

SVKM's Narsee Monjee Institute of Management Studies (NMIMS)
School of Business Management
Instruction Sheet

Ph.D. Management Programme (Batch 2012)

1. **Programmes** : Marketing, Human Resources and Behavioural Science, Operations, Finance, Strategy, Information Systems, General Management and Social Entrepreneurship.

2. **Eligibility** :

- Candidates with requisite qualifications may be drawn from any of the streams listed below:

Full Time MBA or Full Time PGDM or Part Time MBA (duration of the Program in case of FT MBA & PGDM should not be less than 24 months) or notified by AIU as equivalent to MBA of an University or Masters Degree in any relevant discipline like Commerce / Economics / Statistics / Psychology / Sociology / IT / Engineering etc, or professional qualifications like CA/CS/CWA, etc

Master's Degree through Distance or correspondence mode will not be eligible to apply.

- Minimum 60% marks or equivalent grade in the qualifying examination
- With at least 5 years **full time work** experience in executive or supervisory capacity (out of which atleast 2 years work experience should be after obtaining Masters degree) as on 31st March, 2012.
- The candidates who wish to attend the Ph.D Programme Full Time are exempted from the requirement of work experience.
- The experience should be full time experience and will NOT include part time Experience, internships, projects, etc.

3. **Duration of the programme**

The maximum time for completion of the programme is four years (for full time students) and five years (for part time students) from the year of admission after which the student has to reregister by paying the necessary fees in force at the time of re-registration. Maximum extension will be two years after re-registration.

4. **Selection Process** :

All candidates will be required to go through a three-stage selection process:

- Candidates have to send application fees through Demand Draft for the programme, along with a two-page 'Statement of Purpose'. Statement of Purpose should briefly describe the area of research interest. Please see the next page for SoP format.
- All candidates will be required to appear for a written Research Aptitude Test.

- Candidates short-listed after the written test will be invited to make a presentation to a team of experts, based on their 'Statement of Purpose'. The presentation will be followed by an interview.

5. **Academic Requirements :**

- The Ph.D Program at NMIMS will be offered in three parts: (i) Course Work
ii) Research Component (iii) Thesis.
- Selected candidates will have to undergo prescribed courses. Exam will be conducted at the end of course work and candidate has to obtain 60% in each of the courses to register for Ph.D.
- Course Work will include tools & substantive knowledge.

6. **Online Registration :**

Candidates who have registered online (Please visit www.nmims.edu for online registration) please forward Demand draft of Rs. 2000/- (non refundable) in favour of SVKM's NMIMS payable at Mumbai at following address along with the below mentioned documents.

To:

Deputy Registrar (Admission)

SVKM's Narsee Monjee Institute of Management Studies

V. L. Mehta Road, JVPD Scheme, Vile Parle (West), Mumbai – 400 056.

List of Documents :

1. Graduation Marksheet & Degree Certificate (Convocation certificate)
2. Post Graduation Marksheet & Degree Certificate (Convocation certificate)
3. Work Experience certificate (5 years experience) (if applicable)
4. Statement of Purpose (2 Formats available on website. Candidate can choose any one format)

(If the work experience certificate is in more than one company a separate work experience certificate signed by the employer stating clearly the nature of work experience is to be submitted.)

As the screening will be done on the basis of the above information, candidates in their own interest are advised to submit full details of academic qualifications and work experience. Suitable selection process will be used to assess the candidate's maturity and capacity to participate in the program effectively. **No candidate will be permitted to join the Programme unless he/she submits the application along with SOP in time AND completes the selection process successfully.**

7. Please see the important dates and preserve them as a guide. All announcements from the University will be through its website : www.nmims.edu and no individual communication will be sent to the candidates. Please check your eligibility before applying for the programme.
8. NMIMS will not be responsible for non-delivery or non-receipt of dispatches sent through postal authorities or courier.
9. All disputes under Mumbai jurisdiction only.
10. NMIMS has full right to disqualify a candidate at any stage of admission process if found ineligible.

The candidates opting for Full Time Ph.D will be given financial assistance as per the University rules.

Please refer the guidelines given on next page for submission of documents

Guidelines for submission of Documents

1. Candidates are required to submit all the documents mentioned above.
2. The work experience certificate must contain the date of joining, designation, date of relieving (if applicable) and the level at which the designation is covered in the organization. If the current designation or the designation at the time of leaving the organization (as applicable) is/was different than the designation at the time of joining than in such case candidate must provide the copy of the appointment letter.
3. Please note that trainee experience will not be considered while calculating the total work experience.