

SVKM's NMIMS

School of Business Management

**Instruction Sheet – MBA (Part Time) Programme Batch 2020**

**1. Eligibility Criteria:**

- Graduation from a recognized University in any discipline.
- Minimum 2 years work experience in executive or supervisory capacity after completion of graduation & up to the date of written test/personal interview.

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. **Weekday and weekend batch options are available**

**3. In take capacity:** 180

**4. Online Registration and Registration Fee:**

- 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. 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 5 years up to the closure of registrations will be considered)  
**OR**
- Candidates with score of 200 and above in NMAT by GMAC examinations for 2020 admission  
**AND**
- Personal Interview

**7. Submission of Documents**

Please upload below mentioned list of document using the link given in call letter. It is important and primary requirement to have the mandatory documents to process the call letter for Entrance test.

- 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.

**(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.)**

- 8. Written Test & Personal Interview:** Written test & Personal Interview will be conducted as per important dates of the programme.
- 9. Fees:** The fees for MBA (Part Time) Batch 2019 was Rs. 6,01,500/- (payable in instalments) (for Information only). The Fees for Batch - 2020 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.** For cancellation/ withdrawal of admission: Withdrawal /cancellation means voluntary withdrawal/cancellation by candidate for any reason. Candidate should email at [admissionenquiry@nmims.edu](mailto:admissionenquiry@nmims.edu), the soft copy of admission cancellation form duly filled and signed (available on [www.nmims.edu](http://www.nmims.edu) (<https://www.nmims.edu/students/>), fee paid receipt copy & cancelled cheque (personal account).
- 12.** Canvassing in any form will disqualify the candidate
- 13.** 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](http://www.nmims.edu) and there will be no separate email sent.
- 14.** AIU certificate is mandatory for those candidates who have completed their graduation/post-graduation from overseas Universities
- 15.** All disputes under Mumbai jurisdiction only.