SVKM's NMIMS Deemed-to-be University
School of Hospitality Management, Navi Mumbai Campus
BBA (Hospitality Management) (2026-Batch)
<u>**Admission Information Handout**</u>

1) **Introduction:**

The School of Hospitality Management offers a new-age education system which understands the ever-evolving Hospitality sector, and the school offers innovative tools to students so they can carve a niche place for themselves. This Handout gives information about the admission procedure and Personal Interview for BBA (Hospitality Management) program for the academic year 2026.

- In accordance with NEP 2020 guidelines, NMIMS University will be introducing a 4-year duration degree program (UG) from the academic year 2026-2027 with a focus on research / multi-disciplinary focus in the 4th Year. The students successfully completing this program will be offered an Honors degree in their respective disciplines.

- Students will be provided with exit option after 3 years. On successful completion of the four-year programme as per the University norms, students shall be conferred with an Honours Degree.

  Students who are interested in pursuing a four-year Hons. degree has to indicate their preference at the end of the 2nd year of the three-year program.

2) **Program :**

Programmes	Campus	Duration
BBA (Hospitality Management) Having a combination of Hospitality Operations, Management & Cultural learning. 1. Culinary Arts 2. F&B Operations & Management 3. Rooms Division Management 4. Travel & Tourism 5. Personal Branding and Communication 6. Management & leadership 7. Meetings, Incentives, Conferences and Exhibitions 8. Foreign Language 9. Entrepreneurship 10. Digital Marketing	Navi Mumbai	Three Years / Four years for (Hons)

- Admission for the BBA (Hospitality Management) program will be offered through the Personal Interview conducted by NMIMS.

3)   Eligibility Criteria (fulfilling all / applicable conditions mandatory):

3.1   A candidate must have passed **10+2 or equivalent examination** and must have obtained a minimum of **50% aggregate marks in any stream.**
OR
Candidates passing **Diploma in (Engineering or 12th Equivalent)** with a Minimum **50% aggregate** marks is eligible to apply.

3.1   **Candidates' Diploma awarded from the International Baccalaureate (IB) Board will be considered equivalent to 10+2 examination providing they have confirmed 24 grades/credits compulsory and have passed 3 subjects at Higher Level (HL) and 3 subjects at Standard Level (SL), plus an extended essay and Theory of Knowledge (TOK).**

3.2   **Candidates Diploma Programme (DP course) awarded** from the International Baccalaureate (IB) Board will be considered equivalent to 10 +2 examination with 2 subjects at Higher Level (HL) and 2 subjects at Standard Level (SL) OR 3 subjects at Standard Level (SL) and 1 subject at Higher Level (HL)

3.3   **a**. **IBCP equivalence for General Strand** (Arts, Commerce, Science, Law): Candidates Career-related Programme (CP) course awarded from the International Baccalaureate (IB) Board will be considered 2 DP subjects with at least 1 subject at Higher Level (HL) and a minimum 3 points in each DP subject.
Additionally, it is necessary to complete at least 03 Career Related Studies (CSR) courses given by IB-approved partners, such as the World Academy of Career Program.
b. IBCP equivalence for Engineering or Medicine Strand: Candidates Career related Programme (CP) course awarded from the International Baccalaureate (IB) Board will be considered 3 DP subjects (Maths, Physics, Chemistry, Biology or other similar subjects) with at least 1 subject at Higher Level (HL) and a minimum 03 points in each DP subject.

   Additionally, it is necessary to complete at least 03 Career Related Studies (CSR) courses given by IB-approved partners, such as the World Academy of Career Program.

   IB Candidates have to enter 'Predicted Scores' in case final grades/ marks are not declared.

3.4   In the online registration or e-admission form (if selected) for the 10+2 or equivalent exam, candidates who have passed through any examining board (such as the State Board, CBSE, ICSE, etc.) should indicate the aggregate scores of all the subjects they have taken, opted for, and for which appeared for (not the best of four, five, six, or seven subjects).
The aggregate percentage of all subjects the candidate has opted and appeared will be taken into consideration for confirming the eligibility of the candidate for the program at the time of admission.
For A Level Examination (Cambridge Board) with minimum 3 subjects at advance level will be taken into consideration for the calculation of aggregate percentage. Ungraded subjects/grades will not be taken into account.

3.5　The candidate shall have passed all the subjects opted and must have appeared in the applicable examination/s in a single attempt.

3.6　In case the 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.

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

3.8　Candidate will not be eligible if any subject is marked as ungraded / fail in the mark sheet/grade sheet, even if the relevant examining board declares the candidate passed. (except Cambridge Board).

