



INFORMATION  
BROCHURE

For admission to

# MASTER OF BUSINESS ADMINISTRATION (MBA)

(Academic Session 2023-2024)

मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

जवाहर लाल नेहरू मार्ग, जयपुर - 302017 (राजस्थान, भारत)

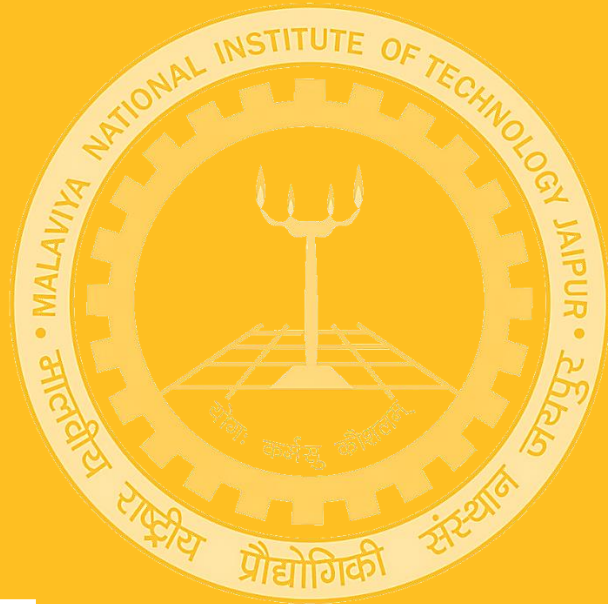
(शिक्षा मंत्रालय, भारत सरकार के तत्वावधान में एक स्वायत्त संस्थान)

