

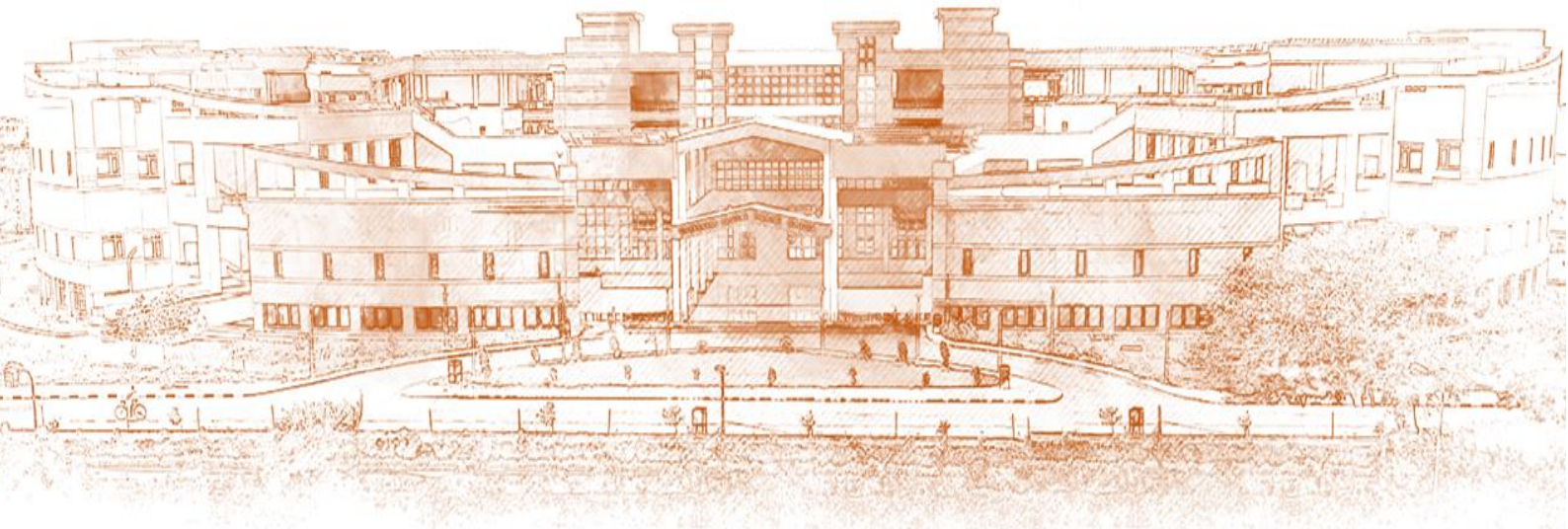


Information Brochure

For Admission to

Executive Master of Business Administration [E-MBA]

Academic Year 2024-25



प्रबंधन अध्ययन विभाग
मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
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Department of Management Studies
Malaviya National Institute of Technology Jaipur
(An Institute of National Importance under Ministry of Education, Government of India)
J. L. N. Marg, Jaipur - 302 017 (Rajasthan, INDIA)

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OUR **INSPIRATION**



BHARAT RATNA
PANDIT MADAN MOHAN MALAVIYA
[1861 - 1946]

Bharat Ratna Pandit Madan Mohan Malaviya, or Mahamana Malaviya, as he was popularly known, was an eminent educationist, social reformer and a distinguished figure of Indian independence movement.

A nationalistic to the core, he believed that the freedom can be achieved only through right kind of education. He was totally against discrimination of any sorts and believed in egalitarianism.

We are inspired by the same values and espouse them in our spirits.

1.0 ABOUT **MNIT JAIPUR**



MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

The Malaviya National Institute of Technology Jaipur (MNIT Jaipur) is one of the 31 National Institutes of Technology (NITs) established under the aegis of the Ministry of Education, Government of India. These Institutes have been created as centers of excellence for higher education, training, research, and development in science, engineering, and technology. The Institute was jointly established by the Governments of India and Rajasthan as Malaviya Regional Engineering College (MREC) in 1963. It was upgraded to Malaviya National Institute of Technology Jaipur (MNIT Jaipur) in 2002 by the Government of India and accorded the status of deemed university with autonomy to decide its academic policies and to award its own degrees. In 2007 MNIT Jaipur was declared as an "Institute of National Importance" by the Government of India under the National Institutes of Technology Act, 2007. The Institute is now an autonomous body and is fully funded by the Ministry of Education, Government of India.

The Institute currently offers eight (09) undergraduate, twenty-eight (28) postgraduate and research and doctoral programs in multiple disciplines of science, technology, humanities and management through 13 Academics Departments and 5 Centers of Excellence.



OUR VISION

To create a centre for imparting technical education of international standards and conduct research at the cutting edge of technology to meet the current and future challenges of technological development.

OUR MISSION

To create technical manpower for meeting the current and future demands of industry: To recognize education and research in close interaction with industry with emphasis on the development of leadership qualities in the young men and women entering the portals of the Institute with sensitivity to social development and eye for opportunities for growth in the international perspective.

