

# **INFORMATION BROCHURE**

*Two years Full Time*

*Master of Business Administration Programme (2024-26)*



**DEPARTMENT OF MANAGEMENT STUDIES  
NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR**

*(An Institute of National Importance under MHRD, Government of India)*

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## **VISION**

To be a centre of excellence where the synergy of technology and management will serve the global challenges of business and industry in the 21st century's dynamic business environment.

## **MISSION**

To impart quality knowledge and modern skills through innovation and continuous development of the competence and transform the budding youngsters into leaders of the corporate world and create knowledge pool through frontier research.

**12 Years of Excellence in Management  
Education**

# NIT SILCHAR AT A GLANCE





# **ADMISSION SCHEDULE WITH** **IMPORTANT DATES**

<b>ACTIVITY/EVENT</b>	<b>DATES**</b>
<b>Application Form and Information Brochure will be available at the Institute website</b>	<b>1<sup>st</sup> December 2023</b>
<b>The last date for filling online application form</b>	<b>31<sup>st</sup> March 2024</b>
<b>List of shortlisted candidates for Group Discussion/ Written Ability Test* &amp; Personal Interview to be notified at the Institute website</b>	<b>On or before 5<sup>th</sup> April 2024</b>
<b>Date of Group Discussion/ Written Ability Test &amp; Personal Interview</b>	<b>17<sup>th</sup> to 20<sup>th</sup> April 2024</b>
<b>List of selected candidate's names for admission at the Institute website</b>	<b>25<sup>th</sup> April 2024</b>
<b>Date of Online Payment of Registration Fee</b>	<b>26<sup>th</sup> April to 5<sup>th</sup> May 2024</b>
<b>Date of Course Registration</b>	<b>As per the Institute Academic Calendar 2024</b>
<b>The first day of instruction</b>	<b>As per the Institute Academic Calendar 2024</b>

**\*\*NOTE: Dates may change in case of unavoidable circumstances**

## MESSAGE FROM THE DIRECTOR'S DESK



It gives me immense pleasure to introduce you to the Department of Management Studies (DoMS), NIT Silchar. Over the last twelve years, DoMS has been delivering transformative learning experiences in Management Studies to its incumbents. Our MBA program pervades resilient business principles with deep insights and practices in applied learning pedagogy.

I am happy to appreciate that the Department of Management Studies provides to a greater extent, wisdom in its curriculum and caters to permeability of young minds. Our MBA Program is well-facilitated with the best infrastructure, faculty members, and learning environment. During the course period of two years, you will learn the underlying forces of business in a wide range of sectors, with comprehensive exposure, from faculty members with strong domain expertise in numerous fields. The Program is bundled with the option of corporate study trips to premier organizations.

I see that many of our Management alumni are placed as Business leaders in reputed organizations and corporate houses across the globe. A significant number of the alumni are also successful entrepreneurs.

I welcome you to apply for the MBA Program and wish you the best!

Director  
NIT Silchar

## MESSAGE FROM THE HEAD OF DEPARTMENT



I am happy to inform you that the MBA Admission for the academic year 2024-26 has commenced. I take the privilege to introduce you to the Department of Management Studies (DoMS), NIT Silchar. The Department has produced twelve successful batches of MBA since its inception in the year 2012 and maintained a position for itself as a leader in Management Education, Research, and Training in the region. In this academic year, the thirteenth batch of students for our full-time MBA programme will be admitted. We lay foremost emphasis on the enhancement of student's knowledge base and sharpening their professional skills through various curricular, co-curricular, and extra-curricular activities. At DoMS, students are expected to have an enriching and life-turning experience that will enable them to reach new heights in their future endeavors.

