

INFORMATION BROCHURE

For admission to
MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

(2014-2015)



**MALAVIYA NATIONAL INTITUTE OF TECHNOLOGY JAIPUR
JAWAHAR LAL NEHRU MARG, MALAVIYA NAGAR, JAIPUR-
302017 (RAJASTHAN)**

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

Application has to be filled online (link available at academic.mnit.ac.in) and printed application form with photograph, photocopy of necessary documents along-with the Demand Draft of Rs. 1000/- for General & OBC and Rs. 500/- for SC/ST category in favour of *the Registrar, MNIT, Jaipur payable at Jaipur should be sent to Department of Management Studies.*

IMPORTANT DATES:

1. Last Date for online application: March 10th 2014 (Monday)
2. Last Date for Receipt of completed application: March 17th 2014 (Monday).
3. Date of Written Exam & GD/PI: April 6st 2014 (Sunday)

For further information, please contact:

Head of the Department

Department of Management Studies

Malaviya National Institute of Technology

J.L.N. Marg, Jaipur (Raj.) –302017

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Web Site: www.mnit.ac.in

1. Introduction

The Malaviya National Institute of Technology Jaipur is one of the 30 National Institutes of Technology in India. These Institutes have been created as centers of excellence for higher training, research and development in science, engineering and technology. Established as a College of Engineering College in 1963, the Institute was declared as National Institute of Technology in the year 2002. It was then accorded the status of deemed university with powers to decide its own academic policy, to conduct its own examinations and to award its own degrees.

The Institute offers undergraduate, postgraduate and research programmes through its Departments. The Institute admits on an average about 802 students for undergraduate (B.Tech./B.Arch.) programmes and about 650 students for the postgraduate and research (M. Tech./M. Planning/M.Sc/MBA/Ph.D.).

The Institute offers full time MBA programme in the Department of Management Studies. The department offers Full-time/Part-time Ph.D. programmes in various disciplines of Management like Operations, Finance, Human Resource Management, Marketing, Technology Management, Information Technology Management etc.

2. About the Department

The Department of Management Studies was started in the year 1996 as a Centre of Management Studies and Industrial Collaboration under self-finance scheme. Since then, 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. The Department offers flagship MBA and Doctoral programmes. It offers regular two year full-time Postgraduate degree in Management to graduate engineers, architects, pharmacists and commerce graduates. During last 16 years, around 600 students have completed their MBA from this Department. The Department also offers full-time and part-time Doctoral programme in Management. For further information about the department kindly visit our department website on the institute webpage.

3. The Objective

The objectives of the postgraduate programme – MBA. at the Malaviya National Institute of Technology, Jaipur, India (MNIT) are as follows:

- To cultivate high standard of performance in teaching & research,
- To develop the scientific, managerial and engineering manpower of the highest quality to cater to the needs of the Industry, R&D organizations and academia,
- To provide opportunity to students to do research in cutting edge areas,
- To be a role model and leader of educational Institutions in the country,
- To provide a broad grasp of the fundamental principles of the sciences and scientific, managerial and technological methods through its curriculum,
- To provide a deep understanding of the areas of specialization,

To provide an innovative ability to solve new and open problems,

To provide a capacity to learn continually and interact with multidisciplinary groups,

To develop the students with a capability for:

Free and objective enquiry

Courage and integrity

Awareness and sensitivity to the needs and aspirations of society.

Doing independent research in their chosen areas

With this end in view, the postgraduate programmes are designed to include courses of study, seminars, project and thesis submission through which a student may develop his concepts and intellectual skills.

The procedures and requirements stated in the manual embody the philosophy of the postgraduate education & research and ensure the highest standards of performance in teaching and research at the Institute. Within this general framework, subject to the approval of the Senate Post-Graduate Board (SPGB)/Senate, the various departments/centres may impose such additional requirements as will serve their particular academic goals. The Rules and Procedures given in the manual are adhered to and implemented without any change and with all fairness. While considering an issue, if the manual does not specifically mention something, the same shall be forwarded by DPGC to SPGB/Senate for its consideration.

Location: MNIT Jaipur is situated on Jawahar Lal Nehru Marg in South of Jaipur. This Institute is about 10 km. away from the Jaipur Railway Station/Main Bus Stand and 5 km from the Airport. Frequent City transports are available to this Institute.