OUR QUALITY POLICY

MNIT shall strive to impart knowledge in such a manner as to achieve total satisfaction of students, parents, employers, and the society.

OUR MOTTO

योगः कर्मसु कौशलम्

2.0 ABOUT **DMS | MNIT JAIPUR**



DEPARTMENT OF MANAGEMENT STUDIES, MNIT JAIPUR

The DMS was established in 1996 as a Centre of Management Studies and Industrial Collaboration under a self-finance scheme. It was upgraded to a full-fledged academic department in 2004. Since its inception, DMS has played a seminal role in the growth of the corporate sector and management education in India. We use highly innovative teaching pedagogy to groom future business leaders by following a judicious blend of theory and practice.

DMS Vision

To create a center for imparting managerial education of international standards and conduct world class research at the cutting edge of technology to meet the current and future challenges of technological development

DMS Mission

To create techno-managerial manpower for meeting the current and future demands of industry; To recognize education and research in close interaction with industry with emphasis on the development of leadership qualities in the young men and women entering the portals of the Institute with sensitivity to social development and eye for opportunities for growth in the international perspective.

DMS | MNIT Jaipur

some highlights

- ❑ Located inside a **317-acre lush green campus**
- ❑ AV-equipped **modern lecture theatres** in a tiered configuration, discussion rooms, and a 40-seat conference room.
- ❑ Rich pool of **experienced faculty with years of experience** in interdisciplinary research, teaching, and administration.
- ❑ Excellent portfolio of research, consultancy, and sponsored projects
- ❑ Ranked 8th in Economics, Econometrics, and Finance, and 9th in Business, Management, and Accounting in SCIMAGO Institutions Rankings 2023 in India
- ❑ Ultra-modern learning resource center (library) and computer labs with remote access to hundreds of e-books, journals, and other e-resources.
- ❑ NIRF Rank in Management category (2023): 69th in India, 2nd in Rajasthan, 2nd among all NITs, 1st in Jaipur.

Programs offered

- ❑ **2-Year Full Time Master of Business Administration [MBA]**
- ❑ **2-Year Executive Master of Business Administration [E-MBA]**
- ❑ **Ph. D. in Management**

3.0 ABOUT CDEC | MNIT JAIPUR



CDEC

●●● Continuing & Digital Education Center

Continuing and Digital Education Center

Continuing and Digital Education Center (CDEC) is a center at MNIT Jaipur that helps to provide resources for online and offline courses and digital course materials. Centre also emphasize to enhance and create better relationship with business/government entities through certificate programs. CDEC is a platform to undertake different training programs by setting up a single window facility. The various kind of activities conducted under the center are Faculty development programs, short term training programs, workshop, academic degree/diploma programs & certification courses, and NPTEL/Swayam/MOOCs/GIAN courses.

4.0 ABOUT **EXECUTIVE MBA (E-MBA)**



Executive MBA @ CDEC | MNIT Jaipur

The E-MBA program at DMS in collaboration with CDEC, MNIT Jaipur is specifically designed for working executives who, though equipped with rich business insights and knowledge, can benefit immensely by developing a more comprehensive understanding of the overall business, management, industry, and economy. Such a formal management program will equip them to handle organizational challenges and further progress in their respective professional careers. The E- MBA program can help them to:

- ❑ Enhance their management skills
- ❑ Develop skill sets to sail through the uncertainties and challenges of a global business environment
- ❑ Upgrade their managerial and analytical skills
- ❑ Fast-track their career
- ❑ Overall development of their professional and personal lives

4.1 Objectives of the E-MBA program

The E-MBA program aims to develop managerial professionals who can meet emerging and unforeseen challenges of modern-day business. The specific objectives of the proposed E-MBA program are:

- Developing a comprehensive understanding of business processes and organizations
- Understanding the impact of business processes within and beyond organizations
- Learning and imbibing the business dynamics for a continuously evolving and challenging global business scenario.
- Developing leadership skills for senior managerial positions
- To create digital dexterity for using emerging technologies

4.2 Program duration

The two-year E-MBA program will be spread over two academic sessions each comprising two semesters – the ODD Semester (usually from July) and the EVEN semester (usually from January).

The minimum duration to graduate from the program is 2 years (4 semesters). However, the students are expected to complete all academic requirements before the end of six semesters, i.e., within 3 years of admission to the program which is the maximum period permissible to complete the program.

4.3 Program structure

The program structure for the E-MBA program was developed after a comprehensive process including inputs from leading experts from academia as well as industry. The program structure is divided into four semesters over two years leading to award of 80 credits.

The course scheme for the first year (Semester 1 and 2) is directed at developing foundations for a general understanding of all functional areas of business, organization, structures, industry, economy at large, and cutting across the silos of specific functional areas. During the second year (Semesters 3 and 4) of the E-MBA program, the students

will be required to opt for program electives in addition to few program core courses. The students will be required to opt for three program electives in the third semester and two in the fourth semester. The Department will offer a semester-wise bouquet of program elective courses from which the students will make their choices. The courses will aim at developing advanced skills related to specific aspects/functional areas of business and management.

