

**National Institute of Technical Teachers’
Training and Research,
Shamla Hills, Bhopal**

(Ministry of Human Resource Development, Govt. of India)



ADMISSION RULES AND GUIDELINES

MBA Programme

2018-19

RULES FOR ADMISSION TO SELF FINANCE, FULL-TIME POST GRADUATE M.B.A. PROGRAMME.

1 General

The MBA: The Master's degree in Business Administration shall be a full time regular programme of two years (four semesters) under the Department of Management of NITTTR, Bhopal in affiliation with Barkatullah University, Bhopal.

Table 1: AICTE approved intake and distribution of Seats

S. No.	Programme Title	Sanctioned intake	Gen.	SC	ST	OBC
(a)	Master of Business Administration (MBA)	60	31	09	04	16

Note:

- Ordinances, rules and regulations pertaining to these programmes are available on the website of the BU/AICTE. All candidates should read them carefully.
- Reservation for reserved category seats as per Govt. of India norms.
- Two seats within sanctioned intake for sponsored candidates. The above seats for sponsored candidates will be allocated seats from respective categories.

2. Eligibility and Admission Procedure

2.1 General

2.1.1 The candidate seeking admission must hold a bachelor's degree in any discipline obtained through the 10+2+3 system or an equivalent qualification with at least 50% marks (Relaxation for SC/ST candidates as per Ordinance of BU, Bhopal) or equivalent CGPA of any of the Universities incorporated by an act of the central or state legislature in India or other educational institutions established an act of Parliament or declared to be deemed as a University under section 3 & UGC Act 1956, or possess an equivalent qualification recognized by the Ministry of HRD), Government of India.

2.1.2 The basis of computing the percentage obtained by the candidate in the bachelor's degree would be based on the practice followed by the university/ institution from where the candidate has obtained the degree.

2.1.3 In case of 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. In

case of unavailability of such system, it will be established by the NITTTR by dividing obtained CGPA with the maximum Possible CGPA and multiplying the resultant with 100.

2.1.4 Candidates appearing for the final bachelor's degree / equivalent qualification examination can also apply for provisional admission if they produce a certificate of obtaining minimum eligibility marks based on the aggregate of available grades/marks from the Principal/Registrar/head of institution of their college/institute stating that they have completed all the requirements (the results may, however, be awaited) for obtaining the bachelor's degree/ equivalent qualification on the date of issue of the certificate.

2.1.5 Their admission will be confirmed only when they submit the mark sheet and a certificate of having passed the bachelor's degree equivalent qualification referred to in the certificate Issued by Principal/Registrar of their college/institute failing which will automatically result in the cancellation of the provisional admission.

2.1.6 Conversion of ST/SC/OBC categories will as per GOI rules.

2.2. Admission of CAT /CMAT/MAT qualified candidates:

2.2.1 Admission will be offered according to merit list prepared on the basis of valid CAT /CMAT/MAT score of the qualified candidates followed by Group Discussion and / Personal Interview conducted at the institute.

2.2.2 For candidates with respective equal CAT /CMAT/MAT score, the preference will be given to the candidates in following order:-

- i) Percentage of qualifying examination or equivalent CGPA
- ii) Percentage of marks final in qualifying examination or equivalent CGPA
- iii) Date of Birth (candidate who is older in age shall be given priority).

2.3 Admission of sponsored category candidates:

2.3.1 Candidates who satisfy the minimum qualifications and working in the industry/government/regulatory bodies/research/academic institutions/donor / consultant organizations are encouraged to apply for the fulltime MBA on the basis of an institute level test (Written test and/or Interview and/or GD).

2.3.2 The candidates must have minimum of consolidated 2 years of full time post qualification work experience in Technical Institute like Polytechnics/Engineering Colleges and/or research organizations/any Government Department or Government Autonomous Organizations/industry of repute at National/State Level in the relevant field in which admission is being sought. Other conditions will apply as laid in the prospectus.

2.3.3 These candidates are required to submit, at the time of institute level test (Written test and/ Interview and/ or GD), a sponsorship certificate from their employer on a letter head, stating that for the period of his/her study at the NITTTR, the candidate will be treated as on duty and that he/she will be fully relieved for pursuing his/her studies for the period of the course.

