



INDIAN INSTITUTE OF TECHNOLOGY ROORKEE  
ROORKEE-247 667

Information Brochure for MBA Admission 2018

**ADMISSIONS ELIGIBILITY CRITERIA**

Bachelor's degree in any discipline of Engineering/Technology with first class or its equivalent, or a Master's degree with first class or equivalent in any discipline from a recognized Institution or University. Final year students are also eligible to apply. Such candidates, if selected, will be admitted provisionally, provided they complete all requirements for the qualifying degree with minimum percentage and CGPA or its equivalent by the specified date.

Candidates of General/OBC category seeking admission to the MBA program must have at least 60% marks or CGPA of 6.00 on a 10 point scale at qualifying degree level; but for SC/ST/PD category candidates, this percentage is 55% or 5.50 CGPA on a 10 point scale. The percentage will be considered on the basis of aggregate marks/CGPA awarded in qualifying degree examination.

Candidates belonging to OBC category must submit photo copy of category certificate only in the format available on the website [http://www.ncbc.nic.in/User\\_Panel/UserView.aspx?TypeID=1176](http://www.ncbc.nic.in/User_Panel/UserView.aspx?TypeID=1176); OBC Non-creamy layer certificate should have been issued after 31.03.2017 by a competent authority. Candidates belonging to SC/ST/PD must submit the requisite certificate from a competent authority on prescribed format by Govt. of India at the time of Interview/GD.

Initial short listing of candidates, for sending invitation letters for Interview/GD, shall be done on the basis of their performance in CAT 2017. The final merit for making offers of admission to the Program will be on the basis of their aggregate performance in the Written Test (CAT 2017) followed by Group Discussion, Interview and their Work Experience as per respective weightage given below:-

CAT Percentile 65%; Group Discussions 10%; Interview 20%; Work experience 5%.

Candidates will have to appear for Interview/GD at IITR at their own expense.

These essential eligibility requirements are applicable to all categories of candidates, viz. regular, full-time sponsored and foreign candidates. Other conditions for these categories are as follows:

**A. Regular Candidates**

Final year students of relevant undergraduate programs who have completed the requirements of qualifying examination can also apply. Such candidates will be required to upload a certificate as per the Proforma given in Annexure-1 at the time of Interview/GD. In case of non-availability of the marks of final examination at the time of the Interview/GD due to delay in the announcement of their results, candidates may be allowed to appear in the Interview/GD on the basis of their aggregate results upto pre-final year in which the percentage should not be less than as specified above under essential requirements. However, they will be required to submit the proof of having passed the qualifying examination with the required percentage or CGPA latest by September 28, 2018.

**B. Full-Time Sponsored Candidates**

The candidates must have a minimum of two years of full-time work experience in responsible capacity in a Registered Firm/Company/Industry/Educational and Research Institution/Govt./Quasi Govt./Autonomous Organization in the relevant field in which admission is being sought. The Firm/Company/Industry shall either be a public sector undertaking or a public limited company registered in a stock exchange or a private concern whose annual turnover during the past two years exceeds Rs. 5 crores. The Educational Institution should be recognized by AICTE.

**NUMBER OF SEATS:** The number of seats available in the MBA Program is presently 95.

**RESERVATIONS:** As per Government of India rules.

## APPLICATION PROCESS

In MBA 2018, candidates need to register and fill the application **ONLINE only from next day of declaration of CAT-2017 result** by accessing [www.iitr.ac.in](http://www.iitr.ac.in) on or before **January 29, 2018**.

Scanned copy of documents to be uploaded:

1. CAT 2017 Score card
2. 10<sup>th</sup> Certificate
3. 12<sup>th</sup> Certificate/Diploma Certificate
4. Bachelors Degree or Final/consolidated Marksheet
5. Masters Degree or Final/consolidated /Marksheet, if applicable
6. SC/ST/OBC/PD Certificate, if applicable
7. Appeared candidates can upload last available year/semester marksheet
8. Appearing certificate from Head of the Deptt/Institution (Annexure 1)
9. Sponsorship/No Objection Certificate, if applicable (Annexure 2)

## APPLICATION FEE

### Category

All GEN and NC-OBC candidates

All SC/ST/PD candidates

### FEE

Rs. 1600/-

Rs. 800/-

Application fee will be paid only by using net banking or debit/credit card facilities. Additional charges will be applicable as per the rule of the concerned bank.