**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR**

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

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

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

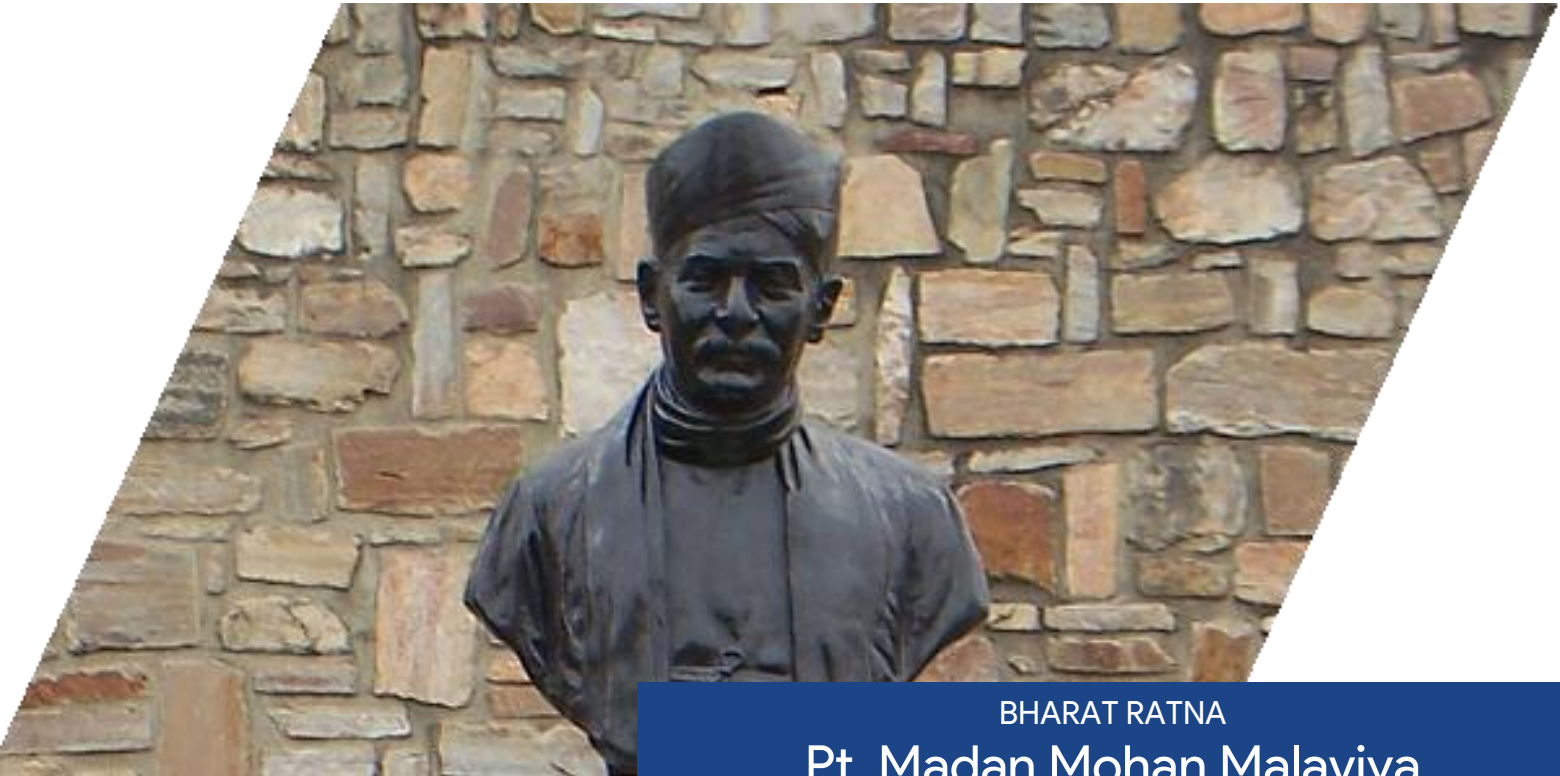


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# our INSPIRATION



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 freedom can be achieved only through the 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 the Government of India and the Government of Rajasthan. The Institute was upgraded to Malaviya National Institute of Technology in 2002 by the 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 Education.

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 comprises 13 Departments and 3 Centers of Excellence with an annual intake of about 900 students in its undergraduate programs and over 1025 students in the postgraduate and research programs.

## 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

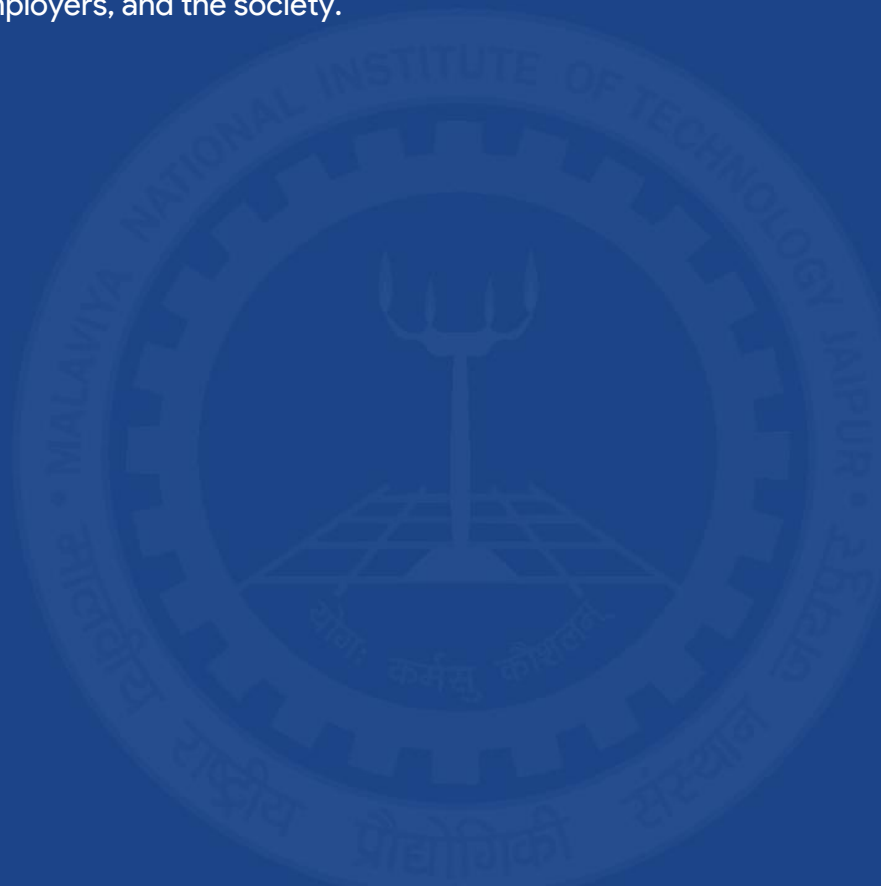
To create technical manpower for meeting the current and future demands of industry; To recognize education and research in close interaction with industry with emphasis on the development of leadership qualities in the young men and women entering the portals of the Institute with sensitivity to social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

## our QUALITY POLICY

MNIT Jaipur 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

### 2.1 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

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.

