



INFORMATION BROCHURE

For admission to

MASTER OF BUSINESS ADMINISTRATION (MBA)

(Academic Session 2018-2019)

मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

(An Autonomous Institute of National Importance fully funded by
Ministry of Human Resource Development, Govt. of India)

JAWAHAR LAL NEHRU MARG, MALAVIYA NAGAR, JAIPUR- 302017 (RAJASTHAN)

<http://www.mnit.ac.in>



Contents

	page
Our Inspiration	1
1.0 About MNIT Jaipur	2
2.0 About DMS, MNIT Jaipur	4
3.0 MBA @ DMS, MNIT Jaipur	6
4.0 Admission process	8
5.0 General information	16
6.0 Selection schedule & Important dates	20

Annexure and Formats

our INSPIRATION



BHARAT RATNA

Pt. Madan Mohan Malaviya

[1861 - 1946]

Bharat Ratna Pandit Madan Mohan Malaviya, or Mahamana Malaviya, as he was popularly known, was an eminent educationist, social reformer and a distinguished figure of Indian independence movement.

A nationalistic to the core, he believed that the freedom can be achieved only through right kind of education. He was totally against discrimination of any sorts and believed in egalitarianism.

We are inspired by the same values and espouse them in our spirits.



1.0 about MNIT

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

The Malaviya National Institute of Technology Jaipur (MNIT Jaipur) is one of the 31 National Institutes of Technology in India. These Institutes have been created as centers of excellence for higher education, training, research and development in science, engineering and technology. The Institute was established as a Regional Engineering College in 1963 jointly by Government of India and Government of Rajasthan. The Institute was upgraded to Malaviya National Institute of Technology in 2002 by Government of India and accorded the status of deemed university with autonomy to decide its academic policies and to award its own degrees. In 2007 the Institute was declared as an “Institute of National Importance” by the Government of India under National Institutes of Technology Act, 2007. The Institute is now an autonomous body and is fully funded by the Ministry of Human Resource and Development, Government of India. Over 12,000 students have already been graduated since its establishment.

The Institute currently offers eight (08) undergraduate, twenty-eight (28) postgraduate and research and doctoral programs in multiple disciplines of science, technology, humanities and management. The Institute currently constitutes of 13 Departments and 3 Centres of Excellence with an annual intake of about 800 students in its undergraduate program and about 650 students in the postgraduate and research program.

our VISION

To create a centre for imparting technical education of international standards and conduct research at the cutting edge of technology to meet the current and future challenges of technological development.

our MISSION

To create technical manpower for meeting the current and future demands of industry: To recognize education and research in close interaction with industry with emphasis on the development of leadership qualities in the young men and women entering the portals of the Institute with sensitivity to social development and eye for opportunities for growth in the international perspective.

our QUALITY POLICY

MNIT shall strive to impart knowledge in such a manner as to achieve total satisfaction of students, parents, employers, and the society.

our MOTTO

योग: कर्मसु कौशलम्





2.0 about **DMS, MNIT**

DEPARTMENT OF MANAGEMENT STUDIES, MNIT JAIPUR

The Department of Management Studies was established in the year 1996 as a Centre of Management Studies and Industrial Collaboration under self-finance scheme and was upgraded to the status of a full-fledged academic department in 2004. Since its inception, DMS has been playing a seminal role in the growth of corporate sector and management education in India. We groom future business leaders by following a judicious blend of theory and practice, using highly innovative teaching pedagogy.

DMS is located inside a lush green campus spread over 317 acres MNIT campus, housed in its own building. The Department building houses AV-equipped modern lecture theatres in tiered configuration, discussion room and a 40-seat conference room.

The Department has a rich pool of faculty with years of interdisciplinary research, teaching and administrative experience. The faculty members at the DMS are equally competent in delivery of quality training and learning experience. The faculty members are continually involved in research and consultancy assignments, and further learning in their areas of expertise, so as to keep them abreast of latest development in their respective areas and transfer it to the budding managers enrolled in various programs at the DMS.

Apart from these, the DMS has at its disposal the shared infrastructure of the MNIT, including a well-stocked learning resource centre (library), an ultra-modern hi-tech computer lab, two luxurious mini auditoriums, multiple conference/seminar rooms equipped with remote conferencing resources and much more. Least to say, the infrastructure – physical as well as intellectual, available at the disposal of the students of MNIT Jaipur ranks among the best in the country.

