



INFORMATION  
BROCHURE

**"DUE TO COVID-19 SPREAD INTERVIEW WILL BE HELD IN  
ONLINE MODE AND THERE WILL BE NO GD"**

For admission to

# MASTER OF BUSINESS ADMINISTRATION (MBA)

(Academic Session 2020-2021)

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>

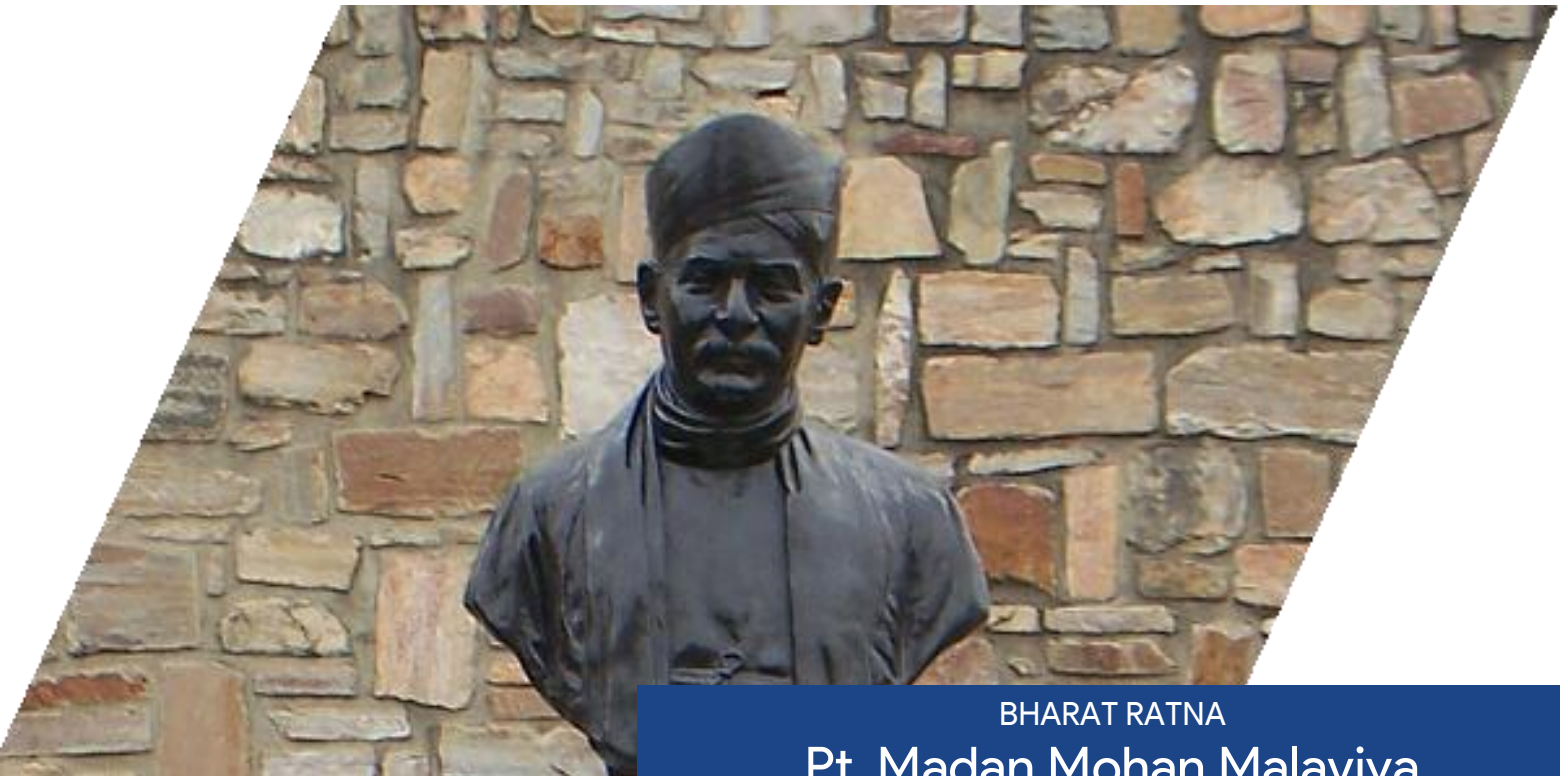


# Contents

---

	page
<b>Our Inspiration</b>	<b>1</b>
<b>1.0 About MNIT Jaipur</b>	<b>2</b>
<b>2.0 About DMS, MNIT Jaipur</b>	<b>4</b>
<b>3.0 MBA @ DMS, MNIT Jaipur</b>	<b>12</b>
<b>4.0 Admission process</b>	<b>18</b>
<b>5.0 General information</b>	<b>25</b>
<b>6.0 Selection schedule &amp; Important dates</b>	<b>29</b>
<b>Annexure and Formats</b>	<b>30</b>

# 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 under aegis of the Ministry of Human Resource and Development.

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 833 students in its undergraduate program and over 800 students in the postgraduate and research program.

## our VISION

To create a center 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: कर्मसुकौशलम्



## 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 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

### dms 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



## 2.1 FACULTY @ dms | MNIT

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.



**Dr. Satish Kumar**  
PhD, MBA (Finance)  
Associate Professor & Head of Department  
**Area:** Finance and Accounting



**Dr. Monica Sharma**  
PhD (Industrial Engineering), MBA  
(Operations Management)  
Associate Professor  
**Area:** Operations Management



**Dr. Deepak Verma**  
PhD, MBA (Marketing/IT)  
Assistant Professor  
**Area:** Marketing Research and  
Information Systems



**Dr. Dipti Sharma**  
PhD (Economics), MA (Economics)  
Associate Professor (Adjunct)  
**Area:** Economics and Business  
Environment



**Dr. Divesh Kumar**  
PhD, MBA (Marketing)  
Assistant Professor  
**Area:** Marketing and Sustainable  
Consumption Behavior



**Prof. A. P. S. Rathore**  
PhD, MBA  
