

Admission Information Handout

INTRODUCTION

1.1 This booklet gives information about the Admission Procedure and Admission Test of following full time MBA - Mumbai & PGDM - Bengaluru / PGDM - Hyderabad Programmes for academic year commencing from June 2016.

Sr. No.	Name of the program	No. of Seats
1.	<p>MBA</p> <p>Two year full time programme having concentration in any one of the following area:</p> <ol style="list-style-type: none"> 1. Finance 2. Information Systems 3. Marketing 4. Operations & Decision Sciences 	500
2.	MBA Human Resource	60
3.	MBA Pharmaceutical Management	60
4.	PGDM – Bengaluru Campus	180
5.	PGDM – Hyderabad Campus	90

2. IMPORTANT INSTRUCTIONS

Admission for all the Full Time Programmes mentioned above is through NMIMS Management Aptitude Test (NMAT by GMAC™). For NMAT by GMAC™ - 2016, candidates can apply for more than one Programme and more than one campus.

3. ELIGIBILITY CRITERIA FOR ADMISSION

S.No.	Name of the program	Eligibility Criteria
1	MBA (Mumbai Campus)	<ul style="list-style-type: none"> Bachelor's Degree (10+2+3/4) in any discipline from a recognized University with minimum 50% marks in the aggregate. * Sub clauses 3.1 to 3.8 are also applicable.
2	MBA HR Selection process is separate (Mumbai Campus)	<ul style="list-style-type: none"> Bachelor's Degree (10+2+3/4) in any discipline from a recognized University with minimum 50% marks in the aggregate. * Sub clauses 3.1 to 3.8 are also applicable.
3	MBA Pharmaceutical Management - Selection process is separate (Mumbai Campus)	<ul style="list-style-type: none"> Bachelor's Degree (10+2+3/4) in Pharmacy, Science, Life Sciences, MBBS, BDS, BHMS, BAMS, B.Sc. and M.Sc. in Biotechnology from a recognized University with minimum 50% marks in the aggregate. Post Graduate degree holders in Economics, Psychology and Sociology can also apply. Candidates with B. Tech. or B.E. in Bio-Tech. or Bio-Medical are also eligible to apply. Candidates working in Pharmaceutical Companies for more than two years are preferred. * Sub clauses 3.1 to 3.8 are also applicable.
4	PGDM - Bengaluru campus PGDM - Hyderabad campus	<ul style="list-style-type: none"> Bachelor's Degree (10+2+3/4) in any discipline from a recognized University with minimum 50% marks in the aggregate. * Sub clauses 3.1 to 3.8 are also applicable.

Note 1: As per University Grants Commission (UGC) notification - F. No. UGC/DEB/2013 dated 14.10.2013 – "Degrees / Diplomas / Certificates awarded for programmes conducted by the ODL institutions, recognized by DEC (erstwhile) and UGC, in conformity with UGC Notification on specification of Degrees should be treated as equivalent to the corresponding awards of the Degree / Diploma / Certificate of the traditional Universities / institutions in the country".

Note 2: AIU certificate is mandatory for those candidates who have completed their graduation from overseas Universities.

Note 3: Reservation of seats for the widows / wards of armed forces personnel killed / disabled in action or during peace time and wards of Kashmiri migrants will be applicable provided such candidates successfully meet the specified cut-offs and eligibility criteria of the respective program/s applied for at the time of registration and also qualify the NMAT Test cut off.

3.1 For all the full time programs, candidates who are appearing for the final examination of their Bachelor's degree are eligible to apply. Provisional admission is subject to clearing the final examination of their Bachelor's degree with 50 % aggregate marks and selected candidates must produce all the necessary documents, in original, within the given stipulated time.

3.2 For all the Full Time programs, candidates having two and more years of post-qualification work experience will be preferred.

3.3 The candidate must have appeared for all his subject(s) / examinations before the commencement of the respective program(s) of NMIMS (Deemed to-be-University). The examination of none of the subjects should be held after the commencement of the respective course. Also the candidate should be declared pass in all the above referred subject(s) / examinations by the University from where he/she is graduating from, with minimum passing requirements (minimum 50% marks in the aggregate).

3.4 At the time of admission, candidate has to produce semester-wise / trimester-wise / consolidated mark sheets (only if individual mark sheets are not issued by University / Institute) mark sheets of all years of the college from which he / she is graduated. In case of internet copies of mark sheets, attestation by Principal with official seal is mandatory.