Department Vision

To create a centre for imparting managerial education of international standards and conduct world class research at the cutting edge of technology to meet the current and future challenges of technological development

Department Mission

To create techno-managerial manpower for meeting the current and future demands of industry; To recognize education and research in close interaction with industry with emphasis on the development of leadership qualities in the young men and women entering the portals of the Institute with sensitivity to social development and eye for opportunities for growth in the international perspective

Courses offered

The Department currently offers two programs:

1. **Master's in Business Administration** – A two year full-time Postgraduate degree in management
2. **Ph. D. in Management** – A rigorous doctoral program focused on conducting world class research in business, management and related areas. The program is offered in both regular and part-time mode.



3.0 mba@DMS, MNIT

3.1 PROGRAM OBJECTIVES

The primary objectives of the MBA program offered by the Department of Management Studies are:

- To impart skills and knowledge such as to demonstrate ability to perform as able management professionals
- To develop students into leaders of future with abilities tackle challenges of modern global business environment
- To develop future management leaders sensitive to social development and with an eye for opportunities for growth in the international perspective.

With this end in view, the program is designed to include courses of study, seminars, project and thesis submission through which a student may develop his concepts and intellectual skills.

3.2 PROGRAM STRUCTURE

The two-year full-time MBA program offered is spread over two academic sessions each comprising of two semesters – the ODD semester (commencing usually from the month of July every year) and the EVEN semester (commencing usually from

the month of January every year). The minimum duration to graduate from the program is 2 years (4 semesters). However, the students are expected to complete all academic requirements before end of six semesters, i.e. within 3 years of the admission to the program which is the maximum period permissible to complete the program.

During the first academic session (Semester 1 & 2), the students are exposed to core courses necessary to build generic managerial abilities and to develop appreciation for cross-functional business activities. During the second academic session (Semester 3 & 4) the students opt for elective courses from a mix of two specializations along with the core courses. The Department currently offers specializations (subject to a minimum number of students opting the specialization) in the areas of:

- Marketing
- Finance
- Human Resources
- Operations Management
- IT Management

During the summer break, intervening the first and second academic year, the students are expected to undergo summer internship in a reputed business organization. This exposes the students to the real-life challenge and work environment, while giving them an additional chance to blend their class-room learning with industry practices. The students are also expected to work on an applied research project during their last semester and put to use their skills in identifying, isolating and solving business problems.

3.3 ASSESSMENT AND EVALUATION

A continuous evaluation system is followed at the Institute to assess the academic performance of the students. The assessment process comprises of 2 mid-term examinations along with an end-term examination spread over entire semester. The system ensures continuous assessment of the full coverage of the course rather than concentration of the evaluation exercise towards the end of the course.

Due weightage is given to students' routine class participation and performance as evaluated by the course coordinators by means of regular quizzes, assignments, presentations, seminars, attendance status and other such activities. The assessment and evaluation system are designed in such a way that they lead to

achievement of the program objectives of holistic development of its participants without unduly being stressful.

3.4 CREDIT SYSTEM

Education at MNIT Jaipur is organized around the credit system of study. The prominent features of the credit system are process of continuous evaluation, performance, and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience, subject to fulfilling minimum requirement for continuation in their academic programs.

Each course has a certain number of credits, which describe its weightage. A student's performance is measured by the number of credits that he/she has completed satisfactorily. A minimum Grade Point Average of 6.0 is required to be maintained for satisfactory progress. Also, a minimum number of earned credits should also be obtained in order to qualify for the degree. The minimum academic requirements, including minimum and maximum credits to be registered in a particular semester are indicated in the institute's PG Regulations Manual, which is available on Institute website (Academics section).