The detailed program scheme is as under:

Semester 1	Semester 2
Management Fundamentals for Global Business	Managerial Economics in Global Context
Marketing Management	Leadership and Organizational Behavior
Financial Management and Accounting	Operations Management
Human Capital Management	Entrepreneurship and Innovation
Data Analytics and Decision-Making	Negotiation and Conflict Resolution
Project Management	Business IT Strategy and Transformation
	Comprehensive Viva-Voce Examination-I

Semester 3	Semester 4
Business Strategy and Competitive Advantage	Corporate Governance and Ethics
Elective 3.1	Elective 4.1
Elective 3.2	Elective 4.2
Elective 3.3	Research Project
Course of Independent study	Comprehensive Viva-Voce

4.4 Projects and Industry-linked courses

In addition to the program core and elective courses in Year 2, the students will also have to register for one core course per semester which is dedicated to industry-linked study or research project. In Semester 3, there shall be a Course of independent Study focusing on research related to industry specific problem. In semester 4, students will undertake a research project, either from the company they represent or select from a pool of projects proposed by the department. For these courses, students will be assigned mentors individually to guide their studies/research.

4.5 Specializations and Electives

The department currently offers program electives from 04 specialization area for the students registered in the E-MBA program – Marketing, Finance, Human Resource, and Operations. The students can opt for the program elective courses from any area or a combination of areas of their choice. The courses offered will be subject to a minimum

number of students registering for that course as decided by the Department Faculty Board/Institute rules.

The current bouquet of area-wise electives is:

Area: MARKETING	Area: FINANCE
Consumer Behaviour	Project and Infrastructure Finance
Marketing of Services	Financial Econometrics
Managing Marketing Communications	Investment / Wealth Management
Managing Brands	Behavioural Finance
Managing Customer Relationships	Fixed Income Securities
Marketing Analytics	Fintech
Marketing for B2B Organizations	Entrepreneurial Finance
Managing Product Portfolios	Supply Chain Finance
Digital Marketing	Corporate Restructuring
Area: HUMAN RESOURCES	Area: OPERATIONS
Organizational Change & Development	Advanced Operations Management
HR Analytics	Supply Chain Management
Team Dynamics	Supply Chain Analytics
Managing Creativity and Innovation	Lean Six Sigma
Competency Mapping & Assessment	Operations Strategy for Competitive Advantage
Contemporary Talent Management	Service Operations Management
Employee Engagement	Production Planning and Control
Diversity, Equity & Inclusion	Sustainable Operations
Learning And Development	

4.6 Pedagogy

Offering greater flexibility needed for the working professional, the E-MBA program will be conducted in hybrid/blended mode with weekend classes every week. The course lectures will be delivered in a flexible combination of offline and online instructor-driven sessions. Normally, the students will be expected to devote 3 hours/week to a 3-credit course. This will include two hours of instructor-driven sessions and one hour of self-study per week for each 3-credit course. The self-study will include working on readings, assignments, case studies, projects, and other similar activities as designed by the respective course instructors. Students will visit the MNIT campus for 02 weeks in a semester in two parts, during Mid-term and End-Term exams.

4.7 Fee Structure for E-MBA program

Fee for GEN/OBC/EWS students : Rs. 4,63,930/-

Total Fee for SC/ST students : Rs. 1,63,930/-

(Refer to Annexure 9 for detailed fee structure)

5.0 ADMISSION PROCESS

Admission to the E-MBA program will be conducted once a year as per the academic calendar of the Institute. The detailed selection process for an academic session will be specified along with the release of the Admission Notification for the program.

5.1 Minimum eligibility for admission to the E-MBA program

The applicant seeking admission to the E-MBA program must have:

- Completed a bachelor's degree with at least 6.5 CGPA on a 10-point scale (or 60% only in the case where percentages are awarded) or equivalent from a recognized university with a relaxation for SC/ST implying a minimum of 6.0 on a 10-point scale (or 55% only in the case where percentages are awarded).

Additionally, the candidate must satisfy following condition:

Candidate should have at least two years of full-time work experience after graduation, either be working in an organization or should be having a startup (registered for a minimum of two years).

5.2 Sanctioned Intake & Reservation

The total sanctioned annual intake for the E-MBA program is 60, with reservations for various categories as per Government of India policy. The seat matrix for the total sanctioned intake is as below:

Open	EWS	OBC	SC	ST	Total
24	06	16	09	05	60*

The provisions for reservation of seats given in the seat matrix are subject to modification in accordance with any Government Order, if issued subsequently by the Government of India.

*There is provision of 5% seats over and above of sanctioned intake for PWD candidates.

5.3 Selection Process

- 5.3.1.** The Institute invites ONLY online applications from the eligible candidates interested in joining the E-MBA program. The candidates interested in admission to the E-MBA program at MNIT Jaipur will be required to submit the application form ONLINE with the requisite application fees.

