



**DEPARTMENT OF MANAGEMENT
STUDIES
NIT SILCHAR**

*Two years full time Master of Business Administration
Programme*

**INFORMATION BROCHURE
2013-2015**

Preamble:

In this era of cut throat competition, any organization cannot become a global leader by virtue of mere products and services which it offers to the market. It is perhaps the human capital which has evolved as the single most strategic component for sustainable growth and leadership. There has been a significant dearth of managerial capacity across the industries which have become a matter of concern for economic growth. Master of Business Administration (MBA) Programme is designed to impart not only knowledge and skills in the complex and dynamic areas of management but also provides practical exposure in a rigorous learning environment. The unique pedagogy of case based teaching, combined with multiple assignments and presentations enhances the problem solving skills of students which enable them to take better decisions in real life business scenario. India, known for decades lacking in entrepreneurial accomplishments, poses a wonderful opportunity for management graduates to acumen the art and science of complete business dynamics and become employment generator rather than employment seeker. Further, the highly diversified backgrounds of students provide the management graduates an opportunity to explore the skill of team work.

Apart from this, the North Eastern Region lacks managerial skills at all levels including trade, commerce, industry, institution and social and political organization. There is a lack of quality management curricula and the choices set before the prospective management trainees are extremely limited. Hence it is felt that there is an urgent need to create complementarities within NIT Silchar by way of offering MBA programme alongside its flagship Engineering programs so that the future prospect of placement of our graduates is enhanced.

Keeping in view all these aspects the MBA programme of NIT Silchar was launched on 21st August 2012.

Why NIT Silchar-MBA?

After pioneering in engineering and science education for over three decades, NIT Silchar has today distinguished itself from its peers by way of not only producing the brightest minds but also the future business leaders.

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 on the students as they keep on visiting the institute for recruitment.

Starting its journey from 1967 as Regional Engineering College in the year 2002 it was transformed into a National Institute of Technology with the status of Deemed University and subsequently in 2007, it was upgraded to “An Institute of National Importance”. The sprawling lush and opulent campus covering an area of 600 acres, state of the art support system accompanied by an excellent infrastructure add up to its reputation.

Programme structure:

The MBA programme is designed with a well balanced theory-practical orientation. First two semesters are intended to impart foundation knowledge about the various facets of management field and the subsequent two semesters are to be used for imparting domain specific knowledge in the area in which one student opts to specialize. The course is blended with various other pedagogical tools like case studies, presentations, group discussions, seminars, live projects, field visits etc. Additionally, in order to enable the student to acumen the real life management scenario, the course also requires a student to undertake a compulsory industrial training of minimum forty five days in the area in which one specializes.

Stages of Progression:

Semester	Milestones
First (July-December)	Foundation courses on different aspects of management along with sharp focus on communication skill and personality development
Second (January-May)	
May-June	Mandatory Summer Training
Third (July-December)	Deep understanding of area specific specialized courses and practical projects
Fourth (January-May)	

Fee structure:

Semester	Tuition fee INR(Without Hostel)	Tuition fee INR (With Hostel)
First semester	32,417.00	44,817.00
Second semester	28,100.00	28,220.00
Third Semester	28,817.00	31,217.00
Fourth Semester	28,300.00	28,420.00
Total fee for two years	1,17,634.00	1,32,674.00

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. The food fee shall be paid in addition to the aforesaid fee in case a student opts to stay inside the campus.

All the fees are to be paid before the beginning of new semester and fees once paid cannot be refunded under any circumstance. If a student is removed or he withdraws/leaves the Institute in the mid-session without completing the entire programme, all fees paid including the caution deposit will be forfeited by the Institute.

Total no of Seats available: 30

Seat Distribution:

General-15	PH-01	OBC-08	SC-04	ST-02	Total-30
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Reservations for OBC, SC/ST and PWD will be as per the rules of Government of India

Eligibility for admission:

- Bachelor degree in Science/Humanities/Technology or equivalent in an appropriate area, with at least 50% marks or 5.5 in CPI/CGPA.
- A relaxation of 5% or 0.5 in CGPA/CPI on a 10 point scale may be extended to the candidate belonging to SC/ST/PWD category.
- A valid CAT, MAT,CMAT score (2012-13 score only acceptable)
- Students appearing at their final year graduation examination may also apply. However, they have to produce their marks/grade sheet satisfying the academic eligibility requirement latest by the time of admission, failing which their admission will stand cancelled.
- Department may specify additional requirement in addition to above these minimum requirement

Admission Procedure:

The Department shall carry a three step process to admit students into MBA programme.

Step 1: Screening of applications on the basis of academic performance and performance of the student in the entrance exam (CAT/MAT/CMAT)

Step 2: Performance in Group Discussion

Step 3: Performance in Personal Interview

Applicants satisfying minimum eligibility criteria will be called for Group Discussion and Personal Interview. If the number of applicants are found reasonably high, department may set an elimination stage after Group Discussion. In all other cases, final selection will be based on academic career and score of prescribed entrance examination, performance in Group Discussion and Personal Interview.

