

SVKM's NMIMS Deemed-to-be University
School of Hospitality Management, Navi Mumbai
BBA in Hospitality Operations & Management (2020-2023 Batch)
Phase-4

Admission Information Handout

In continuation of the measures taken by NMIMS (Deemed-to-be-University) to address the Covid-19 risks and aligning to the directions given by the Government of Maharashtra & Central Government, it is further notified that the admission process & schedule of “**BBA in Hospitality Operations & Management** “ have been changed. The changes in important dates, admission process, structure of test, and selection process are as follows, all other terms and conditions applicable.

1) Important dates: Phase-4

| Sr.No. | Activity | Date |
|---------------|---|---|
| 1 | Online Registration start date (at www.nmims.edu) | Friday, 22 nd May 2020 |
| 2 | Last date of online registration for Phase-4 | Sunday, 6 th June 2020 |
| 3 | Invitation letter for Personal Interview will be sent on | Monday, 7 th June 2020 |
| 4 | Conduct of Personal Interview | 9 th & 10 th June, 2020 |
| 5 | Issuance of Provisional Admission offer letter | 15 th June, 2020 |
| 6 | Payment of Admission fees – through online | 16 th June to 23 rd June 2020 |
| 7 | Closure of Admission | 16 th August 2020 |
| 8 | Commencement of classes | 1 st August 2020 |

2) Admission Process:

2.1 Online Registration & Payment of Registration Fee:

- **Online Registration:**
 - Visit www.nmims.edu for online registration.
 - Before filing the online form, please read all the instructions carefully mentioned in instructions sheet, important dates and also terms & conditions given in online registration form.
- **Payment of Registration Fees:**
 - Register online on www.nmims.edu & pay Registration Fees of Rs. 1,000/- (Non-refundable). (Please Refer online registration for payment details).

- On the basis of information indicated in the Application Form, invitation for personal interview will be communicated to the candidate as per the above mentioned important dates announced on the NMIMS website.
- Candidates are required to attend the virtual / online personal interview as per the invitation's date and time sent to their registered email ID. The exact time / slot will be communicated in the same invitation. No separate call letter will be mailed or posted to the candidates. It is important and primary requirement to upload the mandatory documents before the Personal Interview.

The list of mandatory documents is as follows:

- 10+2 Examination Passed Marksheet and Certificate (Not applicable for appearing candidates)
- 10th Examination Passed Marksheet and certificate
- Photo ID proof - Aadhaar Card / Passport / Voter ID / Driving License (Learner license will not be accepted)
- No candidate without invitation letter will be permitted to appear for the online personal interview.
- Once passing the Personal Interview and Paying the fees, Provisional admission will be confirmed.
- Candidates are required to be present in person for final admission process before the commencement of the course.

2.2 Structure of Entrance Test: Online Personal Interview

- Online Personal Interview (Total 100 marks)
- Personal Interview will be conducted online (Microsoft Team or Zoom) meeting only.
- Candidate's online personal interview will be conducted on the allotted day only.
- Personal Interview - Date and time will be communicated
- Candidates are requested to do not plan any other activity on the interview day and stay available in mobile network & with internet connectivity.

Allocation of Personal Interview Marks (100 marks):

1. Communication skills-20 Marks
2. Service attitude- 20 Marks
3. Interest towards the profession (Why & How)- 10 Marks
4. Ability to work hard (both Academic and Profession)-20 Marks

5. Academic performance 10th standard (as +2 marks are pending)- 10 marks
6. General Knowledge- 10 Marks
7. Hobbies & Extra Curricular Activities - 10 Marks

3) Selection Process:

- Merit list of admission will be prepared on the basis of marks obtained in Online Personal Interview conducted by NMIMS.
- Only selected candidates will be receiving the admission offer letter and the payment link for the fees payment.
- The admission given to the candidates are all on PROVISIONAL basis. Will be confirmed after the submission of all required documents only.
- 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 the fees will be refunded as per the refund rules prescribed.
- The merit list will be put up on the NMIMS website as per the above mentioned important dates. The decision of the institute will be final in this regard and no inquiries or correspondence in this regard will be entertained.

4) Refund Rules: The Schedule of refund of fees will be as follows as per UGC rule October 2018:

If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution concerned shall follow the following five-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 or more before the formally-notified last date of admission (on or before 1 st August 2020) |
| (2) | 90% | Less than 15 days before the formally-notified last date of admission. (i.e. from 2 nd August 2020 to 17 th August 2020) |
| (3) | 80% | 15 days or less after the formally-notified last date of admission (i.e from 18 th August 2020 to 1 st September 2020) |
| (4) | 50% | 30 days or less, but more than 15 days, after formally-notified last date of admission (i.e 2 nd September 2020 to 16 th September 2020) |
| (5) | 00% | More than 30 days after formally-notified last date of admission (i.e from 17 th September 2020 onwards) |

In case of (1) in the table above, the deduction will be 5% of the fees paid as processing charges from the refundable amount, subject to a maximum of Rs 5,000/-.

Note: The above refund rules are subject to revision as per UGC notification (as applicable).
Candidates to refer Important Dates of the respective programme.