3.9　In case the mark sheet issued by any examining board reflects scores in percentile(s), point system, GPA/CGPA, or performance bands, candidates must provide the equivalent aggregate percentage. For IB board students, an official Indian conversion transcript is mandatory. If a Grade Point Average (GPA) or Cumulative Grade Point Average (CGPA) is provided, candidates must submit the certified equivalent percentage. Please note that the actual aggregate percentage of all subjects listed on the official grade sheet will be considered for eligibility.

3.10　The mandatory subject must be taken and passed in accordance with program eligibility.

3.11　IB & Cambridge Candidate: Candidates who do not have a final mark sheet will be given "Provisional Admission" based on predicted scores. Fees will be accepted from such a candidate, but their admission will be confirmed on submission of the final mark sheet before the commencement of the program, if found eligible. The mark sheet/s / transcript/s issued by the Board / University shall only be considered.

3.12　International School/s candidates and those candidates who have completed their (10+2) or equivalent examination/s from overseas school/s / Institute/s / University will have to submit AIU/ certificate of equivalence (mandatory) to confirm their eligibility for the program as equivalent to (10+2) examination/s. This criterion also applies to candidates who have completed open school, distance learning, or correspondence courses.

3.13　Only a single mark sheet with all compulsory subjects passed is mandatory; no compartmentalized mark sheet will be considered. (Except Cambridge Board)

3.14　Candidate whose final mark sheet is not available at the time of admission is required to upload an internet copy / Digi Locker copy of the result within 07 working days of the announcement of the final examination result to confirm the program eligibility. The candidate's admission will be revoked if they fail to present the mandatory document within the specified timeline.

3.15   Candidates who have cleared their 10 + 2 (12th Standard) by doing a part-time course or through distance learning, correspondence course externally, or open school from a recognized University are eligible to apply & register as per UGC guidelines.

3.16   If at any stage of the program it is found that a candidate does not meet the eligibility criteria or has furnished incorrect information in the application form, his/her admission to the course, even if already admitted, will stand cancelled. Fees will be refunded as per the applicable refund rule clause. If the candidate does not voluntarily withdraw, the University will proceed with the cancellation of admission.

3.17   The admission information handout's eligibility requirements will serve as the only document for program eligibility. School's brochure or prospectus, or any other promotional material, will only be used as a guide and not be used to refer to eligibility.

3.18   The payment of fees does not confirm fulfilment of the admission eligibility criteria. Admission will be granted only after verification of all required documents and compliance with the prescribed eligibility norms.

3.19   Duplicate registration will not be considered to be eligible for the programme

3.20   Kindly keep ABC ID (Academic Bank of Credits) details ready before filling the registration form (Please visit the website for creating ID_https://abcidcard.co.in/)

3.21   Admission to the program is considered as "**Provisional Admission**" till the candidate submits all required and mandatory documents and the same is verified and approved. If it is found that the candidate is not eligible at any stage (even after the course commences), admission will be cancelled, and fees will be refunded in accordance with the refund rule clauses, even if the candidate has been selected/admitted to the program.
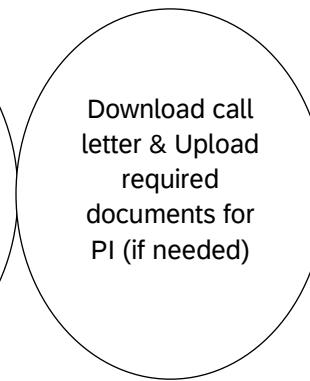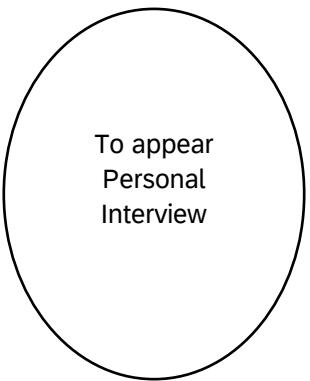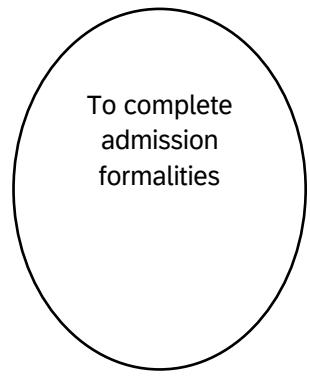
3.22   The XII (Qualified) examination should have been conducted before the course commencement date.

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

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

4. Online Registration and Registration Fee:

- Online registration at https://shm.nmims.edu/
- Before filling the online form, please read all the instructions carefully mentioned in the Instruction Sheet and also refer to the Important Dates.
- Online Registration Fee is Rs. 2,000/- (This is one-time, no fees will be charged for Personal Interview)
- Registration Fee is **NON-REFUNDABLE** / **NON-TRANSFERABLE**.
- Note: Kindly registered with candidate valid E-mail ID & Mobile number.