Professor (Adjunct)  
**Area:** Operations Management and  
Strategic Management



**Dr. Reeta Singh**  
PhD, MBA (HRM)  
Assistant Professor  
**Area:** Human Resource Management



**Prof. M L Mittal**  
PhD, ME (Production Engineering)  
Professor (Adjunct)  
**Area:** Operations Management  
Business Research and Statistics



**Dr. Priyanka Sihag**  
PhD, MBA (HRM)  
Assistant Professor  
**Area:** Human Resource Management



**Prof. G S Dangayach**  
PhD, MTech (Production Engineering)  
Professor (Adjunct)  
**Area:** Operations Management



**Dr. Shweta Sharma**  
PhD, MBA (Finance)  
Assistant Professor  
**Area:** Corporate Finance, Financial  
Markets



**Dr. Ritika Mahajan**  
PhD, MBA (General Management)  
Assistant Professor  
**Area:** Management Education,  
Sustainable development



**Dr. Aakanksha Kataria**  
PhD, MBA (OB)  
Assistant Professor  
**Area:** General Management,  
Organizational Behavior



**Dr. Shridev**  
PhD, MBA (Finance)  
Assistant Professor  
**Area:** Financial and non financial  
disclosures, Cost Management

## 2.2 INFRASTRUCTURE & OTHER FACILITIES



### 2.2.1 LIBRARY

The Institute has a spacious and well-equipped library which is being run according to an open access system. It has rich collection of about 1,33,600 volumes of books, periodicals, reports and reference material. In addition to the books from main library, some more books are issued to students from book bank also. There is a video viewing facility. Large number of books, periodicals, video cassettes and CD-ROMs are available. The library is being fully computerized.

### 2.2.2 COMPUTER CENTRE

A centralized computing facility of the Institute since 1989, caters to the need of different academic departments and various sections of the Institute by providing and managing extensive computing & networking facilities to the Institute. To facilitate the use of the latest information



technology in Institute's teaching, learning, research and administration; to provide an excellent.