4.0 admission **PROCESS**

4.1 ACADEMIC SESSION

The academic session of the program is divided into two semesters (ODD and EVEN). The ODD semester will normally commence around July every year, and the EVEN semester around January every year. Admissions to the MBA program are made only once in an academic session starting from the ODD semester. ***Applications are currently invited for Academic Session 2018-19.***

4.2 ELIGIBILITY CRITERIA

4.2.1 Minimum eligibility criteria: Bachelor's Degree in Engineering, Science, Commerce, Economics, Business Administration, Architecture, Pharmacy, Agricultural or Computer Applications or Master degree in Physics, Chemistry,

Mathematics, Economics while scoring minimum CGPA of 6.5 on the 10-point scale (60% marks, only where CGPA is not awarded) with a relaxation for SC/ST implying minimum of 6.0 on the 10-point scale (55% marks, only where CGPA is not awarded).

a) CGPA to Percentage conversion formulae

On 10-point scale,

$$\text{Equivalent \%age} = [(CGPA - 0.5)/10] \times 100\%$$

On x-point scale,

$$\text{Equivalent \%age} = [(CGPA - 5\% \text{ of } x)/x] \times 100\%$$

b) Percentage to CGPA conversion formulae

Percentage to CGPA on x-point scale,

$$\text{Equivalent CGPA} = [(\% \text{age marks} + 5)/100] \times x$$

Candidates who have appeared in final examination of their bachelor degree programs mentioned above and have completed all other formalities for award of their graduation degree and awaiting their final results are eligible to apply.

4.2.2 Additional minimum requirement: To be eligible to participate in the selection process, apart from fulfilling minimum eligibility criteria for admission to MBA program, the applicant should have a valid test score obtained in any of the following management admission tests*:

Test	Conducted by	Conducted during
CAT	IIMs (on rotation basis)	November 2017
GMAT	Pearson VUE on behalf of Graduate Management Admission Council, USA	April 2016 or later
CMAT	All India Council for Technical Education (AICTE), New Delhi	January 2018
XAT	XLRI-Xavier School of Business, Jamshedpur	January 2018
MAT	All India Management Association (AIMA), New Delhi	September 2017 OR December 2017 OR February 2018 OR May 2018

* In case candidate has appeared in more than one of the above admission tests, ONLY one of scores is admissible.

4.3 SANCTIONED INTAKE & RESERVATION

The total sanctioned annual intake for MBA program is 62, with reservations for various categories as per Government of India policy.

The seat matrix for the total sanctioned intake is as below:

Open	OBC	SC	ST	Total
31	17	09	05	62

As per the Institute policy, 5.0% of the total seats are reserved for PH category in the program over and above the sanctioned strength.

4.4 SELECTION PROCESS

- 4.4.1. The selection process for admission to the MBA program commences during the month of February every year for the forthcoming academic session. The Institute invites ONLY online applications from the eligible candidates interested in joining the MBA program. The Department, after receipt of applications invites the candidates, who shall be fulfilling the specified minimum requirements, for Group Discussion and Personal Interviews to be held in two rounds (in May 2018 and June 2018) only at Department of Management Studies, MNIT, Jaipur as per the notified schedule.
- 4.4.2. The candidates interested in admission to MBA program at MNIT Jaipur will be required to submit application form ONLINE only with requisite application fees. Candidates are advised to ensure that they meet the eligibility criteria before submitting application fees. **The application fees is non-refundable under any circumstances.**
- 4.4.3. Candidates who have filled their application forms till the last date for Round 1, will be called for 1st round of Group Discussion and Personal Interviews as per the notified schedule.
- 4.4.4. A score is computed for each candidate (as per the approved Comprehensive Selection Criteria attached at Annexure 1), based upon which a merit list is prepared for selection of the candidates for admission to the MBA program.

- 4.4.5. Candidates appearing for the Round 1 of the Group Discussion and Personal Interviews and clearing cutoffs as per the merit list will be offered admission to the program as per their applied categories.
- 4.4.6. Candidates offered admission after Round 1 will have to submit ONLINE their acceptance of the admission offer along with full fees for the first semester on or before the last date specified for the same. A provisional admission letter will be generated online which the candidates are required to download for their record and for further processing of their admission. Failure to accept the admission offer and submission of fees within the specified period will result in forfeiture of the admission offer and the seat will be made vacant in subsequent rounds of the admission process.
- 4.4.7. Candidates who have filled their application forms after the last date for Round 1 and till the last date of application for Round two will be called for the 2nd round of Group Discussion and Personal Interviews as per the notified schedule. *(The second round for the GD/PI will be conducted only in case seats are vacant after Round 1 of GD/PI. In case no Round 2 GD/PI is conducted, the application fees of the candidates registered for Round 2 shall be refunded.)*
- 4.4.8. The merit list of the candidates appearing in the Round 2 of the Group Discussion and Personal Interviews will be merged with merit list of the candidates (excluding those who have been offered admission in Round 1) from the Round 1 of the Group Discussion and Personal Interviews. Candidates from this combined merit list will be offered admission after Round 2 as per vacancy of seats under various categories and the cutoffs for the combined merit list.
- 4.4.9. Candidates offered admission after Round 2 will have to submit ONLINE their acceptance of the admission offer along with full fees for the first semester on or before the last date specified for the same. A provisional admission letter will be generated online which the candidates are required to download for their record and for further processing of their admissions. Failure to accept the admission offer and submission of fees within the specified period will result in forfeiture of the admission offer and the seat will be made vacant in subsequent admission process.

