

**Indian School of Business**  
**Advanced Management Programme**  
**in Business Analytics (AMPBA)**  
**December 2022 Intake**

**Terms & Conditions**

*ISB reserves the right to make changes in the policy/terms & conditions without prior notice.*

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## Section 1- Terms of use || Website

### 1.1 Acceptance of Terms-

Welcome to the website (the "website") of Indian School of Business, . ("Indian School of Business"). On this website, Indian School of Business makes available to you a wide range of information, software, products, downloads, documents, communications, files, text, graphics, publications, content, tools, forums, resources, and services.

### 1.2 Use of Materials Limitations-

All materials contained in the website are the copyrighted property of Indian School of Business (ISB), its subsidiaries, affiliated companies and/or third-party licensors. All trademarks, service marks, and trade names are proprietary to Indian School of Business, or its subsidiaries or affiliated companies and/or third-part licensors.

Unless otherwise specified, the materials and services on this website are for your personal and non-commercial use, and you may not modify, copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell any information, software, products or services obtained from the website without the written permission from Indian School of Business.

Use of Documents and Publications on the Website- Except as expressly prohibited on this website, you are permitted to view, copy, print and distribute publications and documents within this website (such as FAQs, white papers, datasheets, press releases and so on), subject to your agreement that: a) your use of the information is for informational, personal, academic, and non-commercial purposes only, b) you will not modify the documents, publications or graphics, c) you will not copy or distribute graphics separate from their accompanying text and you will not quote materials out of their context, d) you will display the below copyright notice and other proprietary notices on every copy you make, and e) you agree that Indian School of Business may revoke this permission at any time and you shall immediately stop your activities related to this permission upon notice from Indian School of Business. Use for any other purpose is expressly prohibited by law, and may result in severe civil and criminal penalties. Violators will be prosecuted to the maximum extent possible.

The permission above to use documents and publications does not include permission to copy the design elements, look and feel, or layout of this website. Those elements of the website are protected by law, such as trade dress, trademark, unfair competition, and other laws and may not be copied or imitated in whole or in part. No logo, graphic, sound or image from the website may be copied or retransmitted unless expressly permitted by Indian School of Business.

Except as expressly provided otherwise, Indian School of Business does not guarantee the accuracy of the contents contained in this website, and makes no representations about the suitability of the information contained in the documents and publications and related

graphics published on the website for any purpose. Except as expressly provided otherwise, all such documents and related graphics are provided "as is" without warranty of any kind. The users of this site are fully responsible for their actions when using the content of this website. ISB is not liable for damages of any kind of consequences arising out of or in connection with the use, or the inability to use, or the performance of the information, services, contents or materials contained in this website. No persons working with ISB or on this website will be liable for any damages arising out of the use of the content contained in this website. Except as expressly provided otherwise Indian School of Business hereby disclaim all warranties and conditions with regard to this information, including all warranties in no event Indian School of Business shall be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss of use, data or profits, whether in an action of contract, negligence or other tortious action, arising out of or in connection with the use or performance of information available from the website. ISB reserves the right to periodically update, add to, delete or revise the content to this website, without any prior notice. ISB also reserves the right to make changes to the technical aspects of this website without any prior notice. The technical aspects include, but are not limited to, the front-end look and feel, the architecture, the site map, the tools and functionalities, the application and features, and the platform.

### 1.3 Accounts and Security

This site has security measures in place to protect the loss, misuse and alteration of the information under our control. Unfortunately, due to the nature of Internet communications, no data transmission over the internet can be guaranteed to be completely secure. While ISB remains committed to protecting the privacy of the users, we cannot ensure or warrant the security of any information you transmit to us, and you do so at your own risk.

If any of the services on the website requires you to open an account, you must complete the registration process by providing us with true, current, complete and accurate information as prompted by the applicable registration form, and you will maintain and promptly update such information to keep it true, current, complete and accurate. You also will choose a password and a user name.

You are entirely responsible for maintaining the confidentiality of your password and account. Furthermore, you are entirely responsible for any and all activities that occur under your account. You agree to notify Indian School of Business immediately of any unauthorized use of your account or any other breach of security. Indian School of Business will not be liable for any loss that you may incur as a result of someone else using your password or account, either with or without your knowledge. However, you could be held liable for losses incurred by Indian School of Business or another party due to someone else using your account or password. You may not use anyone else's account at any time, without the permission of the account holder. You acknowledge and agree that certain services may provide password-restricted access to customer information such as names and certain terms of your contracts. By using this website and registering for such services, you consent to Indian School of Business's display of such information via the services and accept all risks of unauthorized access to such information. If you provide any information that is false, inaccurate, out of date, or incomplete, or Indian School of Business has reasonable grounds to suspect that such

information is false, inaccurate, not current, or incomplete, Indian School of Business may suspend or terminate your account and refuse any and all current or future use of the services or any portion thereof. You are responsible for all costs and charges, including without limitation, phone charges and telecommunications equipment, that you incur in order to use the services.

#### 1.4 No Unlawful or Prohibited Use

As a condition of your use of the website, you will not use the website for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the Services in any manner that could damage, disable, overburden, or impair any Indian School of Business server, or the network(s) connected to any Indian School of Business server, or interfere with any other party's use and enjoyment of the website. You may not attempt to gain unauthorized access to services, materials, other accounts, computer systems or networks connected to any Indian School of Business server or to the website, through hacking, password mining or any other means. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available through the website.