### 2.2.3 SPORTS

Adequate facilities are available for sports and games and for co- curricular activities. The campus is well laid out with roads, electrical installations, water supply and underground drainage system etc.

### 2.2.4 MEDICAL FACILITIES

A full-fledged medical dispensary is available in the campus. It is supervised by a Resident Medical Officer. The dispensary also has a panel of specialists on its roster including an Ayurvedic Doctor, a Homeopathy Doctor, an Orthopedic Doctor, a Cardiologist, a Gynecologist and a Pediatrician which are available to students and to the family members of the staff as per a notified schedule.

### 2.2.5 OTHER FACILITIES

**Cafeteria** – The Institute has multiple cafeterias at various locations within the campus. Currently, the primary cafeteria is being operated by the renowned Akshaypatra foundation.

**Bank** - There are two branches of the banks one each of ICICI Bank Ltd. and SBI in the campus where students can avail all banking related services.

**Post Office** - There is a Post Office in the campus of MNIT.



## 2.3 management club @ dms | MNIT

Good management is the art of making problems so interesting and their solutions so constructive that everyone wants to get to work and deal with them. With the same notion the Management Club at DMS was created. The club focuses on holistic development of student personalities by interlinking corporate exposure, soft-skills and problem-solving abilities that a graduate may face at the time of joining an organization and supplement classroom learning with practical applications of management. The activities of the club are organized at 2 levels of activities: 1) Department Level, which includes the daily activities such as Group discussions, Management Quizzes, etc. and 2) Institute Level, which includes inter college competitions, activities in cultural/technical fests and many more. Management Club at DMS comprises of five cells.

### 2.3.1 SPONSORSHIPS, MEDIA & COMMUNICATION CELL

Sponsorship, Media & Communication cell is responsible for branding of DMS and Management Club in and outside of the campus. This vertical of management club plays a very pivotal role in promoting the club and DMS, and the activities organized by them via traditional as well as social media channels.



### 2.3.2 PERSONALITY & SKILL DEVELOPMENT CELL

Personality & Skill Development cell is committed to provide students with an environment conducive for self-exploration and addressing their concerns that lead to personal, social and professional growth. Personality and soft skills can never be acquired by just sitting in lecture theatres but by exploring one's own inner selves and interacting with the outer world as well. The cell work with a range of activities that focus on developing communication skills, interpersonal and social skills, time management, learning skills, stress management, professional aspirations, leadership skills, business etiquettes, career planning and like.



### 2.3.3 CSR CELL

The CSR cell inspires and supports students to create social value through personal and professional pursuits in non-profit and public organizations. The cell focusing on developing a community of like-minded students that believe in using business solutions to address some of the most pressing challenges that society today face. CSR cell also works towards lending a helping hand to the underprivileged sections of the local society.

### 2.3.4 CREATIVITY CELL

The vision of the creativity club is to spread the joy of creation, bring artists on the campus together, and foster the idea of business in art as well as art in business. It aspired to create enriched opportunities and experiences to stimulate interest in creative ideas among students.

### 2.3.5 SPORTS & CULTURAL CELL

The purpose of Sports & Cultural cell of the club is to bring out the hidden talent among students and also provide them a stage where they can showcase their sports and cultural talents and interests. An entire gamut of activities is organized to encourage and promote the talent that exudes from the budding student managers.



### 2.3.6 CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES

Apart from lecturing sessions, DMS is actively involved in participating and conducting several management events, some of the events include:

- B-quiz
- Case studies
- Panel discussions
- B buzz
- Entrepreneurship development
- Group discussions & workshops



Department of Management Studies routinely organizes various activities such as workshops, conferences and short-term courses on a range of management topics. Some recently organized activities are as follows:

- Doctoral Conclave during March 08-09, 2019
- TEQIP-III sponsored Faculty Development Program "Effective Teaching Strategies for Technical Educators" during March 27-28, 2019 collaboration with Department of Electrical Engineering
- Curriculum Development Workshop (to revise the program structure and contents of the MBA program), on March 29, 2019
- AICTE sponsored One-week workshop on "Industry 4.0" (topics of discussion: Industry 4.0 framework, logistics 4.0, Artificial intelligence, blockchain, Finance 4.0, cloud computing, IoT, cyber security and others.) during April 22-26, 2019.
- 1st Management Fest 'Mahaprabandhan Parva 2019' during 15-16, November 2019.