- 4.4.10.** A Round 3 of selection may be done in case there are vacant seats after Round 2 (including seats falling vacant due to forfeiture or cancellation of admission). Candidates from the combined merit list after 2nd round GD/PI (who are not offered admission in any round till date) will be offered admission as per merit list against the vacant seats. These candidates will be required to submit their acceptance of the admission offer and pay full fees for the first semester on or before the date specified for the same.
- 4.4.11.** The candidates wishing to cancel their admission can do so by applying in writing to this effect before the last date specified for cancellation of admission. Such candidates will forfeit their claim for admission and will not be considered for admission offer in any subsequent round(s).
- 4.4.12.** In case there are any seats left vacant after the last date of cancellation of admission, a Round 4 will be conducted and candidates from the combined merit list after 2nd round GD/PI (who are not offered admission in any round till date) will be offered admission as per merit list against these vacant seats. These candidates will be required to submit their acceptance of the admission offer and pay full fees for the first semester on or before the date specified for the same. However, candidates accepting the offer of admission against these seats will not be allowed to cancel their admission.
- 4.4.13.** All candidates admitted (Round 1 – 4) will be required to register on the institute ERP as per the academic calendar of the institute by producing the provisional admission letter, proof of payment of the first semester fees and all documents in evidence of eligibility claim. Failure to register on institute ERP as per schedule will lead to termination of the admission.
- 4.4.14.** The admitted candidates will attend their courses regularly with the beginning of the academic session as per the dates specified in the academic calendar.

4.5 PROGRAM REGISTRATION

All candidates admitted to the MBA program are mandatorily required to register in person for the courses at the beginning of the academic session as per the institute

academic calendar. The registration process involves following steps for the new entrants to the program:

- a) Creation of student id and profile on the institute ERP by producing provisional letter of admission, proof of payment of fees and all documentary evidence supporting claims made in the admission application form.
- b) Registering for the course program to be followed in the semester by logging on the institute ERP using student ID and credentials.
- c) Getting the course program approved by the assigned program advisor.
- d) Signing on the registration roll in person available with the program advisor.

The schedule of the registration will be as per the institute academic calendar and no request for rescheduling will be entertained. Failure to complete the registration process by the specified dates will lead to termination of the candidate from the program.

Late Registration

If for any compelling reason like illness, a candidate is unable to register on the day of registration, she/he will be allowed to register till the last date of registration specified in the academic calendar (which is about one week from the date of registration). Such candidates will be required to submit an application to this effect along with the documentary proof in support before the last date of registration. Any candidate registering late will be required to pay a late fee as decided by the Senate from time to time. In no case student will be permitted to register after last date of registration.

4.6 CANCELLATION, WITHDRAWAL & TERMINATION OF ADMISSION

4.7.1. Cancellation of admission:

- a. Candidates, who have submitted their acceptance of admission offer and have submitted the fees for the first semester, can cancel their admission by submitting an application to the effect before the last date specified for the cancellation of admission. No candidate will be allowed to cancel their admission after the specified date for the purpose.

- b. Candidates admitted after Round 4 are not eligible for cancellation of their admission.

4.7.2. Withdrawal from the program:

- a. Any candidate who has been admitted and has registered for the program can withdraw his/her admission to the program by submitting an application to this effect.
- b. All requests for cancellation of the admission after the last date of cancellation specified in the admission schedule will be treated as withdrawal from the program notwithstanding whether the candidate has registered for the program or not.

4.7.3. Termination from the program:

- a. For the candidates who have submitted their acceptance of admission offer and submitted full fees for the first semester but fail to register as per the specified registration schedule of the institute, their admission to the program will be terminated and such candidates shall have no further claim on their seat and admission offered.
- b. Additionally, the institute reserves the right to terminate, at any stage, the admission of a candidate from the program who is found admitted to the course to which he/she is not entitled, being unqualified or ineligible in accordance with the ordinances and statutes in force.