	<p><b>Dr. Satish Kumar</b> PhD, MBA (Finance) Associate Professor &amp; Head of Department <b>Area:</b> Finance and Accounting</p>		<p><b>Dr. Monica Sharma</b> PhD (Industrial Engineering), MBA (Operations Management) Associate Professor <b>Area:</b> Operations Management</p>
	<p><b>Dr. Deepak Verma</b> PhD, MBA (Marketing/IT), ADSE Assistant Professor <b>Area:</b> Statistical Decision Making and Business/ Marketing Analytics</p>		<p><b>Dr. Divesh Kumar</b> PhD, MBA (Marketing) Assistant Professor <b>Area:</b> Marketing and Sustainable Consumption Behavior</p>
	<p><b>Dr. Reeta Singh</b> PhD, MBA (HRM) Assistant Professor <b>Area:</b> Human Resource Management</p>		<p><b>Dr. Priyanka Sihag</b> PhD, MBA (HRM) Assistant Professor <b>Area:</b> Human Resource Management</p>
	<p><b>Dr. Shweta Sharma</b> PhD, MBA (Finance) Assistant Professor <b>Area:</b> Corporate Finance, Financial Markets</p>		<p><b>Dr. Ritika Mahajan</b> PhD, MBA Assistant Professor <b>Area:</b> General Management and Strategy</p>
	<p><b>Dr. Aakanksha Kataria</b> PhD, MBA (OB) Assistant Professor <b>Area:</b> General Management, Organizational Behavior</p>		<p><b>Dr. Shridev Devji</b> PhD, MBA (Finance), M. Com, CAIIB Assistant Professor <b>Area:</b> Financial Distress, Banking</p>



## 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 a 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, the Centre caters to the need of different academic departments and various sections of the Institute by managing and providing extensive computing & networking facilities to the Institute and facilitating the use of the latest information technology in Institute's teaching, learning, research and administration.

### 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 VLTC

40+ Rooms of capacity 120 @VLTC: Sophisticated e-classrooms

6 Rooms of capacity 240 @VLTC: Sophisticated e-classrooms

### 2.2.6 MIIC (Incubation Centre)

MIIC is a Technology Business Incubator (TBI) sponsored by DST-GOI, New Delhi. Its primary objective is to provide a platform for Conceiving, Realizing, Promoting & Nurturing knowledge-based Innovation & Entrepreneurship amongst all the aspiring entrepreneurs. MIIC extends incubation support to startups primarily but not limited to the areas of Product or Process design/Re-design, Material or Process innovation, Information & Communications Technology.

### 2.2.6 Other Facilities

**Cafeteria** – The Institute has multiple cafeterias at various locations within the campus.

**Bank** - There are two branches of 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 Jaipur.





## 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. Management Club at DMS comprises of five cells. The activities of the club are organized at 2 levels:

- 1) Department Level, which includes the daily activities such as Group discussions, Management Quizzes, etc.
- 2) Institute Level, which includes inter college competitions, activities in cultural/technical fests and many more.



### 2.3.1 Media & Communication Cell

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 works on activities that focus on developing communication skills, interpersonal and social skills.

### 2.3.3 Corporate Social Responsibility 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 focusses 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 faces. 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 aspires 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 lectures, DMS is actively involved in participating and conducting several management events, some of the events include:

- B-quiz
- Case study competitions
- Entrepreneurship development session
- Panel discussions
- B buzz
- Group discussions & workshops

