

SVKM's NMIMS Deemed-to-be University

School of Hospitality Management, Navi Mumbai

BBA in Hospitality Operations & Management (2021-2024 Batch)

Admission Information Handout

1) **Program :**

This Handout gives information about the admission procedure and admission test/PI for three year BBA – Hospitality Operations & Management program for the academic year 2021-2024.

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	60

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 & 3 SL with minimum 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 **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. 1,500/- (Non-refundable). (Please Refer online registration for payment details).
 - On the basis of information indicated in the Application Form, call letter for Entrance Test / personal interview will be communicated to the candidate as per important dates through the NMIMS website.
 - Candidates are required to download the call letter from our website www.nmims.edu and upload below mentioned document. No separate call letter will be mailed or posted to the candidates. It is important and primary requirement to upload the mandatory documents before Entrance Test / 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)

- Candidate's application form will not be considered, if they fail to upload the above mentioned documents before the entrance test.
- No candidate without call letter will be permitted to appear for the entrance test & personal interview.
- Candidates are required to be present in person for admission process.

5.2 Structure of Entrance Test: Entrance Test & personal Interview

- **Entrance Test** (Total Duration 60 minutes, Total 50 marks) – It would be Multiple-Choice test & descriptive type questions. (No negative marking)

Part-A (Multi-Choice Test) – 30 minutes

- √ Current Affairs & General Knowledge (10 questions, 10 marks)
- √ Reasoning & Aptitudes (10 questions, 10 marks)
- √ English Languages (10 questions, 10 marks)

Part-B (Descriptive Test) – 30 minutes

- √ Descriptive types questions (2 questions, 20 marks)

- **Personal Interview** (Total 50 marks)

- Entrance Test & Personal Interview will be conducted at virtual only. Details will be sent with the call letter.
- Candidate's entrance test and personal interview will be conducted on the allotted day only.

- **Test Timings:**

Entrance Test	-	10.00 am onwards
Personal Interview	-	10.00 am onwards

6) **Selection Process:**

- Merit list of admission will be prepared on the basis of marks obtained in Entrance 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.
- Admission offer is given as per the merit and vacancy available. WAITLISTED candidates have to check their merit list status as per the date given on the website. SELECTED candidate should upload necessary required documents at the link provided in the admission offer letter, and after verification of the documents, the candidate will get the payment details (RTGS/NEFT details) for the payment of course fees within the stipulated time frame.

7) **Program Fees: (Subject to change)**

- Fees for 1st year BBA – Hospitality Operations & Management of Batch 2020-2022(last

year) was Rs. 1,77,000/- p.a.

- Fees for current year (Batch 2021-2024) will be announced at the time of admission.

8) **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 Fees	Point of time when notice of withdrawal of admission is received in the Higher Educational Institutions (HEI)
(1)	100%	15 days or more before the formally-notified last date of admission
(2)	90%	Less than 15 days before the formally-notified last date of admission
(3)	80%	15 days or less after the formally-notified last date of admission
(4)	50%	30 days or less, but more than 15 days, after formally-notified last date of admission
(5)	00%	More than 30 days after formally-notified last date of admission

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.

9) **Important instructions:**

- **For cancellation/ withdrawal of admission:** Withdrawal / cancellation means voluntary withdrawal / cancellation by candidate for any reason. Candidate should email at admissioncancellation@nmims.edu, the soft copy of admission cancellation form duly filled and signed (form available on www.nmims.edu & <https://www.nmims.edu/students/>, fee paid receipt copy & cancelled cheque (personal account only).
- 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.