐ By Demand Draft ☐ By Credit Card *

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

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

* 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.

(II) EMI FACILITY: INITIAL PAYMENT: ₹10,000 [Please (✓) tick] ☐ By Demand Draft ☐ By Credit Card

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

DD Details :	Name of Bank :	DD No.:	Date :	Amount ₹10,000

EMI FACILITY: Please see Page No. 16 for details. (For Initial payment of ₹10,000, please fill item 3(II) given above).

(i) Please tick (✓) the appropriate EMI amount

☐ **Year-wise Fee Payment**	☐ **Full Fee Payment**
☐ ₹6,750 (With Contact Classes)	☐ ₹7,050 (With Contact Classes)
☐ ₹4,650 (Without Contact Classes)	☐ ₹5,700 (Without Contact Classes)

(ii) Six (Year-wise Fee Payment)/Ten (Full Fee Payment) postdated cheques of ₹ ___________ each (A/c payee postdated cheques in favor of "IUCF A/c IUT" 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 (mentioned on Page No.18) 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 /	6.		01 /
2.		01 /	7.		01 /
3.		01 /	8.		01/
4.		01 /	9.		01 /
5.		01 /	10.		01 /

Total amount for which postdated cheques are enclosed : ₹40,500 / ₹27,900 (for Year wise fee payment) / ₹70,500 / ₹57,000 (for Full fee payment).

Signature of the Applicant: ______________________________

(iii) The postdated cheques enclosed are signed by [Please tick (✓)] ☐ Me ☐ Other person (If in case of other person, please fill item no.(iv) given below):

(iv) **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 Agartala, Tripura. 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)* *(E-mail)*

Tel. (Off.) *(City Code) – (Area Code) – Number* (Res.) *(City Code) – (Area Code) – Number* Fax *(City Code) – (Area Code) - Number*

Cell

Date of Birth: Date Month Year 1 9

Place: Date :

Signature of the person signing the cheques as a co-obligant

4. **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/revised 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 Agartala, Tripura. 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, and 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.