## 3.0 mba@dms | MNIT

### 3.1 PROGRAM OBJECTIVES

The primary objectives of the MBA program offered 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.

#### 3.1.1 PEDAGOGY

The institute believes that self-learning is the best means of learning, especially at the post-graduation level, and accordingly, faculty should act as facilitators more than a teacher. Teacher is heavily oriented towards case studies, presentations and assignments. A variety of seminars are organized by faculty and students during the academic sessions.

### 3.2 MBA ADMISSIONS

**Annual intake:** 79 (with provision for reservations as per Govt. of India norms)

**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).

### 3.3 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 general managerial abilities and to develop appreciation for cross-functional business activities. During the second academic session (Semester 3 & 4), 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
- Business Analytics

SEMESTER - I	
BMT111	Management Theory & Practice
BMT112	Accounting for Managers
BMT113	Marketing Management - I
BMT114	Organizational Behavior
BMT115	Managerial Economics
BMT116	Operations Research & Optimization
BMT117	Statistics for Decision Making
BMT118	Business Communication - I

SEMESTER - III	
BMT311	Strategic Management
BMT312	Strategy for Management in Digital Age
BMS313	Course of Independent Study (CIS)
BMS314	Summer Internship (SI)
<b>Area Electives</b>	
BMTxxx	Area Elective 3.1
BMTxxx	Area Elective 3.2
BMTxxx	Area Elective 3.3
<b>Program Electives</b>	
BMTxxx	Program Elective 3.1
BMTxxx	Program Elective 3.2

SEMESTER - II	
BMT211	Business Environment
BMT212	Financial Management
BMT213	Marketing Management - II
BMT214	Human Resource Management
BMT215	Business Research Methods
BMT216	Operations Management
BMT217	IT for Data Visualization
BMT218	Business Communication - II

SEMESTER - IV	
BMT411	Business Laws
BMT412	Corporate Governance, Ethics & CSR
BMD413	Applied Management Research Project/ Capstone Project
<b>Area Electives</b>	
BMTxxx	Area Elective 4.1
BMTxxx	Area Elective 4.2
BMTxxx	Area Elective 4.3
<b>Program Electives</b>	
BMTxxx	Program Elective 4.1
BMTxxx	Program Elective 4.2

During the summer break, intervening the first and second academic year, the students are required to undergo summer internship in a reputed business organization. The students are also required to work on an applied research project during their Semester 4 and put to use their skills in identifying, isolating and solving business problems using an evidence-based approach.

### 3.3.1 AREA ELECTIVES

#### MARKETING

BMT600	Consumer Behavior
BMT601	Integrated Marketing Communications
BMT602	Services Marketing
BMT603	Managing Customer Relationships
BMT604	Brand Management
BMT605	Sales & Distribution Management
BMT606	Marketing Analytics
BMT607	International Marketing
BMT608	Digital Marketing
BMT609	Rural Marketing
BMT610	B2B Marketing
BMT611	Pricing Strategy
BMT612	Marketing of Hi-Technology Products
BMT613	Managing Product Portfolios

#### HUMAN RESOURCES

BMT640	Organizational Change & Development
BMT641	Strategic Human Resource Management
BMT642	Performance & Compensation Management
BMT643	HR Strategic Staffing
BMT644	Managing High Performance Teams
BMT645	Learning & Development
BMT646	Industrial Relations & Labour Laws
BMT647	Competency Mapping & Assessment
BMT648	International HRM
BMT649	HR Analytics
BMT650	Psychological Testing
BMT651	Career Development & Succession Planning
BMT652	Managing Social & Human Capital

