

# 2024



INDIAN INSTITUTE  
OF MANAGEMENT  
RANCHI

## IIM RANCHI, INDIA

### FACTSHEET: Student Exchange Programme

#### GENERAL INFORMATION

The Student Exchange Programme (STEP) is currently open for masters students. This fact sheet is for inbound students.

## Academic Information

### Course Choices and Registration

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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 a selection of the courses.

The student has to pre-register for the elective courses of his/her choice from a list of courses updated every year. 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 June or 1st week of July. In case any of the courses chosen by the exchange student is not offered due to less-than-required subscription, the student can choose other courses(s) 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 a change of courses are not entertained.

They can take whatever courses the institute offers to Master of Business Administration (MBA) students.

## List of Suggestive Courses\*

Investment Banking & VC	Marketing Intelligence & Marketing Analytics
Financial Risk Management	Decision Analytics with Business Applications
Financial Statement Analysis and Forensic Accounting	Operations Analytics
Financial Econometrics	Data Science for Businesses
Bank Management	BOP Markets: Perspectives & Solutions
Tax Planning and Administration	Digital Marketing
Game Theory & Strategic Behaviour	Business-to-Business Marketing
Economics of Multisided Business	Judgment and Decision Making
Service operations Management	Marketing Analytics
Decision Analytics with Business Applications	Retail Management
Operations Analytics	Services Marketing
Supply Chain Analytics	Simulations in Strategy
Logistics and Warehousing	Strategic Change and Transformation
Leadership and Organizational Change	Management Consulting
Managing Innovation in the Digital Era	Strategic Tools and Techniques
Social network analysis using R	Current and emerging issues in Strategic Management
Strategy for Analytics	System Thinking and Business Dynamics
Advanced Predictive Analytics using R	

\*Note- The above courses were offered in Term V of the academic year 2022-2023.

**Term Dates:** Term-V (the exchange term): Starting from last week of August or 1st week of September till 1st week of December (including final exams)

**Availability of Course Listings:** End June or early July

**Pedagogy:** Lectures, Case study-based sessions, group work/assignments

## Attendance

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Class attendance is mandatory. A shortfall in attendance may lead to a grade fall. Students must maintain regular and punctual attendance in courses. Instructors have the authority to mandate procedures to monitor attendance, penalize students for non-attendance, and ensure that student behavior is conducive to teaching and learning. Latecomers 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 must spend time on the campus during the term.

All leave of absence, unless and until the absence is warranted by a medical emergency, must be authorized in advance and in writing by the Administrative Officer (AO) - Programme in the prescribed format. Then it should be submitted to the Academic Programme Office (APO).

# Credit System

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All courses offered are either 3-credit or 1.5-credit. 1 credit is equivalent to 10 class contact hours with the addition of 30 hours of preparation and post-class work by the students.

- A 3-credit course is equivalent to 120 hours including 30 class contact hours, and
- A 1.5-credit course is equivalent to 60 hours 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.



The Entrance @IIMR

# Grading System

## Grading System

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

<b>Letter Grade</b>	A+	A	A-	B+	B	B-	C+	C	C-	D	F
<b>Grade Point</b>	10	9	8	7	6	5	4	3	2	1	0

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

**For 3 credit course:** Minimum 4 components of evaluations comprising of mid-term exam (compulsory), end-term exam (compulsory), and at least two from the following components – 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 – Mid-Term Exam, Quizzes, Class Participation, Assignment, Project, Case Analysis, etc.

## Examinations

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The format of the 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 a change of exam date(s).

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

## Transcript of Records

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The hard copy of the transcript will be sent to the International Relations Office of the respective partnering institute by February 15.



The Academic Blocks @IIMR

# Practical Information

## Application Procedure

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### Step 1: 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. Detailed application form will be emailed to the partner institute after receiving nomination of students.

### Step 2: 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 the acceptance of nomination approximately **two weeks after the application deadline (tentatively: 30 April every year)**. A scanned copy of the Letter of Admission will be sent to the student through e-mail and the original will be sent by courier.

### Step 3: Enrollment

Exchange students get enrolled in the Post Graduate level courses.

## Important Dates

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**Expected Arrival Date:** Three days before the start of the term.