#### 1.5 Use of Services on the Website

The website may contain e-mail services, bulletin board services, chat areas, news groups, forums, communities, personal web pages, calendars, photo albums and/or other message or communication facilities designed to enable you to communicate with others (each a "Communication Service" and collectively "Communication Services"). You agree to use the Communication Services only to post, send and receive messages and material that are proper and, when applicable, related to the particular Communication Service. By way of example, and not as a limitation, you agree that when using the Communication Services or the website, you will not:

- Use the Communication Services or the website in connection with surveys, contests, pyramid schemes, chain letters, junk email, spamming or any duplicative or unsolicited messages (commercial or otherwise).
- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
- Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, obscene as to minors, child pornography, racist, lewd, lascivious, filthy, excessively violent, harassing, indecent, unlawful, or otherwise objectionable topic, name, material or information.
- Upload, or otherwise make available, files that contain images, photographs, software or other material protected by intellectual property laws, including, by way of example, and not as limitation, copyright or trademark laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consent to do the same.

- Use any material or information, including images or photographs, which are made available through the website in any manner that infringes any copyright, trademark, patent, trade secret, or other proprietary right of any party.
- Upload files that contain viruses, Trojan horses, worms, time bombs, cancelbots, corrupted files, or any other similar software or programs that may damage the operation of another's computer or property of another.
- Advertise or offer to sell or buy any goods or services for any business purpose, unless such Communication Services specifically allows such messages.
- Download any file posted by another user of a Communication Service that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and/or distributed in such manner.
- Falsify or delete any copyright management information, such as author attributions, legal or other proper notices or proprietary designations or labels of the origin or source of software or other material contained in a file that is uploaded.
- Restrict or inhibit any other user from using and enjoying the Communication Services.
- Violate any code of conduct or other guidelines which may be applicable for any particular communication Services.
- Harvest or otherwise collect information about others, including e-mail addresses.
- Violate any applicable laws or regulations.
- Create a false identity for the purpose of misleading others.
- Use, download or otherwise copy, or provide (whether or not for a fee) to a person or entity any directory of users of the Communication Services or other user or usage information or any portion thereof.
- Use any Indian School of Business domain name as a pseudonymous return email address for any communications that you transmit from another location or through another service.
- Transmit unsolicited or bulk communications to any Indian School of Business account holder or to any Indian School of Business.com or affiliated email address (regardless of whether you use the website to transmit any such communication).
- Disrupt the normal flow of dialogue, cause a screen to "scroll" faster than other users of the website are able to type, or otherwise act in a manner that negatively affects other users' ability to engage in real time exchanges.

Indian School of Business has no obligation to monitor the Communication Services. However, Indian School of Business reserves the right to review materials posted to the Communication Services and to remove and/or edit any materials in its sole discretion. Indian School of Business reserves the right to terminate your access to any or all of the Communication Services at any time, without notice, for any reason whatsoever.

ISB may collect other information about its users that is not connected with any specific personal identity, such as data about usage and service operation. Indian School of Business reserves the right at all times to disclose any information as Indian School of Business deems necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, in Indian School of Business's sole discretion. Always use caution when giving out any personally identifiable information about yourself or

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## 1.6 Materials Provided to Indian School of Business or Posted to the Website

Unless otherwise specified, Indian School of Business does not claim ownership of the materials you provide to Indian School of Business (including, without limitation, information, ideas, concepts, techniques, feedback, data, questions, comments and suggestions, or the like) or post, upload, input or submit to the website or its associated services for review by Indian School of Business, the general public, and/or by the members of any public or private community (each a "Submission" and collectively "Submissions"), and such Submissions shall be deemed not to be confidential. However, by posting, uploading, inputting, providing or submitting ("Posting") your Submission you are granting Indian School of Business, its affiliated companies and necessary sublicensees permission to use your Submission in connection with the operation of their businesses (including, without limitation, all Indian School of Business services), including, without limitation, the license rights to: copy, distribute, transmit, publicly display, publicly perform, reproduce, edit, modify, translate and reformat your Submissions; to publish your name in connection with your Submission; develop, manufacture, and market products incorporating such ideas, concepts, or techniques, and the right to sublicense such rights to any supplier of the services and/or materials on the website.

No compensation will be paid with respect to the use of your Submission, as provided herein. Indian School of Business is under no obligation to post or use any Submission you may provide and Indian School of Business may remove any Submission at any time in its sole discretion.

By Posting a Submission you warrant and represent that you own or otherwise control all of the rights to your Submission as described in these Terms of Use including, without limitation, all the rights necessary for you to provide, post, upload, input or submit the Submissions. In addition to the warranty and representation set forth above, by Posting a Submission that contain images, photographs, pictures or that are otherwise graphical in whole or in part ("Images"), you warrant and represent that (a) you are the copyright owner of such Images, or that the copyright owner of such Images has granted you permission to use such Images or any content and/or images contained in such Images consistent with the manner and purpose of your use and as otherwise permitted by these Terms of Use and the website, (b) you have the rights necessary to grant the licenses and sublicenses described in these Terms of Use, and (c) that each person depicted in such Images, if any, has provided consent to the

use of the Images as set forth in these Terms of Use, including, by way of example, and not as a limitation, the distribution, public display and reproduction of such Images. By Posting Images, you are granting (a) to all members of your private community (for each such Images available to members of such private community), and/or (b) to the general public (for each such Images available anywhere on the website, other than a private community), permission to use your Images in connection with the use, as permitted by these Terms of Use, of any of the services or materials on the website (including, by way of example, and not as a limitation, making prints and gift items which include such Images), and including, without limitation, a non-exclusive, world-wide, royalty-free license to: copy, distribute, transmit, publicly display, publicly perform, reproduce, edit, modify, translate and reformat your Images without having your name attached to such Images, and the right to sublicense such rights to any supplier of the services and/or materials on the website. No compensation will be paid with respect to the use of your Images.