The curriculum being offered is constantly upgraded to meet the industry's requirements. The faculty members of the Department are highly qualified and maintain high standards of teaching. Further, they constantly sharpen their knowledge and skills through research publications, seminars, conferences, etc., at the national and international levels. The Department runs its operation on its own premises fully equipped with digital classrooms, a Data Analytics Lab, a Research Scholar lab, a Departmental Library, and a Seminar Hall. I thank you for showing your interest in the MBA Program of DoMS at NIT Silchar. As a prospective student, you are welcome to explore different specializations available to you in our academic programmes.

All the Best!

Head  
Department of Management Studies  
NIT Silchar



## **GENERAL INFORMATION**

### **About the Institute**

NIT Silchar is recognized nationwide as one of the leaders of Engineering and Research Institutes. The developments over the years speak volumes about the quality of education imparted in the Institute. This is also well reflected in the faith the companies have reposed in the students as they keep on visiting the Institute for recruitment.

Starting its journey in 1967 as Regional Engineering College, in the year 2007, it was transformed into the National Institute of Technology *An Institute of National Importance* under MHRD, Govt. of India. The sprawling lush and opulent campus covers an area of almost 700 acres, accommodating more than 3500 students (B.Tech, M.Tech, M.Sc, MBA, and PhD Scholars), state of the art support system accompanied by an excellent infrastructure adds up to its reputation.

### **About the Department of Management Studies (DoMS)**

The Department of Management Studies in its journey, has established its name and reputation in the entire region. The Department runs in a separate building with smart classrooms, a full-fledged library, computer labs, seminar halls, and above all a team of dedicated Faculty. The performance of the students is monitored regularly. The students have regular interaction with personalities from various Industries/ Academia and also undergo frequent industrial visits. The Institute also supports placement activities through the Training and Placement Cell.

### **Programme Overview**

The MBA programme of the Department of Management Studies (DoMS) at NIT Silchar is designed with a well-balanced theory-practical orientation. The first two semesters are intended to impart knowledge and learning about the core areas of management and the subsequent two semesters are meant for imparting in-depth domain-specific knowledge of the relevant specialisation.

The MBA Curriculum is blended with various other pedagogical tools like Case Studies, Presentations, Group Discussions, Seminars and workshops, live projects, Industrial visits, etc. Additionally, in order to enable the student to acumen the real-life management scenario, the course also requires a student to undergo compulsory industrial training of a minimum of forty-five days. This program is regulated by MBA Regulation 2019 which is available at the Institute Website.



### Stages of Progression

<b>Semester</b>	<b>Milestones</b>
First (July-December)	Core subjects of Management with a sharp focus on communication skills and personality development
Second (January-May)	
May-June (at least 6–8-week duration)	Mandatory Summer Internship Training (SIP) at reputed Public/Private Industries.
Third (July-December)	Deep understanding of <u>area-specific</u> specialized courses and practical projects
Fourth (January-May)	

### Course Structure

The MBA programme at the DoMS is presently offering specializations in Marketing, Finance & Human Resource. The MBA curriculum is strictly aligned with the changing dynamics of the Business world to make the course more industry-relevant.

### Fee Structure\*

<b>Semester</b>	<b>Total Fee Structure INR (Without Hostel)</b>	<b>Total Fee Structure INR (With Hostel excluding Mess Fee)</b>
	<b>First Semester</b>	<b>87,370</b>
<b>Second Semester</b>	<b>45,370</b>	<b>48,500</b>
<b>Third Semester</b>	<b>45,370</b>	<b>48,500</b>
<b>Fourth Semester</b>	<b>45,370</b>	<b>48,500</b>

\* Subject to revision as per the Institutional norms

\* The tentative mess advance (adjustable with mess bills) for hostellers is 14,500 INR.

The aforesaid fees are subject to revision by the Institute from time to time. Although the fees are usually not changed in the mid of the semester, however, if any such changes are implemented, students shall be required to abide by the new fee structure.

All the fees are to be paid before the beginning of the new semester and fees once paid cannot be refunded under any circumstances. If a student is removed or he/she withdraws/leaves the Institute in the mid-session without completing the entire programme, all fees paid including the caution deposit will be forfeited and no refund is made.

**NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR**  
**MBA (1st Semester) Fee Structure for the Entry Batch 2023-24**  
*(Figures shown are in INR)*

**Part I**

Sl. No.	Components	Amount
1	Development fee	3,000
2	Corpus fee	31,000
3	Student Aided Fund	1,000
4	Alumni fee	1,000
5	T & P Charges	500
6	Misc. fee	500
7	Institutional caution Money (Refundable)	5,000
8	Admission fee	1,000
9	Tuition fee	40,000
10	Library fee	500
11	IT System fee	1,000
12	Transport facility	300
13	Medical facility	300
14	Examination fee	1,000
15	Gymkhana/Sport fee	1,000
16	Mediclaime Insurance	270
17	Hostel seat Rent*	1,000
18	Light and Water charges*	1,000
19	Cable TV*	130
20	Mess Establishment*	1,000
Payable Amount	Hosteller	90,500
	Non-Hosteller	87,370

**Part II**

Sl. no.	Components	Amount
1	BHM Contribution*	1,500
2	Mess Advance* (adjustable with mess bills)	18,000
3	Hostel Caution Money* (refundable)	10,000
<b>Payable Amount</b>		<b>29,500</b>

Note/Explanation:

- 1 Star (\*) marked items are for (hosteller) only.
- 2 Part II is to be paid by the hostellers only. Part I and II are to be paid separately, as explained below.

**(A) Payment methods for Part I:** DD in favour of Director, NIT Silchar, payable at Silchar. **OR** Through online payment SB Collect portal at State Bank of India (<https://www.onlinesbi.com>). SBI Collect > Accept > Assam > Educational Institute > Online Fee Collection Account NIT Silchar > Select Category and fill the necessary fields).

**(B) Payment methods for Part II:** DD in favour of BHM, NIT Silchar, payable at Silchar. **OR** Through the SB Collect portal at State Bank of India, to be notified by Dean SW.

  
24/4/2023  
Dean (Academic)

## ADMISSION RELATED INFORMATION

**Total Number of Seats Available: 75 (Seventy-Five)**

Seat Matrix for the Academic Year 2024-25								Remarks
OC	OBC	SC	ST	EWS	ST-PWD	OBC-PWD	Total	
28	20	11	06	08	01	01	75	PWD will be merged into the parent category in the absence of an eligible application.

**OC- Open Category**

**OBC-Other Backward Community (Non-Creamy Layer only)**

**SC-Scheduled Caste**

**ST-Scheduled Tribe**

**EWS- Economically Weaker Section**

**ST-PWD- Persons with Disabilities from ST Category**

**OBC-PWD- Persons with Disabilities from OBC Category**

### Eligibility for Admission

- A. The candidate must hold a Bachelor's degree (Regular) with at least **60% marks or 6.5 CPI/CGPA** on a 10-10-point scale in aggregate or equivalent. A relaxation of 5% marks or 0.5 in CPI/ CGPA may be extended to the candidates belonging to the Scheduled Caste (SC) / Scheduled Tribe (ST) /Persons with Disabilities (PWD) category.
- B. A candidate must have appeared in **CAT (in the year 2022 and/or 2023) or MAT/CMAT** (the tests taken between May 2023 to March 2024) with a minimum **50 percentile score** is eligible to apply with a valid score card.
- C. The students who are appearing in their final semester examination may also apply. However, they will have to submit an undertaking as per **Annexure V**. Such candidates, if selected, will be admitted provisionally, on the condition that they will complete the requirements of a qualifying degree with minimum marks or CPI/CGPA stipulated above (Point A).
- D. Before the commencement of the programme, the selected candidates have to produce a provisional certificate of completion of the qualifying degree by **15<sup>th</sup> September 2024**, failing which their admission will stand cancelled.
- E. The Department may specify additional requirements over and above these minimum requirements as stated above.



