



ADMISSION HANDOUT FOR MANAGEMENT PROGRAMS - 2018

1. INTRODUCTION

- 1.1 This booklet gives information about the Admission Procedure and criteria for the following full time MBA - Mumbai & PGDM - Bengaluru / PGDM – Hyderabad / PGDM – Navi Mumbai / PGDM – Indore Programmes for academic year commencing from June 2018.

| Sr. No. | Name of the program | No. of Seats* |
|---------|---|---------------|
| 1. | MBA Two year full time programme having concentration in any one of the following areas: 1. Finance 2. Information Systems 3. Marketing 4. Operations & Decision Sciences 5. Analytics | 500 |
| 2. | MBA Human Resource | 60 |
| 3. | MBA Pharmaceutical Management | 60 |
| 4. | PGDM - Bengaluru Campus | 180 |
| 5. | PGDM - Hyderabad Campus | 120 |
| 6. | PGDM - Navi Mumbai Campus | 60 |
| 7. | PGDM - Indore Campus | 60 |

*30% Seats in the MBA / PGDM Programs of NMIMS will be offered to Girls.

2. IMPORTANT INSTRUCTIONS

2.1 Admission for all the Full Time Programmes mentioned above is through NMAT by GMAC™ exam. For all test related information please visit www.nmat.org.in. Candidates can apply for more than one Programme and more than one campus.

2.2 Apply Online

Step 1: Registration at NMAT by GMAC: Visit www.nmat.org.in to register online and complete registration process by paying registration fee. Please remember your NMAT by GMAC registration number. It is mandatory to complete the NMAT by GMAC test registration before proceeding for the NMIMS application.

Step 2: Registration at NMIMS: Visit www.nmims.edu enter your NMAT by GMAC registration no. and complete the application process, without this number you will not able to proceed further to fill up NMIMS application form; complete the NMIMS application by paying the registration fees (as applicable).

3. ELIGIBILITY CRITERIA FOR ADMISSION

| Sr. No. | Name of the program | Eligibility Criteria |
|---------|--|---|
| 1 | MBA (Mumbai Campus) | Bachelor's Degree in any discipline from a recognized University with minimum 50% marks in the aggregate. * Sub clauses 3.1 to 3.7 are also applicable. |
| 2 | MBA HR Selection process is separate (Mumbai Campus) | Bachelor's Degree in any discipline from a recognized University with minimum 50% marks in the aggregate. * Sub clauses 3.1 to 3.7 are also applicable. |
| 3 | MBA Pharmaceutical Management - Selection process is separate (Mumbai Campus) | Bachelor's Degree in Pharmacy, Science, Life Sciences, MBBS, BDS, BHMS, BAMS, B.Sc. and M.Sc. in Biotechnology from a recognized University with minimum 50% marks in the aggregate. Post Graduate degree holders in Economics, Psychology and Sociology can also apply. Candidates with B.Tech. or B.E. in Bio-Tech. or Bio-Medical are also eligible to apply. Candidates working in Pharmaceutical Companies for more than two years are preferred. * Sub clauses 3.1 to 3.7 are also applicable. |
| 4 | PGDM - Bengaluru campus PGDM - Hyderabad campus PGDM - Navi Mumbai PGDM - Indore Campus | Bachelor's Degree in any discipline from a recognized University with minimum 50% marks in the aggregate. * Sub clauses 3.1 to 3.7 are also applicable. |