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

- ATAL, AICTE sponsored Gati Shakti FDP on Digital Supply chain and Logistics 4.0 at MNIT Jaipur, Rajasthan, India from January 16<sup>th</sup> to 27<sup>th</sup>, 2023.
- Interactive Session on “New Age HR Skills” with Mr. Jauhari Lal (ONGC-Director HR, Retd.) and Mr. Onkar Mal (ONGC Academy, Dehradun) organised at MNIT Jaipur on January 19<sup>th</sup>, 2023.
- Five days Sustainability Ambassadors Programme at MNIT Jaipur, India from January 09<sup>th</sup> to 13<sup>th</sup>, 2023.
- ATAL, AICTE sponsored Gati Shakti FDP on Emerging Avenues of Supply Chain Logistical Drivers for Atma-Nirbhar Bharat at MNIT Jaipur, Rajasthan, India from December 05<sup>th</sup> to 17<sup>th</sup>, 2022.
- Expert Lecture on “Minimum Public Shareholding Regulation” December 1<sup>st</sup>, 2022. The guest speaker was Prof. V. Ravi Anshuman, Professor of Finance and Accounting at IIM Bangalore.

- Guest Lecture on “Preparing for Job Interviews” on November 16<sup>th</sup>, 2022. The guest speaker was Dr. Pankaj Sharma. The session was focused on preparation strategies for the Job Interviews and it was organized for first-year MBA students.
- National Short Term Course on Finance for Non-Finance Professionals at MNIT Jaipur, India from August 01<sup>st</sup> to 05<sup>th</sup>, 2022.
- International Short Term Course on Research School 2022 at DMS MNIT Jaipur, Jaipur, India from July 23<sup>rd</sup> to August 07<sup>th</sup>, 2022.
- National Short Term Course on 6th Research School at MNIT Jaipur, India from May 23<sup>rd</sup> to June 07<sup>th</sup>, 2022.
- Session on “Sustainability and CSR: Key Opportunities and Challenges” by Mr. Lovish Ahuja, Vice President, Governmental Affairs Asia System Design, TOMRA Systems ASA on January 15<sup>th</sup>, 2022.
- International Conference on Industrial Engineering and Management jointly organized by the Department of Mechanical Engineering and the Department on Management Studies from December 17<sup>th</sup> to 19<sup>th</sup>, 2021.
- Session on “Blue Ocean Strategy” by Dr. Vinay Sharma, Professor, IIT Roorkee on November 10<sup>th</sup>, 2021.
- Session on CMIE - Prowess Prowess IQ Database by Mr. Sudarshan Negi (Business Relationship Manager -CMIE) on November 10<sup>th</sup>, 2021.
- Session on “Consumer Behaviour” by Prof. Zillur Rehman, Professor, IIT Roorkee on November 15<sup>th</sup>, 2021.
- Session on “Sustainable Menstruation” by Ms. Anita Goyal, Founder, JaipurMoms and Dr. Mini Bhargava, Consulting Gynecologist on October 26<sup>th</sup>, 2021.



## 3.0 mba @ dms | MNIT

### 3.1 PROGRAM OBJECTIVES

The primary objectives of the MBA program offered are:

- To impart skills and knowledge to demonstrate ability to perform as able management professionals.
- To develop students into leaders of future with abilities to 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 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 teachers. Teaching is heavily oriented towards case studies, presentations and assignments. A variety of seminars are organized by faculty and students during the academic sessions.

### 3.3 MBA ADMISSIONS

Call for MBA admission is issued in the month of February every year.

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

**Minimum eligibility criteria:** Applicant must have a valid 03-years or 04-years Bachelor's degree from a recognized institute or university with CGPA not below 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).

**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 one valid test score of CAT/GMAT/XAT/CMAT/MAT of mentioned years.

### 3.4 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 the 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 one specialization along with a few other core and elective 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	SEMESTER - II
Management Theory & Practice	Business Environment
Accounting for Managers	Financial Management
Marketing Management - I	Marketing Management - II
Organizational Behavior	Human Resource Management
Managerial Economics	Business Research Methods
Operations Research & Optimization	Operations Management
Statistics for Decision Making	IT for Data Visualization
Business Communication - I	Business Communication - II
SEMESTER - III	SEMESTER - IV
Strategic Management	Business Laws
Strategy for Management in Digital Age	Corporate Governance, Ethics & CSR
Course of Independent Study (CIS)	Applied Management Research Project/ Capstone Project
Summer Internship (SI)	
Area Elective 3.1	Area Elective 4.1
Area Elective 3.2	Area Elective 4.2
Area Elective 3.3	Area Elective 4.3
Program Elective 3.1	Program Elective 4.1
Program Elective 3.2	

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.