- 5.3.2** Candidates are advised to ensure that they meet the eligibility criteria before submitting application fees. The application fee is non-refundable under any circumstances.
- 5.3.3.** After receipt of applications, the Department will invite the candidates, who will be fulfilling the specified minimum requirements, for Personal Interviews as per the notified schedule.
- 5.3.4.** A comprehensive score will be computed for each candidate as per the approved Comprehensive Selection Criteria attached at Annexure 1. A merit list based on such comprehensive scores will be prepared for the selection of candidates for admission to the E-MBA program.
- 5.3.5.** Candidates offered admissions will have to submit ONLINE their acceptance of the admission offer along with full fees for the first semester on or before the last date specified for the same. A provisional admission letter will be generated online. The candidates are required to download it for their records and for further processing of their admission. Failure to accept the admission offer and submission of fees within the specified period will result in forfeiture of the admission offer and the seat will be made vacant for the candidates on the wait list, if any.
- 5.3.6.** In case of any vacant seats after the first offer of admissions (including seats falling vacant due to forfeiture or cancellation of admission), admission offers will be made to the subsequent candidates as per the merit list. These candidates will be required to submit their acceptance of the admission offer and pay full fees for the first semester on or before the date specified for the same.
- 5.3.7.** The candidates wishing to cancel their admission can do so by applying in writing to this effect before the last date specified for cancellation of admission. Such candidates will forfeit their claim for admission and will not be considered for admission offers at any subsequent stage in the admission process.
- 5.3.8.** In case there are any seats left vacant after the last date of cancellation of admission, candidates who are not offered admission to date, will be offered admission as per merit list against the vacant seats. These candidates will be required to submit their acceptance of the admission offer and pay full fees for the first semester on or before the date specified for the same. However, candidates accepting the offer of admission against these seats will not be allowed to cancel their admission.
- 5.3.9.** All admitted candidates will be required to register on the institute ERP as per the academic calendar by producing the provisional admission letter, proof of payment

of the first semester fees, and all documents in evidence of eligibility claim. Failure to register on institute ERP as per schedule will lead to termination of the admission.

5.3.10. The admitted candidates will attend their courses regularly with the beginning of the academic session as per the dates specified in the academic calendar.

5.4 Program Registration

All candidates admitted to the E-MBA program are mandatorily required to register in person for the courses at the beginning of the academic session as per the Institute academic calendar. The registration process involves the following steps for new entrants to the program:

- a)** Creation of student id and profile on the institute ERP by producing provisional letter of admission, proof of payment of fees and all documentary evidence supporting claims made in the admission application form.
- b)** Registering for the course program to be followed in the semester by logging on the institute ERP using student ID and credentials.
- c)** Getting the course program approved by the assigned program advisor.
- d)** Signing on the registration roll in person available with the program advisor.

The schedule of the registration will be as per the Institute academic calendar and no request for rescheduling will be entertained. Failure to complete the registration process by the specified dates will lead to termination of the candidate from the program.

5.4.1 Late Registration

If for any compelling reason like illness, a candidate is unable to register on the day of registration, she/he will be allowed to register till the last date of registration specified in the academic calendar (which is about one week from the date of registration). Such candidates will be required to submit an application to this effect along with documentary proof in support before the last date of registration. Any candidate registering late will be required to pay a late fee as decided by the Senate from time to time. In no case, the students will be permitted to register after the last date of registration.

5.5 Cancellation, Withdrawal & Termination of Admission

5.5.1. Cancellation of admission

- a.** Candidates, who have submitted their acceptance of the admission offer and have submitted the fees for the first semester, can cancel their admission by submitting an application to the effect before the last date specified for the cancellation of admission. No candidate will be allowed to cancel their admission after the specified date for the purpose.
- b.** Candidates admitted after the last date for the cancellation mentioned in the admission schedule will not be eligible for cancellation of their admission.

5.5.2. Withdrawal from the program

- a.** Any candidate who has been admitted and has registered for the program can withdraw his/her admission to the program by submitting an application to this effect.
- b.** All requests for cancellation of the admission after the last date of cancellation specified in the admission schedule will be treated as withdrawal from the program notwithstanding whether the candidate has registered for the program or not.

5.5.3. Termination from the program

- a.** For the candidates who have submitted their acceptance of the admission offer and submitted full fees for the first semester, but failed to register as per the specified registration schedule of the institute, their admission to the program will be terminated. Such candidates shall have no further claim on their seat and the admission offer.
- b.** Additionally, the institute reserves the right to terminate, at any stage, the admission of a candidate from the program who is found admitted to the program to which he/she is not entitled, being unqualified or ineligible in accordance with the ordinances and statutes in force.

5.6 Refund of Fees

5.6.1. Application fees

Application fees is non-refundable under any circumstances. All applicants must make sure that they meet all eligibility requirements before applying.

5.6.2. In the event of *CANCELLATION* of admission:

Full fees submitted for the first semester shall be refunded after deducting processing charges. The processing charges are currently ₹1,000.00 (Rupees One thousand only) and may be revised by the institute.