#### BUSINESS ANALYTICS

BMT680	Data Structure & Quality
BMT681	Multivariate Data Analysis
BMT682	Econometrics & Time Series Analysis
BMT683	Business Analytics & Intelligence
BMT684	Applications of Machine Learning
BMT685	Managing Enterprise Data
BMT686	Decision Support Systems
BMT687	Strategic Information Systems
BMT688	Introduction to Big Data & Cloud Computing
BMT606	Marketing Analytics
BMT632	Financial Analytics
BMT649	HR Analytics
BMT671	Supply Chain Analytics & Optimization

#### FINANCE & ACCOUNTING

BMT620	Financial Markets & Systems
BMT621	Investment Management
BMT622	Money & Banking
BMT623	Project & Infrastructure Finance
BMT624	Corporate Restructuring
BMT625	International Finance
BMT626	Behavioral Finance
BMT627	Financial Modelling in Excel
BMT628	Future, Options & Risk Management
BMT629	Fixed Income Securities
BMT630	Management Control Systems
BMT631	Investment Banking
BMT632	Financial Analytics
BMT633	Financial Statement Analysis

#### OPERATIONS

BMT660	Advanced Operations Research
BMT661	Business Forecasting
BMT662	Constraints Management and Industry Applications
BMT663	Contemporary Project Management
BMT664	Operations Strategy for Competitive Advantage
BMT665	Service Operations Management
BMT666	Distribution & Logistics Management
BMT667	Game Theory for Business Strategy
BMT668	Purchasing and Sourcing Management
BMT669	Managing Supply Chain Risk
BMT670	Business Process Modelling
BMT671	Supply Chain Analytics & Optimization
BMT672	Lean Six Sigma

#### GENERAL MANAGEMENT & STRATEGY\*

BMT421	Entrepreneurship Development
BMT422	Creative Problem Solving
BMT423	Innovation and Design Thinking
BMT424	Team Building and Leadership
BMT425	Negotiation Skills
BMT426	Managing Across Cultures
BMT427	Managing Creativity & Innovation
BMT428	Technology Management
BMT429	IT Project Management
BMT430	Information Security & Risk Management
BMT431	Technical Writing
BMT432	e-Business & e-Governance

### 3.3.2 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 a mid-term examination and an end-term examination, apart from the regular in-class assessment spread over the entire semester. The system ensures continuous assessment of the full coverage of the course rather than concentration of the assessment exercise towards the end of the semester.

Due weightage is given to students' routine class participation and performances 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.

### 3.3.3 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 to complete as per set standards. 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](#)).



## 3.4 placements @ dms | MNIT

Placements and Internship opportunities are provided to the students through the centralized Training & Placement cell of the institute. The highest package for 2016-18 batch was Rs. 10 Lakh per annum (off campus) and Rs. 7.5 Lakh per annum (on campus). The average package for 2016-18 batch was approximately Rs. 5.00 Lakh per annum. For details regarding the Placement policy of MNIT Jaipur, refer to the [Training and Placement portal](#) on the institute website.

### 3.4.1 PLACEMENT SUMMARY FOR BATCH 2017-2019

Particulars	
Total Students	42
Registered Students	38
Total Placed	37
Deregistered Student by PTP	1
Total Offers given	45



### 3.4.2 OUR RECENT RECRUITERS



## 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 2020-21.**

### 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,

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

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 2019
GMAT	Pearson VUE on behalf of Graduate Management Admission Council, USA	April 2018 or later
CMAT	All India Council for Technical Education (AICTE), New Delhi	January 2020
MAT	All India Management Association (AIMA), New Delhi	September 2019 OR December 2019 OR February 2020 OR May 2020 (for round 2 only)

\* 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 the MBA program is 77, with reservations for various categories as per Government of India policy. The seat matrix for the total sanctioned intake is as below:

Open	EWS	OBC	SC	ST	PWD				Total
					Open	OBC	SC	ST	
31	08	20	11	05	01	01	01	01	79

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.