### 3.4.1 AREA ELECTIVES

MARKETING	FINANCE & ACCOUNTING
Consumer Behavior	Financial Markets & Systems
Integrated Marketing Communications	Investment Management
Services Marketing	Money & Banking
Managing Customer Relationships	Project & Infrastructure Finance
Brand Management	Corporate Restructuring
Sales & Distribution Management	International Finance
Marketing Analytics	Behavioral Finance
International Marketing	Financial Modelling in Excel
Digital Marketing	Future, Options & Risk Management
Rural Marketing	Fixed Income Securities
B2B Marketing	Management Control Systems
Pricing Strategy	Investment Banking
Marketing of Hi-Technology Products	Financial Analytics
Managing Product Portfolios	Financial Statement Analysis
HUMAN RESOURCES	OPERATIONS
Organizational Change & Development	Advanced Operations Research
Strategic Human Resource Management	Business Forecasting
Performance & Compensation Management	Constraints Management and Industry Applications
HR Strategic Staffing	Contemporary Project Management
Managing High Performance Teams	Operations Strategy for Competitive Advantage
Learning & Development	Service Operations Management
Industrial Relations & Labour Laws	Distribution & Logistics Management
Competency Mapping & Assessment	Game Theory for Business Strategy
International HRM	Purchasing and Sourcing Management
HR Analytics	Managing Supply Chain Risk
Psychological Testing	Business Process Modelling
Career Development & Succession Planning	Supply Chain Analytics & Optimization
Managing Social & Human Capital	Lean Six Sigma
BUSINESS ANALYTICS	GENERAL MANAGEMENT & STRATEGY
Data Structure & Quality	Entrepreneurship Development
Multivariate Data Analysis	Creative Problem Solving
Econometrics & Time Series Analysis	Innovation and Design Thinking
Business Analytics & Intelligence	Team Building and Leadership
Applications of Machine Learning	Negotiation Skills
Managing Enterprise Data	Managing Across Cultures
Decision Support Systems	Managing Creativity & Innovation
Strategic Information Systems	Technology Management
Introduction to Big Data & Cloud Computing	IT Project Management
Marketing Analytics	Information Security & Risk Management
Financial Analytics	Technical Writing
HR Analytics	e-Business & e-Governance
Supply Chain Analytics & Optimization	



### 3.4.2 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.

### 3.4.3 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](#)).



## 3.5 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 the batch was Rs. 12.4 Lakh per annum. The average package was approximately Rs.6.4 Lakh per annum with median package of Rs. 6.00 Lakh per annum. For details regarding the Placement policy of MNIT Jaipur, refer to the [Training and Placement portal](#) on the institute website.

### 3.5.1 Placement Summary for Batch 2020-2022

Particulars	
Total Students	53
Registered Students	52
Total Placed	49
Total Offers given	49

## Some places our recent students are working at:



## 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 2023-24.**

### 4.2 SANCTIONED INTAKE & RESERVATION

The total sanctioned annual intake for the MBA program is 79, 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.

### 4.3 ELIGIBILITY CRITERIA

**4.3.1 Minimum eligibility criteria:** Applicant must have a valid 03-years or 04-years Bachelor's degree from a recognized institute or university with CGPA not below 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.

**4.3.2 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 2022
GMAT	Pearson VUE on behalf of Graduate Management Admission Council, USA	December 2022 - April 2023
XAT	XLRI, Jamshedpur	January 2023
CMAT	National Testing Agency (NTA)	CMAT 2023
MAT	All India Management Association (AIMA), New Delhi	September 2022 onwards

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

\*\* Applicant must ensure that test score results must be declared before the last date of filling application forms. Institute will not be responsible for any delay in conduct/deceleration of results by the testing agencies.

## 4.4 SELECTION PROCESS

**4.4.1.** 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 Personal Interviews to be held in one round (in May 2023) as per the notified schedule.

