

# SVKM's NMIMS

School of Business Management

## Instruction Sheet

### Full Time and Part Time Ph.D. - Management Programme (Batch - 2018) - Phase II

#### 1. Programmes: Ph. D. in Management

Specialization in Finance, Operations, Economics, Human Resources and Behavioral Science, Information Systems, Communication.

#### 2. Eligibility for Full Time / Part Time Ph.D.:

- Candidates for admission to the programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

#### Note for Part Time Ph.D.

- Part Time Ph. D. (Working Executives / Academics Mode) will require at least 5 year Full Time Work experience in executive or supervisory capacity up to the date of written test / personal interview (out of which at least 2 years work experience should be after obtaining Master's Degree)
- The experience should be full time experience and will NOT include part time experience, internships, projects, training period, trainee (management, engineering) etc.

#### Note for both Full Time and Part Time Ph.D.

- Those candidates who have obtained their degree by doing a part-time course or through distance learning, correspondence courses, externally, open school from recognized University are eligible to apply and register as per UGC guidelines.
- Candidates appearing or awaiting for final year result are not eligible to apply. Candidates are required to submit all mark sheet/s / certificates at the time of admission.
- Candidates are required to submit Graduation & Master's degree all mark sheets for all years, also AIU Certificate (University Equivalence) is mandatory for those candidates who have completed their post-graduation from Overseas Universities.

#### 3. Duration of the Programme:

Minimum 3 years and Maximum 6 years (including course work)

#### 4. In Take Capacity:- 17 seats

Sr. No	Specialization	Intake
1	Finance	8
2	Operations	1
3	Economics	2
4	Human Resources and Behavioural Science	2
5	Information Systems	2
6	Communication	2

#### 5. Online Registration and Fees

- Online registration at [www.nmims.edu](http://www.nmims.edu)
- Before filling the online form, please read all the instructions carefully mentioned in the instruction sheet and also refer the important dates.
- Online Registration Fee is Rs. 2000/- plus applicable taxes to be paid by Credit Card (Visa / Master).
- Registration Fee is non-refundable.

#### Submission of Documents

After online registration and payment of registration fee please forward below mentioned documents to the following address latest by closure of registration/s.

- Copy of duly filled up online application form
- Attested copies of Graduation Mark sheet and Degree Certificate (Convocation certificate)
- Attested copies of Post-Graduation Mark sheet and Degree Certificate (Convocation certificate)
- Work Experience certificate (5 years' experience) (as applicable) (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. 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.
- Statement of Purpose (format available on website [www.nmims.edu](http://www.nmims.edu)). SOP should describe area of research
- UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE examination or other equivalent examinations certificate (if appeared)

**No Candidate will be permitted to attend admission test unless he/ she submits the application along with SOP in time AND completes the selection process successfully.**

To:

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

## 6. Selection Process:- For Full Time and Part Time Ph. D

The candidate must have passed Admission Test conducted by the University.

### OR

The candidate is qualified in UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE examination of the apex bodies in higher/technical professional education or other equivalent examination.

#### a) Written Test:

- Section A:NMIMS written Research Ability Test
- Section B:Critique a Research Manuscript (subject specific written test)

The candidate must have qualified written test with qualifying marks as 50% conducted by the NMIMS University.

**Note: Candidates those who have qualified in UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE examination of the apex bodies in higher/ technical professional education or other equivalent examinations with valid score in validity period are exempted from NMIMS entrance test. However they have to appear for Personal Interview.**

#### b) Personal Interview:

- Presentation based on Statement of Purpose followed by Personal Interview.
- The candidates will have to discuss their research topic during Personal Interview (Research methodology and proposal for research).
- Final Selection will be on merit.

## 7. Fees

Fees for 1<sup>st</sup> year (Pre) Ph. D. (Batch - 2017) were Rs.80, 000/- (For Information only). The Fees for (Pre) Ph. D. (Batch - 2018) will be informed during personal interview.

## 8. Refund Rules on cancellation of admission:

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 Higher Educational Institution (HEI)
(1)	100%	15 days before the formally-notified last date of admission (on or before 9 <sup>th</sup> June 2018)
(2)	80%	Not more than 15 days after the formally-notified last date of admission. (10 <sup>th</sup> June to 10 <sup>th</sup> July 2018)
(3)	50%	More than 15 days but less than 30 days after formally-notified last date of admission. (11 <sup>th</sup> July to 25 <sup>th</sup> July 2018)
(4)	00%	More than 30 days after formally-notified last date of admission. (26 <sup>th</sup> July 2018 onwards)

**\*(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 1: The above refund rules are subject to revision as per UGC notification (as applicable).

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

### **Important Instructions:**

- Please see the important dates and preserve it as a guide. All announcements from the University will be through its website [www.nmims.edu](http://www.nmims.edu) and there will be no separate mail sent.
- It is the sole responsibility of the candidate to check whether he/she is eligible for the program as per the eligibility criteria stated above.
- AIU certificate is mandatory for those candidates who have completed their Post-graduation from overseas Universities
- For cancellation of admission: the cancellation form, request letter for cancellation of admission and original fee receipt will be required to be forwarded by courier/post to the Mumbai address as below :  
To:  
NMIMS, Admission Department  
V. L. Mehta Road, JVPD Scheme,  
Vile Parle (West), Mumbai – 400 056.  
The cancellation form is made available on the website [www.nmims.edu](http://www.nmims.edu)
- Canvassing in any form will disqualify the candidate.
- If at any stage, it is found that a candidate does not satisfy the eligibility criteria or the information furnished by him/her is incorrect, than application for the admission to the Program, even if selected and fees paid, will stand cancelled and fees will be forfeited.
- University will not be responsible for non-delivery or non- receipt of documents sent through postal authorities or courier.
- NMIMS has full right to disqualify a candidate at any stage of admission process if found ineligible.
- All disputes under Mumbai jurisdiction only.