4.7 REFUND OF FEES

4.7.1. Application fees:

Application fees is non-refundable under any circumstances. All applicants must make sure that they meet all eligibility requirements before applying.

4.7.2. In event of CANCELLATION of admission:

Full fees submitted for the first semester shall be refunded after deducting processing charges. The processing charges are currently ₹1,000.00 (Rupees One thousand only) and may be revised by the institute.

4.7.3. In event of WITHDRAWAL from the program:

- a. Candidates who have registered for the program will be eligible for the refund of only Institute Caution Money on production of institute No-Dues certificate for the same.
- b. Candidates admitted but fail to cancel their admission before the last date specified for cancellation of admission will be eligible for the refund of only Institute Caution Money on submission of an application for withdrawal from the program.
- c. Candidates admitted in Round 4 of the selection process will be eligible for the refund of only Institute Caution Money on submission of an application for withdrawal from the program.

4.7.4. In event of TERMINATION of the admission:

- a. Candidates who have registered for the program will be eligible for the refund of only Institute Caution Money on submission of an application for refund of caution money deposit and production of institute No-Dues certificate for the same.
- b. Candidates admitted but fail to register for the program as per the specified dates will be eligible for the refund of only Institute Caution Money on submission of an application for refund of caution money deposit.

Notes:

- 1. All fee refund requests will be processed only after the program registration process is over.
- 2. Detailed break-up of fees payable for ODD (Semester 1 & 3) and EVEN (Semester 2 & 4) semesters is available on the Institute's website ([Academics >> Fee Structure](#))

5.0 general INFORMATION

- 5.1. Admissions being offered will be made to the ODD Semester of Academic Session 2018-19
- 5.2. The candidates are strongly advised to read each and every instruction given in this Information Brochure very carefully before filling-up the Application Form.
- 5.3. Application form must be filled ONLINE on the link given on the MNIT website after payment of application fees ONLINE (Rs. 1000/- for Open/OBC category and Rs. 500/- for SC/ST/PH category). **Application fees is non-refundable under any circumstance.**
- 5.4. Any requests for change of category will not be entertained.
- 5.5. Incomplete or wrongly filled application forms are liable to be rejected. It is the responsibility of the candidate to ensure that all filled information is correct to best of his/her knowledge.
- 5.6. Candidates, whose have appeared in the final examination of their graduation programs, have completed all other formalities for award of their graduation degree and are awaiting their final results are eligible to apply. Such candidate will have to furnish a certificate from their Institute/University as per format provided in **Annexure 2**.
- 5.7. Candidates, who are yet to appear in the final examination of their graduation programs are also eligible to apply. Such candidate will have to furnish a certificate from their Institute/University as per format provided in **Annexure 3**. Admission of such candidates is subject to their fulfillment of minimum eligibility criteria for admission to the program.

- 5.8.** The candidate must keep a copy of their application form for future reference. The same is to be brought affixed with a color photograph of the applicant and duly signed at the time of GD/PI along with self-attested copies of all documents in support of scores, qualifications, work experience and other details as claimed in the application form.
- 5.9.** Self-attested photocopies of the following certificates are to be brought along with the Application Form at the time of GD/PI:
- a.** High School/Secondary School certificate in support of age/date of birth. No other certificate is acceptable in support of the age/date of birth.
 - b.** Provisional/Final Degree/Mark-sheets/Certificates for all examinations appeared in since secondary school examination.
 - c.** Marks-sheet/Score Card of Management Admission Test (GMAT / CAT / CMAT / XAT / MAT) as filled in the online application form.
 - d.** Character Certificate from the Director/Dean of Students Affairs of the Institute from where the candidate has graduated, in original.
 - e.** Migration Certificate, in original.
 - f.** Certificates for work experience claimed, issued by the employer mentioning period and nature of employment.
 - g.** Certificates/documents against any claims made in application form.
- 5.10.** Original certificates are required to be presented for verification at the time of GD/PI before the Admission Committee. In case, the candidate fails to produce the original certificates at this time, he/she may not be considered for admission.
- 5.11.** Admission to the MBA program would be based on a merit list prepared by the Department of Management Studies and will be made available on the website of the Institute. The candidates are strongly advised to frequently visit the institute website for updates in this regard. No separate information will be sent to the candidates.
- 5.12.** If selected, applicants will be required to submit their acceptance of offer and pay first semester fee in full for the course ONLINE as per the prescribed

schedule. Failure to submit the acceptance of admission offer and payment of fees as per the schedule will result in withdrawal of the offer of admission and the candidate will forfeit his/her claim to the seat allotted.