*The Fee will not be accepted through any other mode.*

## HOW TO APPLY

**Before applying, candidates are advised to read the “Information Brochure for MBA Admission 2018” carefully.**

**Candidates must follow the following Steps while applying online Application Form.**

- a) Register at this link using your CAT Result.  
<https://g21.digialm.com//EForms/configuredHtml/1702/54407/Registration.html>
- b) Login at this link using your Used ID received in your registered email and password received in your registered mobile number.  
<https://g21.digialm.com//EForms/configuredHtml/1702/54407/login.html>
- c) Apply for MBA Programme.
- d) Finalize Application Form
- e) Pay fee online using option “Proceed for Payment”
- f) Download Application Form (Take a print out of the entire file. This printout is NOT to be sent to IIT Roorkee. It is only for candidate’s own record purpose)
- g) Students will receive one application ID number after submitting the application online. This ID number should be used in all correspondence in future.

## PROGRAM FEE\*

For Regular Students: Tuition Fee

Rs. 2,00,000 per Semester

- A. The above-mentioned tuition fee (Rs. 2,00,000/- per semester) shall not be charged from the SC/ST/PD students.
- B. The above-mentioned fee shall be applicable to Indian Citizens and Indian Citizen Overseas.
- C. This fee does not include security, mess charges, mess security and other charges.
- D. SC/ST students can also avail free messing facility subject to limit of family income Rs. 4.5 lac per annum

## ADMISSION PROCEDURE AND CANCELLATION OF ADMISSION

As mentioned above, initial short listing of the candidates who have applied for admission to IITR shall be done on the basis of their performance in the CAT 2017 Examination and a certain number of candidates shall be invited for Interview/GD. Invitation letters shall be sent to the short listed candidates for interview through email. This information will also be available on the website.

**Schedule of Interview/GD: March 08-11, 2018 at IIT Roorkee only**

**At the time of interview/GD, candidates must bring with them the originals of the following documents:-**

- (i) Score card of CAT 2017;
- (ii) Certificates & mark sheets of all years / semesters of the qualifying examination;
- (iii) Certificate & mark sheets of High School, Secondary School Certificate or equivalent examination;
- (iv) Category certificate of OBC/SC/ST/PD issued by competent authority on prescribed format by Govt. of India and medical certificate to support the physically handicapped status, if applicable
- (v) **Candidates belonging to OBC category must bring category certificate as per GOI, the format of the same is also available on the Institute Website, OBC Non-creamy layer certificate should have been issued after 31.03.2017 by a competent authority.**
- (vi) Certificate in respect of work experience, if any

Based on their aggregate performance in CAT, Interview, Group Discussion and Work Experience, a merit list shall be drawn for offering provisional admission to the Program. Provisional admission offers shall be sent by email at the mailing address as given in the application form. This information will also be available on the Institute website.

The candidates offered provisional admission should deposit full fee latest by the date specified in the provisional admission offer letter failing which their candidature for admission may stand cancelled. A system of registration is followed for all the students joining the Institute. The selected candidates will have to register personally on such date as may be intimated in this regard. At the time of registration, the candidate is required to fill up registration cards, prove his/her eligibility by showing original documents as asked for as well as a set of Xerox copies duly self attested and get himself/herself registered as per list of documents given below (Sl. No. 1-10). After registration, students should report to the concerned Head of the Department and submit the joining report. The proof of joining the Institute shall be the registration card and the fee receipt. Regular classes will start as per the time schedule declared by the Institute.

- 1. Admission Offer;
- 2. Medical Certificate of Fitness in the prescribed proforma;
- 3. Ten recent photographs (8 passport size and 2 stamp size);
- 4. Transfer Certificate/ Migration Certificate;

5. Reserved Category Certificate on prescribed format by Govt. of India, if applicable;
6. Self attested copies of mark sheets of all years/semesters and degree certificate in respect of qualifying examinations;
7. CAT 2017 Scorecard;
8. Relevant Certificate given in Annexure 1- 3, if applicable;
9. Certificate of Character & Good Conduct from the Head of the Institution last attended;
10. Certificate of physical disability, if required.