### 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, **Online Interviews to be held in online mode in two rounds (in May 2020 and July 2020) 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 are 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 1<sup>st</sup> round of Online 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 Online 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 2 will be called for the 2<sup>nd</sup> round of Online Interviews as per the notified schedule. *(The second round for the Online Interview will be conducted only in case seats are vacant after Round 1. In case no Round 2 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 Online 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 Online 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.** Waitlist 1 of selection may issued 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 2<sup>nd</sup> round Online Interview (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 Waitlist 2 will be issued and candidates from the combined merit list after 2<sup>nd</sup> round Online Interview (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 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

### 4.6.1 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 Waitlist 1 are not eligible for cancellation of their admission.

### 4.6.2 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.

### 4.6.3 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 Waitlist 2 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](#)). Any revision in fee by the competent authority will be applicable.

## 5.0 general INFORMATION

- 5.1. Admissions being offered will be made to the ODD Semester of Academic Session 2020-21
- 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. 2000/- for Open/OBC/EWS category and Rs. 1000/- 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 registration 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. Scan copies of the following certificates are to be sent along with the Application Form in single pdf: (link for submission will be sent to eligible candidates)
- 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. Certificates for work experience claimed, issued by the employer mentioning period and nature of employment.
  - e. Certificates/documents against any claims made in application form.
- 5.10. Scan copies of documents are required to be sent for verification before online interview. In case, the candidate fails to send the scan 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 counseling 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 / EWS categories must present along with application form the requisite certificates (as per applicable format attached in **Annexure 4 – 8**) 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.
- 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	: Monday, May 04, 2020
PI Round 1 ( <b>Online Interview</b> )	: <b>May 11 - May 15, 2020*</b>
Declaration of result for Round 1	: Friday, May 22, 2020
Last date for acceptance of admission offer and submission of fees (for candidates selected after Round 1)	: Monday, June 01, 2020
Last date for filling forms for Round 2	: Wednesday, July 01, 2020
PI Round 2 ( <b>Online Interview</b> ) (Round 2 will be conducted only in case seats are vacant)	: <b>July 07 -10, 2020*</b>
Declaration of Result for Round 2	: Tuesday, July 14, 2020
Last date for acceptance of admission offer and submission of fees (for candidates selected after Round 2)	: Wednesday, July 22, 2020
<b>* Due to spread of Covid-19, Interview will be held through online mode and there will no GD</b>	
Admission offer for left-over seats (Waitlist 1) (ONLY in case seats are vacant)	: Friday, July 24, 2020
Last date for acceptance of admission offer and submission of fees (ONLY for candidates appeared in Waitlist 1)	: Wednesday, July 29, 2020
Last date to apply for cancellation of admission (ONLY Institute Caution Money will be refunded after this date)	: <b>Friday, July 31, 2020 (5:00 PM)</b>
Admission offer for left-over seats, if available after last date of cancellation of admission (Waitlist 2)	: Monday, August 03, 2020
Last date for acceptance of admission offer and submission of fees (ONLY for candidates appeared in Waitlist 2)	: Friday, August 07, 2020
Course registration of new candidates (IN PERSON only)	: <b>Will be notified as per institute academic calendar</b>

# 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

**Annexure 8.** Format for Certificate to be produced by Economically Weaker Sections (EWS) candidates

## Criteria for computation of Comprehensive Score for selection

S. No.	Criterion	Max. points	
i.	Percentile of the scores obtained in the management admission test (1 percentile = 1 pt.)	100	
ii.	Type of management aptitude test appeared in	15	
	a. CAT/GMAT	15 points	
	b. CMAT	10 points	
	c. MAT	5 points	
iii.	Academic Qualification	25	
	<b>Degree</b>	<b>CGPA / %marks</b>	<b>Max. Points</b>
	Post-Graduation*	i. PG Degree (Minimum 2 year duration)	5 point
		ii. PG Diploma (Minimum 1 year duration)	3 points
	Graduation**	i. $\geq$ CGPA 9.50 or 90.00%	10 points
		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. $\geq$ CGPA 9.50 or 90.00%	5 points
		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. $\leq$ CGPA 6.49 or 59.99%	2 points
	Matric / 10	i. $\geq$ CGPA 9.50 or 90.00%	5 points
		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. $\leq$ CGPA 6.49 or 59.99%	2 points
iv.	Work Experience	10	
	a. $\leq$ 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. $\geq$ 31 months	10 points	
v.	Personal Interview (PI)	100	
	<b>Total Score</b>	<b>250</b>	

\* In case PG Degree/Diploma is not awarded on the date of 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.

