Objective:
The purpose of this SOP is to make more efficient the process of course registration of new and existing students by offering courses with the allocated approved time table on ERP. Also this document will give a brief overlook of MBA Program Office daily activities.

Scope:
The SOP covers the online course registration process and MBA Program Office daily functions.

Procedure:

Course Registration:

Newly Admitted Batch:
The course registration process starts once the candidate becomes IBA student after qualifying all IBA entry requirements. The procedure entails the following:

1. Release of the eligible students list by IBA Testing department and advising them place of interview, group round discussions
2. Release of final list of students with a copy to Program office
3. Issuance of Admission letter to successful candidates with enrollment forms and fee vouchers and other documents (hostel & declaration forms) by the Admission Office
4. Submission of student’s documents and paid fee vouchers to Program Office
5. Submission of enrollment forms with the required attested documents attached to Program Office by the given deadline
6. Program office sends the complete enrollment forms with all required formalities to Enrollment Section for the enrollment number
7. Program Office issues IBA ID Cards to newly admitted students
8. Announcement of Academic Calendar by the Registrar office
9. Allocation of rooms at all teaching locations by the Registrar Office
10. Allocation of courses, number of sections and faculty by the all chairpersons and informing the Program Office the same
11. Issuance of Semester course schedule (through scheduling software, UniTime) by the Program Office
12. The tentative schedule will be shared by the faculty, chairpersons and students. After incorporating the possible feedback, the final schedule will be uploaded on ERP for the online course registration process
13. MIS creates profiles of newly admitted students on ERP. The final list will be provided by the Admissions Office with a copy to Program Office
14. The new batch will be enrolled on ERP in their first semester courses by Program Office
Ongoing students:

1. After the course offerings on ERP by Program Office, MIS announces the course registration schedule to Program Office.
2. The program office sends the active students list and the required course load limit for students to MIS for appointments on ERP.
3. The Program Office informs the complete Online Course Registration & Final Course schedule to all concerned, students, chairpersons & faculty.
4. The ongoing batch of students will do the course registration for their elective and remaining core course (if any) on ERP.
5. The Finance department makes available the fee vouchers printing dates. Students with scholarships, concessions, installments can see their status online on ERP.
6. The MIS department ensures that the adequate computers are available for students online course registrations.
7. Students can contact MIS Helpdesk or Program Office for any issue during the course enrollment phase.
8. Program Office checks after the Enrollment phase if any student is exceeding the allowed course limit. Special approvals may be taken by the student through the Program Office by the Associate Dean`s approval (as per IBA policy in Program announcements).
9. Program Office shares each course enrollment status with the respective chairperson after the Course Registration phase so that students can add drop courses accordingly during the phase.
10. Program office makes changes on ERP as per chairpersons instructions and inform the concerned (students & faculty) accordingly.
11. Program office announces the Add drop schedule to all concerned after confirming from MIS department. The first seven days of the regular semester are usually considered as Add drop period.
12. The continuing students add drop the courses/sections during this phase.
13. In second year, MBA Morning students can choose and take courses either at Main (Morning) or City (Evening) campus.
14. Students submit the paid fee voucher Program office copy to the Program Office.

Add Drop week:

The first seven days of the regular semester are considered as Add drop week. Students attend classes during this period add drop sections/courses accordingly on ERP. Any absence from the classes will be counted towards the total number of absences as per IBA policy; however, the attendance for this week is transferable.

The students are not allowed to add drop courses/sections after Add drop phase except with the Associate Dean Chairperson and instructor consent.
Course Withdrawal:

Full time students are allowed to withdraw from one course in a semester if such withdrawal helps the student in improving his/her performance in the remaining courses. The withdrawal must be sought on prescribed form within one week of the second term examination result. (details in PA 2011-12, PG # 33)
MBA Program Office Daily Activities

- Maintaining student’s personal & academic records (enrollment forms, pictures, Merit scholarships, ERP Logins, ID Cards, Faculty Advisors, fee slips, remedial courses, attested certificates, etc)

  ✔ Program Office takes copies of all relevant documents & paid fee slips from the students at the time of their admission and prepares their personal files for the record and enrollment number.
  ✔ PO communicates ERP logins provided by MIS to the students. Also inform students about their faculty advisors.
  ✔ New students submit ID card application to PO and PO prepares and distribute the cards to students.
  ✔ Before the commencement of regular semester classes, newly admitted students attend remedial courses of English & Mathematics.

- Course Allocation & class schedule in coordination with Chairpersons & Faculty. Course Registrations on ERP (Course Offerings, student enrollments, updating changes, announcements, etc). During peak hours, enrollments will be done jointly. Add/Drop changes

  ✔ Explained in above SOP

- Classes Arrangements (attendance sheets, seating plan, Name Plates, Faculty requirements, etc)

  ✔ Program office generates Attendance sheets of all offered courses from ERP report and delivers them to the relevant faculty for the Add drop week. Attendance Registers, generated by ERP report will be given by PO after add drop phase to the faculty for the entire semester.
  ✔ Seating plan & Name plates are prepared on the request of faculty member by PO.
  ✔ Any special arrangements or material required by the faculty member for conducting the class will be provided by PO with the support from Administration department.

- Visiting Faculty payment memos to Accounts

  ✔ Program office gathers Visiting faculty members confirmation from the HR at the start of the semester. The number of total sessions taught will be sent to Accounts Office on monthly basis for the payment purpose.

- Coordination with faculty & examination department for Grades & Exam schedules (Midterm, First Term, Final, Make-up & Comprehensive)

  ✔ Program Office gathers First Term, Second Term and Final Term exam information from the entire relevant faculty and communicates the same to Examination
department for the preparation of exam schedules.

- Any issues/clashes raised by the students will be communicated and follow up with Examination department for timely resolution.
- PO follows up with the faculty for the pending grades, if any. Also, coordinate with MIS, Examination, Associate Dean Office and relevant faculty member for the resolution of grades if any reported by the students or faculty member.

- **Visiting/Exchange students**

  - Program office coordinates with the Associate Dean office for the student Exchange Program.

- **Letters/Transcript/Degree/Clearance Requests/company visit letters, Vehicle Sticker Verification, etc**

  - Current Students & Alumni submit all kind of Letters/Transcript/Degree/Clearance Requests to Program Office directly. PO coordinates with the relevant department and process the request. All kind of applications are available online on MBA website as well as hard copies in PO.

- **Student queries**

  - PO entertains current & Prospective student’s queries through email, phone calls or walk in.

- **Company Visits & Guest Speaker Sessions**

  - PO makes arrangements (Room reservation, coordination with company, Director Letter, Transport and Security arrangements, IBA Gift, Refreshments, etc) and Plan Company visits & Guest Speaker sessions for MBA students.

- **MBA Projects**

  - PO takes care of MBA Projects records. It also helps students in arranging TORs. Coordinate with client if required. Arrange presentations and reserve rooms on requests.

- **MBA Official Website (Maintaining & Updating)**

  - PO regularly update MBA official website with the latest information (Course & Exam schedules, Upcoming Events, etc)
MBA Program Office (Morning Program)

- **Course outlines presentations**
  - PO arranges all course outlines presentations before the semester starts. The purpose of arranging these presentations is to avoid any repetition in the course contents of same area and for the healthy feedback provided by all faculty for the improvement.

Any Other administrative tasks assigned by the supervisor. (MBA Program Director or Manager)