

# AHMEDABAD UNIVERSITY

## AMRUT MODY SCHOOL MANAGEMENT

### MBA Programme: 2018-2020

#### Admission Policy and Procedure

#### 1. Eligibility and Selection Process:

##### 1.1. Eligibility:

- 1.1.1. Candidates need to take one of the competitive aptitude tests from amongst CAT 2017 conducted by (IIMs) / XAT 2018 / CMAT 2018 / NMAT 2017 / MAT 2017-18 / SNAP 2017 / GMAT (valid GMAT score). Those candidates who have not appeared / registered for tests yet, may also apply. Such candidates, should they meet other required standards, shall go through the process described in point 1.2 and 1.3 below.
- 1.1.2. The candidate must hold a Bachelor's Degree with at least 50% marks (45% for SC/ST candidates) or equivalent CGPA, of any University incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under section 3 of UGC Act, 1956.
- 1.1.3. The Bachelor's degree or equivalent qualification obtained by the candidate must entail a minimum of three years of education after completing higher secondary schooling (10+2) or equivalent.
- 1.1.4. In case of the candidates being awarded grades/CGPA instead of marks, the equivalence would be based on the equivalence certified by the university/ institution from where they have obtained bachelor's degree.
- 1.1.5. A candidate who has appeared for the final year examination of bachelor's degree or equivalent can also apply. Such candidate must produce a certificate from the authority of the of the university/ institution certifying that the candidate has obtained 50% marks or equivalent based on latest available grades/marks (i.e. all the years' grade/marks except the final year grade/marks).
- 1.1.6. Such candidates, if selected, will be allowed to join the programme provisionally only if they submit such certificate latest on the registration date notified by the school. Candidate's admission will be confirmed provided that final mark sheet and degree certificate are submitted not later than **December 1, 2018** and if the candidate has met the prescribed eligibility criteria. Non-fulfilment of the above conditions/dates will automatically result in the cancellation of the provisional admission.

## 1.2. Application Procedure:

- 1.2.1. Candidates who have taken any of the national / international level competitive aptitude tests mentioned in point 1.1.1 above and seek admission in the MBA programme at AMSOM, must apply in the prescribed online form with payment of **application fee of Rs. 1200 (inclusive of GST)**. Upon online registration, candidates will be issued a unique login id which should be used for subsequent admission process correspondence.
- 1.2.2. A candidate who has not yet appeared for any competitive aptitude tests may also apply. Such candidate, subject to he/she meeting other required standards, will go through the selection process mentioned in point 1.3 below and based on merit, may be offered provisional admission. Candidate's admission will be confirmed once (s)he takes any of the available competitive aptitude examinations and scores required cut-off marks as well as meets academic eligibility requirements.
- 1.2.3. Duly filled application form along with the application fee can be submitted by **March 15, 2018**. For other important dates, please refer to point 9.

## 1.3. Selection Process:

- 1.3.1. Shortlisted candidates will be called for personal interaction on specified dates. The detailed schedule will be communicated to the candidates on their unique login id.
- 1.3.2. Admission offer will be given only to the candidates meeting standard performance requirements across all the selection components as defined by Admissions Committee.

## 1.4. Selection Matrix:

Selection of students will be based on:

- Competitive Aptitude Test
- Personal Interaction
- Background and Academic Performance<sup>+</sup>

<sup>+</sup> Academic performance in standard 12 and at bachelor degree will be considered

<sup>+</sup> In case candidate is in final year of graduation, his / her previous years' academic performance will be considered for merit calculation

- Candidates with achievement in noteworthy Co-curricular and Extra-curricular activities will have an additional advantage
- Work experience, though not mandatory, will have an additional advantage

### 1.5. Merit List and Waiting List:

- 1.5.1. Merit list and waiting list will be communicated to candidates on candidate's unique login id on the mentioned date, which will be communicated in advance.
- 1.5.2. All the candidates who are offered admissions should complete admission formalities by the deadline date. If a candidate fails to adhere to this deadline, the admission offer shall stand cancelled and the seat will be offered to the waitlisted candidate.
- 1.5.3. Candidates must bring all the original documents as per application for **verification at the time of admission registration:**
- (a) Original Mark-sheets of standard 12 and graduation
  - (b) Original copy / Email link of Aptitude Test Score Card
  - (c) Socio - Economic Background Certificate (from competent authority as notified by the Government); if not submitted earlier, failing which, your provisional admission will get cancelled.
- 1.5.4. If at any stage, the information provided by a candidate is found to be false, his candidature/admission shall be cancelled.
- 1.5.5. Candidates are strongly recommended to access the unique login id and their registered email id on a regular basis for admission updates.