- Note 1: As per University Grants Commission (UGC) notification - F. No. UGC/DEB/2013 dated 14.10.2013 – "Degrees / Diplomas / Certificates awarded for programmes conducted by the Open & Distance Learning (ODL) institutions, recognized by Distance Education Council (DEC) (erstwhile) and UGC, in conformity with UGC Notification on specification of Degrees should be treated as equivalent to the corresponding awards of the Degree / Diploma / Certificate of the traditional Universities / institutions in the country".
- Note 2: AIU certificate is mandatory for those candidates who have completed their graduation from overseas Universities.
- Note 3: Reservation of seats for the widows / wards of armed forces personnel killed / disabled in action or during peace time and wards of Kashmiri migrants will be applicable provided such candidates successfully meet the specified cut-offs and eligibility criteria of the respective program /s applied for at the time of registration and also qualify the NMAT by GMAC Test cut off. If the candidate has been selected in any of the programs of NMIMS, then they would not be considered for this reservation.
- 3.1 For all the full time programs, candidates who are appearing for the final examination of their Bachelor's degree are eligible to apply. Provisional admission is subject to clearing the final examination of their Bachelor's degree with 50% aggregate marks and selected candidates must produce all the necessary documents, in original, within the given stipulated time.
- 3.2 For all the Full Time programs, candidates having two and more years of post-qualification work experience will be preferred.
- 3.3 The candidate must have appeared for all his subject(s) / exams **before the commencement of the respective program (s) of NMIMS (Deemed to be University)**. The examination of none of the subjects should be held after the commencement of the respective course. Also the candidate should be declared pass in all the above referred subjects (s) / examinations by the University from where he / she is graduating from, with minimum 50% marks in the aggregate.
- 3.4 At the time of admission, candidate has to produce semester-wise / trimester-wise / consolidated (only if individual mark sheets are not issued by University / Institute) mark sheets of all years of the college from which he/she is graduated. In case of internet copies of mark sheets, attestation by Principal with official seal is mandatory.
- 3.5 The candidates, who have passed or, have appeared for graduation examination from a University where Grade Point Average is given, must produce the equivalent percentage for the GPA/CGPA obtained in writing from the University concerned.
- 3.6 It is sole responsibility of the candidate to ascertain whether they possess the necessary and requisite qualification for the admission at NMIMS, as verification of the documents is done at the time of final admission only.
- 3.7 Important Note:
a) If at any stage, it is found that a candidate does not satisfy the eligibility criteria or the information furnished by him / her in the online registration is incorrect, his/her application for the admission to the Programme, even if selected and fees paid, will stand cancelled and fees forfeited. The registration fee is non-refundable.
b) Candidates appearing for NMAT by GMAC™ exam, Case Discussion & Personal Interview should note that if at any point of time it observed that they do not meet eligibility criteria, then admission will be cancelled and the process will stand terminated. No fees will be refunded. The course fees if paid, refund will be as per refund rules (as applicable).

4. ADMISSION PROCESS

Stage 1 NMAT by GMAC™ test is a mandatory test for applying to the following NMIMS University programmes viz 1) MBA 2) MBA Human Resource 3) MBA Pharmaceutical Management 4) PGDM Bengaluru 5) PGDM Hyderabad 6) PGDM Navi Mumbai 7) PGDM Indore. For more information about the test, please visit www.nmat.org.in.

The score of the NMAT by GMAC™ Test for all the NMIMS applicants will be submitted by GMAC electronically to NMIMS (Deemed to-be-University).

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

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

- It is mandatory for candidates to fill in the NMIMS application form on www.nmims.edu to confirm his candidature and be in the NMIMS admission programs for the 2018-20 Batch.
- The preferences once given cannot be changed later on. Candidates are advised to check the information entered in the online registration application form very carefully while registering and again before submitting the application as they will not be allowed to make any changes after submitting the application.
- The candidates are advised to note their NMIMS Application number. The further communication / process will be as per NMIMS Application number only.

5. ADMISSION SCHEDULE

5.1 The schedule & Application charges for NMIMS applications are as under:

| Event | Start | End | Registration charges (Non-Refundable) |
|---------------------|---|---|---|
| NMIMS Application | Thursday, 6 th July, 2017 | Sunday, 15 th October, 2017 | Rs.1100/- plus applicable taxes for normal registration for either MBA Full Time - Mumbai Campus or PGDM - Bengaluru / PGDM – Hyderabad / PGDM – Navi Mumbai / PGDM - Indore. |
| | | | Rs.1500/- plus applicable taxes for both MBA Full Time - Mumbai Campus and PGDM - Bengaluru / PGDM – Hyderabad / PGDM – Navi Mumbai / PGDM - Indore. |
| NMIMS Reapplication | Saturday, 7 th October, 2017 | Monday, 25 th December, 2017 | Rs. 1100/- plus applicable taxes for either MBA Full Time - Mumbai Campus or PGDM - Bengaluru / PGDM – Hyderabad / PGDM – Navi Mumbai / PGDM - Indore. |
| | | | Rs. 1500/- plus applicable taxes for both MBA Full Time - Mumbai Campus and PGDM - Bengaluru / PGDM – Hyderabad / PGDM – Navi Mumbai / PGDM – Indore. |

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

5.2 NMIMS Application

- For admission to NMIMS University programmes NMIMS online application (on www.nmims.edu website) has to be duly submitted & payment of application charges need to be made in any of the prescribed mode within stipulated time.

- It is candidate's responsibility to select the program preference at the time of filling up the NMIMS application form on www.nmims.edu. The final short listing of the candidate will happen as per the latest preference selected by candidate on his/her NMIMS application form.
- The candidate has to register and complete the application / fees payment process on the www.nmims.edu website.