BBA (Hospitality Management)			
Step 1	**Step 2**	**Step 3**	**Step 4**
Initial Registration, Pay the application fee and complete the process.	Download call letter & Upload required documents for PI (if needed)	To appear Personal Interview	To complete admission formalities
• Visit https://shm.nmims.edu/ • For registration click on "**Apply Now**" and create an account. • Candidate will get the registration number on their registered E-mail ID to fill-up and complete the application form. • Before filling the online form, please read all the instructions carefully mentioned in the instruction sheet, important dates and Terms & Condition given in the online application form.	• Candidate, who registers successfully, only will be confirmed for Personal Interview. No separate call letter will be mailed or posted. • Candidates are required to download the call letter from their login dashboard. • Upload mentioned documents for Personal Interview (if needed).	• The Personal Interview will be conducted as per the instructions given in the call letter.	• Selected Candidate has to confirm his/her provisional admission by filling up e-admission form & uploading required document from their dashboard and paying fees within given timeline. • Only those candidates who complete the process by paying fees will admitted provisionally to the program.

4. Selection Process:

Personal Interview: (Total 50 marks) The Personal Interview will be conducted **ONLINE** for the candidates.

- The final merit list will be prepared based on the marks obtained in the Personal Interview.
- Candidate's Personal Interview will be conducted on the allotted day only.
- During your Personal Interview we will be seeking talent in the following five areas:
  - a) Communication Skills
  - b) Analytical Skills
  - c) General Awareness
  - d) Service Orientation
  - e) Personality Factors

- Admission offer is given as per merit and vacant seats available. Selected Candidate has to confirm his / her provisional admission by filling up the e-admission form & uploading the required documents from their dashboard and paying fees within the given timeline. Kindly note that only those candidates who complete the process by paying fees will be admitted to the program.
- Waitlisted candidates have to check their merit/offer status as per the date given on the website.
- The selection will be based solely on merit only.
- The cut-off for deciding the merit shall lie solely with NMIMS Management.

6. Program Fees for batch 2026: (for information only)

- Fees for 1st year BBA – Hospitality Management of Batch 2026 is Rs. 2,45,000/- p.a.

7. Important instructions:

- **For cancellation/ withdrawal of admission:** Withdrawal/cancellation means voluntary withdrawal/cancellation by the candidate for any reason. Candidate has to upload the cancellation form duly filled and signed; fees paid receipt copy & cancelled cheque (personal account) to the mentioned link: https://upload.nmims.edu/admission/cancellation/
- Candidates whose final mark sheet of the qualified examination is not available at the time of their provisional admission is required to submit their final marksheet copy on or before 30.09.2026, once the result is declared. In such a case, if the candidate fails to meet the required eligibility criteria, then his admission will be cancelled, and the fees will be refunded as per NMIMS refund rules (even after course commencement).
- Mark sheet / Transcripts issued by the Board / University only will be considered (School / Institute will not be accepted).
- Please see the important dates and preserve it as a guide. All announcements from the institute will be through its website shm.nmims.edu on the candidate's dashboard, and no individual communication will be sent to the candidates. Kindly check the 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 application for admission to the program, even if selected, will stand cancelled, and fees will be forfeited.
- Candidate's documents will be verified online (if selected) & if found not eligible, admission will be cancelled, and fees will be forfeited.
- Canvassing in any form will disqualify the candidate.
- NMIMS has the full right to disqualify a candidate at any stage of the admission process if found ineligible. No separate intimation will be given.
- Admission to the program is considered as "Provisional Admission" till the candidate submits all required and mandatory documents, and the same is verified and approved. If it is found that the candidate is not eligible at any stage (even after the course commencement), admission will be cancelled, and fees will be refunded as per the refund rule clauses, even if selected/ admitted to the program.

- It is the sole responsibility of the candidate to ascertain whether they possess the necessary and requisite qualifications and eligibility for admission to courses at NMIMS University, as verification of the document is done at the time of admission. If found not eligible during the year, admission will be cancelled, and a refund as per the UGC norms.
- All matters of dispute will be subject to the legal jurisdiction of Mumbai only.

8. **Contact Information:**

NMIMS Admission / Application / Technical-related queries:

a) Toll-Free No.: 18001025138 – Monday to Friday (except public holidays), Saturday (only 2nd and 4th Saturday) Time: 09:00 - 18:00 hrs.

b) For any support and assistance, kindly log in to the dashboard https://apply.nmims.edu & raise a query in my query section.