You acknowledge that Indian School of Business does not pre-screen Submissions, but that Indian School of Business and its designees have the right (but not the obligation) in their sole discretion to block or restrict access to or the availability of, or to disable, any Submissions that is available via the website. Without limiting the foregoing, Indian School of Business and its designees may disable, restrict access to or the availability of, any Submissions that violates the Terms of Use or is otherwise objectionable. You must evaluate, and bear all risks associated with, the use of any Submissions, including any reliance on the accuracy, completeness, or usefulness of such Submissions.

You understand that all Submissions, whether publicly posted or privately transmitted, are the sole responsibility of the person from whom such Submissions originated. This means that you, and not Indian School of Business, are entirely responsible for all Submissions that you upload, post, provide, input, submit, or otherwise transmit via the website. Indian School of Business does not control the Submissions posted via the website and, as such, does not guarantee the accuracy, integrity or quality of such Submissions. You understand that by using the website, you may be exposed to Submissions from others that are offensive, indecent or objectionable.

### 1.7 Unsolicited Idea Submission Policy

Indian school of business or any of its employees do not accept or consider unsolicited ideas, including ideas for new advertising campaigns, new promotions, new products or technologies, processes, materials, marketing plans or new product names. Please do not send any original creative artwork, samples, demos, or other works. The sole purpose of this policy is to avoid potential misunderstandings or disputes when Indian School of Business's products or marketing strategies might seem similar to ideas submitted to Indian School of Business. So, please do not send your unsolicited ideas to Indian School of Business or anyone at Indian School of Business. If, despite our request, you send us your ideas and materials, you still send them, please understand that Indian School of Business makes no assurances that your ideas and materials will be treated as confidential or proprietary.

## 1.8 Spam E-mail and Postings

You agree that Indian School of Business would be irreparably harmed by the use, by you or others, of the website or facilities in connection with the transmission of spam newsgroup postings or unsolicited e-mail in violation of these Terms of Use, and that Indian School of Business is entitled to obtain injunctive relief against any such transmission (in addition to all other remedies available at law or in equity). Indian School of Business reserves the right to block, filter or delete unsolicited e-mail.

## 1.9 Indemnity

You agree to indemnify, defend and hold Indian School of Business, and its subsidiaries, affiliates, officers, agents, co-branders, partners, and employees, harmless from any claim or demand, including reasonable attorneys' fees, made by any third party due to or arising out of your submissions, your use of the website, including any use by your employees, your connection to the website, your violation of the Terms of Use, or your violation of any rights of another.

## 1. 10 Advertisements and Promotions

Indian School of Business may run advertisements and promotions from third parties on the website. The manner, mode and extent of advertising by Indian School of Business is subject to change. Your correspondence or business dealings with, or participation in promotions of, advertisers other than Indian School of Business found on or through the website, including payment and delivery of related goods or services, and any other terms, conditions, warranties or representations associated with such dealings, are solely between you and such advertiser. Indian School of Business is not responsible or liable for any loss or damage of any kind incurred as the result of any such dealings or as the result of the presence of such non-Indian School of Business advertisers on the website.

# Section 2 || Guidelines & Terms & Condition for Advanced Management Programmes Application Submission

## 2.1 Submission of Application

- On submission of the application, applicants will receive an acknowledgement email with a application submission number. This application submission number must be

quoted for all further correspondence regarding the applicant's candidature to the programme.

- Only shortlisted applicants will be notified for the next round.

## 2.2 Application Checklist

The following documents should be scanned and uploaded in the application portal at the time of application submission:

- Colour photograph
- Government ID proof
- Bachelor Degree or Diploma Certificate
- Masters/Professional Degree/Diploma Certificate (if applicable)
- Marksheets/transcripts and certificates for additional education (if applicable)
- Score card of competitive exams (GER/GMAT/NMAT/CAT) (if applicable)
- Company sponsorship letter only in case of company sponsor. Not applicable for self-employed individuals/business owners)
- Other programme specific documents

## 2.3 Declaration before submission of application:

- Have you ever been suspended, dismissed or put-on academic probation/warning in your school or college?\* (Yes/No)
- Have you ever been convicted of any crime(s) of violence, dishonesty, or any crime against property involving threat of violence? (Yes/No)
- Have you been charged or convicted with any disciplinary crime at workplace? (Yes/No)
- Were you ever charged with a crime(s) of violence, dishonesty or any crimes against property that did not result in a court trail or resulted in dropping of the charge or an out of court settlement? (Yes/No)
- Are you currently involved in a legal proceeding involving crime (s) of violence, dishonesty or any crimes against property that has not yet resulted in a court trail ? (Yes/No)
- Have you ever been charged with Civil or Criminal proceedings or any arrest warranty / summon pending before a court of India or outside India?
- Have you at any time during the period of 5 years immediately preceding the date of this application been convicted by a court in India or outside India for any criminal offence and sentenced to imprisonment for two years or more?

