

## Draft Welcome Letter

Dear Shiva,

### **Sub: ICFAI Business School Hyderabad Welcomes MBA Batch 2023-25**

A warm welcome to ICFAI Business School Hyderabad.

Congratulations on your securing admission to the Two-year Full-Time Residential Program in Master's in Business Administration (MBA) Batch of 2023-25 at ICFAI Business School (IBS) – Hyderabad.

We are delighted to welcome and enroll you to our vibrant community of learners, and hopeful to see you transform into thought leaders. We believe that our world-class faculty, innovative curriculum, and state-of-the-art facilities will provide you with an unparalleled learning experience. We are committed to provide you an education that prepares you to meet the demands of the business world, and we are confident that you will find our program stimulating, rewarding, and fulfilling.

Our state-of-the-art facilities are equipped with cutting-edge technology, and our faculty is well-versed in utilizing digital tools to deliver content in innovative and engaging ways. However, we also understand the value of human interaction and strive to blend technology judiciously with human intervention wherever required. Our goal is to provide you with a learning experience that is both high-tech and high-touch, enabling you to develop the skills and competencies needed to succeed in today's dynamic business landscape.

As you settle in, we encourage you to take advantage of the numerous resources and opportunities available to you on campus. From networking events to career counseling services, we are here to support you at every step. We also expect you to make countless memories while you're on campus. By counting the time in minutes, we encourage you to making the most of it. We expect you to eat healthy, stay peaceful and think better.

Once again, welcome to ICFAI Business School, Hyderabad. We look forward to meeting you, and we wish you all the best as you embark on this exciting journey.

Prof. K S Venugopal Rao  
Director, IBS Hyderabad

### **MBA CLASS OF 2025**

#### **REGISTRATION PROCESS**

Dear Shiva,

This is in continuation of the Enrollment Letter already received by you. The process of registration is as follows:

#### **1. Academic Registration**

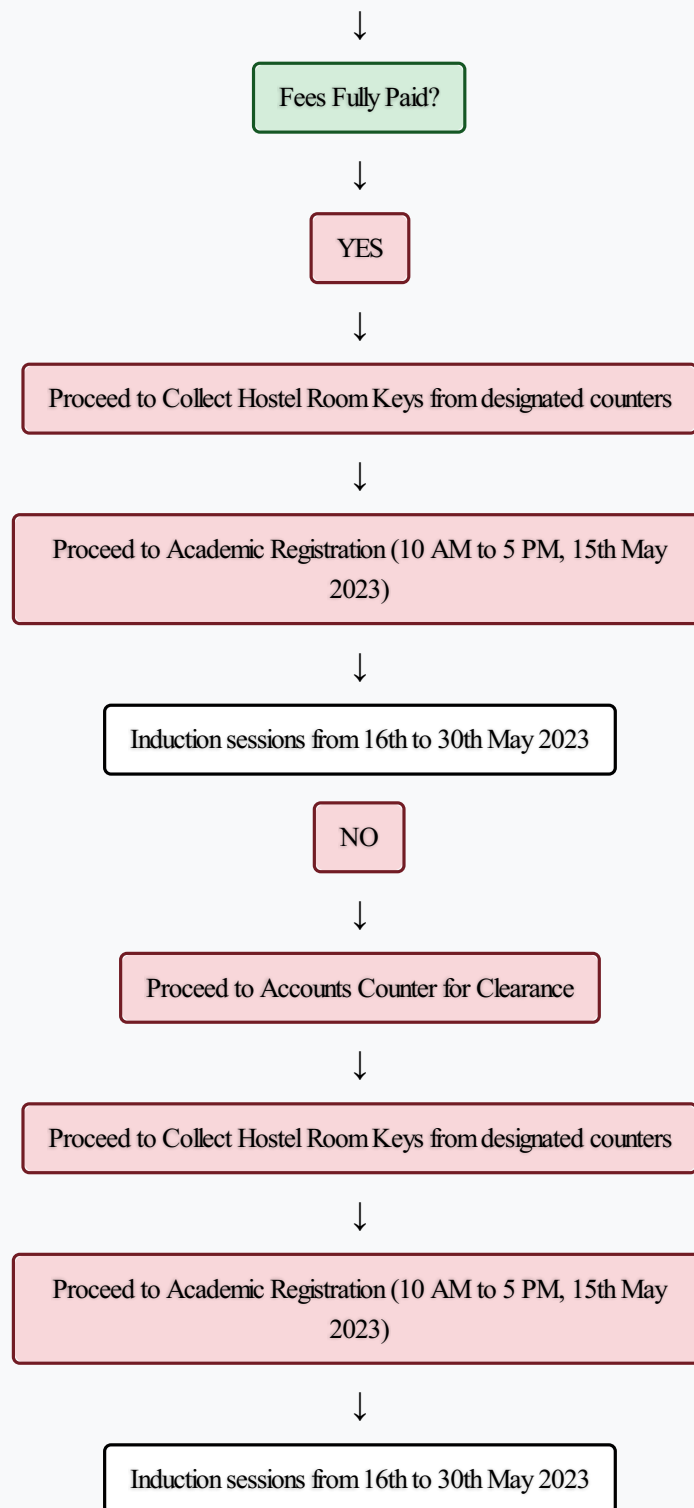
The Academic Registration is scheduled for 15th May, 2023 between 10:00 AM to 5:00 PM in Lecture Theaters (LT) in the following order:

