

Mumbai, Bengaluru, Navi Mumbai & Indore

NMIMS's Anil Surendra Modi School of Commerce, Mumbai & School of Commerce, Bengaluru, Navi Mumbai, Indore

Important Dates for Programme: B.B.A. / B.Com (Hons.) / B.Sc. Finance Programme (Batch 2018 – 21)

Sr. No.	Details	Dates
1.	Register online (www.nmims.edu/www.npat.in)	Wednesday, 10 th January'2018
2.	Last date for editable field (addition in school/program, change of exam date, change of test city)	Saturday, 21 st April'2018
3.	Last date of Online Registration	Saturday, 28 th April'2018
4.	Call letters available on website (www.nmims.edu/www.npat.in) for NPAT 2018 (5.00pm onwards)	Monday 07 th May'2018
5.	Conduct of online computer based test (Reporting time 8.45 am, Test timing 10.00 to 12.00 noon)	Saturday 12 th & Sunday, 13 th May'2018
6.	Merit list of candidates selected for admission on website www.nmims.edu or www.npat.in at 5:00pm (I Merit List)	Wednesday, 30 th May'2018
7.	Payment of admission fees (I Merit List) (11:00am to 4:00pm)	31 st May to 11 th June'2018
8.	Declaration of II Merit list of candidates selected for admission on website www.nmims.edu or www.npat.in at 5:00pm (if necessary)	Wednesday, 13 th June'2018
9.	Payment of admission fees (II Merit List) (Time 11:00am to 4:00pm)	14 th June to 21 st June'2018
10.	Declaration of III Merit list of candidates selected for admission on website www.nmims.edu/www.npat.in at 5:00pm (if necessary)	Monday, 25 th June'2018
11.	Payment of admission fees (III Merit List) (Time 11:00am to 4:00pm)	26 th June to 02 nd July'2018
12.	Commencement of program	Saturday, 07 th July'2018
13.	Closure of Admission / Last date of admission	Monday, 23 rd July'2018

***For Payment of Fees Sundays and Holidays Excluded**

Note: The candidates must check his/her eligibility before applying for the course.

Refund Rules

If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to the Institute
1	100%	15 days before the formally-notified last date of admission (On or before 07th July'2018)
2	80%	Not more than 15 days after the formally-notified last date of admission (08th July to 07th August'2018)
3	50%	More than 15 days but less than 30 days after formally-notified last date of admission (08th August to 22nd August'2018)
4	00%	More than 30 days after formally-notified last date of admission (23rd August'2018 onwards)

***(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit).**

In case of (1) in the table above, the deduction will be 10% of the aggregate fees as processing charges from the refundable amount. Aggregate fees is inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit.

Note: The above refund rules are subject to revision as per UGC notification (as applicable).

Candidates to refer Important Dates of the respective programme.

Mumbai, Bengaluru, Navi Mumbai & Indore

NMIMS's Anil Surendra Modi School of Commerce, Mumbai
&
School of Commerce, Bengaluru, Navi Mumbai, Indore

Admission Information Handout
B.B.A. / B. Com (Hons.) / B.Sc. Finance Programme
(Batch 2018 – 21)

1. Introduction

- This booklet gives information about the Admission Procedure and Admission Test of
 - Bachelor of Business Administration (BBA), which may lead to BBA – MMS (Mumbai, Bengaluru, Navi Mumbai & Indore)
 - B.Com (Hons.) – (Only in Mumbai)
 - B. Sc. Finance - (Mumbai & Bengaluru)

Note: - Bachelor of Business Administration (BBA) – Masters in Management Studies (MMS) is a unique dual degree program offered to students on the basis of Cumulative Grade Point Average (CGPA) at the end of 5th semester which should be 3.0 or above and the top 120 students who meet this eligibility criteria will be offered to enroll for the MMS Program from 3rd year of BBA program. However, the students will retain the option to exit from the program after the successful completion of the program (BBA) after the 3rd year. (Offered only in Mumbai campus).

- Admission for above mentioned programmes is through NPAT 2018 conducted by the NMIMS.