## 2.4 Declaration:

I affirm that the information provided by me in this application is accurate and complete in all respects and I am solely responsible for its accuracy, and I am liable to be penalized if found otherwise. I authorise all persons or entities to provide any relevant information in their possession to the Indian School of Business in considering me for admission or verifying my credentials for admission, and I expressly waive any required notice to me. I understand and agree that any misrepresentation or

omission of facts in my application will justify the denial of admission, the cancellation of admission, or expulsion. This application is my honest statement to the Admissions Committee. I also authorise the ISB or its representative to carry out any kind of verification of academic or employment details given in my application.

## 2.5 Background Verification Process

All the offered candidates will go through ISB's background verification check and admissions may be revoked in case of false information or non-compliance or failure to clear background verification or programme completion certificate may not be shared. The background verification will start within 90 days from the respective programme commencement date. Students are required to provide all necessary documents.

- **BGV of Employment History** – Admissions office to conduct background verification for last five years of the employment of the applicants.
- **BGV of Education Background** – Admissions office to conduct background verification undergraduate and/or an equivalent degree of the applicants.
- Waived off for a company (not self-employed)/government sponsored candidate after approval from the HOD, AMP-AFA or Reporting Dean, AMP-AFA.

## 2.6 Selection & Scholarship-

- Admissions in ISB is subject to adherence to the Schools procedures for registration and enrolment for each programme as defined in the programme brochure, including Academic Regulations, Students Code of Conduct, Policies, and Procedures. Selection or rejection of the candidates to the programme are decided by the respective AMP admission committee and the decision is final and binding.
- Awarding of scholarship (if any) will be based on fulfilment of the required qualification and eligibility determined by the admissions committee. Decision related to the significant scholarship will only be taken by the respective AMP admissions committee which will be to their discretion.

## Section 3 || Residency & Fee Refund

Each of the AMP programme at ISB will be delivered in a hybrid manner where few components of the programme will be delivered online virtual platforms. The timeline of the programme including the residency dates and components covered are mentioned on the each of the programme brochure. Accommodation to AMPBA participants will be provided on a twin-sharing basis during the residency.

### 3.1 Programme Delivery Date-

- While every effort will be made not to change the dates of application and/or class start date, ISB reserves the right to modify the schedule in case of extenuating circumstances.
- ISB reserves the right to conduct a term/residency online if due to any other unprecedented event, and if the local government advisory does not allow on-campus activity.

### 3.2 COVID-19 Precautions-

- a) The Participants agree and acknowledge that ISB may require each participant in an In-Person Component of a Program:
  - i. to self-certify that such participant is either:
    - has been fully vaccinated against COVID-19, meaning that at least two weeks have passed since receiving the final dose of a vaccine approved by World Health Organization (WHO), which currently includes Pfizer/BioNTech, Moderna, Johnson & Johnson/Janssen, AstraZeneca, SII/Covishield, BIBP/Sinopharm, and Sinovac/CoronaVac; or
    - is not fully vaccinated against COVID-19, but – as an exception applies to such candidate due to a medical contraindication or bona fide religious belief (please note that if an exemption is granted, participants may be subject to additional requirements, such as more frequent testing);
  - ii. to present proof of a recent negative “PCR” COVID-19 test performed no more than 48 hours prior to the start of the Program; and
  - iii. to take other steps reasonably designed to stop the spread of SARS-CoV-2, such as masking, social distancing, and self-isolating if il.
  - iv. to comply to the Covid Vaccination Policy of ISB during residency.
- b) ISB reserves the right to disinvite, limit participation from, and/or expel from the Program any Candidate that refuses or is otherwise unable to comply with the foregoing.
- c) ISB shall not be liable for delay or failure to perform in-person classes resulting from epidemics or pandemics etc.
- d) Campus residency classes will be held in person for all candidates. The class timings will be as per Indian Standard Time (IST) and as decided by the Program office of ISB. No Separate timing or classes will be scheduled for International candidates. It will be mandatory to attend the classes as per schedule for all candidates including internationally located candidates for successful completion of the program.

### 3.3 About Payment Terms-

- Selected self-paid candidates shall be notified of the admission offer by the AMP Admissions office. They shall be given a time of 7-15 days to accept the offer of admission by remitting the programme specific admission fee as defined in the payment schedule plus taxes as applicable. Non-remittance of admission fee as per the due dates mentioned in the payment schedule shall be considered as non-acceptance of offer of admission and the same will stand revoked.

- All candidates must pay all fee due as per the amount and due date mentioned in the payment schedule shared along with the offer letter.
- Refund of fees is as per refund policy of school as mentioned in clause 3.5.

### 3.4 About Deferral

- Student can request for deferral prior to the start of the programme to the Dean AMP admissions.
- Students who have requested for deferral are required to pay the admission fee as per the dates decided by the school. Please note that these dates are subject to change and student will be notified accordingly. The term-1 fee can be refunded (if paid before deferral) based on student's request and with the approval from the Dean Admissions. However, if the student does not request for the fee refund over email, no interest shall be given to the students on the deposited amount at the time of joining to the programme in future.
- While the application submitted during admission will continue to be valid for the deferred year. Students will be required to provide any additional information/documents that are asked for within the specified deadlines.
- The programme fee and other expenses are subject to change on as is basis. These fees payable by students would be applicable for the class you will enrol in.
- The admission fee paid by deferral students will become non-refundable. This change in admission fee is to confirm your deferral. The admission fee will be forfeited without further notice in case of failing to join the class in the deferral year.
- Deferral can be approved up to the following one immediate intakes/academic year scheduled to begin in the next one-year time period. Any further extension will require approval from the AMP-Admissions Dean.

