

# Application Material

The ICFAI Foundation for Higher Education, Hyderabad

(Deemed University under Section 3 of UGC Act, 1956)

## Faculty of Law

# The BBA-LL.B (Hons.) Program

Integrated, 5-year, campus-based program

(Approved by Bar Council of India)

## Admission Modalities

The following are the admission modalities for admission into the 5-year BBA-LLB(Hons.) Program offered by Faculty of Law of the ICFAI Foundation for Higher Education (IFHE).

### Eligibility for BBA-LLB (Hons.) Program

Applicants should not be more than 20 years of age as on the last date of the receipt of applications i.e. **June 11, 2014**. However, the changes if any, made to age limitation by the BCI from time to time will be followed.

The applicant should fulfill the minimum age requirement as prescribed by the respective boards through which the applicant has appeared for the qualifying examination.

- Pass in 10+2 or equivalent examination with an aggregate 50% and above (any discipline) in English medium.

However, applicants who have appeared for final year 10+2 examination (including practical examinations) before **July 14, 2014** and awaiting for results are also eligible to apply. The admission of applicants will, however remain provisional until they produce marksheets establishing their eligibility. The last date for submitting the proof of 10+2 marksheet is **August 31, 2014**, failing which the provisional admission will automatically stand cancelled.

- National-level Common Law Admission Test (CLAT)/ State Level Law Entrance Test ranks are also accepted, but they are not mandatory.

Candidates who have not appeared for National Level Common Law Admission Test (CLAT) / State Level Entrance Test are also eligible for admission subject to satisfying the other eligibility criteria.

### ADMISSION CALENDAR

Last Date for Submission of Completed Application Form: **June 11, 2014**

Admission Decision: **June 16, 2014**

Last date for payment of Admission Fee: **July 07, 2014**

Preparatory Classes: **July 14, 2014**

Regular classes for Semester I: **July 21, 2014**

Eligible candidates are required to apply for the program in the enclosed application form.

### Application available on Website

Applicants interested in applying for the BBA-LLB (Hons.) Program can avail any one of the following registration facilities available through the web:

- a. Fill and submit the Application Form available on [www.icfaiuniversity.in/ifhe](http://www.icfaiuniversity.in/ifhe) online, make a payment of ₹ 600 towards registration fee using credit card (Visa/ Master Card/ Citibank Card) / Debit Card / Net Banking through the secure internet payment gateway.
- b. Download the Application Form, complete it, and send it to the Admissions Officer, The ICFAI Group, #65, Nagarjuna Hills, Punjagutta, Hyderabad-500082. Ph: 040-23440966/67/68 along with a Demand Draft for ₹ 600 towards registration fee in favor of "The ICFAI Foundation for Higher Education - Fee Collection A/c" payable at Hyderabad.

Such of the registered applicants will be sent the Prospectus and Application Material for the program.

Last date for receiving the duly filled in Application Form is **June 11, 2014**.

### E-Mail

All applicants are required to indicate their e-mail ID, as all important information relating to admission into the program will be intimated to the applicants by e-mail. Furnishing the e-mail ID is mandatory as it facilitates the applicants to receive information about the admissions quickly. Similarly all applicants are required to send their letters/correspondence by e-mail only to: [ifheadmissions@icfaiuniversity.in](mailto:ifheadmissions@icfaiuniversity.in)

### Submission of Application Form

The applicants are required to complete the Application Form for Admission and submit at the following address as per the last date mentioned in the Admission Calendar.

Admissions Officer  
The ICFAI Group  
# 65, III Floor, Nagarjuna Hills, Punjagutta,  
Hyderabad - 500 082 Tel: 040-23440966/967/968  
E-mail: [ifheadmissions@icfaiuniversity.in](mailto:ifheadmissions@icfaiuniversity.in)

## Selection Process

The selection for admission into the program is based on academic merit and personal interviews. The shortlisted candidates will be called for personal interview. Due weightage will be given to academic distinctions, achievements in sports and extra-curricular and co-curricular activities.

Selection letters will be sent to the applicants selected on **June 16, 2014** and will be given Provisional Admission. The provisional admission is subject to payment of admission fee.