2. Important Dates

Start date for Online Registration : Wednesday, 10th January'2018
 Last date for editable field (addition in school/program, change of exam date, change of test city) in the online registration form : Saturday, 21st April'2018
 Last date for Online Registration : Saturday, 28th April'2018
 Online Exam Date : 12th & 13th May'2018 (one session per day)

3. Program & Intake

Program	Mumbai Campus	Bengaluru Campus	Navi Mumbai Campus	Indore Campus
Bachelor of Business Administration (BBA)	480	120	60	60
Bachelor of Commerce (Hons.)	120	–	–	--
B.Sc. Finance	120	60	–	--

4. Eligibility Criteria (Fulfillment all / applicable conditions mandatory)

4.1 The Candidate must have passed 10+2 or equivalent examination including International Baccalaureate Diploma (IB Certificate / & D.P. Awarded candidates are **not eligible**) in any stream from a recognized board at the first & only one attempt.

AND

4.2 a) Must have obtained a minimum of 60% aggregate marks at 10+2 or equivalent examination for being eligible to BBA, B.Sc Finance, B.Com (Hons).

b) Candidate's passing in Mathematics and or Statistics at 10+2 or equivalent exam is compulsory for being eligible to B.B.A / B. Com (Hons) / B.Sc Finance.

4.3 **Candidates of CBSE, ICSE, should mention in the online registration / e-admission form (if selected) 10+2 or equivalent aggregate marks of all the subjects for which the candidate has taken & appeared for (not best of four, five, six or seven).** The candidate shall have passed all the subjects taken & appeared for in the applicable examination/s. The aggregate percentage of all subjects for which the candidate has taken & appeared will be taken into consideration for confirming eligibility of the candidate for the program at the time of admission.

4.4 In case, mark sheet issued by the applicable Board / Institution is in percentile/s, the actual aggregate percentage of all the subjects appeared by the candidate will be taken into consideration.

4.5 Candidates above 25 years of age are not eligible to apply.

4.6 For IB & Cambridge Candidate:

Candidates who do not have final mark sheet will be given "Provisional Admission" based on predicted scores. Fees will be accepted from such candidate but their admission will be confirmed on submission of final mark sheet before the commencement of the program if found eligible.

Marksheet/Transcripts issued by Board/University only be considered (School/Institute will not be accepted)

4.7 Submission of AIU equivalence certificate to confirm the eligibility for the program is mandatory for those candidates who have completed their (10+2) examination from Overseas Universities.

4.8 Candidates passing 10+2 or equivalent examination from Open or Distance learning (ODL) School recognized only by National Institute of Open schooling (NIOS) can apply for the program subject to fulfillment of the eligibility criteria for the program and candidates who have passed 10+2 or equivalent examination by doing a part-time course or through distance learning / correspondence / externally / open school other than NIOS are not eligible to apply for the program.

4.9 Those candidates who have passed, or, are appearing for 10+2 examination from a Board/University where Grade Point Average is given, such candidates must produce in writing from the Board/University concerned, the equivalent percentage for the GPA /CGPA obtained.

4.10 Candidate whose final mark sheet is not available at the time of admission is required to submit internet copy of result duly attested by Principal of the school / college, failing which candidate will not be admitted for the program.

4.11 Only single mark sheet with all compulsory subjects taken and passed in only one and the first attempt is mandatory, no compartmentalized mark sheet will be considered.

4.12 Candidate will not be eligible if any subject is marked as ungraded/fail in marksheet/grade sheet. For absent/ungraded in any of the additional/non mandatory subject will be consider as eligible provided such candidate is declared as pass by respective board.

4.13 Candidates appearing for their final 10+2 or equivalent examination can also apply provided they must obtain the required minimum cut off marks and also produce the entire necessary Documents, in original, within the given stipulated time.

5. Admission Process

5.1) Online Registration & Payment of Registration Fee

- Visit www.nmims.edu or www.npat.in for online registration. Candidates are requested to keep 10th roll no/seat no ready for initial registration. It is mandatory to give 10th roll no/seat no for registration.
- For online registration candidate's Aadhar Card also required.
- Registration Fee is non-refundable.
- Candidates are given choice to register for multiple programs (School wise).

List of Schools and programs under NPAT 2018 are as follows:

- 1) Mukesh Patel School of Technology Management & Engineering – Mumbai & Shirpur campus - B. Tech/ MBA Tech and Technology Management & Engineering – Navi Mumbai & Indore campus – MBA Tech
- 2) Shobhaben Pratapbhai Patel School of Pharmacy & Tech. Management-Mumbai campus & School of Pharmacy & Tech. Management -Shirpur campus – MBA Pharma Tech.
- 3) Anil Surendra Modi School of Commerce – Mumbai campus & School of Commerce – Bengaluru / Navi Mumbai / Indore campus - BBA / B. Com (Hons.) / B. Sc. Finance
- 4) Sarla Anil Modi School of Economics – Mumbai campus & School of Economics – Bengaluru campus – B. Sc. Economics
- 5) School of Design – Mumbai campus – B. Des