5.3 NMIMS Reapplication

- Candidates who take the NMAT by GMAC test more than once has to simultaneously / correspondingly apply again at the www.nmims.edu. The NMAT by GMAC retake test score will only be taken into consideration by NMIMS if the candidate has paid and completed the reapplication process, for each registration at NMAT by GMAC, the candidate has to do the registration at NMIMS, his / her NMAT by GMAC marks will be considered only if he/she has applied at NMIMS for that particular attempt.
- The reapplication process is similar to the application process and candidates can change their preference of programmes during the reapplication process. Reapplication entails candidates to pay for the reapplication fees.
- The last and most recent preferences as selected by the candidate at the time of Application or Reapplication on www.nmims.edu will be taken as his / her final preferences for the shortlisting of the candidates for further selection.
- Candidates are requested to reapply before declaration of retake results to be considered for further short listing.

5.4 Payment of registration fee - The mode of payment will be as under:

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

5.5 The NMAT by GMAC™ test will be conducted at the following centers (Cities)

| | TEST CENTRES |
|---------------|--|
| North | Chandigarh, Delhi, Gurgaon, Jaipur, Lucknow, Noida, Agra, Benaras, Dehradun, Jammu, Jodhpur, Kanpur, Kota, Patiala, Shillong |
| West | Ahmedabad, Baroda, Mumbai, Nagpur, Pune, Nasik, Surat |
| South | Bengaluru, Chennai, Kochi, Hyderabad, Mysore, Tiruchirappalli, Vellore, Vijaywada, Vishakhapatnam |
| Central | Bhillai, Bhopal, Indore, Jabalpur |
| East | Bhubaneswar, Guwahati, Jamshedpur, Kolkata, Patna, Ranchi |
| International | Nepal, Bangladesh, Bhutan and Sri Lanka |

- The candidate will be able to select the venue of their choice while scheduling their NMAT by GMAC™ test. Candidates will receive confirmation letter providing them with all the information pertaining to their appointment. Candidates will be able to print their admit card from www.nmat.org.in website after registration.
- It is mandatory for the candidates to carry their Admit Card at the time of NMAT by GMAC™ exam and get it signed by the Test Centre Administrator. **The signed admit card shall be required to be presented during CD and PI, if shortlisted.** Admit card is a mandatory document to be retained till the admission cycle is not complete.
- GMAC reserves the right to cancel / change any venue of examination for any reason and the applicant will have to take the test at any of the other venues available.

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

5.7 Candidates will be short-listed on the basis of the combination of their score in NMAT by GMAC™ exam and preferences of the programmes selected on the NMIMS application form.

6. TEST STRUCTURE

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

6.2 The NMAT by GMAC™ will comprise the following:

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

- The candidate should note that it is important for them to perform well relative to other candidates in each of the 3 sections of the test as the score of each section and the overall score will be used to shortlist the candidate for the second stage of the selection process as well as in the final ranking. **Please note that there will be no negative marking.**
- If the candidate is not satisfied by his / her NMAT by GMAC™ score in the first attempt he / she may appear for the test by going through the full process as a fresh NMAT by GMAC™ test by visiting NMAT.org.in and NMIMS (Deemed to be University) website both mandatorily & logging in with the allotted username and password.
- In case of candidates taking more than one attempt the score, which is the total score & its respective sectional score, **which makes the candidate eligible as per the cut offs declared by NMIMS, will be considered for short listing** for subsequent process. (Cut off means sectional as well as total score).
- The scores of all the attempts taken by the candidate will be declared on www.nmat.org.in and the shortlisting for the next round of NMIMS admission process (CD / PI) as per the preference of the programme will be declared on www.nmims.edu website.
- The candidate has to check his status on our website, there will be no separate email sent.

7. GUIDELINES FOR PHYSICALLY CHALLENGED CANDIDATES

Candidates who wish to request for assistance must complete the formalities as mentioned on the NMAT by GMAC website www.nmat.org.in.

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

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

- 8.1 The result for NMAT by GMAC™ test will be declared on the www.nmat.org.in website. The shortlisting for the next round of CD and PI as per the latest preference of the programme will be declared on www.nmims.edu website.

Shortlisted candidates are required to download the call letter from www.nmims.edu website. The shortlisted candidate also needs to bring his / her NMIMS Call letter for CD/PI process.

No separate call letter will be mailed.

