Seats: 25 (plus 2 seats under supernumerary quota for Jammu & Kashmir candidates)

1. The Admission Committee for Master of Management Studies (Heritage Management) (hereinafter referred to as MMS(HM)) Programme shall be responsible for conducting the admission procedure for the academic session 2015-2016.

   2.1. MMS(HM) programme is a two-year full-time degree programme at Ahmedabad University under the Centre for Heritage Management (CHM).
   2.2. The MMS(HM) programme offers an opportunity to students to get sufficient theoretical and practical knowledge of various avenues of heritage management including technical knowhow of research, documentation, conservation and preservation processes as well as strategic and operational management - either as an institutional/project management point of view or an individual entrepreneurial point of view. (see course curriculum at the CHM website: chm.adhuni.edu.in)
   2.3. MMS(HM) programme offers modular courses that involves academicians and professionals of national and international eminence. These courses are also carefully integrated with field experience as well as individual and group project works. Semester breaks as well as summer vacation also demand some rigorous field-based learning exercises.
   2.4. The programme also includes six to eight weeks of compulsory summer internship for the students, and a compulsory volunteer work for at least a week.
   2.5. The medium of instruction will be in English.
   2.6. Further details about the programme, curriculum, pedagogy, faculty and other resources are available at chm.ahduni.edu.in

3. Eligibility and Selection Process:

| Admission through CHM conducted tests and screening process only |

3.1. Eligibility:
   3.1.1. Candidates with a Bachelor's Degree in any discipline (with minimum grade/marks as specified in sub paragraph 3.1.2 below), with a demonstrated interest in Heritage (as specified in sub paragraph 3.1.7 below) may apply.
3.1.2. The candidate must hold a Bachelor’s Degree, or an equivalent qualification recognized by the Ministry of HRD, Government of India, 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.

3.1.3. 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.

3.1.4. 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.

3.1.5. In case a candidate is unable to provide the certificate (as mentioned in 3.1.4 above), the equivalence would be established by CHM by dividing earned CGPA with the maximum possible CGPA and multiplying the quotient with 100.

3.1.6. A candidate who has appeared or will have appeared for the final year examination of bachelor's degree or equivalent by June 2015 can also apply.

(a) Such candidate must produce a certificate from the authority of the university/institution certifying that (i) 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), and (ii) the candidate has completed all the requirements and has appeared for the examinations/practical etc. for the final year/final term and that the results is awaited for obtaining the bachelor's degree/ equivalent qualification.

(b) 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 CHM.

(c) However, the admission will be confirmed provided that final mark sheet and degree certificate are submitted not later than September 30, 2015 and if the candidate has met the prescribed eligibility criteria.

(d) Non-fulfilment of the above conditions/dates will automatically result in the cancellation of the provisional admission.

3.1.7. Along with the application form, the candidates will be asked to submit a statement of purpose briefly explaining why they would like to join the programme. Such statement of purpose may be based on the student's prior study or work related to heritage, any exposure to heritage related issues, or their passion, or any other reason. The statement should not be more than one page long in standard fonts like Times Roman with font size of 12, and line spacing 1.0 and margin 1” on all sides; and must be written in English.

3.2. Selection Process:

3.2.1. On specified date and venue of the entrance test, the applicants will appear in-person to take the written test which will primarily be geared towards testing their competency in the following areas:
- ability of comprehension and reasoning,
- basic mathematical skills required for a post-graduate level of education,
- familiarity with basic areas of heritage including monuments, arts and crafts, nature and wildlife, culture and history etc., and
- an awareness of the field of management in broader sense.

3.2.2. Following the test, the candidates will be required to appear for a personal interview. CHM admissions committee will conduct these personal interviews. This interview will work both ways: for the admission committee to ensure that the individual student meets all required criteria to be admitted in the programme, and also for the prospective student to ask any questions s/he may have about the programme before they make their final decision to pursue the programme.

Candidates failing to appear in the interview will automatically be disqualified. There will be special provision for international applicants, substituting the need of both in-person entrance test and the in-person interview with a tele-interview via skype or similar options.