#### **Registration Process Flowchart**

Registration Process



Checking of Fee Payment Status at "Ady I help you" Counter / Main Gate



LT	Enrollment Number Range	LT	Enrollment Number Range
LT-A	23BSPHH01C0001 - 23BSPHH01C0165	LT-F	23BSPHH01C0826 - 23BSPHH01C0990
LT-B	23BSPHH01C0166 - 23BSPHH01C0330	LT-G	23BSPHH01C0991 - 23BSPHH01C1155
LT-C	23BSPHH01C0331 - 23BSPHH01C0495	LT-H	23BSPHH01C1156 - 23BSPHH01C1320
LT-D	23BSPHH01C0496 - 23BSPHH01C0660	LT-I	23BSPHH01C1321 - 23BSPHH01C1485
LT-E	23BSPHH01C0661 - 23BSPHH01C0825	LT-J	23BSPHH01C1486 - 23BSPHH01C1688

*Physical presence of the student is mandatory for the registration process.*

**Academic Registration consists of:**

Verification of Academic credentials:

Biometrics / Thumb Impression of the student.

Students are also required to carry the Original Certificates for verification. The same will be returned upon verification immediately (Please ensure to collect your original documents immediately after verification of your credentials).

**Students are required TO UPLOAD the following documents on the Student Information System (SIS) portal. (Detailed guidelines on SIS access is attached for your reference). Students are required to carry the following duly filled documents for Academic Registration and submit them at the Academic Registration Desk:**

Copy of the Enrollment Letter

Recent Passport Size Photograph (2 Nos.) in formals preferably

Copy of X Certificate

Copy of XII Certificate

Copy of UG/Degree semester-wise mark sheets/consolidated mark sheets with CGPA to percentage calculation sheet – Annexure II along with CGPA to Percentage Calculation sheet as the University Guidelines.

Copy of Transfer Certificate

Duly filled Graduation Percentage Calculation Sheet (students whose results are still awaited, may mention “RA (Results Awaited)” in the respective year-wise column)

Email Acknowledgement copy of Anti-ragging Form / Proof of submitting Anti-ragging Form

Anti-ragging acknowledgement receipt. (Guidelines on filling anti-ragging form is attached)

## **2. Hostel and Mess Registration**

Verification and submission of Hostel-related documents

Allotment of Hostel room & issue of Mess Card.

Students who have paid the 1st semester program fees and hostel fees are allowed to register for hostel accommodation on 14th May 2023 from 9:30 am to 5 pm.

**Students are required TO UPLOAD the following documents on the Student Information System (SIS) portal. Also, students are required to carry the following duly filled documents for Hostel Registration:**

Student Call Letter

Hostel Allotment Form

Health Record (Annex III)

MBA Student Personal Data (Annex IV)

Hostel Rules & Regulations (Annex V)

Undertaking of The Parent/Guardian (Annex-V A)

Undertaking by Parent/Guardian (Annex-V B)

Undertaking by Parent (Annex-V C)

Undertaking by Parent/Guardian (Annex-V D)

Undertaking by Student (Annex-V F)

### **3. Induction Sessions**

The Induction session will be conducted from 16th May to 30th May, 2023. A handbook will be provided on the day of the registration

#### **General Instructions:**

Parents will not be allowed to stay in the Campus. Parents are required to make necessary stay arrangements during their stay in Hyderabad.

Parents will not be allowed entry into the hostel premises during the registration days.

Parents who are willing to stay in a Hotel nearby, may refer the details of Hotels below, which are within the range of 2-5kms from the IBS Hyderabad Campus.

#### **1. S-Grand Inn**

Survey no 196, Subishi's Town Centre, 3rd Floor, Mokila, Shankarpally Mandal, RR Dist, Hyderabad – 501203

Tel: 96529 05140 / 98481 21778 / 99517 09909 / 79894 00696

Email: [info@sgrandinn.com](mailto:info@sgrandinn.com); Website: <http://www.sgrandinn.com/contact.html>

#### **2. Oyo Rooms D'Jade**

Near Khanapur, Shankarpally Road (enroute the campus), 317 PYR Complex, Near ICFAI Campus, Miyakhan Gadda, Shankarpalli Rd., Hyderabad, Telangana-500075

Tel: 0124 620 1614

#### **Dress Code:**

Dressing for Induction sessions, Regular Classes & Academic Premises: Students are advised to dress decently in the Academic Area/ Premises. Boys are advised to wear Trousers with full/half Sleeves Shirts and Girls are advised to wear Trousers & Shirt or Indian Formals.