5.6.3. In the event of *WITHDRAWAL* from the program:

- a.** Candidates who have registered for the program will be eligible for the refund of only Institute Caution Money on the production of a No-Dues certificate specified for the same.
- b.** Candidates admitted but failed to cancel their admission before the last date specified for cancellation of admission will be eligible for the refund of only Institute Caution Money on submission of an application for withdrawal from the program.
- c.** Candidates admitted in Waitlist 1 of the selection process will be eligible for the refund of only Institute Caution Money on submission of an application for withdrawal from the program.

5.6.4. In the event of *TERMINATION* of the admission:

- a.** Candidates who have registered for the program will be eligible for the refund of only Institute Caution Money on submission of a No-Dues certificate specified for the same.
- b.** Candidates admitted but failed to register for the program as per the specified dates will be eligible for the refund of only Institute Caution Money on submission of an application for refund of caution money deposit.

Notes:

1. All fee refund requests will be processed only after the program registration process is over.
2. Detailed break-up of fees payable semesters is available on the Institute's website at (*insert Fee Structure link here*)

6.0 GENERAL INFORMATION

- 6.1** Admissions to E-MBA program being offered will be made to ODD Semester of Academic Session 2024-25.
- 6.2** The candidates are strongly advised to read each and every instruction given in this Information Brochure very carefully before filling the Application Form.
- 6.3** Application form must be filled ONLINE on the link given on the MNIT website after payment of the requisite application fees ONLINE. Application FEE for GEN/OBC/EWS candidate is Rs. 2000/- and for SC/ST candidate is Rs. 1000/-. **Application fees is non-refundable under any circumstance.**
- 6.4** Incomplete or wrongly filled application forms are liable to be rejected. It is the responsibility of the candidate to ensure that all filled information is correct to the best of his/her knowledge.
- 6.5** Work experience obtained only after completion of the minimum academic qualification (bachelor's degree) will be considered.
- 6.6** The candidate must keep a copy of their application form for their records and future reference. The same is to be brought affixed with a color photograph of the applicant and duly signed at the time of the program registration along with self-attested copies of all documents in support of scores, qualifications, work experience, and other details as claimed in the application form.
- 6.7** Self-attested photocopies of the following certificates are to be brought along with the Application Form at the time of registration:
- a.** High School/Secondary School certificate in support of age/date of birth. No other certificate is acceptable in support of the age/date of birth.
 - b.** Final Degree/Mark-sheets/Certificates for all examinations appeared in since secondary school examination.
 - c.** Migration Certificate, in original.
 - d.** Certificates for work experience claimed, issued by the employer mentioning period and nature of employment.
 - e.** Original character Certificate from the Director/Dean of Students Affairs of the Institute from where the candidate has graduated OR the organization currently employed in.
 - f.** Certificates/documents against any claims made in the application form.

- 6.8** Documents/Certificates are required to be presented for verification at the time of the interview before the Admission Committee. In case, the candidate fails to produce the certificates at this time, he/she may not be considered for admission.
- 6.9** Admission to the E-MBA program would be based on a merit list prepared by the Department of Management Studies and will be made available on the website of the Institute. The candidates are strongly advised to frequently visit the institute website for updates in this regard. No separate information will be sent to the candidates.
- 6.10** If selected, applicants will be required to submit their acceptance of the offer and pay the first-semester fee in full for the course ONLINE as per the prescribed schedule. Failure to submit the acceptance of the admission offer and payment of fees as per the schedule will result in withdrawal of the offer of admission and the candidate will forfeit his/her claim to the seat allotted.
- 6.11** The selected candidates will have to register for the program IN PERSON as per the registration schedule mentioned in the Institute's academic calendar. Failure to register in person will result in termination of admission to the program and the candidate will forfeit his/her claim to the seat allotted.
- 6.12** A candidate who is admitted and registered for the program at the Institute but leaves before completing or discontinuing his/her studies, shall not be admitted to the program at the same level.
- 6.13** The Institute reserves the right not to run any particular program, if the number of students in that program is less than the minimum number specified by the Institute at the time of admissions.
- 6.14** The Institute reserves the right to change its statutes and regulations relating to academic programs and the modalities of admission without prior notice.
- 6.15** There is no age restriction for the program.
- 6.16** In matters of interpretation of the provisions, or any other matter not covered here in this information brochure, the decision of the Chairman, Senate shall be final and binding on all parties.
- 6.17** The Institute reserves the right to alter the number of seats without any prior notice. Five percent (5.0%) of the total seats are reserved for PH category in every program over and above the sanctioned strength without assistantship.
- 6.18** The provisions for reservation of seats given in the seat matrix are subject to modification in accordance with any Government Order, if issued subsequently by the Government of India.
- 6.19** It will solely be the responsibility of the candidate to prove his/her eligibility for admission to the E-MBA program.

