

SVKM's NMIMS University

School of Hospitality Management, Navi Mumbai

BBA in Hospitality Operations & Management (2019-2022 Batch)

Admission Information Handout

1) Important Dates :

Start date for registration: Thursday, 14th March 2019

Last date for Application / Registration: Thursday, 25th April 2019

2) Duration of the course: Three Years, Full Time.

3) Program Intake:

Programmes	Navi Mumbai
B.B.A. in Hospitality Operations and Management Having combination of Hospitality Operations, Management & Cultural learning. 1. Culinary Arts 2. F&B Operations & Management 3. Accommodations Operations & Management 4. Management & leadership 5. Cultural Studies 6. Entrepreneurship 7. Travel & tourism	30

4) Eligibility Criteria (fulfilling all / applicable conditions mandatory)

4.1 A candidate must have passed **10+2 or equivalent examination** and must have obtained a minimum of **50% aggregate marks**.

OR

Candidates passing **Diploma Engineering** with Minimum **50% aggregate** marks is eligible to apply.

4.2 A candidate who has passed 10+2 or equivalent examination from **IB Board** should be either IB certificate or DP awarded with 24 credits compulsory, having passed 3 HL with minimum (12 credits) & 3 SL with minimum (9 credits) mandatorily from any stream.

- 4.3 Candidates appearing for their final 10+2 or equivalent examination can also apply provided they meet minimum cut off marks and should be eligible & produce all the necessary documents, in original, at the time of admission.
- 4.4 Candidate of **CBSE & ICSE** should mention in the registration form / 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.
- 4.5 In case mark sheet issued by the applicable Board / Institution is in percentile/s, the actual aggregate percentage of all the subjects taken & appeared by the candidate will be taken into consideration for confirming eligibility of the candidate for the program.
- 4.6 **Note for IB & Cambridge Candidates:** Candidates called for admission on the basis of merit list & 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 programme.
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 University / College.
- 4.8 Those candidates who have passed, or, are appearing for 10+2 examination from a Board / University where Grade Point Average is given, must produce in writing from the concerned Board / University about the equivalent percentage for the GPA/ CGPA obtained.
- 4.9 Candidates above 25 years of age are not eligible to apply.
- 4.10 Single mark sheet with all compulsory subjects taken and passed in one attempt is mandatory, no compartmentalized mark sheet will be considered.
- 4.11 In any stage if it is found that, the 10 + 2 marks given by candidate in application form is different from marks actually obtained (as per mark sheet) such candidate admission will be cancelled & fees will be forfeited.
- 4.12 Candidate whose final mark sheet is not available at the time of admission are required to submit internet copy of result duly attested by Principal of the school / college with official seal, failing which candidate will not be admitted for the program.
- 4.13 Candidate will not be eligible if any subject is marked as ungraded / fail in the 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.

4.14 It is sole responsibility of the candidate to ascertain whether they possess necessary and requisite qualification for admission to courses at NMIMS.

5. Admission Process:

5.1 Registration & Payment of Registration Fee:

- **Registration :**
 - Visit www.nmims.edu for registration form.
 - Download registration form & fill the same. Please read all the instructions carefully mentioned in instructions & important dates.
- **Payment of Registration Fees:**
 - Pay Registration Fees of Rs. 1,000/- (Non-refundable) through demand draft in favour of “SVKM’s NMIMS” payable at Mumbai.
 - Forward below mentioned documents to :

To,
Admissions Department,
SVKM’s NMIMS,
V. L. Mehta Road, JVPD Scheme,
Vile Parle (West), Mumbai – 400 056.

List of documents:

- Demand Draft of Rs. 1,000/- towards registration.
- Copy of duly filled registration application form
- HSC (Not applicable for appearing candidates) & SSC Marksheet & Certificate copy (Self attested photo copy of passed candidate.)
- Candidate application form will not be considered if they, fail to submit the above mentioned document till 25th April, 2019.
- Candidates are required to be present in person for admission process.
- Written Test (Duration 120 minutes, total 100 marks) – It would be Multiple-Choice test.
(No Descriptive type questions)
 - √ Aptitude for Service Sector (25 questions, 25 marks)
 - √ Reasoning & logical Deductions (25 questions, 25 marks)
 - √ English Languages (25 questions, 25 marks)
 - √ General Knowledge & Current Affairs (25 questions, 25 marks)
- Personal Interview (total 50 marks)

- Written Test & Personal Interview will be conducted at Mumbai & Navi Mumbai Campus only, as per the preferred location mentioned by candidate. The test center may be changed, subject to availability of seats in respective center / location.
- Candidate's written test and personal interview will be conducted at the same allotted day only.
- **Test Timings:**
 - Written Test - 10.00 am to 12.00 noon
 - Personal Interview - 2.00 pm to 4.00 pm
- Candidates are requested to do not plan travel on the same day of test.

5) Selection Process:

- Merit list of admission will be prepared on the basis of marks obtained in Written Test & Personal Interview conducted by NMIMS.
- 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.

6) Program Fees: (Subject to change)

- Program fees for 1st year BBA – Hospitality Operations & Management (Batch 2019-2022) will be announced at the time of admission.

7) 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 29 th July 2019)
(2)	90%	Less than 15 days before the formally-notified last date of admission. (i.e. from 30 th July 2019 to 14 th August 2019)
(3)	80%	15 days or less after the formally-notified last date of admission (i.e. from 15 th August 2019 to 29 th August 2019)
(4)	50%	30 days or less, but more than 15 days, after formally-notified last date of admission (i.e 30 th August 2019 to 13 th September 2019)

(5)	00%	More than 30 days after formally-notified last date of admission (i.e from 14 th September, 2019 onwards)
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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 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

8) Important instructions:

- For Cancellation of admission: Cancellation request letter & original fee receipt to be scanned and sent by courier/post to Mumbai address as below:

To,
Admissions Department,
SVKM's NMIMS,
V. L. Mehta Road, JVPD Scheme,
Vile Parle (West), Mumbai – 400 056.

- 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 and no individual communication will be sent to the candidates.
- It is the sole responsibility of the candidate to check whether he / she is eligible for the respective Program as per the eligibility criteria stated above.
- 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.
- NMIMS has full right to disqualify a candidate at any stage of admission process if found ineligible. No separate intimation will be given.
- Canvassing in any form for admission will disqualify the candidate.
- All matters of dispute will be subject to the legal jurisdiction of Mumbai only.