

SVKM's NMIMS

School of Business Management

Instruction Sheet - Executive Masters of Business Administration Program (EMBA) – Fall Batch - 2018

1. Eligibility Criteria :

- Graduation from a recognized University in any discipline.
- Minimum 5 years work experience in executive or supervisory capacity up to the date of written test / personal interview.

The work experience should be full time experience and should NOT include internships, projects, training period etc. Please note that the entire work experience of 5 years must be in executive or supervisory capacity only.

2. **Duration:** 15 to 48 months

3. **In take capacity:** 60 students

4. Online Registration and Registration Fees:

- Online registration at www.nmims.edu (please use Chrome browser)
- Before filling the online form, please read all the instructions mentioned in the instruction sheet and also refer the important dates.
- Online Registration Fees is Rs. 1,500/- (This is one time fee, no fees will be charged for Personal Interview).
- Registration Fees are non-refundable.

5. Payment of Registration Fees:

Payment of registration fees can be made by credit card (visa/ master)

6. Selection Procedure:

- Written Test conducted for E- MBA by NMIMS.

OR

Candidates with GMAT score of 600 & above (GMAT score of last 3 years up to the closure of registration/s will be considered)

OR

Candidates with score of 200 & above in NMAT by GMAC for 2018 admissions.

AND

- Personal Interview

7. Submission of Documents:

After online registration and payment of registration fees please forward below mentioned documents to the following address latest by closure of registrations.

- Copy/print out of Online Application Form.
- 10th & 12th mark sheet & passing certificate.
- Degree mark sheet all years & Degree Certificate (Convocation Certificate)
- Work Experience Certificate (showing experience of 5 years or more in executive or supervisory capacity), Appointment letter, promotion letter and relieving letter.

(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, tenure, designation is to be submitted.)

On the envelope please mention “**Application for Executive MBA**”.

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

8. **Written Test and Personal Interview** will be conducted on the same day, refer important dates on website (www.nmims.edu)
9. **Fees**
The Fees for EMBA Jan (Batch - 2018) was Rs. 5,00,000/- (for information only – subject to change). The fees for Fall Batch 2018 will be informed during written test/personal interview process.
10. **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. The refund rules as declared / listed in important dates for the program will apply. The cancellation form is available on the website (www.nmims.edu).
11. **Please note that it is responsibility of the candidate to check whether he/she is eligible to apply for the Program as per the eligibility criteria declared on the website. NMIMS has full right to disqualify a candidate at any stage of admission process if found ineligible. In such case, the admission of the candidate even if selected and fees paid stands cancelled and the fees paid will be forfeited.**
12. Please refer the important dates and preserve it as a guide. All announcements from the University will be through its web site www.nmims.edu and there will be no separate email sent.
13. All disputes under Mumbai jurisdiction only.
14. University will not be responsible for non-delivery or non-receipt of documents sent through postal authorities or courier.
15. AIU certificate is mandatory for those candidates who have completed their graduation / post-graduation from overseas Universities.