**4.4.2.** The candidates interested in admission to the 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 will be called for 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 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 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 for WAITLISTS and/or special round (if any) of the admission process.
- 4.4.7.** Waitlist of selection may be issued in case there are vacant seats after the PI Round (including seats falling vacant due to forfeiture or cancellation of admission). 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.
- 4.4.8.** The candidates (who accepted admission offer including WAITLIST/s) 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.
- 4.4.9.** Candidates applying for cancellation of admission after last date of cancellation of admission will not be eligible for the refund of fees.
- 4.4.10.** In case there are any seats left vacant after the last date of cancellation of admission, a special round may be conducted for the vacant seats, if deemed necessary. A fresh call for applications will be made and only eligible candidates as specified earlier will be called for the personal interview. Candidates offered admission in special round will not be eligible for the cancellation of admission.
- 4.4.11.** Special Round will be conducted only in the categories where seats remain vacant and candidates are not available in WAITLIST.
- 4.4.12.** 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.
- 4.4.13.** 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 in the Special Round 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 for candidates who apply by or before the last date specified for cancellation in the schedule. 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 not registered and - who 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 the special round 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 been terminated 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.

#### 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 for previous year 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 2023-24.
- 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 Jaipur 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 circumstances.**
- 5.4. Any requests for change of category will not be entertained after personal interviews.
- 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, who 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 download and keep a copy of their application form for future reference. The same may be asked at the time of program registration.
- 5.9. Scanned copies of the following certificates are required to be uploaded by the eligible candidates before PI (in the order mentioned):
  - 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 (in chronological order; latest first).

- c. Marks-sheet/Score Card of the valid Management Admission Test (GMAT/ CAT/ CMAT/ XAT/ MAT) as filled in the online application form.
  - d. Caste/Category certificates, if applicable, as per the format in respective annexures.
  - e. Certificates for work experience claimed, issued by the employer mentioning period and nature of employment (in chronological order; latest first).
  - f. Certificates/documents against any other claims made in the application form.
- 5.10. Original certificates/documents are required to be presented for verification at the time of program registration. 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 selection committee of 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. 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.
- 5.15. 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.
- 5.16. The Institute reserves the right to change its statutes and regulations relating to academic program and the modalities of admission without prior notice.

- 5.17. Candidates belonging to SC/ST/OBC/EWS /PwD categories must present along with application form the requisite certificates (as per applicable format attached in **Annexure 4 – 8**) from the competent authority, failing which their candidature will not be considered under the Reserved Category applied.
- 5.18. There is no age restriction for the program.
- 5.19. 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.
- 5.20. The Institute reserves the right to alter the number of seats without any prior notice.
- 5.21. The provisions for reservation of seats given in the seat matrix are subject to modification in accordance with any order, if issued subsequently by the Government of India.
- 5.22. 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.
- 5.23. PwD category candidate should submit along with the application, the certificate, from a government medical board (**Annexure 7**). 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.
- 5.24. 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

<b>Last date for filling forms for Round</b>	<b>: Monday, May 29, 2023</b>
<b>PI Round</b>	<b>: Tue-Fri, June 06 - 09, 2023</b>
<b>Declaration of result for PI Round</b>	<b>: Tuesday, June 20, 2023</b>
<b>Last date for acceptance of admission offer and submission of fees</b>	<b>: Tuesday, June 27, 2023</b>
<b>Admission offers for left-over seats (Waitlist 1)</b> (ONLY in case seats are vacant)	<b>: Thursday, June 29, 2023</b>
<b>Last date for acceptance of admission offer and submission of fees</b> (ONLY for candidates appeared in Waitlist 1)	<b>: Monday, July 03, 2023</b>
<b>Admission offers for left-over seats (Waitlist 2)</b> (ONLY in case seats are vacant and candidates available in WAITLIST)	<b>: Wednesday, July 05, 2023</b>
<b>Last date for acceptance of admission offer and submission of fees</b> (ONLY for candidates appeared in Waitlist 2)	<b>: Friday, July 07, 2023</b>
<b>Admission offers for left-over seats (Waitlist 3)</b> (ONLY in case seats are vacant and candidates available in WAITLIST)	<b>: Monday, July 10, 2022</b>
<b>Last date for acceptance of admission offer and submission of fees</b> (ONLY for candidates appeared in Waitlist 3)	<b>: Wednesday, July 12, 2023</b>
<b>Admission offers for left-over seats (Waitlist 4)</b> (ONLY in case seats are vacant and candidates available in WAITLIST)	<b>: Friday, July 14, 2023</b>
<b>Last date for acceptance of admission offer and submission of fees</b> (ONLY for candidates appeared in Waitlist 4)	<b>: Monday, July 17, 2023</b>
<b>Last date to apply for cancellation of admission</b> (ONLY Institute Caution Money will be refunded after this date)	<b>: Friday, July 21, 2023 (5:00 PM)</b>
<b>Course registration of new candidates</b> (IN PERSON ONLY)	<b>: As per the 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
- Annexure 9.** Format for Certificate to be submitted by candidates for medical fitness