**Orientation Dates:** Two days before the start of the term.

## Visa Details

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

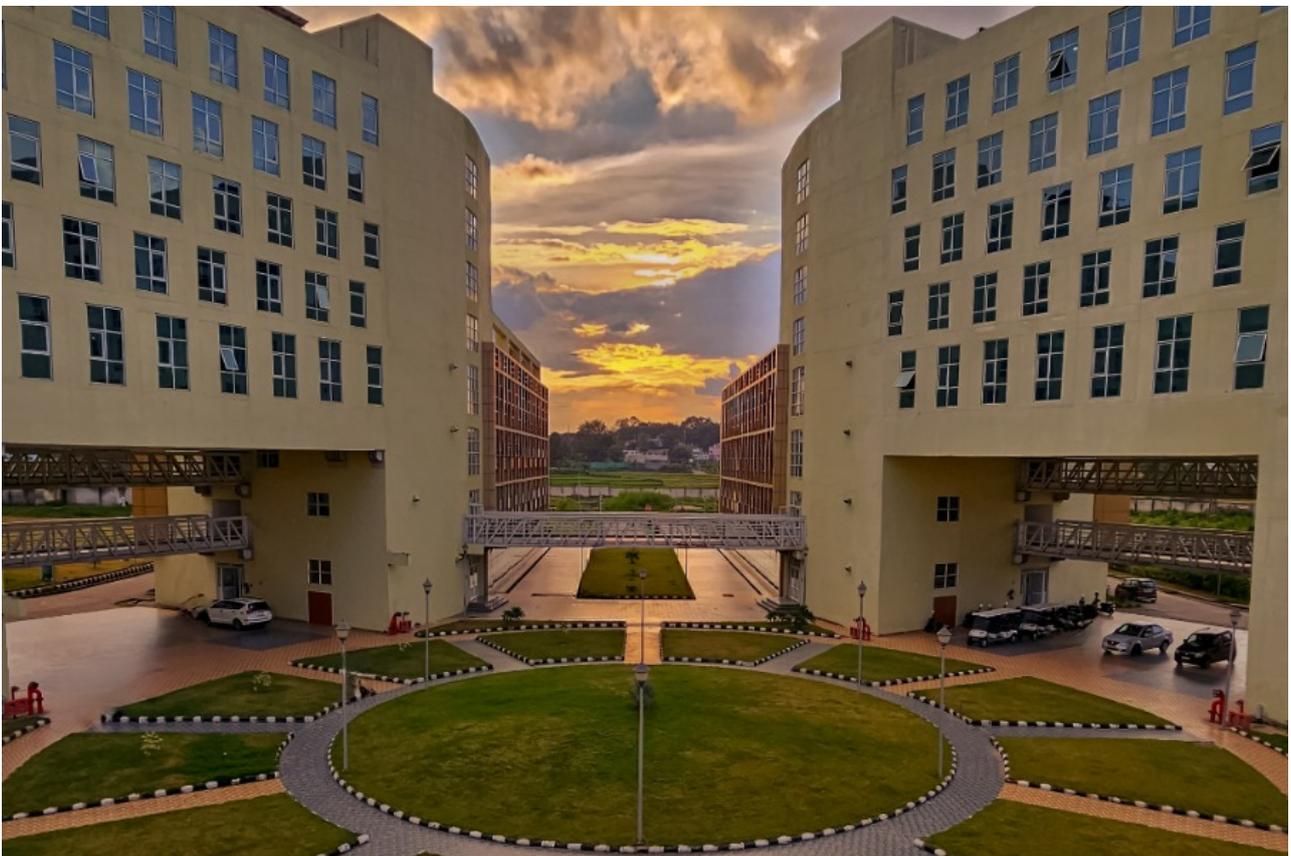
Refer to the link below for more details on Indian Visa regulations and requirements:

<http://indianvisaonline.gov.in/visa/>

## Legal Formalities

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The incoming exchange students must submit a copy of their Passport and Visa to the Foreign Regional Registration Office (FRRO), with a letter giving details of their arrival and departure.