3.5 The candidates, who have passed or, have appeared for graduation examination from a University where Grade Point Average is given, must produce the equivalent percentage for the GPA/CGPA obtained in writing from the University concerned.

3.6 It is sole responsibility of the candidate to ascertain whether they possess the necessary and requisite qualification for the admission at NMIMS, as verification of the documents is done at the time of final admission.

3.7 If at any stage, it is found that a candidate does not satisfy the eligibility criteria or the information furnished by him/ her in the online registration is incorrect, his/her application for the admission to the Programme, even if selected and fees paid, will stand cancelled and fees forfeited. Candidates appearing for NMAT by GMAC™, Case Discussion & Personal Interview will do so at their own risk, eventually, forfeiting their admission for want of meeting the eligibility criteria. In such cases candidate will forfeit all the payments like NMAT by GMAC™ registration charges, Case Discussion - Personal Interview registration charges, Program fee etc.

3.8 NMIMS reserves the right to alter the terms of eligibility without intimation to the applicants.

4. ADMISSION PROCESS

Stage 1 – NMAT by GMAC™ will be conducted as per the Admission Schedule given in clause 5

Stage 2 – Case Discussion (CD) and Personal Interview (PI) only for shortlisted candidates

Stage 3 – Candidates’ academic performance, relevant work experience and other similar inputs.

5. ADMISSION SCHEDULE: NMAT by GMAC™ 2016

5.1 The schedule & registration charges for NMAT by GMAC™ are as under:

Event	Start	End	Registration charges (Non-Refundable)
Registration	Thursday, 2 nd July, 2015	Monday, 19 th October 2015	Rs.1100/- for normal registration for either MBA Full Time - Mumbai Campus or PGDM - Bengaluru / PGDM - Hyderabad.
			Rs. 1500/- for both MBA Full Time - Mumbai Campus and PGDM - Bengaluru / PGDM - Hyderabad.
Scheduling	Friday, 3 rd July, 2015	Thursday, 22 nd October, 2015	NIL
Rescheduling	Friday, 3 rd July, 2015	Wednesday, 16 th December, 2015	As per NMAT.org.in website
Test Delivery	Tuesday, 6 th October, 2015	Saturday, 19 th December, 2015	NIL

Reapplication Scheduling	Tuesday, 6 th October, 2015	Friday, 18 th December, 2015	<p>Rs.1100/- for either MBA Full Time - Mumbai Campus or PGDM - Bengaluru / PGDM - Hyderabad.</p> <p>Rs. 1500/- for both MBA Full Time - Mumbai Campus and PGDM - Bengaluru / PGDM - Hyderabad.</p>
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GMAC will carry out the online registration & will conduct NMAT by GMAC™ on behalf of NMIMS. Please visit www.nmims.edu website for registration. For appearing for NMAT by GMAC™, online application (both at NMIMS and NMAT.org.in website) has to be duly submitted & payment of registration charges need to be made in any of the prescribed mode within stipulated time.

At the time of application the programmes selected by the candidate at NMIMS (Deemed to-be-University) website will only be considered even if the candidate upgrades his preferences later on at NMAT website.

The candidate has to register and complete the application / registration / fees payment process at both the websites - NMIMS (Deemed to-be-University) and NMAT website to be considered for further selection process.

In case of reapplication, the candidate will have to complete the program selection process again by using the same ID/password used at the time of registration. The last preferences selected by the candidate will be taken as his final preferences for further selection process.

- Candidates can apply for more than one Programme / Campus as per his / her eligibility by giving preferences. i.e.
 1. MBA
 2. MBA, & PGDM - Bengaluru and/or PGDM - Hyderabad
 3. PGDM - Bengaluru and/or PGDM – Hyderabad
- The preferences once given cannot be changed later on. Candidates are advised to check the information entered in the online registration application form very carefully while registering and again before submitting the application as they will not be allowed to make any changes after submitting the application.

Note: There will be three radio buttons for registration i.e. MBA, Both (MBA & PGDM - Bengaluru / PGDM - Hyderabad) & PGDM - Bengaluru / PGDM - Hyderabad. A candidate who wishes to apply for more than one programme has to select MBA & PGDM - Bengaluru / PGDM - Hyderabad and has to pay registration charges as per the above table. Candidates are required to fill only one application form even if they are applying for multiple programs / campuses.