If an applicant is found ineligible even after admission into the program, his/her admission is liable to be cancelled without notice. All admissions will be subject to verification of facts from the original certificates/documents of the students. The decision of the Admissions Committee regarding eligibility of any applicant shall be final.

## Affidavit regarding "No Ragging"

Duly signed affidavit is required to be submitted by every student on the day of registration to the Program as per rules.

# Fee Schedule

## Payment Schedule

Applicants selected for the BBA-LLB (Hons.) Program of IFHE, Hyderabad are required to pay the fee as follows.

## Admission Fee

The Admission Fee of ₹ 20,000 is to be paid by all the selected students of BBA-LLB (Hons.) Program on or before **July 07, 2014**.

## Program Fee for BBA-LLB (Hons.) Program (10 semesters)

The Program fee is ₹ 84,000 per semester.

Students are required to pay the fee at the beginning of each semester, as per the due dates which will be indicated in the Student Handbook. The first semester fee is to be paid on or before **July 07, 2014**.

## Caution Deposit

Students of BBA-LLB (Hons.) Program are required to pay a caution deposit of ₹10,000 payable in equal instalments of ₹ 5,000 each along with the first semester and the second semester fee. This deposit is towards use of library books, computers, labs and other facilities. The caution deposit will be refunded without interest (and after adjusting for dues, if any) to the students on completion of the program.

## Accommodation and Transportation for Students

Limited hostel rooms are available at IFHE. However, Day scholars can avail bus facility from city to campus on Shankarpally road on payment basis.

## Alumni Society Membership Fee

The Alumni Society Membership fee for the BBA-LLB (Hons.) students is ₹ 15,000 payable along with the tenth semester fee.

## Remittance

All payments should be made by way of Demand Draft drawn in favor of "The ICFAI Foundation for Higher Education - Fee Collection A/c", payable at Hyderabad.

## Merit Scholarships

IFHE offers merit scholarships to the students pursuing the BBA-LLB(Hons) program. The scholarships are based on

performance in Class XII (or equivalent) and Semester-wise performance during the BBA-LLB(Hons) Program.

A. Merit Scholarships based on past academic record: Percentage achieved in qualifying examination (10+2 or its equivalent). Scholarship will continue semester after semester only on maintaining the minimum 7.5 GPA in the previous semester. The details are as presented in the following table.

Aggregate Percentage of marks in Class XII or its equivalent	≥ 90	≥80- < 90	≥70- < 80
Amount of Scholarship (₹)	1,50,000	1,00,000	75,000

\* Above scholarship amount would be adjusted equally in 10 installments in each semester fee payable.

B. Merit Scholarships based on Semester-wise Performance: Up to 10% of the students of the batch will be awarded merit scholarships based on the Semester-wise performance (Details presented in the table given below). These scholarships can be claimed in addition to the scholarships based on the past academic record.

Academic Performance (CGPA)	≥ 9.00	≥8.50 - < 9.00	≥8.00 - < 8.50
Scholarship Amount (₹) per Semester	25,000	20,000	15,000

## Bank Loans

Several public and private sector banks provide educational loans to students. Applicants seeking educational loans are required to approach the respective bank branches. The Financial Aid Cell at IFHE helps the candidates to apply for bank loan and also facilitates for the bank loan process wherever required.

## Strict Ban against Canvassing/Recommendations

All admissions are strictly based on merit only. There is no NRI or management quota or any other quota. Hence the students and their parents are strictly advised not to resort to any canvassing, directly or indirectly, to support their applications. Canvassing in any form is strictly prohibited and will be considered as a serious disqualification.



**Application Form**  
**The BBA-LLB (Hons.) Program**

**Application No.**

**IBL 714-**

(Approved by Bar Council of India)

Please submit the completed Application Form to: Admissions Officer, The ICAI Group, #65, Nagarjuna Hills, Punjagutta, Hyderabad-500082. Ph: 040-23440966/967/968, E-mail: ifheadmissions@icfaiuniversity.in, Website: www.icfaiuniversity.in/ifhe

1. **TEST SCORES** [enclose the Score card(s)]

Name of the Entrance Test	Score	Rank	Hall Ticket No.