7.0 SELECTION SCHEDULE & IMPORTANT DATES

Last date for filling forms for Round	:	Monday, June 24, 2024
Written Test	:	Friday, July 05, 2024
Personal Interview	:	Friday, July 05, 2024
Declaration of result	:	Wednesday, July 10, 2024
Last date for acceptance of admission offer and submission of fees	:	Monday, July 15, 2024
Last date of cancellation of admission (After this date, only institute caution money will be refunded)		Thursday, July 18, 2024
Declaration of Waitlist 1 (ONLY in case seats are vacant)	:	Friday, July 19, 2024
Last date for acceptance of admission offer and submission of fees (ONLY for candidates appeared in Waitlist 1)	:	Wednesday, July 24, 2024
Course registration of new candidates (IN PERSON ONLY)	:	As per institute academic calendar

ANNEXURES/**FORMATS**

- Annexure 1.** Criteria for computing comprehensive score
- Annexure 2.** No objection certificate from employer
- Annexure 3.** Form of certificate to be produced by other backward classes (NCL) candidates
- Annexure 4.** Format for Declaration/Undertaking to be submitted by the OBC candidates
- Annexure 5.** Format for Certificate to be produced by Scheduled Caste (SC) or Scheduled Tribe (ST) candidates
- Annexure 6.** Format for Certificate to be produced by Physically Challenged (PH) candidates
- Annexure 7.** Format for Certificate to be produced by Economically Weaker Sections (EWS) candidates
- Annexure 8.** Format for Certificate to be submitted by candidates for medical fitness
- Annexure 9.** Detailed Fee Structure

ANNEXURE – 1

CRITERIA FOR COMPUTING COMPREHENSIVE SCORE

The selection for admission to the program will be based on merit list prepared on the basis of weighted criteria computed on the basis of following:

S. No.	Criterion	Maximum Point
1. Academic Qualification		10
Postgraduation	a) PG Degree (Minimum 02 Year duration) : 05	
	b) PG Diploma (Minimum 01-year duration) : 03	
Graduation	a) ≥ CGPA 9.50 or 90.00% : 05	
	b) CGPA 7.50 - 9.49 or 70.00% - 89.99% : 04	
	c) CGPA 6.50 - 7.49 or 60.00% - 69.99% : 03	
	d) CGPA 6.00 – 6.49 or 55% - 59.99% : 02	
2. Work experience		20
a) 24-36 Months : 05		
b) 37-60 Months : 10		
c) More than 60 months : 20		
Full-time experience obtained after graduation will only be considered.		
3. Statement of Purpose		10
Statement of purpose (SOP) should be clear and coherence with relevance and alignment with E-MBA program. SOP must be original and creative with adequate language proficiency. Maximum words count for SOP is 500 to 600 words. Please note that SOP submitted by the candidates may be checked for plagiarism and AI detection (such as ChatGPT).		
4. Performance in Entrance Test		30
Score obtained in entrance test (100% is equal to 30 points)		
5. Personal Interview		30
Total points		100

ANNEXURE 2

NO OBJECTION CERTIFICATE FROM EMPLOYER

Certificate No: _____

Subject: No Objection Certificate for admission in Executive MBA Program at MNIT Jaipur

This is to certify that [Employee's Full Name], [Employee's Designation] at [Company Name], has expressed the intention to pursue an Executive MBA program at MNIT (Malaviya National Institute of Technology), Jaipur. We, [Company Name], have no objections to [Employee's Full Name] enrolling in this program while continuing employment with our organization.

We also understand that [Employee's Full Name] will be relieved for at least two offline immersions in each semester before Mid-term and End-term examinations.

Name of the signing authority: _____

Designation: _____

Official Seal

Place:

Date:

ANNEXURE 3

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (NCL) APPLYING FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kum*.....
son/daughter* ofof village/townin
district/divisionin state/union territory belongs
to.....community which is recognized as a backward class under
Government of India**, Ministry of Social Justice and Empowerment's Resolution No..... dated
.....***. Shri/Smt./Kum. and/or his/her family ordinarily
reside(s) in theDistrict/ Division of the
State/ Union Territory.

This is also to certify that **he/she does NOT belong to the persons/sections (Creamy Layer) [based on the parental income in the financial year 2023-24 viz. April 1, 2023 to March 31, 2024]** mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008, again further modified vide OM No.36036/2/2013-Estt(Res) dtd. 30/05/2014.

District Magistrate / Deputy Commissioner /
Competent Authority Dated:

Seal

* Please delete the word(s) which are not applicable.

** As listed in Annexure – A

*** The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

NOTE:

- a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificates are indicated below:
 - i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
 - ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - iii) Revenue Officer not below the rank of Tehsildar' and
 - iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

(This certificate MUST have been issued on or after April 01, 2024)

DECLARATION/UNDERTAKING

(for OBC Candidates only)

I, son/daughter of resident of village/town/city.....district/division.....in state hereby declare that I belongs to thecommunity which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93- Estt. (SCT) dated 8/9/1993.

It is also declared that I **do NOT belong to the persons/sections (Creamy Layer) [based on the parental income in the financial year 2022-23 viz. April 1, 2023 to March 31, 2024]** mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008, again further modified vide OM No.36036/2/2013-Estt(Res) dtd. 30/05/2014.