### 3.5 Withdrawal from the Programme-

- **Pre-Commencement of the programme-** A candidate can withdraw from the program 30 days prior to the start of the programme by writing to the respective admissions office and subject to AMP Admissions Dean approval. For any refund, refer to clause 3.5.
- **Post-Commencement of the Programme-** A candidate can withdraw from the program anytime post programme commencement by writing to [Registrar\\_Office@isb.edu](mailto:Registrar_Office@isb.edu) with appropriate notice. No certificate will be awarded to students who withdraw from the Programme. For any refund, refer to the

student handbook which will be shared with the enrolled students post commencement of the programme.

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### 3.6 Refund -

- In case a student must withdraw from the program for either academic, personal or administrative reasons, student will receive pro-rated refund for only the future remaining terms to the extent that the student has paid for those terms in advance. No refund will be granted for the terms which have already commenced or have been completed. The School reserves the right to deduct additional amounts which have been paid in advance to vendors for boarding & lodging etc. which cannot be recovered by ISB even though the student has not attended the terms for which these expenses were incurred in advance.

#### 3.6.1 Application Fee:

- This fee, payable at the time of submission of completed application form for the programme, is non-refundable.

#### 3.6.2 Admission Fee:

Admission fee is partially refundable as per the refund policy as below mentioned:

- A sum of Rs. 25,000 out of the admission fee paid shall be forfeited irrespective of when the candidate withdraws. *[This to recover part of the admission cost incurred.]*
- If the candidate withdraws on or before 60 days before the start of the programme, admission fee received less Rs. 25,000 shall be refunded. *[A withdrawal on or before 60 days of start of the programme, allows ISB enough time to make additional offers in the subsequent cycles]*
- If the candidate withdraws on or before 30 days before the start of the programme, admission fee less Rs. 50,000 shall be refunded. *[A withdrawal on or before 30 days of start of the programme, allows ISB some time to make additional offers in the subsequent cycles]*
- No refunds shall be allowed for withdrawal from programme if the withdrawal is communicated less than 30 days prior to the commencement of the programme.

- No refund is applicable in case the student is dismissed or expelled from the programme.
- Admission fee is non-refundable where the student has requested for deferral and the same is approved.

### 3.6.3 Tuition Fees:

- If the student withdraws after the foundation term but 45 days before the commencement of Term 1, 10% of the tuition fees of Instalment 1 (Refer to the fee structure) will be forfeited, and the balance amount shall be refunded.
- If the student withdraws during Term 1 and 2, 100 % of the tuition fees from Instalment 1 proportionately for terms already commenced and 50% of the fees relating to the terms that have not yet commenced shall be forfeited and 100 % of the tuition fees of remaining instalments if already paid shall be refunded.
- If the student withdraws during Term 3 and Term 4, 100 % of the tuition fees paid in Instalment 1 and 100 % fees from instalment 2 for terms already completed or commenced shall be forfeited and 50% fee for terms not yet commenced shall be refunded and 100 % of the tuition fees of remaining instalments if already paid shall be refunded.
- If the student withdraws during term 5 and 6, 100 % of the tuition fees paid in instalments 1 and 2 and 100 % of the fees from instalment 3 for terms already completed or commenced shall be forfeited and 50% fee for terms not yet commenced shall be refunded.
- Fee waiver if any granted to the student stands withdrawn if the student withdraws from the programme / dismissed/expelled from the programme. The student shall be liable to pay the differential (if any) between the full fees payable and the refund due as mentioned above.
- A student who is dismissed/expelled from the programme, for disciplinary reasons or an Honor Code violation shall not be entitled to any refund. There will be no refund of Tuition fees in the case of students sponsored by Corporates / Government Institutions.

### 3.6.4 Security Deposit:

- This deposit, paid by the student at the time of registration to the programme, is refundable to the student at the time of exit (i.e. either on completion of the programme or on withdrawal, dismissal or expulsion) from the programme subject to recoveries, if any (on account of any dues / damages to the school).

### 3.6.5 AMP Alumni Fund:

- This amount is refundable to the student in full in case the student withdraws from the programme or is dismissed or expelled or does not graduate from the programme. This amount paid by the students is non-refundable upon completion of the programme.
- Refund of any tax collected from the student and remitted to the Government will be applicable as per rules under the tax laws prevalent at that point of time.

Refund due to the student in accordance with the above policy shall be made within three weeks of completion of exit formalities by the student. If the student has taken loan from the bank, then the amount refundable shall be remitted to the bank directly except in case where the bank has issued a NOC for payment to the student.