- Online Registration Fees : For NPAT 2018 (Please refer online registration for payment details)
 - Rs. 1800/- plus applicable taxes for all programs of one school.
 - Rs. 3000/- plus applicable taxes for all programs of two different schools.
 - Rs. 4000/- plus applicable taxes for all programs of three different schools.
 - Rs. 5000/- plus applicable taxes for all programs of four different schools.
 - Rs. 6000/- plus applicable taxes for all programs of five different schools
- Candidates must register once. Option is given to appear for **test on both days (12th & 13th May'2018) by paying fees for both days** as per school opted for. Option of date once chosen cannot be altered later/after successful completion of registration and payment.
- Candidates who have attended test on both the days, highest scores will be considered for merit list as per choice of school & preferences given.
- **If there are multiple registrations, then registration for NPAT will not be considered & registration fee will be forfeited.**

5.2 Instruction for uploading photo:

1. Photos should be in .jpeg format, and dimensions should be 200 pixels tall and 150 pixels wide. Size should not exceed 500 kb.
2. Photo should have either white or lightly colored background.
3. Eyes should be open and clearly visible.
4. Photo should have candidates face distinctly visible, straight and at the center. Shoulder tops should be also clear in the photo. Photographs should not be more than 6 months old.
5. Photos where candidate is seen to be wearing cap or goggles will be rejected.

5.3) Test City List

The NPAT 2018 will be conducted at following centers (Cities).

Sr. No.	State	City
1	Andhra Pradesh	Hyderabad
2	Assam	Guwahati
3	Delhi	Delhi, New Delhi, Gurgaon, Noida, Ghaziabad, Faridabad, Greater Noida
4	Gujarat	Ahmedabad, Surat, Vadodara, Rajkot
5	Jharkhand	Jamshedpur, Ranchi
6	Karnataka	Bangalore
7	Madhya Pradesh	Indore, Bhopal, Jabalpur
8	Maharashtra	Mumbai, Navi Mumbai, Thane, Shirpur, Pune, Nagpur, Nashik, Aurangabad
9	Rajasthan	Jaipur, Udaipur, Kota
10	Uttar Pradesh	Lucknow, Kanpur, Meerut
11	West Bengal	Kolkata
12	Tamil Nadu	Chennai
13	Chattisgarh	Raipur
14	Punjab	Chandigarh, Mohali
15	Orissa	Bhubaneswar
16	Bihar	Patna
17	Uttarakhand	Dehradun
18	Goa	Panaji

- Candidate will be given option to **choose two test cities at the time of online registration** which is applicable for both days if candidate has opted for test for both days.
- Online form will be editable for restricted fields only i.e. addition in school/program, date of examination and change of test city. Changes will be applicable for both days if candidate has opted for test for both days. Last date for changes in above field will be 21st April'2018. **Changes will not be accepted from 22nd April'2018 in online registration form.**
- In case adequate numbers of candidates have not registered in any of the particular centers, such candidates will be informed to take the exam at the next available nearest center/place which will be mentioned in the call letter. The NMIMS decision in this regards will be final.

5.4 Admit Card

- All eligible candidates who are registered successfully will be called for the online test. On the basis of information indicated in the Application Form, admit card for the Admission Test & the venue (School/College) at each center will be communicated to the candidate as per important dates through the NMIMS website.
- Candidates are required to download the admit card with same log in Id and password used for online registration form from our website www.nmims.edu or www.npat.in
- No candidate, without admit card or without the photograph on the admit card will be permitted to appear for the test.
- Candidate must carry any one requisite original ID proof along with photocopy of the same while appearing for NPAT 2018.

List of ID proof:

1. Voters ID
2. Passport
3. School/College ID
4. Aadhar Card
5. Driving License (Learner license will not be accepted)
6. 12th Admit Card
7. PAN Card

5.5 Structure of the Test – NPAT 2018

The NPAT 2018 would be an objective type multiple-choice test. (There will be no descriptive type of questions).

Test will be conducted for 100 minutes; each section will have 40 questions.

The NPAT Exam will comprise of 3 major sections as follows:

Section	Test	For 2018		
		No. of Questions	Time in Minutes	Weightage / Marks for final Score
1	Quantitative & Numerical ability	40	40	40
2	Reasoning & General Intelligence	40	35	40
3	Proficiency in English Language	40	25	40
	Total	120	100	100

Type of questions and difficulty level of Tests will be on SAT Pattern.

