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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 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 Computer Applications Degree to the students who successfully complete all the groups of the MCA Program, through self-study and examinations subject to the University Regulations.
The MCA Program

The MCA Program offered by the Directorate of Distance Education, the ICFAI University, Tripura is a professional program in Information Technology.

The MCA Program trains students in state-of-the-art technology. The emphasis is on helping students learn the theory and apply it successfully in developing information systems.

Students are trained to design and implement information systems that enhance organizational and financial functions, add value to existing products or customers, provide new products, enhance or add to distribution channels or enhance decision-making.

Eligibility

- Bachelor’s Degree in Computer Science/Applications (English medium) with 45 per cent and above aggregate marks.
- Graduates* any discipline (English medium) with 45 per cent 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 MCA Program.

*Note 1: Graduates with non-computer background (at degree level) are required to pursue and complete the Foundation Course in Computers (FCC) along with Groups A, B & C of the MCA Program.

Note 2: Graduates with non-mathematics background (at 10+2 level) are also required to concurrently pursue and complete the Foundation Course in Mathematics (FCM) along with the Groups A, B & C of the MCA Program.

Note 3: Graduates with non-computer (at degree level) and non-mathematics (at 10+2 level) background are required to concurrently pursue and complete both the Foundation Course in Computers (FCC) and Foundation Course in Mathematics (FCM) along with Groups A, B & C of the MCA Program.

Duration: Three years

The MCA Program is offered at select cities namely; Agra, Ahmedabad, Allahabad, Bareilly, Bengaluru, Bhopal, Gurgaon, Hyderabad, Jaipur, Kanpur, Kochi, Kolhapur, Kolkata, Lucknow, Mumbai, Mysore, Nasik, New Delhi, Noida, Pune, Surat, Trivandrum, Vadodara and Varanasi. The University may revise the list of cities offering the MCA Program.
Validity of enrollment

- **For students who pay fee year-wise:**
  They are required to complete Year I of the MCA 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 all 3 years:**
  They are required to complete all 3 years of the MCA Program within a maximum period of six years from the date of enrollment. Students who are unable to complete the program within six years, but are still keen on continuing in the program, are required to register *de novo* by paying the requisite fee.

**Foundation course in mathematics (FCM)**

For non-mathematics students: Students who do not have mathematics background (at 10+2 level) are required to concurrently pursue the Foundation Course in Mathematics (FCM) from the University along with Groups A, B & C of the MCA Program.

**FCM Program Structure**

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCM - 1</td>
<td>Basic Concepts</td>
</tr>
<tr>
<td>FCM - 2</td>
<td>Basic Algebra</td>
</tr>
<tr>
<td>FCM - 3</td>
<td>Basic Geometry &amp; Trigonometry</td>
</tr>
<tr>
<td>FCM - 4</td>
<td>Equations, Matrices, Calculus and Statistics</td>
</tr>
</tbody>
</table>

Students will not be assessed through examinations for this FCM course. However, they are required to submit the necessary assignments.

**Computer lab practicals (Compulsory)**

Students enrolled into the MCA Program are required to attend the computer lab as a part of practical training. These practicals are compulsory for the six subjects specified in the MCA Program structure (given on Page No.5, marked*). Students are mandatorily required to attend these practicals before appearing for the examinations in these six subjects.

The computer lab practicals facility will be provided at approved colleges / institutions in select cities (mentioned on Page No. 3).

Further details regarding the computer lab practicals will be provided in the Students Regulations Book.

However, following categories of students are exempted from attending computer lab practicals.

**Validity of enrollment**

- **For students who pay fee year-wise:**
  They are required to complete Year I of the MCA 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 all 3 years:**
  They are required to complete all 3 years of the MCA Program within a maximum period of six years from the date of enrollment. Students who are unable to complete the program within six years, but are still keen on continuing in the program, are required to register *de novo* by paying the requisite fee.

**Foundation course in computers (FCC)**

For non-computer students: Students who do not have computers background (at degree level) are required to concurrently pursue the Foundation Course in Computers (FCC) along with Groups A, B & C of the MCA Program.