### 3.6.6 Mandatory Qualifier for Term 1:

- Students need to attempt all the courses of the foundation term and with a minimum pass grade in the following two credit courses of the foundation term: (i) Descriptive Statistics using R and (ii) Data Analysis using Python. Only after successful passing of both the mandatory courses of foundation term, the student will proceed to term 1.
- Waivers are not granted for any course irrespective of the student's prior background

Re-attempt for foundation term courses: If any student is unable to pass one/both the credit courses of the foundation term:

- (i) He/she can re-join the immediate next batch to complete the foundation term courses and continue from thereon with the current batch. Students will get only one chance to re-join the immediate next batch

or

- (ii) He/she can withdraw from the programme. The refund policy for withdrawal after foundation-term is mentioned above (refer Admission Fee and Tuition Fee Refund policy)

### 3.7 Tuition Fees & Other Dues

- Students must pay all the Fees and clear dues as per the timelines mentioned in the Fee structure during acceptance of Offer. In the event of non-payment of fees on the due date, Registrar's Office will intimate the student regarding the fee dues. Students should clear the dues to avoid uninterrupted access to LMS and accommodation on campus. Students with Fee dues after the due date will not

be allowed to attend the classes of upcoming terms.

### 3.8 Deferred Admissions

- In case of deferred admission, all rules shall be applicable with respect to the class to which the offer of admission was made to the candidate before grant of deferral.

Admission fee is non-refundable where the student has requested for deferral and the same is approved.”

Note: The orientation day is considered as the start date of the programme for all purpose

## Section 4 || AMP Alumni Policy

### 4.1 Purpose

The school believes that the student graduates of various programmes are the biggest assets of the school. The purpose is to keep a high & differentiated engagement with the AMP alumni.

### 4.2 Scope

This policy applies to all the constituencies of the Indian School of Business especially those which regulate the functioning of those structures which impact the relationship between ISB AMP alumni & their alma mater as represented by the two campuses of the school. The Alumni engagement (AE) team is the lead structure in overseeing the implementation of this policy.

### 4.3 Policy Statement

This policy is based on several principles that underpin the advancement of ISB. The rules & guidelines relevant to the policy aim to ensure that the school meets the best practise standards in the higher education sector.

The Office of Alumni Engagement works towards building mutually beneficial relationships between the ISB and its AMP alumni and ensures that AMP alumni are kept fully informed

about the developments at the School and offer them a wide range of programmes, events and benefits.

ISB engages with AMP alumni in a focussed & purposeful manner aimed at building long term mutually beneficial relationships thus encouraging alumni to act as “ambassadors” for promoting their alma mater. Hence proper mechanisms are put in place as this policy is being adopted on July 2019. This policy replaces any previous versions of policies on this topic that may have been in existence at the school in the past.

#### 4.4 Definition

All students who have successfully completed long duration programmes which do not classify as degree level/PGP level programmes at ISB will be called AMP Alumni. These programmes include all Advanced Management Programmes and Certificate Programmes including those which will be launched in the future, which have at least 260 contact hours.

#### 4.5 AMP Alumni Fee

AMP Alumni will have to pay to ISB an alumni fee of ₹ 15,000 plus taxes, at the time of admission in order to get entitled privileges.

Those who have graduated in the previous years will only be given the AMP alumni status upon payment of this fee. The contribution will be used to create an endowment called the ‘AMP Alumni Endowment’. Of the annual income generated by way of interest on this endowment, 75% will be used for the benefit of the AMP alumni activities like learning events, special interest group activities, networking events etc. and the remaining 25% will be ploughed back to the endowment to keep increasing the endowment.

#### 4.6 Alumni Privilege

The below table highlights the privileges available to the AMP alumni. These can be changed at anytime at the discretion of the Indian Business school.

Sl.	Privileges	AMP Alumni
1.	Class group ID & program group ID	✓
2.	AMP Alumni ID card	✓
3.	Equinox-Annual 5-year reunion event at Mohali	✓
4.	Lifelong learning events - In person & webinars (organised by office of alumni engagement)	✓
5.	Invites to ISB conferences	✓
6.	ISB Connections - AMP Alumni	✓
7.	ISB Insight, Management Briefs, Alma Matters	✓
8.	Auditing courses of AMP/CBA** (subject to course faculty/programme office approval)	✓
9.	Access to LRC	Only on payment of LRC fee
10.	Discounted borrowing facility from LRC#	✓
11.	Special Interest Groups (SIG's) membership	✓
12.	AMP Alumni portal	✓
13.	Discounted programmes at CEE (upto10%) (as per policy)	✓
14.	Entry into campus (only with AMP Alumni ID-card)	✓
15.	Access to office of alumni engagement  Alumni_engagement@isb.edu	✓

\*\* Audit an AMP course & #LRC policy explained in detail below.

#### 4.7 Explanation of Privileges | Audit a course

As a part of the school's lifelong learning services, alumni can audit various elective courses that are offered across both campuses.

- a) The Office of Alumni Engagement will share the relevant details- Course outline, faculty name and number of seats allowed with AMP Alumni and accept applications on first come -first serve basis.

- b) A maximum of 2 seats are allowed per course.
- c) The fee does not include campus stay/travel etc.
- d) The AMP alumni is not authorized to stay in the campus accommodation for this.

Description	AMP Alumni
Audit Fee for full credit course *(including Lunch & High tea)	₹ 5,000*
Audit Fee for Half credit course* (including Lunch & High tea)	₹ 3,000*

#### 4.8 Learning Resource Centre (LRC) Policy for the Alumni

Following are the guidelines for AMP Alumni Members of ISB to use LRC services:

1. AMP Alumni members can use LRC facilities whenever they are at Hyderabad/Mohali for reference. They need to carry their Identity cards whenever they visit LRC.
2. The use of LRC services would be purely for academic and personal use only.
3. The services, under no circumstances would be used for commercial purpose.
4. All the services, would be charged and the charges are as detailed below:

#### **Membership FEE - The following fee will be applicable.**

Description	AMP Alumni
Security Deposit (non-interest bearing & refundable)	₹ 10,000
Annual Membership Fee*	₹ 2,500
Identity Card Fee*	₹ 100

\* GST as applicable.