Weightage Table

The following are the weightage allotted for different stages of selection process

Sl.No.	Particulars	Weightage
1	Performance(percentile) in national level competitive exam (CAT,CMAT, and MAT)	50%
2	Performance in Group discussion	25%
3	Performance in personal interview	25%
	Total	100%

A. Weightage for entrance exams

Exam	Percentile				Weightage
	60-70	71-80	81-90	More than 90	
CAT	25	35	45	50	
MAT/CMAT	10	15	20	50	

B. Relative weightage of various components of Group Discussion:

	Components	Weightage
Performance in Group discussion	Communication skill	10
	Topic knowledge	5
	Co-ordination skill	5
	Leadership skill	5
	Total	25

C. Relative weightage of various components of Personal Interview:

	Components	Weightage
Performance in personal interview	Communication skill	15
	Personality	5
	Knowledge	5
	Total	25

Based on the number of eligible candidates, the Department shall fix a minimum cut off mark combining all the three aforesaid components, i.e. Entrance Examination score, Performance in Group Discussion and Performance in Personal Interview.

A student must score at least 50% marks (weightage table) to become eligible for admission. A relaxation of 5% may be extended to the SC/ST/OBC/PWD. However, mere scoring of 50% (or 45% as the case may be) marks does not entitle the student for admission as the admission will be purely based on the merit list.

D. If two or more candidates obtain the same marks, the aggregate percentage of marks they obtained at the qualifying degree examination, will be the criterion for preference. In case of further tie, elder person by age will be given preference

How to apply:

1. Interested candidates satisfying the eligibility criteria are required to submit their application the prescribed format only. The prescribed format of application can be downloaded from the institute's website (www.nits.ac.in).
2. Applicants are advised to go through the application form thoroughly and attach all the documents, fees etc as indicated therein. Incomplete applications, applications not duly filled in or applications not accompanied by the prescribed testimonials / documents and fee etc will be summarily rejected.
3. Applicants are required to send the duly filled application form along with self attested copies of all testimonials and a DD of Rs 500/-for General/OBC and Rs 300/- for SC/ST in favour of the Director, NIT Silchar, payable at State Bank of India, NIT Silchar Branch.
 - Candidates should send their applications by Speed Post / Registered Post super scribing **"Application for Admission into MBA - 2013" on the envelope to The Head, Department of Management Studies, National Institute of Technology, Silchar, Assam-788010.**

Last date of receiving of completed application form at NITS: June 10, 2013

CHECK LIST:

Application forms duly filled in must be accompanied by the following documents:

- **Photocopies of Marks Memoranda / Grade Sheets of all the examinations** leading to the qualifying degree.
- **Photocopy of Integrated Community Certificate** (in the prescribed Proforma), if applicable.
- **Photocopy of OBC certificate**, issued on or after 01-04-2013 will only be accepted, if applicable.
- **Photocopy of Physically Handicapped Certificate**, if applicable.
- **Photocopy of the Degree / Provisional Pass Certificate of the qualifying examination.** In case, final result is awaited, **provisional pass certificate should be submitted at the time of personal interview or before the date given by the Institute, failing which the admission shall be cancelled.**
- **Photocopy of the Conduct Certificate** from the Head of the Institution last attended.
- **Photocopy of the CAT/MAT/CMAT rank card with valid score**
- *Applications without these documents shall be deemed to be incomplete and shall be rejected.*

IMPORTANT INFORMATION:

1. Applications submitted in any Performa other than the one provided in the Institute web site (www.nits.ac.in under admissions) or those received after the due date or those, which 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. Candidates awaiting the results of the final semester/year may also apply. But they should submit the final marks list before 30th September, 2013 in case they are selected. Failing to submit all required certificates before due date, admission shall be cancelled.
4. **No employee shall be admitted as a regular full time student of any full time Post Graduate course, unless he is relieved of his duties by his employer** and unless a proper relief certificate is produced to that effect. Such candidates should also obtain a relief certificate from the Institute before joining duty in their parent organization, failing which no credit will be given to any of the courses passed by the candidates at the Post-Graduate level at this Institute.

5. 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.
6. Candidates' name will be provisionally included in the rolls only when the selected candidate reports at the Institute for admission, submits all the required certificates, in original, found to be medically fit and pay all the fees and deposits prescribed.
7. The selected candidates are to take admission after depositing requisite fees and completing necessary procedures. Any delay or non compliance of necessary procedure would lead to cancellation of the allotted seat and subsequently the seat shall be offered to the waiting list candidates for admission

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 is not refundable under any circumstances**, if the Candidate chooses to leave the Institute after admission
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 in the institute website and no separate call letters will be sent to the candidates. The short-listed candidates are to appear for Group Discussion and Personal Interview to be taken place at the **Department of Management Studies, NIT Silchar.**
8. Candidates should note that the **Institute will neither make any allowances for postal delays and irregularities in submitting application / in receipt of interview call letters nor entertain any correspondence in respect of such cases.**
9. The **Institute reserves the right to cancel the admission of any candidate on the basis of adverse remarks in the Conduct Certificate.**

10. 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.**

10. The **Director is authorized to take appropriate decision** with regard to any other details of admission not covered by the rules listed above.

Important dates:

Application form opens	April 10 th , 2013
Last date of receiving of completed application form at NITS:	June 10, 2013
List of eligible candidates for Group Discussion & Personal Interview to be notified on :	June 25, 2013
Date of Group discussion	July 4, 2013
Date of Personal interview	July 5-6, 2013
Announcement of selected candidate's name for admission	July 8, 2013
Date of admission (tentative)	July 23, 2013
Session begins (tentative)	July 25, 2013

Contact Details:

Head of the Department,
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Silchar, Assam-788010 Contact No: - +91-9435503481