**FCC Program Structure**

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCC - 1</td>
<td>The Context</td>
</tr>
<tr>
<td>FCC - 2</td>
<td>The Technology</td>
</tr>
<tr>
<td>FCC - 3</td>
<td>The Application</td>
</tr>
<tr>
<td>FCC - 4</td>
<td>The Microsoft Office</td>
</tr>
</tbody>
</table>

Students will not be assessed through examinations for this FCC course. However, they are required to submit the necessary assignments.
Exemption from attending computer lab practicals

The following category of students are exempted from attending Computer Lab Practicals:

- Students who are working with software companies and have undergone a computer training course of minimum six months duration.
- Students who have 6 years of software experience.

**Note:** Necessary supporting documents and certificates should be enclosed for claiming above exemptions.

Such students have to submit three assignments per subject in lieu. Such students will not be entitled for any reduction in fee based on exemption from computer lab practicals.

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**Program structure:** The MCA Program is structured year-wise and divided into eight groups. Each group consists of two subjects (except Group H). The students are required to appear for the examinations in a sequential manner.

### The MCA Program Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Group</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year I</strong></td>
<td>A</td>
<td>• Introduction to Management • Computer System Architecture</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>• Mathematical Foundation for Computer Science • Database Management Systems*</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>• Programming and Problem Solving in C* • System Analysis and Design*</td>
</tr>
<tr>
<td><strong>Year II</strong></td>
<td>D</td>
<td>• Data Structures and Algorithm Analysis* • Object Oriented Programming and Java*</td>
</tr>
<tr>
<td></td>
<td>E</td>
<td>• Client Server Application Development* • Data Communication and Computer Networks</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>• Operating Systems • Management Information Systems</td>
</tr>
<tr>
<td><strong>Year III</strong></td>
<td>G</td>
<td>• Software Engineering • Artificial Intelligence • Project</td>
</tr>
<tr>
<td></td>
<td>H</td>
<td>• Choose any one elective stream from the following:</td>
</tr>
</tbody>
</table>

### Elective Streams

<table>
<thead>
<tr>
<th>Group H</th>
<th>Elective Stream</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Web Application Development</td>
<td>Web Technologies</td>
</tr>
<tr>
<td>(b)</td>
<td>Business Solution</td>
<td>E-Business</td>
</tr>
<tr>
<td>(c)</td>
<td>Inter-Disciplinary</td>
<td>Embedded System</td>
</tr>
</tbody>
</table>

*For these six subjects, Computer Lab Practicals are compulsory.

**Detailed curriculum will be provided to all students through the Students Regulations book. Students can also visit www.iutripura.edu.in for more details.**

**The examination for each subject is for 100 marks and of 3 hours duration.**

*The Program Structure is subject to change, if required.*
Flexible Learning Program
The MCA 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.

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

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

Examinations
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 Information Technology.

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

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

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

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

<table>
<thead>
<tr>
<th>Examinations</th>
<th>Enroll into the program on or before</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2012</td>
<td>July 30, 2011</td>
</tr>
<tr>
<td>April 2012</td>
<td>October 31, 2011</td>
</tr>
<tr>
<td>July 2012</td>
<td>January 31, 2012</td>
</tr>
<tr>
<td>October 2012</td>
<td>April 30, 2012</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Examination Dates</th>
<th>Last Date for Online Registration for Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month, Year</td>
<td>Dates</td>
</tr>
<tr>
<td>January 2012</td>
<td>8,15,22,29</td>
</tr>
<tr>
<td></td>
<td>November 30, 2011</td>
</tr>
<tr>
<td>April 2012</td>
<td>8,15,22,29</td>
</tr>
<tr>
<td></td>
<td>February 29, 2012</td>
</tr>
<tr>
<td>July 2012</td>
<td>8,15,22,29</td>
</tr>
<tr>
<td></td>
<td>May 31, 2012</td>
</tr>
<tr>
<td>October 2012</td>
<td>7,14,21,28</td>
</tr>
<tr>
<td></td>
<td>August 31, 2012</td>
</tr>
</tbody>
</table>

Project under Group G
All students are required to undertake a software project to fulfill the requirement of the course. The object is to make students familiarize with various steps involved in conceptualizing, planning, execution and testing of a real time project.