- 2.3.4 The minimum work experience required for sponsored candidates is 2 years after attaining minimum qualification.
- 2.3.5 The admission will be on merit based on the marks /CGPA in the qualifying degree
- 2.3.6 In case, sponsored candidates having equal merit marks calculated on the basis of qualifying degree examination, merit will be decided on the basis of:
- i) Percentage of marks final year in qualifying examination or equivalent CGPA
 - ii) Date of Birth (candidate who is older in age shall be given priority).
- 2.4 All applications for admission to any PG Programmes will be received by Admission Committee on or before the schedule date notified in the advertisement and will be sent to the concerned department for scrutiny as per the eligibility and admission criteria mentioned above in S. No 2.1 to 2. 3 in the stipulated time schedule. After finalization of the list of the eligible candidates, the same will be uploaded on the institutional web site through the concerned departments regarding written test and/or interview.

3. How to Apply:

3.1 Application fee and mode of Payment

Candidate has to deposit the application fee of Rs. 750/- for General/OBC candidates & Rs. 450/- for SC/ST candidates, strictly through digital banking only such as NEFT / Internet Banking. Once the student is admitted, he/she has to deposit the fee through MP Online portal.

3.2. The details of Bank are as below:

Name of Bank: Canara Bank, Bank Branch: NITTTR Campus Bhopal, Madhya Pradesh,
Bank Account No.: 2651101006959, IFSC Code: CNRB0003765, Name of Beneficiary:
Director NITTTR M. Tech/MBA Account.

3.3. Application form (Available only online)

For admission to MBA Programme, candidates need to fill the application ONLINE only, by accessing institute web site (<http://www.nitttrbpl.ac.in>). The application process will be completed only when a print out of the filled ONLINE application form with the candidate's signature and a recent photograph affixed in the appropriate box, supporting documents along with the scanned copy of the receipt of applicable application fee deposited as proof of electronic transfer be sent by speed /registered post to The Chairman (Admission Committee), NITTTR, Shamlu Hills, Bhopal - 462 002, on or before dates mentioned in the advertisement.

Note: Incomplete applications will not be considered. Candidates who send their application form are advised to send it by registered/speed post sufficiently in advance, taking into consideration the postal transit delays. The Institute will not be responsible for any postal delays.

Lists of selected candidates will be made available and display only on the institute website. No individual intimation/information will be sent to the candidates on any aspect of admission procedure.

Please visit the website <http://www.nitttrbpl.ac.in> for more details and regular updates.

4. Documents with application Form

4.1 Self attested copies of following documents are required to submit for Indian Students:

- i) 10th Mark Sheet/Certificates as proof of Date of Birth
- ii) Higher Secondary /10+2 Mark sheet/Certificate
- iii) Mark sheet/Grade Cards of Qualifying Examination (BA/B.Sc/B.Com/B.B.A/BE/B Tech etc.)

* If final semester result of the qualifying exam is awaited, then the candidate should submit the copy of the consolidated mark sheet immediately after the declaration of the result to admission cell. Failing which admission may be considered for cancellation.
- iv) Valid CMAT/CAT/MAT/ Score and CMAT/CAT/MAT/Admit Card
- v) No Objection Certificate along with Sponsorship from present employer (For sponsored candidate)
- vi) Caste Certificate in Govt. of India Format (For SC/ST/Other Backward category)
- vii) Income Certificate from competent authority (for other Backward category)
- viii) Two recent passport size color photographs(One passed on form and other pin up with form)

Note: *Please do not send any original certificates / documents at this stage. At the time of admission, all certificates and documents in original including migration, transfer certificate and character certificate should be produced by the candidates which will be returned back after due verification and admission except Transfer and Migration Certificate. It is required to submit 3 copies of the Gazetted/self-attested copies of the above documents at the time of admission.*

5. Tuition and other Fees Structure

The fees structure for MBA Programme is as given in Table – 2.