Campus: MNIT Jaipur is a residential Institution and provides residential facilities to the students as well as staff. The Institute campus area extends to 325 acres with many interesting topographical features, imaginatively laid out with picturesque landscape, numerous buildings and wide roads, the campus presents a spectacle of harmony in architecture and natural beauty.

The Central Library, Central Computer Centre and Design Centre of the institute are the backbone of the institution and are accessible to the students and staff of the institute.

4. Credit System

Education at the Institute is organized around the credit system of study. The prominent features of the credit system are process of continuous evaluation of a student, performance, and a 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.

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 completed satisfactorily. A minimum Grade Point Average of 5.5 is required to be maintained for satisfactory progress. Also a minimum number of earned credits should also be obtained in order to qualify for the degree.

The minimum academic requirements for the various degrees including minimum & maximum credits to be registered in a particular semester are indicated in the Institute's Manual, which is available on Institute website.

Every course is co-ordinated by a member of the teaching staff of the department, which offers the course in a given semester. This faculty member is called the Course Co-ordinator. He has full responsibility for conducting the course, co-ordinating the work of the other members of the faculty involved in that course and for holding tests and assignments and awarding grades. For any difficulty a student is expected to approach the Course Co-ordinator for advice and clarification.

5. Admissions

5.1 Academic Session

The academic session of the PG Programmes is divided into two semesters (odd and even). The odd semester will normally commence around July every year, and the even semester around December every year.

5.2 Admission Calendar

1. The admissions to the MBA programmes are made in First semester of academic calendar.
2. Admissions to the MBA programme are normally made in the month of April. The Dean Academic (DA) notify in the academic calendar for each semester after due approval of senate.

5.3 Eligibility for Admission

1. The eligibility conditions given below are the absolute minimum. Departments/centers may prescribe any requirements over and above these, subject to the approval of the SPGB.
2. The "specified minimum" CGPA/marks implies a minimum of 6.5 on the 10 point scale (60% marks, only where CGPA is not awarded) for MBA with a relaxation for SC/ST implying minimum of 6.0 on the 10 point scale (55% marks, only where CGPA is not awarded)
3. Reservation policy as prescribed by Government of India/MHRD from time to time shall be applicable.

1. CGPA to Percentage conversion formulae

- On 10-point scale,

$$\text{equivalent - percentage} = \left[\frac{\text{CGPA} - 0.5}{10} \right] \times 100 \%$$

- On X-point scale,

$$\text{equivalent - percentage} = \left[\frac{\text{CGPA} - 5\% \text{ of } X}{X} \right] \times 100 \%$$

2. Percentage to CGPA conversion formulae

Percentage to CGPA on X-point scale,

$$\text{equivalent - CGPA} = \left[\frac{\text{Percentage marks} + 5}{100} \right] \times X$$

5.4 Admission Procedure

For the admission process into MBA program institute the institute invites online applications. After receipt of applications candidates who shall be fulfilling the specified minimum requirements shall be invited for admission test to be held **only** at Department of Management Studies, MNIT Campus, Jaipur. All admissions shall be made only after approval of the Chairperson, Senate on the recommendations of the duly constituted Departmental Selection Committees (DSC) and Chairperson SPGB.

1. Admission to the M.B.A Programmes will be based on written test, group discussion and interview/presentation of the candidates short listed by the DSC.
2. The selected candidate, who has completed all the examinations including project/thesis examination and the viva voce before the date of registration but is unable to produce the certificate in proof of having passed and secured the minimum specified qualifying marks, may be considered for provisional admission. However, if admitted provisionally, they will be required to produce the evidence of their having passed (or at least appeared in) the qualifying degree examination by the last date of registration, failing which the admission may be cancelled.
3. On approval by the Chairperson, Senate, the Head of the Department will issue the admission letters to the candidates, who may accept the offer of admission by depositing the prescribed fee before the specified date.
4. In case a candidate does not accept the offer by paying the prescribed fee by the specified date, the offer of admission may stand withdrawn, and the admission may be offered to the candidates in the waiting list, if any, in order of merit.
5. The offer of admission may also stand withdrawn if the candidate who has accepted the offer fails to register by the date for last registration.