For this, students are required to identify a qualified Guide with sufficient experience in the
field of computers under whom the project would be undertaken. The student will be required to submit a proposal indicating scope of the project, tools followed and methodology involved in the development of the project in addition to the credentials of the guide. Based on the details submitted in the proposal, the same is either cleared or suggested for modification by the program faculty.

After obtaining the clearance of the proposal, the student is required to complete the project under the guidance of the guide and submit the project report for evaluation.

The University will provide specific details on submission of proposal and project report to students on reaching Group G of the program.

**Passing requirements**

- To pass in a Group, the student must secure an average of 55 per cent marks for two/three Subjects in the Group, subject to a minimum of 45 per cent in each Subject.
- If the student secures 65 per cent or more marks in one of the Subjects of a Group, but is absent or fail 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(s) of a Group, the student must secure a minimum of 45 per cent in the other Subjects in subsequent attempt to pass the Group.

- Wherever a student is granted 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 of MCA Degree**

On successful completion of the MCA Program, the students will be awarded the "Master of Computer Applications" (MCA) Degree by the ICFAI University, Tripura.

**Membership in the Alumni Federation**

All the students who successfully complete the MCA Program are eligible to become the members of Alumni Federation subject to fulfillment of criteria prescribed for such membership.

### Examination Pattern

<table>
<thead>
<tr>
<th>Year</th>
<th>Groups</th>
<th>Question Paper Format</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, II, III</td>
<td>All papers of Group A – H (except Project under Group G)</td>
<td>A,B,C Pattern</td>
<td>The papers in this category contain three sections namely: A, B &amp; C. Each question paper is of 100 marks. All questions are compulsory. Section A - contains multiple choice questions Section B - contains problems and / or caselets Section C - has applied theory questions.</td>
</tr>
</tbody>
</table>
Courseware

The courseware includes textbooks, and 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.

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. Assignments for self evaluation are also supplied as a part of the courseware.

Computer Lab Practicals

Students enrolled into the MCA Program are required to attend the computer lab as a part of practical training. These practicals are compulsory for the six subjects specified in the MCA Program Structure. Students are mandatorily required to attend these practicals before appearing for the examinations in these 6 subjects. However, certain categories of students are exempted from attending computer lab practicals.

Continuous Learning Input

Magazines and journals play a very important role in updating knowledge. Students are provided free access on the web for the IUP Journal of Information Technology as a continuous learning input.
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.
- Online Feedback facility.

**Post-enrollment services**
- Student 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.

**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.

**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
What is the legal status of ICFAI University, Tripura?

The ICFAI University, Tripura was 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.

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 approvals.

Are the Programs recognized by DEC?

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

Where is the campus of ICFAI University, Tripura?

The ICFAI University, Tripura has a campus based at Kamalghat Sadar, Agartala. 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.

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

The following are the advantages:

- The curriculum is contemporary and updated periodically.
- The courseware is comprehensive and of high quality.
- The program is structured in a flexible manner so that working executives can pursue this program while pursuing their careers.
- Examinations are conducted four times a year. Examinations are also conducted on time and results are declared promptly, saving precious time of the students.
I do not have a bachelor’s degree, but have completed a Diploma Course in management. Can I enroll for the MCA Program?

No. The eligibility for enrolling into the MCA Program is a Bachelor’s Degree (any discipline) with 45% and above aggregate marks.

Do you conduct any computer labs for the MCA Program students for hands-on practical experience?

Yes. Computer Lab Practicals are compulsory for the specified six subjects (Please refer the Program Structure on Page 5). The computer lab practicals facility will be provided at in select cities.

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

If you wish to be a successful MCA graduate and want to complete the program within the stipulated time-frame of 3 years, you should put in around 2-3 hours a day as study time regularly and about 4-5 hours on weekends.
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 MCA Program and promise a successful career in Information Technology. 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 45 per cent and above aggregate marks 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.14. 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.14).