The security deposit of ₹ 10,000/- is refundable on withdrawal or termination of membership after recovering the dues to ISB if any.

#### 4.9 Borrowing Facility

1. AMP Alumni members can use borrowing facilities as per the following terms & conditions:
  - a) An AMP Alumni can only borrow books after the payment of the amount as mentioned above in table no.3. The amount of INR 10,000 has been arrived at after considering the average price of the books in the LRC. The payment of ₹ 10,000/- can be made

either by cheque or DD or online. Alums would be issued a payment receipt by the finance after they have paid the required deposit.

- b) AMP Alumnus would be allowed to borrow up to 2 books at a time.
  - c) The books must be returned within 3 weeks from the date that they were borrowed.
  - d) A reminder would be sent to the email id (mentioned in the Membership form) a day prior to the due date of the book. Kindly note that this overdue/renewal email notice(s) is/are sent from LRC is just an additional facility provided to you. Please follow up on your own regarding due date and renewal. However, non-receipt any of emails (overdue/renewal) due to various reasons will not be considered/entertained for waiver of fines.
  - e) If alum fails to return any book within 3 weeks, an overdue charge of INR 25/-\* per day per book will be levied
  - f) Books can be couriered to the desired location on request basis on payment of courier charges. Book request can be placed either by online catalogue (OPAC) or by sending an email to [lrc\\_hyd@isb.edu](mailto:lrc_hyd@isb.edu) (Hyderabad) or [lrc\\_moh@isb.edu](mailto:lrc_moh@isb.edu) (Mohali).
  - g) Alumni can access E-Book Central (registration will be done by the LRC on request) only using the ISB email ID. LRC will intimate the alumni with the actual cost of the e-book along with the applicable GST. The requested e-book will be activated on Short Term Loan (STL) basis.
2. LRC will bill each alumnus on a periodic basis for services availed through an invoice raised by ISB
  3. If the outstanding overdue amount is ₹ 5,000/- or more, the LRC will temporarily terminate the alum's right to avail of the LRC facilities. The alum can continue using the facilities after returning the books and paying the overdue amount.
  4. Textbooks/Reference Books/Journals will not be issued; however, photocopies will be arranged for the requested chapters/articles from books/journals as per the Copyright fair use policy. Books which are in high demand will not be issued out.

#### 4.10 Photocopying/Reference Services

1. 2/-\* will be charged per A4 sheet. The charges are applicable only for printing/photocopy of articles from Academic Journals / Magazines or books.
2. However, for any reference query on company profiles, market intelligence and industry trends, data and analyst reports from various sources will be charged ₹ 1,000/-\* per report, plus courier and handling charges, as applicable. \* GST Applicable
3. Alumni may reach LRC for any kind of help. You can write to [lrc\\_hyd@isb.edu](mailto:lrc_hyd@isb.edu) (Hyderabad) or [lrc\\_moh@isb.edu](mailto:lrc_moh@isb.edu) (Mohali), for further assistance.

#### **NOTE:**

The Director - Learning Resource Centre has the right to cancel the LRC membership if any Alumni Member is found to be violating the rules and regulations.

*\*GST as applicable*

#### 4.11 Access to Campus & Usage (Hyderabad & Mohali)

AMP Alumni are issued alumni identity cards by the Office of Alumni Engagement after graduation. They will need to present their ID card to enter the campus. AMP alumni are not authorised to use the recreation centre & the bar (at Hyderabad campus). They may access the Learning Resource Centre etc however a separate LRC card is to be requested for LRC membership.

AMP Alumni may be accompanied by their spouses, and children below the age of 18, subject to informing the main gate on arrival and obtaining a valid visitor's pass. This is required in addition to the ID card carried by the alumnus. Unaccompanied alumni spouses and children may be permitted to visit the campus on their own only when:

- a) They have an appointment with someone on campus. Hence, they would be treated as a visitor to the campus and will have to obtain a visitor's pass, following the proper procedure.
- b) They are coming to pick up an AMP alumnus from campus. They will be allowed entry only after confirmation by an alumnus to the respective operations team & treated as a visitor and will have to collect a visitor's pass, following the proper procedure.

Please note that AMP alumni ID cards cannot be used by anyone other than the alumnus himself/herself. Misuse of the ID card, if detected, will lead to the alumnus's debarment from the alumni status for a period determined by the school. Loss of the card should be reported to the Office of Alumni Engagement at [alumni\\_engagement@isb.edu](mailto:alumni_engagement@isb.edu). ID card is issued only once and in case of loss of card the alumni need to access the virtual ID card through AMP alumni portal.