Table – 2: First Semester (MBA Programme)

S. No.	Items under consideration	MBA
1.	Tuition Fee	Rs. 25,000/- per semester
2.	Application fee	Rs. 750/- for General/OBC Rs. 450/- for SC/ST
3.	Admission fee	Rs.1000/- one time at the time of admission
4.	Caution Money	Rs.5000/- one time at the time of admission
5.	Development Fee	Rs.4000/- per year
6.	*Welfare/Health/ Gymkhana fee	Rs.1000/- one time at the time of admission
7.	Co-curricular/Extra co-curricular activities	Rs.3000/- per year
8.	Library fee	Rs.2000/- per year
9.	Transport fee	As decided by the Institute from time to time
10.	Lodging charges per person month basis	As decided by the Institute from time to time
11.	Boarding charges per person month basis	As decided by the Institute from time to time
12.	Other University related Fee	As per affiliated University Norms

** Medical treatment for the students on chargeable basis*

Note: Fees are subject to change as decided by the Academic Council, NITTTR, Bhopal.

5.1 Fee Details:

Admitted student has to deposit the semester fees through MP Online portal.

PG Programme	Indian/Foreign students	Fee Semester Wise			
		First Semester (at the time of admission)	Second Semester	Third Semester	Fourth Semester
MBA Programme	Indian students	Rs.41,000/-	Rs.25,000/-	Rs.34,000/-	Rs.25,000/-

In addition to fee at the time of admission, Lodging and Boarding Charges to be deposited by the candidates as per the norms of institute mess committee.

6. Admission Schedule

- 6.1 Will be placed on website of the institute
- 6.2 Candidates are advised to regularly check website for updates(www.nitttrbpl.ac.in)

7. Cancellation of Admission & Refund of Fee:

- 7.1 If at any stage, it is found that a candidate has got admission in any course on the basis of false or incorrect information or by hiding relevant facts or if at any time after admission it is found that the admission was given to the candidate due to some mistake or oversight, the admission granted to such a candidate, shall liable to be cancelled forthwith, without any notice at any time during the course of his/her studies, by the Admission Committee.
- 7.2 Institute follows the AICTE rules for refund of fees
- 7.3 Vacancy arising (in particular class/category/compartment) due to cancellation of admission or due to non reporting of candidates by the stipulated last date for admission (as deiced by the affiliating university) shall be added directly to exiting vacancy/vacancies of that particular class/category/compartment and shall be available for allotment before the commencement of current academic session, from the wait listed candidates, if available, from the subsequent round of admission.
- 7.4 In case of any legal dispute concerning admission in any category, the same will be subjected to jurisdiction of Bhopal court only.

8. Hostel Accommodation

Hostel accommodation is available on basis of admission merit to the out station and I dates. If the accommodation is available, the local candidates may also be considered for hostel accommodation.

9. Conduct and Discipline

- 9.1 Students while studying in the Institute, if found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government or in any activity contrary to rules of discipline will liable to be expelled by the Director of the Institute on the recommendation of the proctor/proctorial board without any notice.
- 9.2 Ragging in any form is strictly prohibited and considered a serious criminal offence and violation of the code of conduct. Involvement of a student in ragging may lead to his/ her expulsion from the Institute.
AICTE has published a notification vide F.No.37-3/Legal/AICTE/2009 dated 1.7.2009 regarding prevention and prohibition of ragging in technical institutions. As per the said circular which is available on its website <http://www.aicte-india.org/anti.htm>., an affidavit on stamp paper of ₹10/- in this regard have to be submitted separately by the student and their guardian at the time of admission in the prescribed proforma.

10. Undertakings:

If the admission is offered to the MBA programme, the candidate will have to give following undertakings.

a) CANDIDATES WHOSE QUALIFYING EXAMINATION RESULTS NOT DECLARED

I understand that I have been admitted to the MBA programme in..... on provisional basis and my admission will be confirmed only after producing my passing certificate and the mark sheet of qualifying degree examination from the concerned University immediately after the declaration of the result.

Place: Signature of the Candidate

Date: Name of the Candidate

b) FOR SPONSORED CANDIDATES

i) SELF DECLARATION

I understand that I have been admitted to the MBA programme in..... and I am prepared to undergo this programme and bear all the expenses including the prescribed fees and those related to project work and dissertation.

I further understand that I shall not be permitted to leave the programme midway and during the entire tenure of this programme. I shall not be permitted to appear in any competitive examination. In case of the default, I know that my registration can also be cancelled.