Please note that there will be no reduction in fee even if a student is eligible to claim exemptions from computer lab practicals based on qualifications/experience 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 reserve 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 Application 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 Application Forms are signed.

**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.

**Online Enrollment through Secure Internet Payment Gateway**

Students can enroll into the program by logging on to www.iutripura.edu.in for 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.
The MCA Program
(Flexible Learning Program)

<table>
<thead>
<tr>
<th>Year-wise fee payment</th>
<th>Full fee payment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Particulars</strong></td>
<td><strong>Fee (₹)</strong></td>
</tr>
<tr>
<td>Admission Fee</td>
<td>5,000</td>
</tr>
<tr>
<td>Program Fee - Year I</td>
<td>15,000</td>
</tr>
<tr>
<td>(Groups A,B &amp; C)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>20,000</td>
</tr>
<tr>
<td>Lumpsum Payment</td>
<td>20,000</td>
</tr>
<tr>
<td><strong>EMI Facility</strong></td>
<td></td>
</tr>
<tr>
<td>Initial Payment</td>
<td>5,000</td>
</tr>
<tr>
<td>(by Demand Draft/Credit Card)</td>
<td></td>
</tr>
<tr>
<td>Balance amount to be paid through 5 Equated Monthly Instalments [EMIs] (including bank charges) by Postdated Cheques</td>
<td>3,350</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Particulars</strong></th>
<th><strong>Fee (₹)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Fee</td>
<td>5,000</td>
</tr>
<tr>
<td>Program Fee</td>
<td>35,000</td>
</tr>
<tr>
<td>(for all Groups)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>40,000</td>
</tr>
<tr>
<td>Lumpsum Payment</td>
<td>40,000</td>
</tr>
<tr>
<td><strong>EMI Facility</strong></td>
<td></td>
</tr>
<tr>
<td>Initial Payment</td>
<td>5,000</td>
</tr>
<tr>
<td>(by Demand Draft/Credit Card)</td>
<td></td>
</tr>
<tr>
<td>Balance amount to be paid through 12 Equated Monthly Instalments [EMIs] (including bank charges) by Postdated Cheques</td>
<td>3,400</td>
</tr>
</tbody>
</table>

Remittance Information
Students have the option to pay the fee year-wise or pay full fee for all Groups at the time of enrollment.

1. **Year-wise fee payment:**
   The fee is to be paid year-wise. Currently, the Admission Fee is ₹5,000 and the fee for Year I is ₹15,000. 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 and Year III later as may be prevalent at that time. Currently the fee for Year II and Year III is ₹15,000 each.

2. **Full fee payment:**
   The fee is to be paid in full. Currently, the Admission Fee is ₹5,000 and the program fee is ₹35,000 (if paid for all Groups 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 given 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 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 depositing the postdated cheques should ensure that the postdated cheques should not be dishonored under any circumstances and when they are due 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,

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 registers for the examinations. The fee is `1,000 per group.

4. Currently an amount of `1,000 is payable towards membership in Alumni Federation and it is mandatory. The membership amount is payable before registering for Group G examinations.

5. The students enrolled into the MCA Program have free online access to the IUP Journal of Information Technology magazine for a period of 3 years, from the date of enrollment.

6. 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.

7. 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.

8. 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 exams of the University are conducted in USA and Canada.
The ICFAI University, Tripura
Directorate of Distance Education
University Campus, Agartala-Simna Road, P.O. Kamalghat Sadar, Agartala-799210, Tripura (West).

The MCA Program
(Flexible Learning Program)
Application Form for Enrollment

(Read carefully all the pages of this Document including Admission Policies, Guidelines, 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.

2. ACADEMIC RECORD (See Eligibility criteria as indicated on page 3)

<table>
<thead>
<tr>
<th>Examination Level</th>
<th>Qualification</th>
<th>Board/University/Institute</th>
<th>Medium of Instruction</th>
<th>Marks (%) /Grade</th>
<th>Year of Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>XII Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor’s Degree*</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Others</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

* Candidates can please refer the eligibility criteria given on page 3.