^ 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 2020.

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 2020-21, 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 by .....month of year 2020.

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 2019-20 viz. April 1, 2019 to March 31, 2020] 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 / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st 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 the .....community 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 2019-20 viz. April 1, 2019 to March 31, 2020]** 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.

## Format for Physically Challenged (PH)/ Persons with Disabilities (PWD) Certificate

(To be obtained by the candidate)  
(To be filled by Medical Board notified under PWD Act)

Affix here recent  
Photograph showing  
the disability duly  
attested by Medical  
Superintendent  
/CMO/Head of Hospital  
(with seal)

Certificate No:.....

Date:.....

1. This is to certify that Mr./Ms. .... son/daughter of Mr./Mrs. ....  
Age..... male/female having identification marks as  
..... is suffering from permanent disability of  
following category:

## A. Locomotor or cerebral palsy:

- i. BL – Both legs affected but not arms.
- ii. BA- Both arms affected:                      a) Impaired reach                      b) Weakness of grip
- iii. OL-One leg affected (right or left):                      a) Impaired reach                      b) Weakness of grip                      c) Ataxic
- iv. OA- One arm affected (right or left):                      a) Impaired reach                      b) Weakness of grip                      c) Ataxic
- v. BH- Stiff Back and hips (cannot sit or stoop)
- vi. MW- Muscular Weakness and limited physical endurance.

## B. Blindness or Low Vision                      (i) B-Blind                      (ii) PB- Partially Blind

## C. Hearing Impairment:                      (i) D-Deaf                      (ii) PD- Partially Deaf.

(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended/ recommended after a period .....years.....months.
3. Percentage of disability in his/ her case is ..... percent.
4. Smt./Shri/Kum .....meets the following physical requirement for discharge of his/her duties.

i. F-can perform work by manipulating with fingers	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
ii. PP-can perform work by pulling and pushing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
iii. L--can perform work by lifting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
iv. KC-can perform work by kneeling and crouching	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
v. B-can perform work by bending	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
vi. S-can perform work by sitting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
vii. ST-can perform work by standing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
viii. W-can perform work by walking	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
ix. SE-can perform work by seeing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
x. H-can perform work by hearing/speaking	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
xi. RW-can perform work by reading and writing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Signature of Doctor  
Name of Doctor  
Specialization  
Seal with Degree  
(Member, Medical Board)

Signature of Doctor  
Name of Doctor  
Specialization  
Seal with Degree  
(Member, Medical Board)

Signature of Doctor  
Name of Doctor  
Specialization  
Seal with Degree  
(Chairperson, Medical Board)

\* Please delete the words which are not applicable

### Countersigned by the Medical Superintendent/CMO/Head of Hospital (with seal)

Note : (i) According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central or the State Government. The State Government may constitute a Medical Board consisting of at least three members out of whom at least one shall be a specialist in the particular field for assessing locomotor/ hearing & speech disability, mental retardation and leprosy cured, as the case may be. (ii)The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as permanent.

Government of .....  
(Name & Address of the authority issuing the certificate)

**INCOME AND ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_

**VALID FOR THE YEAR \_\_\_\_\_**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the Sate/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attached below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family'\*\* is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\*.

- I. 5 acres of agriculture land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in area other than the notifies municipalities.

2. Shri/Smt/Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as Scheduled caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent passport size  
attested photograph of  
the applicant

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc

\*\* Note 2: The term "Family" for this purpose include the person, who seek benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a family in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**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- 2713281 (O)

E-mail: [mba.admissions@mnit.ac.in](mailto:mba.admissions@mnit.ac.in)

Website: [www.mnit.ac.in](http://www.mnit.ac.in)

**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>