No refund of fees will be permissible to the students who have registered for the Program but did not join subsequently or who leave the Program after joining. In such cases, only security and mess balance will be refunded.

If any seats remain vacant after the registration, the same may be offered to the wait listed candidates in order of merit on the date decided by the Institute but before close of admission. Wait listed candidates desirous of availing this opportunity should report in person at the Institute at such date as will be intimated to them for the purpose either through e-mail and or Institute website. They should come prepared with the requisite fee and all necessary documents (listed above) and be able to register themselves by depositing full fee in case the admission is offered as classes will start thereafter.

The Institute has the right to cancel at any stage the admission of a candidate who is admitted to a course to which he or she is not entitled being unqualified or ineligible in accordance with the statutes and regulations in force.

Disputes, if any, arising out of or relating to any matter whatsoever concerning admissions to the MBA Program at IITR shall be subject to exclusive jurisdiction of Roorkee.

- **LAST DATE FOR APPLYING ONLINE IS January 29, 2018.**

## **CONTACT DETAILS**

<b>For Eligibility criteria/Admission process related queries</b>	<b>For Program related specific queries</b>
PG Admission Office Indian Institute of Technology Roorkee Roorkee-247 667, Uttarakhand, INDIA Phone: 91-1332-284010/ 285875 E-mail: <a href="mailto:pgadm@iitr.ac.in">pgadm@iitr.ac.in</a> <a href="http://www.iitr.ac.in">http://www.iitr.ac.in</a>	Prof. & Head Department of Management Studies Indian Institute of Technology Roorkee Roorkee-247 667, Uttarakhand, INDIA Phone: 91-1332-285014/ 285081 E-mail: <a href="mailto:doms@iitr.ac.in">doms@iitr.ac.in</a> / <a href="mailto:yusuffdm@iitr.ac.in">yusuffdm@iitr.ac.in</a> <a href="http://www.iitr.ac.in">http://www.iitr.ac.in</a>

# Annexures

Annexure – 1

## CERTIFICATE OF THE FORWARDING OFFICER

(Required from candidates who have not appeared in the final year of the qualifying examination)

I hereby certify in connection with the application of Mr./Ms. .... who is applying for admission to MBA Program at IITR that he/she is a bonafide student of Bachelor's degree in \_\_\_\_\_ or its equivalent/Masters degree in \_\_\_\_\_ or its equivalent.

Place.....

Date .....

Signature of the Principal / Dean / Registrar /  
Dy. Registrar / Proctor / Administrative Officer  
of the institute with official seal

**SPONSORSHIP CERTIFICATE**

(Required from Full-time Sponsored Candidates only)

The undersigned is pleased to sponsor Mr./Ms. .... who is working in this organization for the last ..... years and is presently holding the rank/position of ....., for pursuing the MBA Program at IITR in the Department of Management Studies with specialization in the following areas :

1..... 2..... 3.....

His/her conduct and character is good. The Institution/Organization would relieve him/her immediately for joining the above course, if selected for admission. The Institution/Organization also agrees to pay the contingent/all expenses stipulated by the Institute. This is further certified that the sponsorship for admission will not be withdrawn midway till completion of the course.

Place : .....

Signature of Head of the Institution/Organization with seal

Date : .....

Name .....

Designation.....

(To be submitted at the time of final Registration)

Annexure –3

**CERTIFICATE OF THE FORWARDING OFFICER**

(Required from candidates whose result of the qualifying examination has not been declared)

I hereby certify in connection with the application of Mr./Ms. .... who has been selected for admission to MBA Program at IITR that he/she has completed all the requirements of qualifying examination including theory, practical and project examination for B.E./B.Tech./B.Sc./M.Sc. and the result is likely to be announced by ..... 2018. His/her conduct and character during his/her stay at the Institute/University was "GOOD".

Place .....

Date.....

Signature of the Principal / Dean / Registrar /  
Dy. Registrar / Proctor / Administrative Officer  
of the institute with official seal