5.5 Minimum qualification(s) for admission MBA Admissions

S. No.	Post Graduate Programme	Academic Department	Minimum Educational Qualification
1	M.B.A.	Management	Bachelor's Degree in Engineering, Science, Commerce, Economics, Business Administration, Architecture, Pharmacy, Agricultural or Computer Applications or Masters degree in Physics, Chemistry, Mathematics, Economics

Table 1: Seat Matrix

Post Graduate Programme offered by the Institute	OP	OBC	SC	ST	Total
MBA	31	17	9	5	62

Table 2: Duration of MBA Programme

Programme	Duration of the Programme	
	Normal duration	Maximum duration
M.B.A.	Full Time: 4 Semesters	6 Semesters

Table 3: Basis for Selection to MBA Programme

Candidates Status	Basis for Selection
M.B.A.	Written test followed by Group Discussion and Interview

6. General Information

- (a) Admission will be to the first semester of the respective postgraduate programmes.
- (b) Admission to MBA degree would be based on a merit list prepared by the Department of Management Studies. The merit list will be made available on the website of the Institute. **No separate information will be sent to the candidates.**
- (c) A student who is admitted and registered for a postgraduate programme at the Institute but leaves after completing or discontinued his/her studies, shall not be admitted to a programme at the same level.
- (d) The institute reserves the right not to run any particular programme, if the number of students in that programme is less than the minimum number specified by the Institute at the time of admission.
- (e) The institute reserves the right to change its statutes and regulations relating to academic programmes and the modalities of admission without prior notice.
- (f) Candidates belonging to SC/ST/PH/OBC (the proper format for SC/ST/OBC is given in Annexure-1) must submit along with application form the requisite certificate as applicable from the competent authority, as per list given in Annexure-1 failing which their candidature will not be considered under Reserved Category.
- (g) There is no age restriction for postgraduate programme.
- (h) In matters of interpretation of the provisions or any matter not covered here in this information brochure, the decision of the Chairman, Senate shall be final and binding on both the parties.

The institute reserves the right to alter the number of seats in any programme without any prior notice. 3.0% of the total seats are reserved for PH category in every programme over and above the sanctioned strength without assistantship.

Notes:

- (1) The provisions for reservation of seats given above are subject to modification in accordance with any Government Order, if issued subsequently by the Government of India.
- (2) It will entirely be the responsibility of the 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.
- (3) The requisite certificate for SC/ST/OBC category must be submitted, along with application, issued by a competent authority listed in Annexure 1, failing which the benefit of the reserved category will not be given.
- (4) Physically handicapped candidate should submit along with the application, the certificate, from a Government medical board. Such a candidate may, however, be asked to appear before a Medical Board duly constituted by MNIT, Jaipur for this

purpose. The Medical Board will decide the courses, which cannot be offered to a candidate, on the basis of the nature of his/her disability. The candidate will be offered admission out of the remaining courses as per the institute policy.

(5) The last date for receipt of completed Application Forms for MBA Admission in Batch 2014-16 is 17th March 2014 (Monday)

7. Hostel Accommodation

Limited hostel accommodation for students taking admission in regular (Full-time) MBA course is available in the institute campus and the same will be made available on the basis of their admission merit.

8. Registration

A student is mandatorily required to register in person each semester for the courses that she/he intends to pursue in that semester. The registration process involves following three steps.

- i. Submitting a duly approved course programme to be followed in the semester in the prescribed registration card. This may also include an online procedure applicable from time to time, may be exclusively on-line in future.
- ii. Payment of fees for that semester and clearance of any outstanding dues of the previous semester.
- iii. Signing on the registration register in person.

8.1 Late Registration

If for any compelling reason like illness, a student 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). Any student registering late will be required to pay a late fee as decided by the Senate from time to time. At present this fee is Rs. 10,000/- only. In no case student will be permitted to register after last date of registration.

8.2 Cancellation of Admission

The institute has the right to cancel, at any stage, the admission of a candidate who is found admitted to a course to which he/she is not entitled, being unqualified or ineligible in accordance with the ordinances and statutes in force.