## Annexure 1

## Criteria for computation of Comprehensive Score for selection

S. No. Criterion		Max. points
<b>i. Test score</b>		<b>40</b>
CAT/GMAT = percentile × 1.0/2.5		
CMAT/XAT = percentile × 0.9/2.5		
MAT = percentile × 0.8/2.5		
<b>iii. Academic Qualification</b>		<b>15</b>
<b>Degree</b>	<b>CGPA / %marks</b>	<b>Max. Points</b>
Post-Graduation*	<b>i.</b> PG Degree (Minimum 2-year duration)	05 points
	<b>ii.</b> PG Diploma (Minimum 1-year duration)	03 points
Graduation**	<b>i.</b> ≥ CGPA 9.50 or 90.00%	10 points
	<b>ii.</b> CGPA 7.50 - 9.49 or 70.00% - 89.99%	08 points
	<b>iii.</b> CGPA 6.50 - 7.49 or 60.00% - 69.99%	06 points
	<b>iv.</b> ^ CGPA 6.00 – 6.49 or 55% - 59.99%	04 points
<b>iv. Work Experience#</b>		<b>05</b>
<b>a.</b> ≤ 6 months		0 point
<b>b.</b> 6 – 12 months		1point
<b>c.</b> 13 – 18 months		2 points
<b>d.</b> 19 – 24 months		3 points
<b>e.</b> 25 – 30 months		4 points
<b>f.</b> ≥ 31 months		5 points
<b>v. Personal Interview (PI)</b>		<b>40</b>
<b>TOTAL SCORE</b>		<b>100</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.

# Only full-time experience obtained after Bachelor's degree will be considered.



**Annexure 2**

**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 2023.

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

## Annexure 3

**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 2023-24, 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 2023.

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

**Annexure 4**(This certificate **MUST** have been issued on or after April 01, 2023)**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 2022-23 viz. April 1, 2022 to March 31,**  
**2023]** 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

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\* 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.

## Annexure 5

**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 2022-23 viz. April 1, 2022 to March 31, 2023]** 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]

## Annexure 6

## 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 (Lakshadweep Island).
7. Certificate issued by any other authority will be rejected.

**Annexure 7**

**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.

## Annexure 8

**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.

## Annexure 9

**CERTIFICATE OF MEDICAL FITNESS**

The certificate must be from the Medical Officer or any rank above it from any Central/State Government Hospital/Dispensary/Medical College must be brought by the candidate at the time of registration.

1. Application Form No.: .....
2. Name of the Candidate: .....
3. Father's Name: .....
4. Mother's Name: .....
5. Sex: (Male/Female)
6. Height: .....
7. Weight: .....
8. Identification Mark: .....
9. Chest Measurement: .....
10. Heart and Lungs: .....
- Piles, Hydrocele, Hernia etc.:
11. Vision: .....
12. Color Blindness: .....
13. Hearing: .....

Affix here recent  
Photograph

Certified that the candidate possesses the medical standards given below and is medically fit for the engineering/management profession.

Place: .....

Date: .....

Signature & Designation with seal of the Authorized Medical Officer

**MEDICAL STANDARDS**

Height: Not less than 1.5 m for male candidates and not less than 1.4 m for female candidates.

Weight: Minimum 41 kg approximately for male candidates and 37 kg approximately for female candidates.

Chest Measurement: Not less than 69 cm. with satisfactory limits of expansion and contraction for male candidates only

Heart & Lungs: No abnormality.

Hernia, Hydrocele, Piles, etc.: Presence of any of these is a temporary disqualification to be rectified before joining the course of study.

Vision: Normal. Where defective, it must be corrected to 6/9 in the better eye and 6/12 in the worse eye.

Eye should be free from congenital and other diseases.