3. OCCUPATION

Please tick ( )

☐ Full-time Student ☐ Full-time Employee

If employed: Organization ______________________________

Designation ________________ Industry __________________

4. EXEMPTIONS FROM COURSES

[If Yes, please provide documentary evidence]

a) Foundation Course in Computers (FCC) ☐ Yes ☐ No
   (For those who have computers background at degree level)

b) Foundation Course in Mathematics (FCM) ☐ Yes ☐ No
   (For those who have Mathematics background at 10+2 level)

5. DECLARATION: I wish to apply for the MCA Program on 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 Fee Remittance Form for their records.

The relevant enclosures should be sent along with the required payments.
Fee Remittance Form

To be submitted along with the Application Form for Enrollment into the MCA 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 MCA Program** (Please refer the Application Form for Enrollment into the MCA Program of the ICFAI University, Tripura)

   |   |   |   |   |   |
   | 5 | 1 | 1 | M | C | 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):** ____________________________
   **(City Code)–(Area Code)–Number**

   **Fax:** ____________________________
   **(City Code)–(Area Code)–Number**

   **Mobile:** ____________________________
   **(City Code)–(Area Code)–Number**

   **Date of Birth:**
   **Date** ____________________________
   **Month** ____________________________
   **Year** ____________________________

   **Indian Passport No.** ____________________________
   **Place of Issue:** ____________________________

   *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.*

   **Citizenship**: [ ] Indian  [ ] Foreign

3. **FEE REMITTANCE**

   **Please tick (✓)**

   [ ] Year-wise fee payment
   [ ] Full fee payment

   |   |   |
   | ₹ 20,000 | ₹ 40,000 |

   **(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: ____________________________
   **(Please (✓) tick)**
   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: ₹ 5,000 [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: ____________________________
   **(Please (✓) tick)**
   DD No.: ____________________________
   Date: ____________________________
   Amount ₹ 5,000

   **EMI FACILITY**: Please see Page Nos. 14 for details. (For Initial payment of ₹5,000, please fill item 3(ii) given above).

   **(i)** Please tick (✓) the appropriate EMI amount
   [ ] Year-wise fee payment
   [ ] Full fee payment

   |   |   |
   | ₹ 3,350 | ₹ 3,400 |
(ii) Five (Year-wise fee payment) / Twelve (Full fee payment) postdated cheques of ₹40,800 (for Full fee payment) / ₹16,750 (for Year-wise
deposit) each (A/c payee postdated cheques in favor of “ICFAI 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. 15 & 16) will be accepted. Only MICR and multi-city cheques will be accepted.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Cheque Number</th>
<th>Cheque Date DD / MM / YYYY</th>
<th>Sl. No.</th>
<th>Cheque Number</th>
<th>Cheque Date DD / MM / YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>01 /</td>
<td>7.</td>
<td></td>
<td>01 /</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>01 /</td>
<td>8.</td>
<td></td>
<td>01 /</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>01 /</td>
<td>9.</td>
<td></td>
<td>01 /</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>01 /</td>
<td>10.</td>
<td></td>
<td>01 /</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>01 /</td>
<td>11.</td>
<td></td>
<td>01 /</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td>01 /</td>
<td>12.</td>
<td></td>
<td>01 /</td>
</tr>
</tbody>
</table>

Total amount for which postdated cheques are enclosed: ₹16,750 (for Year-wise fee payment) / ₹40,800 (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 ____________________________

(S/O) (As it appears in Official Records, Underline Surname)

Occupation ______________________________

Mailing Address: ____________________________

(Use capitals) (House Number) (Street)

(City) ________ (State) ________ (Pin) ________ (E-mail) ____________________________

Tel. (Off.) ____________________________ Fax ____________________________

(City Code) – (Area Code) – Number (City Code) – (Area Code) – Number

Cell ____________________________ Date of Birth: ____________________________

(Date) ________ (Month) ________ (Year) ________

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.

Date: ____________________________

Signature of the Applicant: ____________________________