- 5.13.** The selected candidates will have to register for the program IN PERSON as per the registration schedule mentioned in the academic calendar of the institute. Failure to register in person will result in termination of admission to the program and the candidate will forfeit his/her claim to the seat allotted.
- 5.14.** The candidate has to make his/her own arrangements for staying at Jaipur when he/she comes for the counselling and/or GD/PI. No TA/DA are admissible under any circumstances.
- 5.15.** A candidate who is admitted and registered for the program at the Institute but leaves before completing or discontinues his/her studies, shall not be admitted to the program at the same level.
- 5.16.** The Institute reserves the right not to run any particular program, if the number of students in that program is less than the minimum number specified by the Institute at the time of admissions.
- 5.17.** The Institute reserves the right to change its statutes and regulations relating to academic program and the modalities of admission without prior notice.
- 5.18.** Candidates belonging to SC / ST / PH / OBC categories must present along with application form the requisite certificates (as per applicable format attached in **Annexure 4 – 7**) from the competent authority at the time of GD/PI, failing which their candidature will not be considered under the Reserved Category applied.
- 5.19.** There is no age restriction for the program.
- 5.20.** In matters of interpretation of the provisions, or any other matter not covered here in this information brochure, the decision of the Chairman, Senate shall be final and binding on all parties.

- 5.21.** The Institute reserves the right to alter the number of seats without any prior notice. Five percent (5.0%) of the total seats are reserved for PH category in every program over and above the sanctioned strength without assistantship.
- 5.22.** The provisions for reservation of seats given in the seat matrix are subject to modification in accordance with any Government Order, if issued subsequently by the Government of India.
- 5.23.** It will solely be the responsibility of candidate to prove his/her eligibility in terms of minimum educational qualifications and for claiming reservation under a specific category, if any, at the time of submitting the application.
- 5.24.** PH category candidate should submit along with the application, the certificate, from a government medical board. Such a candidate may, however, be asked to appear before a Medical Board duly constituted by MNIT, Jaipur for this purpose. The Medical Board will decide the courses, which cannot be offered to a candidate, on the basis of the nature of his/her disability. The candidate will be offered admission out of the remaining courses as per the institute policy.
- 5.25.** Matters of disputes if any, arising out of or relating to any matter whatsoever shall be subject to the exclusive jurisdiction of Jaipur courts.



6.0 selection schedule & IMPORTANT DATES

Last date for filling forms for Round 1 : **Thursday, April 26, 2018**

GD/PI Round 1 : **Saturday, May 12, 2018**

Declaration of result for Round 1 : **Friday, May 18, 2018**

Last date for acceptance of admission offer and submission of fees (for candidates selected after Round 1) : **Wednesday, May 23, 2018**

Last date for filling forms for Round 2 : **Wednesday, June 06, 2018**

GD/PI Round 2 : **Monday, June 18, 2018**
(Round 2 will be conducted only in case seats are vacant)

Declaration of Result for Round 2 : **Monday, June 25, 2018**

Last date for acceptance of admission offer and submission of fees (ONLY for candidates selected after Round 2) : **Thursday, June 28, 2018**

Admission offer for left-over seats (Round 3) : **Friday, June 29, 2018**
(ONLY in case seats are vacant)

Last date for acceptance of admission offer and submission of fees (ONLY for candidates selected after Round 3) : **Tuesday, July 03, 2018**

Last date to apply for cancellation of admission : **Wednesday, July 11, 2018**
(ONLY Institute Caution Money will be refunded after this date) **(5:00 PM)**

Admission offer for left-over seats, if available after last date of cancellation of admission (Round 4) : **Friday, July 13, 2018**

Last date for acceptance of admission offer and submission of fees (ONLY for candidates selected after Round 4) : **Monday, July 16, 2018**