### **Screening Process**

Those applicants who fulfil the minimum eligibility criteria shall be called for Group Discussion (GD)/Written Ability Test (WAT)\* and Personal Interview.

### **Selection Process**

Step I: Performance of the Student in 10<sup>th</sup> Class

Step II: Performance of the Student in the 12<sup>th</sup> Class

Step III: Performance of the Student in the Entrance Examination (CAT/MAT/CMAT)

Step IV: Performance in Personal Interview/GD/WAT.

<b>Weightage allotted for different stages of the selection process</b>		
<b>Sl. No.</b>	<b>Particular</b>	<b>Weightage</b>
<b>1</b>	<b>Performance of the Student in 10th Class</b>	<b>10</b>
<b>2</b>	<b>Performance of the Student in 12th Class</b>	<b>10</b>
<b>3</b>	<b>Performance (Percentile) in CAT/CMAT/MAT</b>	<b>50</b>
<b>4</b>	<b>GD/WAT and/or Performance in Personal Interview</b>	<b>30</b>
<b>Total</b>		<b>100</b>

\*If the situation does not permit selection committee may change the modality of the selection process.

### **HOW TO APPLY**

- Interested candidates satisfying the eligibility criteria are required to download the MBA Admissions 2024-26 Application Form from the Institute's website ([www.nits.ac.in](http://www.nits.ac.in)).
- The scanned copy of the duly filled MBA Admissions 2024-26 Application Form in the prescribed format along with required documents like academic certificates, Bank Transaction slips, category certificates, etc. is to be uploaded in the MBA Admission 2024-26 online link provided in the information brochure (Link is also available in the Institute's website).
- The scanned copy of the MBA Admissions 2024-26 Application Form, duly filled in along with relevant documents in a single file (pdf format) should also be sent to the e-mail address mentioned in the information brochure.
- Incomplete applications, applications not duly filled in or applications not accompanied by the prescribed testimonials/documents will be summarily rejected.

The application fee for MBA Admission 2024-26 should be paid online by following the steps mentioned below:

***Steps for Online Payment of MBA Admission Application Fees***

1. Visit [www.onlinesbi.com](http://www.onlinesbi.com)
2. State Bank Collect (SB Collect)
3. Accept and Proceed
4. State of Institute > Assam
5. Type of Institute > Educational Institute > Go
6. Educational Institutions Name > Select online fee collection account NIT Silchar > Submit
7. Select payment Category > Other Fee Collection> Fill in all details and write “**MBA Application Fee 2024**” in Scholar No. Block
8. Mention the Application fee amount of 1500/- for General/OBC and 1000/- for SC/ST/EWS in the **Application fees column** and submit.

**Candidates must submit the online application through MBA Admission 2024-26 online link as follows:**

**<https://forms.gle/XiGbQ1Ugtsa5YRvS7>**

**It is mandatory to send the scanned copy of the MBA Admissions 2024-26 Application Form, duly filled in along with relevant documents in a single file (pdf format) to the following e-mail address within the last date. The subject line should be "Application for Admission in MBA Programme 2024-26"**

**E-mail: [doms.admission@mba.nits.ac.in](mailto:doms.admission@mba.nits.ac.in)**

The last date of receiving of completed online application form by **31<sup>st</sup> March 2024.**

**Withdrawal/Fee Refund Rules**

**Fees once paid will be refunded in full, subject to a deduction of Rs. 5000/- towards processing charges, if an application for withdrawal is made on or before 25<sup>th</sup> May 2024. In case, the application for withdrawal is made after 25<sup>th</sup> May 2024, only caution money (Rs. 5000/-) will be refunded and other fees will be forfeited.**

## **CHECKLIST**

**The scanned copy of the MBA Admissions 2024-26 Application Form duly filled must be uploaded along with the Self Attested Photocopies of the following documents:**