6 Guidelines for physically challenged candidates

Physically Challenged will include the following (as per Person with Disability ACT of India)

1. Visually Challenged	2. Leprosy-cured
3. Hearing impairment	4. Loco motor disability
5. Cerebral palsy	6. Learning Disability / Dyslexia

Candidates who wish to request for assistance must fill in the details in the online application while registering. The candidate must upload their Disability Certificate at the time of online registration. Any request, application and/or certificate received after the closure of Registration will not be accepted and the candidate will have to appear for the test without any assistance in spite of their special status.

Each application will be reviewed on a case-to-case basis and appropriate assistance will be made available at the test center. Candidates should carry their Disability Certificate at the time of examination.

7 Selection Process

- All eligible candidates who wish to apply for admission to the BBA – Mumbai, Bengaluru, Navi Mumbai & Indore /B.Com (Hons.) - Mumbai /B.Sc. Finance – Mumbai & Bengaluru Program will be required to appear for online Test to be conducted at various locations in India.
- Merit list will be prepared on the basis of the marks obtained in NPAT 2018 & preference of campus given in online registration form.
- The Merit list will be put up on the NMIMS website as per important dates. The decision of the institute will be final in this regard and no inquiries or correspondence in this regard will be entertained.
- The selection will be solely based on merit and preference given by candidate for all programs including campus. The cut-off for deciding the merit shall lie solely with NMIMS.
- Admission offer is given as per merit, preference of campus and vacancy. Waitlisted candidates have to check their merit list status regularly. Selected candidates should report for the payment of fees within the stipulated time as per important dates.
- If the candidate is selected for more than one school in the merit list and has secured admission in the preferred school; and further wishes to secure admission in the second school as per selected preference, then the candidate will require to cancel his/her admission from the first school in order to secure admission to the school of next preference. Candidate can be admitted for a single school only.
- Candidate is required for admission process in person. Do Not Plan your return travel on the same day of admission schedule date.

8 Program fees: (subject to change)

- Program fees for 1st year -BBA program – Mumbai & Bengaluru Campus Batch 2017 was Rs.2,50,000 /- , BBA program – Indore & Navi Mumbai Campus was Rs.2,40,000/-
- For 1st year B. Com (Hons) program – Mumbai Campus Batch 2017 was Rs. 1,50,000/- and
- For 1st year B. Sc Finance program – Mumbai & Bengaluru Campus Batch 2017 was Rs.2,60,000/- respectively (for Information only.)
- Fees for the 1st year for all program batch 2018 will be declared at the time of admission.

9 Refund Rules

Candidate should submit a written request for withdrawal/ cancellation of admission to the NMIMS (Admission Department) along with original fee receipt.

If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
1	100%	15 days before the formally-notified last date of admission (On or before 07th July'2018)
2	80%	Not more than 15 days after the formally-notified last date of admission (08th July to 07th August'2018)
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***(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)**

In case of (1) in the table above, the deduction will be 10% of the aggregate fees as processing charges from the refundable amount. Aggregate fees is inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit.

Note: The above refund rules are subject to revision as per UGC notification (as applicable)

Candidates to refer Important Dates of the respective programme.

10 Important instruction

- During tenure of the program changing campus shall not be permitted under any circumstances after the commencement of the program at a particular branch/campus.
- For cancellation of admission: cancellation request letter & original fee receipt to be scanned and sent by courier/post to Mumbai address as below :

To:

NMIMS Admission Department
SVKM's Narsee Monjee Institute of Management Studies
V. L. Mehta Road, JVPD Scheme,
Vile Parle (West), Mumbai – 400 056.

The cancellation form is made available on the website www.nmims.edu

- Canvassing in any form for admission will disqualify the candidature.
- All matters of dispute will be subject to the legal jurisdiction of Mumbai only.
- Please see the important dates and preserve it as a guide. All announcements from the institute will be through its web site: www.nmims.edu or www.npat.in and no individual communication will be sent to the candidates. Kindly check website regularly for any updates.
- If at any stage, it is found that a candidate does not satisfy the eligibility criteria or the information furnished by him/her in the application form is incorrect, his/her admission to the course, even if selected, will stand cancelled and fees will be forfeited.
- Candidate's documents will be verified at the time of admission (if selected) & if found not eligible, admission will be cancelled and fees will be forfeited.
- It is the sole responsibility of the candidates to ascertain whether they possess the necessary and requisite qualification for the admission to the courses at NMIMS. They possess the necessary and requisite qualification for the admission to the courses at NMIMS.