3.2.3 Following the test and interviews, the final admission offer list as well as a waiting list will be published - providing specific instructions to successful candidates to follow in order to ensure their enrolment in the programme. In case of any seats remaining vacant, the candidates from the waiting list will be extended the admission offer in the order of appearance in the waiting list.

3.3. **Application Guidelines**

3.3.1. Candidates may apply by sending the duly filled in application form (available at the CHM's website chm.ahduni.edu.in) along with the 'statement of purpose' and the payment of the application fee of Rs. 500.

3.3.2. The application fee can be paid by a demand draft drawn in favour of ‘Ahmedabad University’, payable at Ahmedabad.

3.3.3. The last date of submitting duly filled application form along with the statement of purpose and the requisite application fee is **April 20, 2015**. For other important dates, see paragraph 8.

3.3.4. Candidates have to bear all expenses for attending the entrance test and the personal interview.

3.3.5. Candidates are required to report at least 15 minutes before their scheduled time/slot of entrance test as well as the PI and register with Admission Counsellor.

3.3.6. All the candidates who are offered admissions should complete admission formalities by the deadline date. The same will be communicated to all the candidates on the CHM's website. 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.

3.3.7. Candidates must bring the following documents for verification at the time of admission registration:
   (a) Original Mark-sheets of all the graduation years including higher secondary years.
   (b) Identity Proof
   (c) Experience Certificate, if any (ONLY FULL TIME WORK EXPERIENCE WILL BE COUNTED)
   (d) Caste Certificate (from competent authority as notified by the Government, if applied for reservation quota).

3.4 Selection Criteria:

Selection of students shall be done using the following criteria along with the weightages indicated below:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Purpose</td>
<td>10%</td>
</tr>
<tr>
<td>Entrance Test</td>
<td>40%</td>
</tr>
<tr>
<td>Personal Interview</td>
<td>40%</td>
</tr>
<tr>
<td>Relevant Work Experience</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

3.5 Merit List and Waiting List

3.5.1 The list will comprise of three categories indicating admissions status of the candidates as follows:
   - ‘Offered’
   - ‘Waitlisted’
   - ‘Not Offered’

The list will be put up on the CHM website on the mentioned date, which will be communicated in advance

3.5.2 Candidates in the waiting list will be offered admissions to fill the vacant seats, if any. On receiving the intimation of the offer of admission the waitlist candidate is required to secure admission as per instructions above. CHM will continue operating waitlist until all seats are filled.

3.5.3 If at any stage, the information provided by a candidate is found to be false, his candidature/admission shall be cancelled and he will be debarred from applying for admission in AU for the next two years.
3.5.4 The decision of CHM will be final and binding.

3.5.5 All communication by CHM for the admission process will be made through the website. Candidates are strongly recommended to access the website on regular basis for admission updates.

3.6 Merit & Waiting List for candidates of Jammu & Kashmir:

3.6.1 Candidates from Jammu & Kashmir need to fill the application form as described above. **The last date for J&K candidates to fill the application form is Monday, June 22, 2015.**

3.6.2 Candidates need not have appeared for the test.

3.6.3 A separate merit list will be put-up for candidates of Jammu & Kashmir. This will be based on graduation marks.

4. Reservations and Seat Allocation:
   There will be a reasonable relaxation in cut-off point for SC and ST category candidates for admission in MMS(HM) program.

5. Fee Structure and Payment Schedule:

5.1 Fee Structure for the batch 2015-17:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Semester I</td>
<td>Semester II</td>
<td>Semester III</td>
</tr>
<tr>
<td>Tuition Fees</td>
<td>47,500</td>
<td>47,500</td>
<td>47,500</td>
</tr>
<tr>
<td><strong>Deposits (Refundable after completion of the programme)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library deposit (refundable)</td>
<td>3,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>50,500</td>
<td>47,500</td>
<td>47,500</td>
</tr>
</tbody>
</table>

5.1.1. Payment for Securing Admission:
   The candidates as per the final selected list are required to pay full fee of the first semester, i.e. Rs. 50,500 and confirm the admission.