Signature of the Candidate

Place:

Date:

[Declaration/undertaking not signed by Candidate will be rejected]

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE

1. This is to certify that son/daughter* of of
village/town.....in district/division*
.....in.....state/union territory* belongs
to.....Scheduled Caste/Scheduled Tribe* under :-

* The Constitution (Scheduled Castes) Order, 1950

* The Constitution (Scheduled Tribes) Order, 1950

* The Constitution (Scheduled Castes) (Union Territories) Order, 1951

* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951 [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;

* The Constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962;

* The Constitution (Dadara and Nagar Haveli) Scheduled Tribes Order, 1962;

* The Constitution (Pondicherry) Scheduled Castes Order, 1964;

* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

* The Constitution (Nagaland) Scheduled Tribes Order, 1970;

* The Constitution (Sikkim) Scheduled Castes Order, 1978;

* The Constitution (Sikkim) Scheduled Tribes Order, 1978;

* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;

* The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;

* The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;

* The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991;

2. # This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Sh/Smt*..... father/mother* of Sh/Smt/Kum*.....of village/town*
..... in district/division* in state/ union territory* belongs to
..... who belong to the Caste / Tribe* which is recognised as a Scheduled Caste / Scheduled Tribe* in the State / Union Territory* issued by the dated.....
3. Sh/Smt/Kum*..... and/or* his/her* family ordinarily reside(s)** in Village/Town*
of..... District/Division*of the State Union Territory* of

Signature: _____
Designation _____
(with seal of the Office)

Place: _____ State/Union Territory* _____

Date: _____

* Please delete the word(s) which are not applicable.

Applicable in the case of SC/ST Persons who have migrated from another State/UT.

IMPORTANT NOTES

The term "ordinarily reside(s)**" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class
2. Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
3. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
4. Revenue Officers not below the rank of Tehsildar.
5. Sub-divisional Officer of the area where the candidate and/ or his family normally reside(s).
6. Administrator / Secretary to Administrator / Development Officer (Lakshadweep Island).
7. Certificate issued by any other authority will be rejected.

ANNEXURE 6

Format for Physically Challenged (PH)/ Persons with Disabilities (PWD) Certificate

(To be obtained by the candidate)
(To be filled by Medical Board notified under PWD Act)

Affix here
recent
Photograph
showing
the
disability

Certificate No:.....

Date:.....

1. This is to certify that Mr./Ms. son/daughter of Mr./Mrs.
Age..... male/female having identification marks as.....
..... is suffering from permanent disability of following category:

A. Locomotor or cerebral palsy:

i. BL – Both legs affected but not arms.

ii. BA- Both arms affected:

a) Impaired reach

b) Weakness of grip

iii. OL-One leg affected (right or left):

a) Impaired reach

b) Weakness of grip

c) Ataxic

iv. OA- One arm affected (right or left):

a) Impaired reach

b) Weakness of grip

c) Ataxic

v. BH- Stiff Back and hips (cannot sit or stoop)

vi. MW- Muscular Weakness and limited physical endurance.

B. Blindness or Low Vision

(i) B-Blind

(ii) PB- Partially Blind

C. Hearing Impairment:

(i) D-Deaf

(ii) PD- Partially Deaf.

(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended/ recommended after a periodyears.....months.
3. Percentage of disability in his/ her case is percent.
4. Smt./Shri/Kummeets the following physical requirement for discharge of his/her duties.

i. F-can perform work by manipulating with fingers

Yes ☐

No ☐

ii. PP-can perform work by pulling and pushing

Yes ☐

No ☐

iii. L--can perform work by lifting

Yes ☐

No ☐

iv. KC-can perform work by kneeling and crouching

Yes ☐

No ☐

v. B-can perform work by bending

Yes ☐

No ☐

vi. S-can perform work by sitting

Yes ☐

No ☐

vii. ST-can perform work by standing

Yes ☐

No ☐

viii. W-can perform work by walking

Yes ☐

No ☐

ix. SE-can perform work by seeing

Yes ☐

No ☐

x. H-can perform work by hearing/speaking

Yes ☐

No ☐

xi. RW-can perform work by reading and writing

Yes ☐

No ☐

Signature of Doctor

Name of Doctor

Specialization

Seal with Degree

(Member, Medical Board)

Signature of Doctor

Name of Doctor

Specialization

Seal with Degree

(Member, Medical Board)

Signature of Doctor

Name of Doctor

Specialization

Seal with Degree

(Chairperson, Medical Board)

* Please delete the words which are not applicable

Countersigned by the Medical Superintendent/CMO/Head of Hospital (with seal)

Note : (i) According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central or the State Government. The State Government may constitute a Medical Board consisting of at least three members out of whom at least one shall be a specialist in the particular field for assessing locomotor/ hearing & speech disability, mental retardation and leprosy cured, as the case may be. (ii)The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as permanent.