The Soul Bridge and Lawns @IIMR

# Documentation

## Electronic Submission

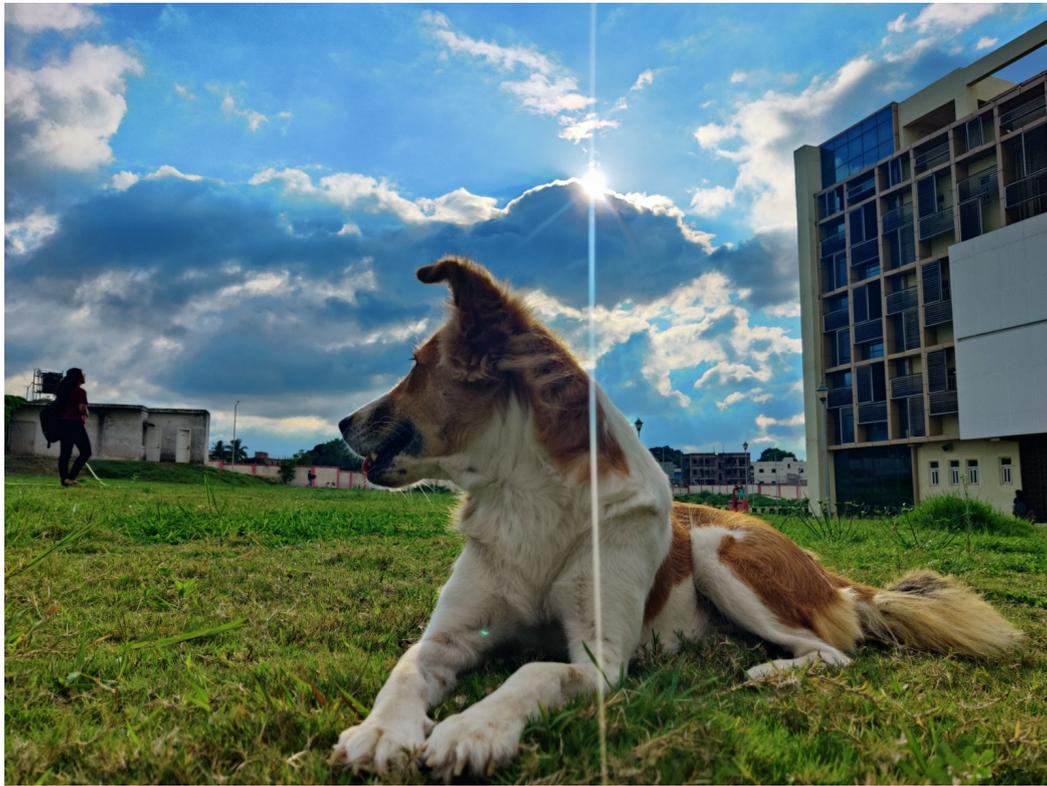
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1. Duly filled-in **IIM Ranchi registration form** received by the candidate by email after his nomination by his/her home institution.
2. Scanned copy of **passport pages** showing date of birth, nationality, and address.
3. **Official transcripts**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

## During Enrollment

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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**
4. Six 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**



The Campus Dog, Jimmy @IIMR

# Fee Structure

## Tuition Fee

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No tuition fee is charged to the students of partner institutions coming on exchange to IIM Ranchi. The Tuition Fee is to be paid at the home institute. A student on exchange has to pay INR 2,000/- towards course materials for each course they subscribe to during the term. Thus, if the student registers for four courses, the total amount would be INR 8,000/-

## Food and Lodging

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It is mandatory for all students to stay on campus. Exchange students are expected to vacate their rooms within 3 days from the last date of their examination.

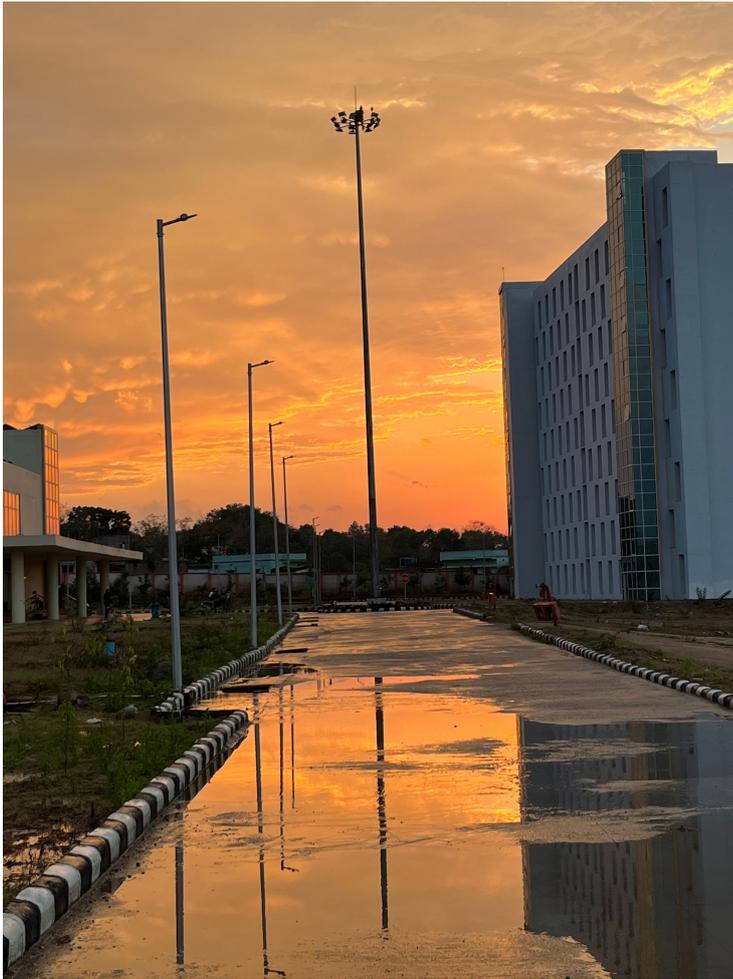
Students pay INR 25,000/- a month towards food and lodging. The amount is pro-rated based on the duration of the student's actual stay in the campus. Students pay the charges for three months ( $3 \times 25,000 = \text{INR } 75,000$ ) in advance by international wire transfer at the time of enrollment. Dues for additional days of stay may be cleared at the time of vacating the room.