The mode of payment will be as under:

1. Credit card 2. Debit Card 3. Net Banking

5.2 The NMAT by GMAC™ -2016 will be conducted at the following centers (Cities)

TEST CENTRES:	
North	Chandigarh, Delhi, Jaipur, Lucknow
West	Ahmedabad, Mumbai, Nagpur
South	Bengaluru, Chennai, Kochi, Hyderabad
Central	Bhillai, Bhopal, Indore
East	Bhubaneswar, Guwahati, Kolkata, Patna

The candidate will be able to select the venue (School / College) at the location of their choice while scheduling their NMAT by GMAC™ test. Candidates will receive confirmation letter providing them with all the information pertaining to their appointment. Candidates will be able to print their admit card from the specific website after registration.

It is mandatory for the candidates to carry their Admit Card at the time of NMAT by GMAC™ and get it signed by the Test Centre Administrator. The signed admit card shall be required to be presented during CD and PI, if shortlisted. Everytime the candidate appears for the test this is mandatory.

Note: The University reserves the right to cancel any venue of examination for any reason and the applicant will have to take the test at any of the other venues available. The Institute's decision in this regard will be final.

5.3 It is the sole responsibility of the candidate to check whether he/she is eligible for the respective Program as per the eligibility criteria stated above.

5.4 Candidates will be short-listed on the basis of the combination of their rank in NMAT by GMAC™ and preferences.

6. TEST STRUCTURE

6.1 NMAT by GMAC™ would be an objective type multiple-choice test. (There will be no descriptive type questions).

6.2 The NMAT by GMAC™ will comprise the following:

Sr. No	Section	No. of Questions	Time in Minutes
1	Language Skills	32	22
2	Quantitative Skills	48	60
3	Logical Reasoning	40	38
	Total	120	120

The candidate should note that it is important for them to perform well relative to other candidates in each of the 3 sections of the test as the score of each section and the overall score will be used to shortlist the candidate for the second stage of the selection process as well as in the final ranking. **Please note that there will be no negative marking.**

Also, please note that if the candidate is not satisfied by his / her NMAT by GMAC™ score in the first attempt he / she may appear for the test by going through the full process as a fresh NMAT by GMAC™ test by visiting NMAT.org.in and NMIMS (Deemed to-be-University) website both mandatorily & logging in with the allotted username and password. In case of candidates taking more than one attempt the score, which is the total score & its respective sectional score, **which makes the candidate eligible as per the cut offs declared by NMIMS, will be considered for short listing** for subsequent process. (Cut off means sectional as well as total score). The scores of all the attempts taken by the candidate will be declared on NMAT.org.in and NMIMS (Deemed to-be-University) website.

7. GUIDELINES FOR PHYSICALLY CHALLENGED CANDIDATES

Physically Challenged will include following (as per Person with Disability Act of India)

1. Visually Challenged	2. Leprosy-cured
3. Hearing impairment	4. Loco motor disability
5. Cerebral palsy	6. Learning Disability / Dyslexia

Candidates who wish to request for assistance must fill in the details in the online application while registering. The candidate must then scan their Disability Certificate and email it together with their NMAT by GMAC™ ID and name, to NMATsupport@gmac.com, at the time of online registration. Any request and/or certificate received after the closure of Registration Application will not be accepted and the candidate will have to appear for the test without any assistance in spite of their special status.

Each application will be reviewed on a case-to-case basis and appropriate assistance will be made available at the test centre. The candidate requiring assistance should not schedule themselves directly and instead should contact nmatbygmacsupport@pearson.com for scheduling their exam.

8. SELECTION PROCESS: Case Discussion (CD) & Personal Interview (PI)

Note: Case Discussion & Personal Interview of shortlisted candidates will be conducted in Mumbai & Bangalore (if required). For CD/ PI the candidates have to carry their NMAT by GMAC™ admit card.

8.1 The result for NMAT by GMAC™-2016 will be declared on the website as per the important dates available on the website. Shortlisted candidate is required to download the call letter from our website www.nmims.edu

The shortlisted candidate also needs to bring his/ her NMAT by GMAC™ Call letter for CD/PI process.

Note: The candidate has to present the same photo ID that he/she has uploaded at the time of online registration during the CD / PI process (if shortlisted).

No separate call letter will be mailed.

8.2 The final merit list will be prepared on the basis of the application data in terms of academic marks obtained, work experience, marks obtained in NMAT by GMAC™ and Case Discussion - Personal Interview.