### 2. Reservations:

As a part of Ahmedabad University's commitment to equity and justice, the University admissions process attempts to address social inequalities by providing a relaxation of 10% to Scheduled Caste (SC) / Scheduled Tribe (ST) and 7% to Socially and Educationally Backward Classes (SEBC) category students in cut-off criteria (grad/percentage/percentile) prescribed for general category students. Such relaxation shall be provided on production of requisite certificate as recognized by the Government of Gujarat.

### 3. Fee Structure and Payment Schedule:

#### 3.1.1. Fee Structure:

Tuition fees charged for the MBA Programme are as per the Fee Regulatory Committee. Fees for the academic year 2018-19 will be charged as per follows:

Particulars	1st Year		2nd Year		Total
	Semester I	Semester II	Semester III	Semester IV	
Tuition Fees	72,000	72,000	72,000	72,000	2,88,000

- Additionally, a library and computer lab deposit (refundable) of Rs. 3,000 will be payable.
- In addition to the tuition fees, each student will have to invest approximately Rs. 12,000 per year in study materials such as text books, case studies, supplementary readings, simulations etc.

### **Facilities Available:**

The following facilities are available to students at cost:

- i. Hostel rooms on a twin sharing basis are provided to students.
- ii. Campus placements (Summer Internships + Final Placements)
- iii. Alumni membership

### **3.2. Payment for Securing Admission:**

Those candidates who are offered admissions are required to pay full fees of the first semester, i.e. Rs. 72,000 and confirm the admission.

### **3.3. Mode of Payment:**

Fees may be paid online in favour of “**Ahmedabad University**”, payable at Ahmedabad, Gujarat.

## **4. Financial Aid:**

At Ahmedabad University, we believe that finances should not stand in the way of an excellent education. We attest to this by providing financial support to students on a merit and need basis.

All students receive forms for Financial Aid and Merit Scholarship Scheme on their official email addresses upon admission to the university. Both - partial or full tuition fee waivers are available to eligible candidates.

To avail this support, students must submit all aid applications with supporting documents to their respective schools in advance of their declared deadlines. The Financial Aid committee will then review all applications and make final recommendations.

## **5. Merit Scholarship**

Ahmedabad University has instituted a Merit Scholarship Scheme to encourage bright students. For the MBA Programme, Merit scholarships are awarded to eligible students in the first year based on their overall performance in the admissions process. For the second year of study, Merit scholarships are based on a candidate's academic performance in the preceding year.

## 6. Cancellation of Admission:

The admission of a candidate shall be cancelled if at any point in time if:

- It is established that a candidate has been admitted erroneously. In such an event the fees shall be refunded.
- The candidate fails to meet any eligibility requirement as per points 1.1.5, 1.1.6, 1.5.4 mentioned earlier.

## 7. Withdrawal of Admissions MBA Programme 2018 and Refund of fees

For withdrawal of admission and seeking fees refund, the candidate is required to submit the original fee receipt, admission offer letter and other documents received at the time of admission and fill the letter of request for withdrawal duly signed by the student/applicant and the Parent/Guardian thereof.

The letter of request for withdrawal is available at the PG Admission Office, Central Campus, Ahmedabad University and can be filled and submitted at the time of seeking withdrawal along with required documents.

The refund of the fees will be processed in accordance with the circular No. D.O. No. 1-3/2007 (CPP-II) issued by the Universities Grants Commission (UGC), New Delhi dated December 6, 2016. The last date of admissions is June 23, 2018.

Date	Processing Fees, Cancellation Charges and Net Refund Payable as per UGC Norms		
	Processing Fees	Cancellation Charges	Net Refund Payable
Upto June 7, 2018	10% of Fees Paid	NIL	90% of Fees Paid
June 8, 2018 to July 8, 2018	NIL	20% of Fees Paid	80% of Fees Paid
July 9, 2018 to July 23, 2018	NIL	50% of Fees Paid	50% of Fees Paid
July 24, 2018	NIL	100% of Fees Paid	NIL

The relevant refund amount will be processed by 10 working days of the date of filing withdrawal application with office and refund will be made by cheque on the candidate's name.

**8. Interpretations and Change of Admission Rules:**

In the matter of interpretation of Admission Policy and Procedure, the decision of Admission Committee shall be final and binding on the candidates. In the matter of any issues not covered in the Admission Policy and Procedure mentioned, the Admission Committee is authorized to resolve these special issues on the merit of the case and take the final decision on the same.

**9. Important Dates:**

<b>Sr. No.</b>	<b>Activity</b>	<b>Date</b>
1	Admissions Open	December 19, 2017
2	Extended Deadline of Application Submission	March 15, 2018
3	Notification to shortlisted candidates	March 22
4	Personal Interaction	April, 2018
5	Programme Commences	July 9, 2018*(tentative)

**10. The above rules and dates are subject to modification(s) if required.**

On behalf of Admission Committee  
**Admissions Chair (MBA Programme)**  
**Ahmedabad University**  
April 20, 2018