## Other Living Costs

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*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).

All payments are to be completed at the time of enrollment, and preferably before the arrival of the student on the campus.



Beautiful Sunsets @IIMR

## Good to Know

### General Code of Conduct

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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 fulfill 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 program.

Students are advised to be appropriately attired in a manner befitting the status and 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 prohibit 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 the Campus

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Whenever exchange students plan to go out of the city during vacations, they need to inform the AO - Programme through email and get his/her approval. After getting the approval, the mail will be forwarded to the Students' Engagement and Development Chair (SEDC), Faculty Coordinator (International Relations), AP Office & International Relations Office.

## Other Useful Information

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**Computer Services:** Each student is given an e-mail account after he/she has been admitted. Computer facilities with wireless internet access are available for students.

**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 a library, IIM Ranchi bus service, gym, etc.

**Transport:** Transport is arranged by the Institute for commuting between the Institute campus to the nearest city center/market 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 "The Learning Resource Centre". The library has a mixed collection of both print and electronic formats, which include books, journals, databases, CDs/DVDs, e-journals, reports, etc. The library timings are 8:00 am-10:30 pm.

**General Profile of Students:** The post-graduate 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.

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

## Student Committees and Clubs

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IIM Ranchi also has various Committees like the Academic Committee, Alumni Committee, Corporate Relations & Placement Committee, Cultural Committee, International Relations Committee, Infrastructure Committee, Media & Digital Communications Committee, Social Impact Committee, and Sports Committee. IIM Ranchi also has various clubs formed by the students. Multiple events are held throughout the year. For details, please visit- <https://iimranchi.ac.in/life-iim-ranchi/#clubs>

## Ranchi City

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The city of Ranchi is located at an altitude of 654 meters 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 ranges 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

1. **Airport:** Birsa Munda International Airport is around 12 km from the Institute. Daily flights connect to domestic destinations like Bengaluru, Chennai, Hyderabad, Kolkata, Mumbai and New Delhi and international destinations like Abu Dhabi, Colombo, Doha, Dubai, and Singapore. Pre-paid taxi service is available at the airport, and it would cost approximately INR 600 to reach the IIM Ranchi campus.
2. **Railway Station:** Ranchi is well connected by rail with different parts of the country, and the campus is about 12 km away from the railway station.
3. Click on the link for directions: <https://maps.app.goo.gl/1L6Ej9UBT8y43DzQ6>

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

### 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

# Contact Us

## International Relations Office (IRO)

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<b>Faculty Coordinator</b>	<b>Prof. Kamran Quddus</b> <i>chair.iep@iimranchi.ac.in</i>
<b>International Relations Office</b>	<i>office.iro@iimranchi.ac.in</i>
<b>Website</b>	<i><a href="https://www.iimranchi.ac.in/">https://www.iimranchi.ac.in/</a></i>
<b>Telephone</b>	+91 0651 2280113
<b>Fax</b>	+91 0651 2280940
<b>Office Address</b>	IIM Ranchi, Prabandhan Nagar, Nayasarai Rd, Ranchi, Jharkhand 835303 INDIA

## Institutional Information

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<b>Director</b>	<b>Prof. Deepak Kumar Srivastava</b> <i>director@iimranchi.ac.in</i>
<b>Chief Administrative Officer (I/c)</b>	<b>Prof. Anand</b> <i>cao@iimranchi.ac.in</i>
<b>Financial Advisor &amp; Chief Accounts Officer</b>	<b>Mr. Narottam Sahoo</b> <i>fa_cao@iimranchi.ac.in</i>
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<b>Chairperson-SEDC</b>	<b>Prof. Manish Kumar</b> <i>manish@iimranchi.ac.in</i>