#### 4.12 Driving & Parking guidelines on campus:

- a) Please note that the Academic Centre Ring Road at the Hyderabad campus is a one-way road.
- b) Riders of two-wheelers and their passengers are required to wear helmets as per State Law
- c) Vehicles are to be parked at the designated parking spaces
- d) Speed limit on campus is 30 kmph.
- e) The ISB does not accept responsibility for damage to or loss of vehicles on its premises, or for damage to or loss of a vehicle's accessories or contents.
- f) All other rules/guidelines as determined by the law stand applicable

#### 4.13 AMP Alumni code of conduct

ISB aims to create a harmonious environment in which individuals affiliated with the school can freely and safely exchange ideas and thoughts and celebrate the school's diversity. To create such an atmosphere, members of the community must respect each other and act responsibly. When alumni visit the ISB campuses, they are expected to abide by a "ISB Students' Residences Code of Conduct" which is followed by students, staff and faculty. Alumni are expected to comply with the following:

1. Tolerate and respect others' ideas, beliefs, thoughts and experiences.
2. Act in a lawful manner. If alumni participate in unlawful activities on campus, the school will report these to the local authorities.
3. Any form of 'harassment' is strictly prohibited. This includes:
  - a) Intentionally subjecting a person to offensive physical contact;
  - b) Unreasonable insults, gestures or abusive words, in the immediate presence, and directed to, another person that may reasonably cause emotional distress or provoke a violent response (including, but not limited to, electronic mail, conventional mail and telephone) except to the extent that such insults, gestures or abusive words are protected expression; or
  - c) Other types of prohibited discrimination, discriminatory harassment and sexual harassment as defined by law.
4. The ISB strictly prohibits the manufacture, distribution, sale, possession or use of any drugs on campus. Alcohol consumption is permitted only in designated areas of the campus. Should you choose to consume alcohol, the ISB expects you to take responsibility for your actions and to respect the rights of others while you are a member of the ISB community. We strictly prohibit any action that puts the physical well-being of other persons and/or the alumnus at risk, or causes damage to ISB property.
5. Arms and ammunition are not allowed on ISB campuses. Violators of this policy will be subject to disciplinary action by the ISB.
6. The campus is a smoke-free zone. Smoking is permitted only in designated smoking areas. Please throw cigarette butts in the dustbins provided at designated smoking areas on campus and help us keep the campus clean. To maintain a comfortable environment for all members of the community, smoking is not permitted inside campus buildings.

#### 4.14 Accommodation:

AMP alumni are not eligible to use (book) the accommodation at ISB on both campuses Hyderabad and Mohali.

#### 4.15 Recreation Centre

AMP alumni are not authorised to use the recreation centre at either of the campuses. They are also not allowed to use the EH bar at the Hyderabad campus.

#### 4.16 Usage of Alumni Email Facility

On graduating from the ISB, all alumni are given login credentials to access their alumni IDs to facilitate interactions and build a stronger alumni network. For alumni to send emails and communicate with each other, the school has made group aliases available. AMP alumni will be able to write to his/her own class only. Kindly ensure that the emailing option is used appropriately and sparingly.

##### 4.16.1 Policy related to the use of Email:

As a user of the email facility provided by the ISB, alumni are required to abide by all national and state laws, including all the provisions of the IT Act of 2000 (Including Amendments to the Act 2006, 2008)

- Respect copyright rules related to intellectual material, music, videos, creatives, etc.
- Do not use, copy, or distribute copyrighted material unless you have a legal right to do so.
- Respect the privacy and personal rights of other individuals on the network.
- Be professional and respectful in your communications with others. The use of this resource to libel, slander or harass any other person is not allowed and will lead to disciplinary action, including the removal of all alumni privileges, and possible legal action by those who are the recipients of such actions.

ISB facilities and services are to be used for activities that are consistent with the School's vision.

#### 4.17 Other Prohibited Activities Include

- Activities that would jeopardise the School's not-for-profit status
- Use of the facilities and services for political purposes, or for personal economic gain

- Use of the facilities and services to make inappropriate comments and racial slurs, including but not limited to sexually suggestive language, and any kind of harassment or discriminatory behaviour that's not congruent with the policies of the School.
- Any alumnus found in violation of the above would be subject to having their alumni privileges revoked.

#### 4.18 Usage of ISB Logo

Every communication, from and about ISB, to the public, affects the image and reputation of the organisation. Advertisements, web pages, business cards and newsletters are the face of ISB, to the world, and represent the School's values, character and strength.

Using the ISB logo indicates an official sanction by the School; thus, AMP alumni are required to have proper authorisation before using it for any collateral or promotional material (for example: for co-branding events in association with the ISB). All such communications/promotions must be evaluated by the School and duly approved.

#### 4.19 Alumni Data

The Office of Alumni Engagement at the ISB is the custodian of AMP alumni information. Although the School seeks opportunities to enhance engagement with its alumni, it also understands the importance of protecting the privacy of alumni information.

#### 4.20 Sharing of Alumni Information

AMP Alumni data will be shared with staff and faculty across all departments at ISB, as governed by this policy, upon understanding the purpose of engagement which will be recorded. It is the responsibility of the staff and faculty to further not share the same with any third party.

#### 4.21 Special Interest Groups (SIG'S)

The School realizes that Special Interest Groups are an integral part to engaging alumni with the School and that they play a vital role in building the institution. Hence, the School may provide such groups details of alumni consistent with the preferences of the alumni as per privacy settings on the alumni portal.

#### 4.22 Information to Third Party

The school does not share alumni information with any third party (outside the department). However, in case of emergency or upon an enquiry by law; the school may decide to share alumni information. The school also may share the data for the sole purpose of customising

an offer for AMP alumni for a school event and the ID is essential to create a login or extend the offer.

#### 4.23 Conclusion

The aim of the policy is to create an ecosystem which is beneficial for both the school & the alumni community. This policy will foster & enhance engagement between both while setting the ground rules for the same and utilization of given privileges. This should be mutually respected the facilities given and privileges extended.