Course registration of new candidates : **July 19-20, 2018**
(IN PERSON only)

annexures / FORMATS

Annexure 1. Criteria to compute comprehensive score

Annexure 2. Format for Certificate from institute /university for candidates whose result of the qualifying examination has not been declared

Annexure 3. Format for Certificate from forwarding officer required from candidates who are yet to appear in the qualifying examination or yet to get the degree

Annexure 4. Format for Certificate to be produced by other backward classes candidates

Annexure 5. Format for Declaration/Undertaking to be submitted by the OBC candidates

Annexure 6. Format for Certificate to be produced by Scheduled Caste (SC) or Scheduled Tribe (ST) candidates

Annexure 7. Format for Certificate to be produced by Physically Challenged (PH) candidates

Criteria for computation of Comprehensive Score for selection

S. No. Criterion		Max. points		
i.	Percentage of the scores obtained in the management admission test (1% = 1pt.)	100		
ii.	Type of management aptitude test appeared in	15		
	a. CAT/GMAT	15 points		
	b. CMAT/XAT	10 points		
	c. MAT	5 points		
iii.	Academic Qualification	25		
	Degree	CGPA / %marks	Max. Points	
	Post-Graduation*	i. PG Degree (Minimum 2 year duration)	5 point	5
		ii. PG Diploma (Minimum 1 year duration)	3 points	
	Graduation**	i. ≥ CGPA 9.50 or 90.00%	10 points	10
		ii. CGPA 7.50 – 9.49 or 70.00% – 89.99%	8 points	
		iii. CGPA 6.50 – 7.49 or 60.00% – 69.99%	6 points	
		iv. ^ CGPA 6.00 – 6.49 or 55% – 59.99%	4 points	
	Sr. Secondary / 10+2	i. ≥ CGPA 9.50 or 90.00%	5 points	5
		ii. CGPA 7.50 – 9.49 or 70.00% – 89.99%	4 points	
		iii. CGPA 6.50 – 7.49 or 60.00% – 69.99%	3 points	
		iv. ≤ CGPA 6.49 or 59.99%	2 points	
	Matric / 10	i. ≥ CGPA 9.50 or 90.00%	5 points	5
		ii. CGPA 7.50 – 9.49 or 70.00% – 89.99%	4 points	
		iii. CGPA 6.50 – 7.49 or 60.00% – 69.99%	3 points	
		iv. ≤ CGPA 6.49 or 59.99%	2 points	
iv.	Work Experience			10
	a. ≤ 6 months		0 points	
	b. 6 – 12 months		2 points	
	c. 13 – 18 months		4 points	
	d. 19 – 24 months		6 points	
	e. 25 – 30 months		8 points	
	f. ≥ 31 months		10 points	
v.	Group Discussion (GD)			50
vi.	Personal Interview (PI)			50
	Total Score			250

* In case PG Degree/Diploma is not awarded on the date of GD/PI, no points shall be awarded for PG.

** In case Graduation result not out/candidate appearing in final examinations, points shall be awarded on the basis of aggregate marks obtained/CGPA secured till last term-end examination.

\wedge Applicable only for SC/ST applicants.

CERTIFICATE FROM INSTITUTE / UNIVERSITY

(Required during registration from candidates whose result of the
qualifying examination has not been declared)

I hereby certify that Mr./Ms. has appeared in the final year examination
including theory, practical and project examination for degree and the result is
likely to be announced by month of year 2018.

His/her conduct and character during his/her stay at the Institute/University was

Place:

Date:

Signature of the Principal / Dean / Registrar /
Dy. Registrar/ Proctor / Administrative
Officer of the institute last attended with seal

CERTIFICATE OF THE FORWARDING OFFICER

(Required from candidates who are yet to appear in the
qualifying examination or yet to get the degree)

I hereby certify in connection with the application of Mr./Ms. for
admission to MBA program at MNIT Jaipur for academic session 2018-19, that:

- I. He/ She is a bonafide student of our institution.
- II. He/ She is yet to complete / has completed all the requirements of qualifying examination
including theory, practical and project examination for
(mention the name of program currently enrolled in)
- III. The result is likely to be announced bymonth of year 2018.