5.1.2. Payment for the Remaining Charges:
   The balance fees will be paid semester wise. Candidates are required to pay the fees of every semester one week before the commencement of the respective semester. In case of delay, penalty will be charged as per prescribed rules of the School.

5.1.3. Information about expenses for mandatory Field-immersion and Field visit programmes as well as optional exchange programmes
Above mentioned fees do not include the expenses of out of station travels and logistics pertaining to compulsory field immersion and study trips as well as optional study exchange programmes.

5.2 Modes of Payment:
Fees may be paid by Banker's Cheque or demand draft drawn in favour of “Ahmedabad University”, payable at Ahmedabad, Gujarat.

5.3 Scholarship:
Limited number of scholarship will be available to needy students, subject to merit performance and the economic needs.

6. Withdrawal from the Programme and Refund of fees

6.1 For withdrawal of admission and seeking the refund, a candidate is required to submit the fee receipt, admission letter and the letter of request for withdrawal duly signed by him and counter signed by his parent/guardian.
6.2 If a student withdraws his/her admission before the commencement of the programme, (June 29, 2015) Rs. 1,000 from the fees paid will be charged and the balance will be refunded.
6.3 If a student withdraws his/her admission within 10 days of the commencement of the programme (i.e. on or before Friday, July 10, 2015), 25% of the fees paid will be charged and the balance will be refunded. However, no fee will be refunded in such cases if the institute cannot immediately fill the vacant seat.
6.4 No refund will be given if the candidate withdraws after 10 days of the commencement of the programme, i.e. after July 10, 2015.
6.5 The relevant refund amount will be processed by 21 days of the date of withdrawal application.
6.6 Refund will be made by cheque to the same account from which the fees are paid.

7. 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 such issues as are not covered in the Admission Policy and Procedure mentioned above, the Admission Committee is authorized to resolve these special issues on the merit of the case and implement the same.
8. Important Dates:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Availability of Admission Forms on <a href="http://chm.ahduni.edu.in/">http://chm.ahduni.edu.in/</a> and CHM office</td>
<td>February 16, 2015</td>
</tr>
<tr>
<td>2</td>
<td>Last date of receiving filled in applications and statements of purpose</td>
<td>April 20, 2015</td>
</tr>
<tr>
<td>3</td>
<td>Publication of list of eligible candidates for Entrance Test and Personal Interviews (on CHM website)</td>
<td>April 22, 2015</td>
</tr>
<tr>
<td>4</td>
<td>Entrance Test</td>
<td>May 4, 2015</td>
</tr>
<tr>
<td>5</td>
<td>Personal Interviews</td>
<td>May 4 - 6, 2015</td>
</tr>
<tr>
<td>6</td>
<td>Publication of Merit list and Waiting List</td>
<td>May 11, 2015</td>
</tr>
<tr>
<td>7</td>
<td>Admissions: Payment of Fees</td>
<td>May 12-18, 2015</td>
</tr>
<tr>
<td>8</td>
<td>Publication of Second Merit list (if applicable)</td>
<td>May 22, 2015</td>
</tr>
<tr>
<td>9</td>
<td>Admissions: Payment of Fees (for those from the Second Merit list only)</td>
<td>May 25- June 1, 2015</td>
</tr>
<tr>
<td></td>
<td>Last date of receiving filled application forms of J&amp;K candidates</td>
<td>June 22, 2015</td>
</tr>
<tr>
<td>10</td>
<td><strong>Programme Commences (June 29, 2015)</strong></td>
<td></td>
</tr>
<tr>
<td>10a</td>
<td>Inaugural Seminar week</td>
<td>June 29 – July 4, 2015</td>
</tr>
<tr>
<td>10b</td>
<td>Classes begin</td>
<td>July 6, 2015</td>
</tr>
</tbody>
</table>

*With regards to counting days for determining any limits regarding admissions withdrawal, refund etc., the commencement date will be considered as June 29, 2015.

9. The above rules and dates are subject to modification(s) if required. Such changes will be published at CHM website.

10. The Admission Policy & Procedures are subject to the jurisdictions of Hon’ble Court of Ahmedabad.

Admissions Coordinator MMS(HM)
Centre for Heritage Management
Ahmedabad University
February 11, 2014