Place: Signature of the Candidate

Date: Name of the Candidate

ii) Employers Certificate for Sponsored Candidates

This is to certify that Mr. / Ms.
(Father's/Husband name)..... is working in
..... (Name & address of
Employer/ Organization/Institute) as..... on Regular
/Full time basis and he / she is sponsored and permitted to join the Full time MBA
Programme of NITTTR, Bhopal. If selected as a sponsored candidate the organization has
no objection and he/she will be allowed to continue full time MBA Programme till the
completion of the programme at NITTTR, Bhopal.

Place:
Date:

Signature of Competent Authority
with official seal

c) Self Declaration by all candidates admitted to MBA Programme

I agree to abide by the rules of conduct and discipline of the Institute and rules of conduct and discipline of the hostels. In case of any infringement of rules or violation of any laws of the land, I can be sent back home at my own cost. I agree that in case of any legal dispute concerning admission, the same will be subject of the exclusive jurisdiction of court at Bhopal only.

Signature of Applicant : _____

Date: _____ Place: _____

11. All Candidates Admitted to 1st year MBA Programme are required to give the following undertaking on non-judicial stamp paper of Rs. 10/-

I.....(Name of the Candidate)
Son / Daughter ofherewith undertake that

- i) I shall abide by the rules & regulations of the university ordinance for the current year (and as may be amended from time to time) and are acceptable to me.
- ii) The information given by me in my application is true to the best of my knowledge and belief.
- iii) I shall deposit the semester fee on time.
- iv) I have not been debarred from appearing at any examination held by any Government constituted or statutory examination authority in India.
- v) I shall not be taking admission in any other course without the due cancellation of admission at this institute.
- vi) I fully understand that the offer of a program will be made to me depending on merit and availability of a seat at the time of scrutiny of my application when I will report to the admission authority according to the schedule of admission.
- vii) I hereby agree to conform to any rules, acts and laws enforced by Government and I hereby undertake that so long as, I am a student of the Institute, I will do nothing either inside or outside the institute, which may result in disciplinary action against me under the rules, acts and laws.
- viii) I understand that no other document, other than those attached to the application form before the last date of admission will be entertained for the purpose of claims/concessions etc. in connection with my admission.
- ix) I understand that no refund of fee shall be made if I cancel the admission after commencement of the classes and if the seat due to cancellation is not filled.
- x) I fully understand that the Director of the Institute where I would be admitted, will have right to expel/rusticate me from the Institute for any infringement of the rules of conduct and discipline prescribed by the Institute / University and undertaking given above.
- xi) I understand that the programme being a full time 2-year program, I shall not pursue any other educational degree programme / and not involve in any form of employment, failing which my admission stands cancelled.
- xii) I will not involve directly or indirectly in any unlawful, unsocial, unethical and ragging activity.

Place:
Date:

Signature of the Candidate
Name of the Candidate

12. Contacts

Admission Committee - Contact Numbers and Email-ID: 0755-2661600-602 Ext. 448,
E-mail: admission@nitttrbpl.ac.in

S. No.	Name and Designation	Contact Numbers and Email ID
1.	Dr. Anju Rawley Dean Student Affairs,	0755-2661600-602 Ext. 387 arawley@nitttrbpl.ac.in
2.	Dr. Vandana Somkuwar Associate Dean Student Affairs	0755-2661600-602 Ext. 356 vsomkuwar@nitttrbpl.ac.in
3.	Dr. J.P. Tegar Chairman, Admission and Examination	0755-2661600-602 Ext. 376 jptegar@nitttrbpl.ac.in
4.	Dr. Bashirulla Shaik Member Secretary, Admission and Examination	0755-2661600-602 Ext. 385 bshaik@nitttrbpl.ac.in
5.	Dr. Izhar Ahmad Admission Office	0755-2661600-602 Ext. 384 iahmad@nitttrbpl.ac.in

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For additional details and information please contact Head of the Departments at the email address mentioned below:

S. No	PG Programmes	Name of Head of the Department	Contact Numbers and Email ID
1.	MBA	Prof. Parag Dubey Professor and Head Department of Management	0755-2661600-602 Ext. 454 pdubey@nitttrbpl.ac.in

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