8.3 Matters of Dispute

Disputes if any, arising out of or relating to any matter whatsoever shall be subject to the exclusive jurisdiction of Jaipur Courts.

8.4 Ragging

Ragging is banned in the institute and anyone indulging in ragging is likely to be punished appropriately and the punishment may include expulsion from the institute, suspension from the institute or classes for a limited period or fine with a public apology. The punishment may also take the shape of: (i) withholding assistantship or

other benefits; (ii) debarring from representation in events (iii) withholding results (iv) suspension, rustication or expulsion from hostel or mess. (v) Monetary fines.

9. Important Instructions

- a. The candidates are advised to read each and every instruction given in this Information Brochure very carefully before filling-up the Application Form.
- b. Application form must be filled **online** on the link given on the MNIT web site and hard copy as printout of completed form is to be sent along with the Demand Draft of Rs. 1000/- (Rs. 500/- for SC/ST/PH category) in favour of the Registrar, MNIT, Jaipur payable at Jaipur.
- c. Affix your photograph at the designated place on the print out of the application form before dispatching.
- d. The duly completed application should be sent to the following address

Head of the Department
Department of Management Studies
Malaviya National Institute of Technology
J.L.N. Marg, Jaipur (Raj.) –302017
Ph. 0141- 2713345 (O)
Fax 0141-2529029(O)
E-mail: mbaadmissions.mnit@gmail.com.
Web Site: http://www.mnit.ac.in/new/dept_mgmt/index.php

The candidate must keep a copy of the form for future reference.

- e. Application forms found incomplete or received after the last date of receipt of completed application forms i.e. **Monday 17th March 2014** will be rejected without any intimation to the candidate and no correspondence will be entertained in this regard.
- f. Request for change of category received after the last date, i.e. **Monday 17th March 2014** will not be accepted under any circumstances.
- g. Attested photo state copies of the certificates/testimonials should be enclosed with **the Application Form. In no case, the original certificates/testimonials should be enclosed with the Application Form.**
- h. Application Form either incompletely filled or without attested copies of the certificates/testimonials is liable to be rejected.
- i. Attested photostat copies of the following certificates have to be enclosed along with the Application Form:
 - i. 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.
 - ii. Provisional/Final Degree certificate/Migration Certificate in original must be attached.
 - iii. The Marks Sheet/Grade Card of Qualifying Examination including Diploma if applicable.
 - iv. Character Certificate from the Director/Dean of Students Affairs of the Institute from where the candidate has graduated.

- k. **Original certificates will be required at the time of personal interview / counselling before the Admission Committee. In case, the candidate fails to produce the original certificates at this time, he/she will not be considered for admission.**
- l. If the candidate is seeking admission under the reserved category, he/she should send a copy of self attested certificate along with the application and should submit the original at the time of personal interview before the committee.
- m. The selected candidates are required to deposit fees as mentioned, at the time of counselling in the form of bank draft drawn on a scheduled bank in Jaipur in favor of the Registrar, Malaviya National Institute of Technology Jaipur. No other mode of payment is acceptable. In case, the candidate having been offered admission does not join or discontinues after joining, the amount excluding caution money will be forfeited.
- n. For the candidate who is not offered firm admission a facility exists to keep him/her on the waiting list against the vacancies likely to be created within two weeks from the date of commencement of classes. ***Candidate desirous of availing the facility will have to deposit respective fee*** only at the time of counselling. In case, he/she is offered admission at a future date (which will be within two weeks from the date of commencement of classes) and does not join, the above amount, except caution money, will not be refunded to him/her. The deposit will be fully refunded if admission is not offered or the candidate withdraws his/her name from the waiting list before admission is offered to him/her.
- o. The candidate has to make his/her own arrangements for staying at Jaipur when he/she comes for the counselling and/or interview. No TA and DA are admissible.

Annexure 1

AUTHORITIES WHO MAY ISSUE CASTE/TRIBE CERTIFICATE

(SC/ST/OBC candidates should submit certificate issued by any of the following authorities)

District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ City Magistrate/ Sub-Divisional Magistrate / Taluka Magistrate /Executive Magistrate /Extra Assistant Commissioner/ Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tehsildar/Sub-Divisional Officer of the area where the candidate and /or his/her family normally resides/Administrator/Secretary to Administrator/Development Officer (Lakshadweep Island).