His/her conduct and character during his/her stay at the Institute/University is

Place:

Date:

Signature of the Principal/Dean/Registrar/
Dy. Registrar/Proctor/Administrative Officer
of the Institute last attended with seal

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
(NCL) APPLYING FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS
(CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kum*
son/daughter* of of village/town in
district/division in state/union territory
belongs to.....community which is recognized as a backward class
under Government of India**, Ministry of Social Justice and Empowerment's Resolution
No..... dated***. Shri/Smt./Kum. and/or
his/her family ordinarily reside(s) in the District/ Division of the
..... State/ Union Territory.

This is also to certify that **he/she does NOT belong to the persons/sections (Creamy Layer)**
[based on the parental income in the financial year 2017-18 viz. April 1, 2017 to March 31,
2018] mentioned in Column 3 of the Schedule to the Government of India, Department of
Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide
OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No.
36033/3/2004-Estt. (Res.) dated 14/10/2008, again further modified vide OM
No.36036/2/2013-Estt(Res) dtd. 30/05/2014.

District Magistrate / Deputy Commissioner /
Competent Authority

Dated:

Seal

* Please delete the word(s) which are not applicable.

** As listed in Annexure – A

*** The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

NOTE:

- a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificates are indicated below:
 - i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
 - ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - iii) Revenue Officer not below the rank of Tehsildar' and
 - iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

**Declaration/Undertaking
(for OBC Candidates only)**

I, son/daughter of resident of
village/town/city.....district/division.....in
state hereby declare that I belongs to thecommunity which is
recognized as a backward class by the Government of India for the purpose of
reservation in services as per orders contained in Department of Personnel and Training
Office Memorandum No.36012/22/93- Estt. (SCT) dated 8/9/1993.

It is also declared that I **do NOT belong to the persons/sections (Creamy Layer)**
[based on the parental income in the financial year 2017-18 viz. April 1, 2017 to
March 31, 2018] mentioned in Column 3 of the Schedule to the Government of India,
Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93
which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further
modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008, again further
modified vide OM No.36036/2/2013-Estt(Res) dtd. 30/05/2014.

Signature of the Candidate

Place:

Date:

[Declaration/undertaking not signed by Candidate will be rejected]

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE

1. This is to certify that son/daughter* of of village/town in district/division* in state/union territory* belongs to Scheduled Caste/Scheduled Tribe* under :-

* The Constitution (Scheduled Castes) Order, 1950

* The Constitution (Scheduled Tribes) Order, 1950

* The Constitution (Scheduled Castes) (Union Territories) Order, 1951

* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951 [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;

* The Constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962;

* The Constitution (Dadara and Nagar Haveli) Scheduled Tribes Order, 1962;

* The Constitution (Pondicherry) Scheduled Castes Order, 1964;

* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

* The Constitution (Nagaland) Scheduled Tribes Order, 1970;

* The Constitution (Sikkim) Scheduled Castes Order, 1978;

* The Constitution (Sikkim) Scheduled Tribes Order, 1978;

* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;

* The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;

* The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;

* The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991;

2. # This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Sh/Smt* father/mother* of Sh/Smt/Kum* of village/town* in district/division* in state/union territory* belongs to who belong to the Caste / Tribe* which is recognised as a Scheduled Caste / Scheduled Tribe* in the State / Union Territory* issued by the dated.....

3. Sh/Smt/Kum* and/or* his/her* family ordinarily reside(s)** in Village/Town* of District/Division* of the State Union Territory* of

Signature: _____

Designation _____

(with seal of the Office)

Place: _____

State/Union Territory* _____

Date: _____

* Please delete the word(s) which are not applicable.

Applicable in the case of SC/ST Persons who have migrated from another State/UT.

IMPORTANT NOTES

The term "ordinarily reside(s)**" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class
2. Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
3. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
4. Revenue Officers not below the rank of Tehsildar.
5. Sub-divisional Officer of the area where the candidate and/ or his family normally reside(s).
6. Administrator / Secretary to Administrator / Development Officer (Lakshdweep Island).
7. Certificate issued by any other authority will be rejected.

**FOR FURTHER INFORMATION REGARDING MBA ADMISSIONS,
PLEASE CONTACT:**

**Department of Management Studies
Malaviya National Institute of Technology**

J.L.N. Marg, Jaipur (Rajasthan, INDIA) –302017

Ph. 0141- 2713212 (O)

E-mail: mba.admissions@mnit.ac.in

Website: www.mnit.ac.in

मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

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JAWAHAR LAL NEHRU MARG, MALAVIYA NAGAR, JAIPUR- 302017 (RAJASTHAN)

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