- 8.2 The final merit list will be prepared on the basis of the application data in terms of academic marks obtained, work experience, marks obtained in NMAT by GMAC™ and Case Discussion - Personal Interview.
- 8.3 The selection criteria will be based on merit only. Decision regarding cut-off of the merit list will solely lie with NMIMS. Those candidates who have applied for more than one Programme / Campus in their application forms, their selection will be based on the merit score and preferences obtained by them as well as on the availability of the seats in the respective Programme.

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

- 8.4 Canvassing, in any form for admission will disqualify the candidate.
- 8.5 All matters of dispute will be subject to the legal jurisdiction of Mumbai only.
- 8.6 Candidates are advised to visit the NMIMS website www.nmims.edu to know the details of various steps of selection process. All communication to the candidates will be through NMIMS website only.

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

9. FEES

The Fees for academic year 2018-2019 will be informed during CD/PI. However, fees for academic year 2017 – 2018 for MBA / MBA HR Program were 8,75,000/-, MBA Pharmaceutical Management were Rs. 5,25,000/-, PGDM Bangalore / Hyderabad / Navi Mumbai / Indore were Rs. 7,25,000/- (For information only).

10. IMPORTANT DATES

| Sr. No. | Activity | Important Dates |
|---------|---------------------------|---|
| 1 | Application Start Date | Thursday, 6 th July, 2017 |
| 2 | Application End Date | Sunday, 15 th October, 2017 |
| 3 | Re-application Start Date | Saturday, 7 th October, 2017 |
| 4 | Re-application End Date | Monday, 25 th December, 2017 |
| 5 | Announcement of results | Monday, 22 nd January, 2018 |
| 6 | Registration for CD/ PI | 23 rd January, 2018 to 28 th January, 2018 |
| 7 | Conduct of CD/ PI | 5 th February, 2018 to 23 rd February, 2018 |
| 8 | First Merit List | Saturday, 24th February, 2018 |

- **NMIMS reserves the right to make any change in the above mentioned dates and candidates are advised to visit the NMIMS website periodically to note changes, if any. For exam schedule and delivery details please visit nmat.org.in.**

MBA / MBA HR Programme

Course Commencement : 4th June, 2018
 Closure of admission (last date of admission) : 19th June, 2018

11. DOCUMENTS TO BE PRESENTED AT THE TIME OF ADMISSION

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

At the time of admissions self-attested photocopies to be submitted and original/s documents are required for verification. The original/s documents are to be submitted within one week from the date of commencement of the program.

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

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

REFUND RULES

If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution shall follow the following four-tier system for the refund of fees remitted by the student.

| Sr. No. | Percentage of Refund of Aggregate fees* | Point of time when notice of withdrawal of admission is served to the Institute |
|---------|---|--|
| (1) | 100% | 15 days before the formally-notified last date of admission |
| (2) | 80% | Not more than 15 days after the formally-notified last date of admission |
| (3) | 50% | More than 15 days but less than 30 days after formally-notified last date of admission |
| (4) | 00% | More than 30 days after formally-notified last date of admission |

*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

In case of (1) in the table above, the deduction will be 10% of the aggregate fees as processing charges from the refundable amount. Aggregate fees is inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit.

Note: Candidates to refer Important Dates of the respective programme.

Note: The above refund rules are subject to revision as per UGC notification (as applicable).

Important Message: There is NO 'Management Quota' at NMIMS for MBA/PGDM Programs. If you receive any E-Mail / SMS related to it, consider it as Fraudulent. Beware of such activities and do not entertain any monetary transactions. Please report such activities to the Police and enquiry@nmims.edu

CONTACT INFORMATION

1. NMIMS Admission /Application related queries

- (a) Phone Support: 022-42355621/5622 / 5624 / 5907 / 5704 – Monday to Saturday (except public holidays)
- (b) Toll Free No.: 18001025138 – Monday to Saturday (except public holidays)
- (c) Email Support: enquiry@nmims.edu

2. NMIMS Application / Technical Queries

- (a) Phone Support: 18001025138 – Monday to Saturday (except public holidays)
- (b) Email Support: TechSupport@nmims.edu

3. For NMAT by GMAC registration and payment related queries

- (a) Phone Support: +917863008300 – Monday to Friday (except public holidays - 9:00 AM to 6:00 PM IST)
- (b) Email Support: nmatsupport@gmac.com

4. For NMAT by GMAC test scheduling and rescheduling queries

- (a) Phone Support: 0120 4397855 – Monday to Saturday (8:00 AM to 6:00 PM IST) (Except public holidays)
- (b) Email Support: nmatbygmactestsupport@pearson.com