(Certificate issued by any other authority will be rejected.)

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 B.E./B.Tech./B.Sc./M.Sc.....degree (strike out the non-applicable ones and write in the blank if the degree is not mentioned) and the result is likely to be announced by 2012. His/her conduct and character during his/her stay at the Institute/University was "GOOD".

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 is yet to appear in the qualifying examination or yet to get the degree)

I hereby certify in connection with the application of Mr./Ms. that he/ she is a bonafide student of our institution and is applying for admission to MBA programmes at MNIT Jaipur. He/She is yet to complete / has completed all the requirements of qualifying examination including theory, practical and project examination for B.E./B.Tech./B.Sc./M.Sc. (Strike out the non-applicable ones and write in the blank if the degree is not mentioned) and the result is likely to be announced by 2012. His/her conduct and character during his/her stay at the Institute/University is "GOOD".

Place:.....
Date:.....

Signature of the Principal/Dean/Registrar/
Dy. Registrar/Proctor/Administrative Officer
of the institute attending/last attended with seal

OBC Certificate Format

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA**

This is to certify that son/daughter of
of village.....district/ divisionin state
belongs tocommunity which is recognized as a backward class under:

- 1) Resolution No.12011/68/93-BCC© dated 10th September 1993, published in the Gazette of India - Extraordinary - part 1, Section 1, No.186 dated 13th September 1993.
- 2) Resolution No.12011/9/94-BCC dated 19th October 1994, published in the Gazette of India - Extraordinary - part 1, Section 1, No.163, dated 20th October 1994.
- 3) Resolution No.12011/7/95-BCC, dated 24th May, 1995, published in Gazette of India - Extraordinary - part 1, Section 1, No.88, dated 25th May 1995.
- 4) Resolution No.12011/44/96-BCC, dated 6th December 1996, published in Gazette of India - Extraordinary - part 1, Section 1, No.210, dated 11th December 1996.
- 5) Resolution No.12011/68/93-BCC, published in Gazette of India - Extraordinary - No.129, dated the 8th July 1997.
- 6) Resolution No.12011/12/96-BCC, published in Gazette of India - Extraordinary - No.164, dated the 1st Sept 1997.
- 7) Resolution No.12011/99/94-BCC, published in Gazette of India - Extraordinary - No.236, dated the 11th Dec 1997.
- 8) Resolution No.12011/13/97-BCC, published in Gazette of India - Extraordinary - No.239, dated the 3rd Dec 1997.
- 9) Resolution No.12011/12/96-BCC, published in Gazette of India - Extraordinary - No.166, dated the 3rd Aug 1998.
- 10) Resolution No.12011/68/93-BCC, published in Gazette of India - Extraordinary - No.171, dated the 6th Aug 1998.
- 11) Resolution No.12011/68/98-BCC, published in Gazette of India - Extraordinary - No.241, dated the 27th Oct 1999.
- 12) Resolution No.12011/88/98-BCC, published in Gazette of India - Extraordinary - No.270, dated the 6th Dec 1999.
- 13) Resolution No.12011/36/99-BCC, published in Gazette of India - Extraordinary - No.71, dated the 4th April 2000.

Shri.....and/or his family ordinarily reside(s) in the..... District/
Division of theState. This is also to certify that he/she does not belong to the
persons/sections (Creamy Layer) mentioned in column 3 (of the Schedule to the Government
of India, Department of Personnel & Training OM NO.36012/22/93 -Estt (SCT), dated
8.9.1993.)

Dated:

DISTRICT MAGISTRATE/DY.COMMISSIONER ETC.

Seal

NB: (a) The term 'ordinarily' used here will have the same meaning as in section 20 of the Representation of Peoples Act., 1950. (b) The Authorities competent to issue caste certificates are indicated below:

(i) District Magistrate / Additional magistrate / Collector / Deputy Commissioner /Additional Deputy Commissioner / Deputy Collector / 1st class Stipendiary magistrate / Sub - Divisional Magistrate / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate). (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate. (iii) Revenue Officer not below the rank of Tahsildar, and (iv) Sub-Divisional Officer of the area where the Candidate and or his family resides.