ANNEXURE 7

INCOME AND ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Government of
(Name & Address of the authority issuing the certificate)

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the Sate/Union Territory _____ Pin Code _____ whose photograph is attached below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***.

- I. 5 acres of agriculture land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in area other than the notifies municipalities.
2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as Scheduled caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office _____

Name _____

Designation _____

Recent passport size
attested photograph of the
applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc

** Note 2: The term "**Family**" for this purpose include the person, who seek benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a family in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

CERTIFICATE OF MEDICAL FITNESS

The certificate must be from the Medical Officer or any rank above it from any Central/State Government Hospital/Dispensary/Medical College must be brought by the candidate at the time of registration.

1. Application Form No.:
2. Name of the Candidate:
3. Father's Name:
4. Mother's Name:
5. Sex: (Male/Female)
6. Height:
7. Weight:
8. Identification Mark:
9. Chest Measurement:
10. Heart and Lungs:
- Piles, Hydrocele, Hernia etc.:
11. Vision:
12. Color Blindness:
13. Hearing:

PHOTO
(To be attested by the
Doctor signing the
Certificate)

Certified that the candidate possesses the medical standards given below and is medically fit for the engineering/management profession.

Place:

Date:

Signature & Designation with seal of the Authorized Medical Officer

MEDICAL STANDARDS

Height: Not less than 1.5 m for male candidates and not less than 1.4 m for female candidates.

Weight: Minimum 41 kg approximately for male candidates and 37 kg approximately for female candidates.

Chest Measurement: Not less than 69 cm. with satisfactory limits of expansion and contraction for male candidates only

Heart & Lungs: No abnormality.

Hernia, Hydrocele, Piles, etc.: Presence of any of these is a temporary disqualification to be rectified before joining the course of study.

Vision: Normal. Where defective, it must be corrected to 6/9 in the better eye and 6/12 in the worse eye. Eye should be free from congenital and other diseases.

Hearing: Normal. Where defective it must be corrected

ANNEXURE 9

DETAILED FEE STRUCTURE for E-MBA PROGRAM

Sr.	Fee Head	ODD Semesters (1 & 3)		EVEN Semesters (2 & 4)	
		GEN/OBC/EWS	SC/ST	GEN/OBC/EWS	SC/ST
A. Registration Fees/Tuition Fees					
1	Registration Fees	₹ 1,000.00	₹ 1,000.00	₹ 1,000.00	₹ 1,000.00
2	Tuition Fees*	₹ 75,000.00		₹ 75,000.00	
	Total (A)	₹ 76,000.00	₹ 1,000.00	₹ 76,000.00	₹ 1,000.00
B. Institute Fees					
3	Development	₹ 2,400.00	₹ 2,400.00	₹ 2,400.00	₹ 2,400.00
4	Library & Book Bank	₹ 1,750.00	₹ 1,750.00	₹ 1,750.00	₹ 1,750.00
5	Computer/ Internet and Digital Communication Fee*	₹ 8,000.00	₹ 8,000.00	₹ 8,000.00	₹ 8,000.00
6	Sports	₹ 1,000.00	₹ 1,000.00	₹ 1,000.00	₹ 1,000.00
7	Tech Fest & Creative Arts Society	₹ 1,800.00	₹ 1,800.00	₹ 1,800.00	₹ 1,800.00
8	Student Welfare	₹ 1,000.00	₹ 1,000.00	₹ 1,000.00	₹ 1,000.00
9	Examination	₹ 1,000.00	₹ 1,000.00	₹ 1,000.00	₹ 1,000.00
10	Professional Development*	₹ 15,000.00	₹ 15,000.00	₹ 15,000.00	₹ 15,000.00
11	Laboratory & Project Fees	₹ 2,000.00	₹ 2,000.00	₹ 2,000.00	₹ 2,000.00
12	Alumni Activity Fee	₹ 1,500.00	₹ 1,500.00	₹ 1,500.00	₹ 1,500.00
	Total (B)	₹ 35,450.00	₹ 35,450.00	₹ 35,450.00	₹ 35,450.00
C. One-Time Payment at Admission					
13	Institute Caution Money (refundable)	₹ 15,000.00	₹ 15,000.00	--	--
14	Identity Card Charges	₹ 100.00	₹ 100.00	--	--
15	Final Degree Certificate Fees (one-time) (non-refundable)	₹ 1,500.00	₹ 1,500.00	--	--
	Total (C)	₹ 16,600.00	₹ 16,600.00		
D. Group Insurance					
16	Insurance Fees (Annual)	₹ 765.00	₹ 765.00	--	--
	Total (D)	₹ 765.00	₹ 765.00		
	TOTAL FEES (A+B+C+D)	₹ 1,28,815.00	₹ 53,815.00	₹ 1,11,450.00	₹ 36,450.00

Total E-MBA Program Fees (for 2 years)	
For Gen/OBC/EWS students	₹ 4,63,930.00
For SC/ST students	₹ 1,63,930.00

Contact us:

[Dr. Divesh Kumar]

Continuing and Digital Education Centre

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[डॉ. दिवेश कुमार]

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