

SVKM's Narsee Monjee Institute of Management Studies (NMIMS)
School of Business Management
Part Time MBA Programme (Batch 2012)
Instruction Sheet

1. Eligibility Criteria :

Graduation (10+2+3/4) from a recognized University in any discipline with minimum 3 years work experience in executive, managerial or supervisory capacity upto 30th April 2012.

The experience should be full time experience and NOT include internships, projects etc.

Those candidates who have cleared their graduation by doing a part-time course or through distance learning/correspondence/ externally/open school are not eligible to apply.

2. Duration of Programme : 3 Years

3. Selection Procedure :

- Written Test conducted for Part Time MBA by NMIMS.

OR

Candidates with GMAT score of 600 & above (GMAT score of last 3 years upto 31st December, 2011 will be considered)

OR

Candidates with score of 200 & above in NMAT 2011

AND

- Personal Interview

4. Payment of Registration fees & Submission of Documents:

Candidates needs to register online (please visit www.nmims.edu for online registration)

Mode of Payment

• **CASH at AXIS Bank**

You can select the option of Payment through AXIS Bank and take the print out of the Axis Challan. This Challan is in 3 parts. Pay Rs.1650/- in cash at [AXIS Bank branch](#) in your city. The bank will return two parts of the stamped challan to you. One part is to be retained by the candidate.

Sign the stamped NMIMS copy of the Pay-in-slip and send it to NMIMS at the address mentioned below.

- **Demand Draft**

Please submit a demand draft for Rs.1650/- drawn in favour of "SVKM's NMIMS" payable at Mumbai.

Take a print of the payment advice form, sign and send it along with the DD to NMIMS address mentioned below.

- **Credit Card**

You may pay through either Master or Visa card online. Follow the instructions on the NMIMS website www.nmims.edu.

NMIMS will authenticate the payment details and will send you an email confirming the payment for PTMBA Registration 2012.

Separate undertaking form is attached herewith kindly read, sign and send with application fees (applicable for above mentioned modes of payment) to NMIMS.

All the candidates who have registered online and have paid the registration fees are required to send the following documents latest by 15/3/2012. (Applicable to all modes of payment). No documents will be accepted after 15/3/2012.

1. Degree marksheet & Degree Certificate (Convocation certificate)
2. Work Experience Certificate (showing experience of 3 years .)
3. NMAT/ GMAT score card (if applicable)

Address of NMIMS where the documents needs to be submitted:

To:
Deputy Registrar (Admission)
SVKM's Narsee Monjee Institute of Management Studies
V. L. Mehta Road, JVPD Scheme,
Vile Parle (West),
Mumbai – 400 056.

(Please mention "Application for PT MBA" on the envelope)

(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 in time AND completes the selection process successfully.**

Candidates who gets shortlisted for Personal Interview have to register for the same within the registration period mentioned in the important dates available on the website by submitting **demand draft of Rs.950/- (non refundable) drawn in favor of SVKM's NMIMS payable at Mumbai.** Please note that only registered candidates will be called for Personal Interview.

5. Please see the important dates and preserve them as a guide. All announcements from the University will be through its web site www.nmims.edu. No individual emails will be sent.
6. All disputes under Mumbai jurisdiction only.
7. University will not be responsible for non-delivery or non-receipt of Demand Draft sent through postal authorities or courier.
8. Please check the eligibility criteria before applying for the Programme. The registration fees paid is non refundable.
9. University has full right to disqualify a candidate at any stage of admission process if found ineligible.

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.

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SCHOOL OF BUSINESS MANAGEMENT
Important Dates for Part Time MBA (BATCH 2012)

1	Online Registration	Monday 26 th December 2011
2	Last date of Online Registration	Saturday 10 th March 2012
3	Call letters for Written Test (On website after 5.00 pm.)	Tuesday 20 th March 2012
4	Conduct of Written Test	Saturday 31 st March 2012
5	Result of Written Test (on website after 5.00 pm)	Wednesday 11 th April 2012
6	Registration for Personal Interview	Thursday 12 th April to Wednesday, 18 th April 2012
7	Call Letter for PI (on website after 5.00 pm)	Friday, 20 th April 2012
8	Conduct of Personal Interview	Thursday 26 th April, to Saturday 28 th April, 2012
9	Final results (on website after 5.00 pm)	Tuesday, 8 th May 2012
10	Payment of fees (I Merit List)	Wednesday, 9 th May 2011 to Saturday, 19 th May 2012
11	Declaration of II merit list (on website after 5.00 pm)	Monday 21 st May 2012
12	Payment of fees (II Merit List)	Tuesday 22 nd May to Wednesday 30 th May 2012
13	Declaration of III merit list (on website after 5.00 pm)	Thursday 31 st May 2012
14	Payment of fees	Friday 1 st June to Friday 8 June 2012
15	Commencement of Programme	Tuesday 12 th June 2012
16	Closure of Admission	Thursday 14 th June 2012

Sundays and Holidays Excluded

Refund Rules on cancellation of admission:

The Schedule of refund of fees will be as follows:

1. Till the date of commencement of the Programme.	Rs.1000/- will be deducted as administrative charges
2. After the commencement of Programme but before the close of the admission.	Rs.1000 + Proportionate fees i.e. one tenth of the fees for every completed month or part there of, if the seat vacated by the candidate is filled. If the seat remains vacant /unfilled no fees will be refunded.
3. Cancellation after the official closure of admission.	Cancellation made after the official closing of admission no fees will be refunded.