



**MAHATMA GANDHI UNIVERSITY, KERALA**

No.1140/AC A8/3/2019/REG SECT

Dated: 15.07.2019

**NOTIFICATION**

The schedule of admission is approved for MBA programme in the affiliated colleges of the University for the year 2019.

1.	Last date for issuing application forms & receiving filled up applications	22.07.2019
2.	Interview and Group Discussion of shortlisted candidates	25.07.2019
3.	Publication of the rank list on the College Notice Board	29.07.2019
4.	Date of commencement of classes	01.08.2019
5.	Date of closing admission	15.08.2019

**ELIGIBILITY**

A pass in any Bachelor's Degree Examination of Mahatma Gandhi University or an equivalent degree of any other Universities duly recognized by Mahatma Gandhi University with not less than 50% marks in the aggregate for all the parts of examination or a Master's Degree examination with 50% marks in aggregate. Under grading system, C Grade of Mahatma Gandhi University or equivalent thereto from the other recognized Universities with not less than 50% marks in aggregate is required to become eligible for admission. It is the responsibility of the Director/ Principal to ensure that a candidate is having 50% marks in aggregate in order to become eligible for admission. For SC/ST students, a pass in any Bachelor's Degree examination is needed. The Reservation rules are applicable as per the Government and University norms in all the affiliated colleges. Those who are awaiting final semester result can also apply .

**ADMISSION PROCEDURE**

The admission procedure in the affiliated colleges should be based on the norms stipulated by Admission Supervisory Committee(ASC) and approved by Mahatma Gandhi University. All affiliated colleges are required to prepare the prospectus in accordance with the approved norms of Mahatma Gandhi University.

The admissions to the MBA full time programme shall be strictly on the basis of merit as determined by the entrance examination (KMAT Kerala/CMAT/CAT), Group Discussion and Personal Interview conducted at the institution level.

The rank list shall be prepared by affiliated institutions on the basis of sum of following components:-

Admissions- Components of Rank List	
Component	Weight
Entrance Examination Score	80%
Group Discussion	10%
Personal Interview	10%

- Based on the score in the entrance test, candidates shall be short-listed for Group Discussion and Personal Interview. The Group Discussion and Personal Interview shall be conducted by a panel of senior Faculty Members deputed by the Principal, While preparing the rank list, if there are same index marks for more than one candidate, he/ she will be ranked on the basis of actual marks obtained in the qualifying examination. Even after this, if there is a tie, they will be ranked on the date of Birth: i.e the elder person to be ranked higher. Based on the performance in the entrance examination, group discussion and interview, merit rank list shall be prepared and notified duly signed by the Principal/ Director and Head of the Department. An evaluation format for Group Discussion and Personal Interview along with the Rank list is attached as Annexure I of programme structure and syllabus of MBA programme which is published in the University website. The copies of duly filled Annexure I, the Rank list and the list of selected students shall be submitted to the Dean, Faculty of Management Sciences and Registrar of the University by 31.08.2019.
- The list of candidates admitted to the course under merit, SC/ST and other reservation quotas indicating the actual marks secured and index marks arrived at should be forwarded to the Chairman, Admission Supervisory Committee(ASC) and Fee Regulatory Committee(FRC) for scrutiny and approval
- Candidates who have passed qualifying examinations from other Universities/Institutions and not approved by the University shall not be admitted unless eligibility certificates are produced.
- Candidates belonging to SEBC and OEC are allowed a concession of 3%&5% marks respectively in the prescribed minimum marks for admission to the above programme.
- All candidates admitted to MBA programme shall produce original degree certificates before the commencement of first semester examinations.
- The Principals are directed to admit students within the sanctioned strength only. No admission shall be made in anticipation of enhancement of seats.
- It is mandatory to send memo cards, intimating the dates of interviews, to all those who figure in the rank list, under registered post or through e-mail .
- Seats reserved for SC/ST and other reservation categories should be re-notified twice if such seats are remaining vacant.
- All items of fees due to the University should be remitted to the University account within 30 days after the closing of admission.

**Dr.K Sabukuttan**  
REGISTRAR (i/c)

Copy to:

1. The Principals of the affiliated Colleges offering MBA Programme.
- 2.P.S to V.C/PVC
- 3.PA to Registrar/CE
- 4.Tabulation Sections Concerned.
- 5.PRO for issuing a press release
- 6.Content Management Section for uploading
- 7.Enquiry
- 8.AR/DR/JR –Acad

9. Stock file / File copy

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