2. **NAME OF THE CANDIDATE** (Use Capitals only) [As it appears in the School Certificates]

Mr./Ms. <input type="text"/>  <input type="text"/>  <input type="text"/>	Paste a recent color photograph of size 3.5 x 4.5 cms. The photograph must not be larger than this box. Do not sign on the photograph and do not staple
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3. **PERSONAL DETAILS** (Use Capitals only)

Date of Birth <input type="text" value="1"/> <input type="text" value="9"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>D D / M M / Y Y Y Y</small>	Blood Group <input type="text"/>	Mobile <input type="text"/>
E-mail <input type="text"/>		
Parent's Name Mr./Ms. <input type="text"/>		
Tel (Res) <input type="text"/> <small>(STD Code) - Tel. No.</small>	(Mobile) <input type="text"/>	Nationality <input type="text"/>
Mailing Address <input type="text"/>		
<input type="text"/>		
<small>City</small>	<small>State</small>	<small>Pin</small>
Permanent Address <input type="text"/>		
<input type="text"/>		
<small>City</small>	<small>State</small>	<small>Pin</small>

4. **ACADEMIC RECORD: SCHOOL / COLLEGE**

a.	Class	Name of the School/College	City	Board*	Medium of Instruction	Year of Passing	% of Marks
	X						
	XI						
	XII**						

\* Indicate State Board/CBSE/etc. \*\*Students awaiting Class XII / equivalent examination results are required to leave the marks (%) column blank.

b. Name & Address of the School / College (for Class XII or equivalent)

Name & Address of the School / College (for Class XII or equivalent)	<input style="width: 100%; height: 100%;" type="text"/>
	City
	State
	Pin

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**5. LANGUAGE PROFICIENCY**

Please list languages and tick (✓) at the appropriate place. Underline your mother tongue.  
 The medium of instruction is English. All students are expected to have proficiency in speaking and writing good English.

Languages	Writing			Reading			Speaking		
	Good	Fair	Nil	Good	Fair	Nil	Good	Fair	Nil
English									
Other Languages									

**6. AWARDS AND RECOGNITIONS IN ACADEMICS AND SPORTS**

List awards, distinctions, honors and scholarships (academic, extracurricular, community services, etc).

Awards	Year	Basis

**7. WHY DO YOU WANT TO JOIN THE BBA-LLB (HONS.) PROGRAM? Describe briefly / use additional sheets if required**

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**8. FAMILY BACKGROUND**

a. No. of Brothers:  No. of Sisters:   
 Any Family members studied at ICFAI, Hyderabad :  Yes  No  
 if yes, Please give the following information: Name \_\_\_\_\_  
 Year of Passing \_\_\_\_\_, Present Occupation \_\_\_\_\_

b. Parents

Father		Mother	
Name		Name	
Qualifications		Qualifications	
Occupation	<input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> Central Govt. <input type="checkbox"/> State Govt. <input type="checkbox"/> Public Sector <input type="checkbox"/> Private Sector Others (please specify) _____	Occupation	<input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> Central Govt. <input type="checkbox"/> State Govt. <input type="checkbox"/> Public Sector <input type="checkbox"/> Private Sector Others (please specify) _____
Designation		Designation	
Annual Salary/Income		Annual Salary/Income	
Organization & Address	City: _____ Pin: _____ Ph (O): _____ Mobile: _____ Personal E-mail: _____ Company Website: _____	Organization & Address	City: _____ Pin: _____ Ph (O): _____ Mobile: _____ Personal E-mail: _____ Company Website: _____

**9. DECLARATION**

I have carefully read the academic and administrative rules and regulations of the programs as given in the Prospectus and Application Material and agree to abide by the same. I understand that these rules are only indicative 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 Student Handbook / and / or any other communication issued from time to time. I also understand that IFHE, Hyderabad reserves the right to change/modify the rules and regulations from time to time and I agree to abide by the same. I agree to pay the fee as per the schedule of fee payment stipulated. 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 agreed to the rules and regulations of IFHE, Hyderabad including my financial responsibilities.

Place : \_\_\_\_\_  
 Date : \_\_\_\_\_

Signature of the Student (use black ink)

Signature of the Parent (use black ink)

The students are advised to retain a photocopy of the completed Application Form for their records. The relevant enclosures to the application form should be enclosed.