Hearing: Normal. Where defective it must be corrected



## Frequently Asked Questions (FAQs)

- **Can the final year graduation students apply?**

Candidates, who have appeared in the final examination of their graduation programs and are awaiting their final result, are eligible to apply. Such candidates will have to furnish a certificate from their Institute/University as per the format provided in Annexure 2.

- **How to convert CGPA into percentage?**

CGPA to Percentage conversion formula is as follows:

On a 10-point scale,

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

On x-point scale,

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

- **Is there any reservation for SC/ST/OBC/EWS category candidates?**

The total sanctioned annual intake for the MBA program is 79. There is reservations for various categories as prescribed by the Government of India. 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

- **What are the criteria for computation of Comprehensive Score for selection?**

Please refer to the Annexure 1 of the Information Brochure for Comprehensive Score Calculation.

- **Which is the last date for filling forms for admission to the MBA program for the session 2023-24?**

The last date for filling the application form is May 10, 2023 (Wednesday).

- **Which entrance exam scorecards are considered for meeting the eligibility for admission?**

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: CAT, GMAT, XAT, CMAT and MAT. For more details, refer to section 4.3.2 of the Admission Brochure.

- **What is the minimum percentile required for admission and the criteria for preparation of merit list and selection procedure at MNIT DMS?**

There is no minimum percentile criteria in entrance test for shortlisting. Offer for 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. For comprehensive score criteria, refer Annexure 1 of the brochure.

- **What are the rules for refund of fee in case of cancellation of admission?**

Application fee is non-refundable under any circumstances. All applicants must make sure that they meet all eligibility requirements before applying. In case of cancellation of admission, full fees submitted for the first semester shall be refunded after deducting processing charges. This is applicable only till the last date of cancellation of admission.

- **What is the total fee for MBA at MNIT Jaipur?**

For information regarding the fee, please visit:

[http://www.mnit.ac.in/academics/fee\\_structure.php](http://www.mnit.ac.in/academics/fee_structure.php)

- **What are the regulations for MBA at MNIT Jaipur?**

For detailed information on regulations and requirements, please visit:

<http://www.mnit.ac.in/academics/PG.php>

- **Is a hostel facility available for students?**

Limited accommodation is available on campus on a first come first serve basis.

- **What are the specializations offered?**

The Department currently offers specializations (subject to a minimum number of students opting the specialization) in the areas of marketing, finance, operations management, human resource management and business analytics.

- **Where can I find information about internships and placements of DMS, MNIT Jaipur?**

Placements and Internship opportunities are provided to the students through the centralized Training & Placement cell of the institute. For details regarding the Placement policy of MNIT Jaipur, refer to the Information brochure and/or the Training and Placement Portal at <http://mnit.ac.in/placement/> on the institute website.

- **What is minimum score needed in CAT to qualify?**

There is no minimum score requirement for shortlisting candidates for PI, 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.

- **What will be the procedure to fill the vacant seats if any left after fourth waiting list? Will there be a special round?**

If there are vacant seats after the fourth waiting list, the institute may conduct a special round subject to the approval of the competent authority.

- **Will a candidate outside the waiting list be considered for admission, in case seats are left?**

No student outside the waiting list will be considered for admission.

- **In case I leave my seat in first list and then come back to claim later, can I claim the seat again?**

If any student who has been offered admission fails to deposit fees by the last date, he or she will not be considered for admission in any subsequent list in the admission process of that particular year.

- **In case I get a seat in some other NIT for MBA, will my money be transferred to the other NIT?**

Currently, there is no such provision.

## FOR FURTHER INFORMATION REGARDING MBA ADMISSIONS

Please write to: [mba.admissions@mnit.ac.in](mailto:mba.admissions@mnit.ac.in)

If you want to talk to our student coordinators (only during office hours)

- Mr. Yogesh Meena –9261565111
- Mr. Sharlabh Kori –7987309208

**DEPARTMENT OF MANAGEMENT STUDIES  
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# मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

जवाहर लाल नेहरू मार्ग, जयपुर – 302017 (राजस्थान, भारत)

(शिक्षा मंत्रालय, भारत सरकार के तत्वावधान में एक स्वायत्त संस्थान)

## MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

Jawahar Lal Nehru Marg, Malaviya Nagar, Jaipur – 302017 (Rajasthan, INDIA)

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

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

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