

Instruction Sheet – MBA (Part Time) Programme Batch 2017 - (Mumbai Campus)**1. Eligibility Criteria :**

- Graduation from a recognized University in any discipline.
- Minimum 2 years work experience in executive or supervisory capacity up to 29th April, 2017.

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.

The work experience should be full time experience and should NOT include internships, projects, training period, trainee (management, engineering) etc.

2. Duration of Programme: 2 Years**3. In take capacity : 120 Students****4. Online Registration and Registration Fee:**

- Online registration at 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. 1,700/- (This is one time fee, no fees will be charged for Personal Interview)
- Registration Fee is non-refundable.

5. Payment of Registration Fee:

Payment of registration fee can be made by Credit Card (Visa/ Master).

6. Selection Procedure:

- Written Test conducted for MBA (Part Time) by NMIMS.
OR
- Candidates with GMAT score of 600 and above (GMAT score of last 3 years up to 23rd April, 2017 will be considered)
OR
- Candidates with score of 200 and above in NMAT by GMAC examinations for 2017 admission
AND
- Personal Interview

7. Submission of Documents

After online registration and payment of registration fees please forward below mentioned documents to the following address by **25th April 2017**.

- Online Application Form (Printout copy).
- Degree mark sheet for all years & Degree Certificate (Convocation Certificate).
- Work Experience Certificate (showing experience of 2 years or more), Appointment letter, promotion letter and relieving letter.

On the Envelope mention “**Application for MBA (Part Time)**”.

(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.)

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

8. **Written Test & Personal Interview:** Written test & Personal Interview will be conducted on 29th April, 2017 (refer important dates on www.nmims.edu)
9. **Fees:** The fees for MBA (Part Time) Batch 2016 were Rs. 4,61,000/- (for Information only). The Fees for Batch - 2017 will be informed during personal interview.
10. **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.**
11. The cancellation form is made available on the website www.nmims.edu. In case of cancellation of admission the candidate will be required to submit the duly filled in and signed cancellation form and request letter along with original fee receipt to be send by courier/post to Mumbai address as given below:

To:
The Deputy Registrar (Admission)
SVKM’s Narsee Monjee Institute of Management Studies
V. L. Mehta Road, JVPD Scheme,
Vile Parle (West), Mumbai – 400 056
12. Canvassing in any form will disqualify the candidate
13. University will not be responsible for non-delivery or non- receipt of documents sent through postal authorities or courier.
14. Please see 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.
15. AIU certificate is mandatory for those candidates who have completed their post-graduation from overseas Universities
16. All disputes under Mumbai jurisdiction only.