- Marks Sheets and certificates of all the examinations from class 10<sup>th</sup> onward leading to the qualifying degree.
- Proof of date of birth and CAT/MAT/CMAT rank card with a valid score.
- OBC (NCL) certificate, issued on or after **01.08.2023** only will be accepted, if applicable. (Candidate can download the prescribed format from the NIT Silchar website as per Annexure I).
- SC/ST certificate, if applicable. (Candidate can download the prescribed format from the NIT Silchar website as per Annexure II).
- EWS certificate, if applicable. (Candidate can download the prescribed format from the NIT Silchar website as per Annexure III).
- Certificate of PWD, if applicable. (Candidate can download the prescribed format from the NIT Silchar website as per Annexure IV).
- In case, the final result is awaited, all mark sheets from 1<sup>st</sup> semester/year onward of the qualifying degree must be submitted with the application form along with duly filled-in **Annexure V**. (Candidate can download the prescribed format from the NIT Silchar website as per Annexure V).
- Candidates should bring/show all of their original documents for verification at the time of GD\* and PI (Interview).

## **IMPORTANT INFORMATION**

1. Applications submitted in any proforma other than the one provided at the Institute website ([www.nits.ac.in](http://www.nits.ac.in)) or those received after the due date (31<sup>st</sup> March 2024) or those, that are incomplete in any respect, will not be considered.
2. Applicant should be a citizen of India. Admission of foreign nationals, if any, shall be governed by the rules stipulated by the Government of India from time to time
3. No employee shall be admitted as a regular full-time student for any full-time Post Graduate course; unless she/he is released from her/his duties by her/his employer and unless a proper release certificate is produced to that effect at the time of admission.
4. Candidates who are provisionally selected for admission will be examined by the Institute Medical Officer and those who fail to satisfy the physical fitness standard prescribed by the Institute will not be admitted.
5. The selected candidates are to take admission after depositing requisite fees and completing



the necessary procedures. Any delay or non-compliance with necessary procedure would lead to cancellation of the allotted seat and subsequently, the seat shall be offered to the waiting list candidates.

6. On campus, accommodation may be provided, subject to availability at the time of course registration.

### **GENERAL GUIDELINES**

1. The Institute reserves the right to cancel the admission of any candidate at any stage (even after admission) if any error or defect is detected.
2. Fees paid to the Institute and hostel are not refundable under any circumstances if the Candidate chooses to leave the Institute after admission (As per Institute rules).
3. If it is found that any of the applicants admitted to the Institute has either furnished wrong information or tampered with the records, his/her seat is liable to be cancelled at any stage.
4. If it is detected that a candidate has been admitted due to any mistake committed inadvertently in the processing of the application, the Institute reserves the right to cancel the seat before admission is made final, without payment of any compensation for the inconvenience caused.
5. The list of short-listed candidates shall be notified at the Institute website and no separate call letters will be sent to the candidates. The short-listed candidates have to appear for \*Group Discussion/Written Ability Test and Personal Interview to be held at the Department of Management Studies\*/Online Mode.
6. The Institute reserves the right to cancel the admission of any candidate based on adverse remarks in the Conduct Certificate.
7. Wherever doubts or ambiguities arise in the interpretation of Admission Rules, the decision of the Director of this Institute in the matter shall be final.
8. The Director is authorized to make an appropriate decision concerning any other details of admission not covered by the rules listed above.

### **CONTACT DETAILS**

**Coordinator, MBA Admission 2024-26**  
**Contact No: +919401651908 (Monday to Friday; 10AM to 5PM)**  
**Department of Management Studies**  
**National Institute of Technology Silchar**  
**Distt. Cachar, Assam-788010**  
**Email: [doms.admission@mba.nits.ac.in](mailto:doms.admission@mba.nits.ac.in)**  
**Website: [www.nits.ac.in](http://www.nits.ac.in)**