8.3 The selection criteria will be based on merit only. Decision regarding cut-off of the merit list will solely lie with NMIMS. Those candidates who have applied for more than one Programme / Campus in their application forms, their selection will be based on the merit score and preferences obtained by them as well as on the availability of the seats

in the respective Programme.

In this regard, the decision of the NMIMS shall be final and undisputable and shall be binding on all concerned.

8.4 Canvassing, in any form for admission will disqualify the candidate.

8.5 All matters of dispute will be subject to the legal jurisdiction of Mumbai only.

8.6 Candidates are advised to visit the NMIMS website www.nmims.edu to know the details of various steps of selection process. All communication to the candidates will be through NMIMS website only.

Please note that No separate communication will be sent in this regard.

9. FEES

Fees for academic year 2015 – 2016 for MBA Program were 7,50,000/- (For information only). The Fees for academic year 2016-2017 will be informed during CD/PI.

10. IMPORTANT DATES

Sr. No.	Activity	Important Dates
1	Registration Start Date	Thursday, 2 nd July, 2015
2	Registration End Date	Monday, 19 th October, 2015
3	Scheduling Start Date	Friday, 3 rd July, 2015
4	Scheduling End Date	Thursday, 22 nd October, 2015
5	Re- scheduling Start Date	Friday, 3 rd July, 2015
6	Re-scheduling End Date	Wednesday, 16 th December, 2015
7	Exam Delivery Start Date	Tuesday, 6 th October, 2015
8	Exam Delivery End Date	Saturday, 19 th December, 2015
9	Re-application Scheduling Start Date	Tuesday, 6 th October, 2015
10	Re-application Scheduling End Date	Friday, 18 th December, 2015

11	Announcement of results	Monday, 18 th January 2016
12	Registration for CD/ PI	19 th January, 2016 to 29 th January, 2016
13	Conduct of CD/ PI	4 th February, 2016 to 18 th February, 2016
14	First Merit List	Monday 29 th February, 2016

- NMIMS reserves the right to make any change in the above mentioned dates and candidates are advised to visit the NMIMS website periodically to note changes, if any.

Course Commencement & Closure of admission: Monday, 6th June 2016.

11. Documents to be presented at the time of admission

- 10th Marksheet & Passing Certificate
- 12th Marksheet & Passing Certificate
- Degree Marksheet (for 1,2,3,4,... years), separately for each semester/ trimester. Only if separate mark sheets are not issued by the University / Institute, consolidated mark sheets will be accepted. For details regarding the same please refer clause 3.4
- Degree Certificate
- Provisional Degree certificate/ Passing Certificate
- Post Graduate Degree Marksheet, wherever applicable
- Post Graduate Degree Certificate, wherever applicable
- AIU Certificate (University Equivalence) is mandatory for those candidates who have completed their graduation from Overseas Universities.
- Migration Certificate
- Eligibility Certificate (If required)
- Work Experience Certificate
- Medical Fitness Certificate (In Original signed by Registered Medical Practitioner)
- Mediclaim Policy

At the time of admissions no original/s documents are to be submitted. The original/s documents are to be submitted within one week from the date of commencement of the program.

12. REFUND OF FEES IN CASE OF WITHDRAWAL / CANCELLATION OF ADMISSION

- Withdrawal of admission means voluntary withdrawal by candidate for any reason.
The candidate should submit a written request for withdrawal / cancellation of admission to Deputy Registrar (Admissions) along with original fee receipt, which is a MUST during 10.00 am to 5.00 pm.

REFUND RULES

The Schedule of refund of fees will be as follows:

1	Till the date of commencement of the programme (6 th June 2016)	Rs. 1000/- will be deducted as administrative charges
2	Cancellation after closure of admission (7 th June 2016 onwards)	Cancellation made after the official closing of admission, No Fees will be refunded

Contact Us

For Technical Queries:

Please Call us at 09213027791 / 09213027792 – Monday to Friday (except public holidays – 9.00 am to 6.00 pm IST)

Email Support: nmatsupport@gmac.com

For test scheduling and rescheduling queries:

Phone Support: 0120 4397855 – Monday to Saturday (8:00 AM to 6:00 PM IST)
(Except public holidays)

Email Support: nmatbygmacsupport@pearson.com

For General / Program Queries:

Please call us at 91-22-42355621 / 42355622

Email Support: enquiry@nmims.edu

SVKM's

Narsee Monjee Institute Of Management Studies

(Declared as Deemed-to-be-University under Section 3 of the UGC Act, 1956)

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