

# INSTITUTE OF MANAGEMENT STUDIES RANCHI UNIVERSITY, RANCHI

Admission in 2-Year Full-Time MBA for the Academic session 2020-22

Total number of seats : 240

Number of seats for BPL Category: 05 (Supernumerary)

85% of the total seats are reserved for the candidates of Jharkhand state and only 15% of the seats are open for admission of the candidate from other states. The reservation policy of the Government of Jharkhand shall apply in admission and the benefit of the same shall be given to the candidates belonging to the State of Jharkhand only. The candidates of other states, even those belonging to the reserved category, shall be treated as General category (Open Merit) candidates.

## MINIMUM ELIGIBILITY CRITERIA:

- i. Graduation in any discipline with 50% marks in aggregate of all subjects or in the Honours subject in the bachelor's degree (A relaxation of 5% shall be extended to the SC and ST candidates belonging to the state of Jharkhand.)
- ii. Students in the final year of their graduation may also apply provisionally.
- iii. Candidates who have not given any aptitude test like CAT / XAT / MAT / CMAT / ATMA are eligible to apply for the academic session 2020-22 in view of the current pandemic situation.

## GENERAL INFORMATION:

1. The reservation policy of the Government of Jharkhand shall apply in admission and the benefit of the same shall be given to the candidates belonging to the State of Jharkhand only. The candidates of other states in the reserved category shall be treated as General category candidates.
2. A relaxation of 5% shall be extended to the SC and ST candidates belonging to the state of Jharkhand with valid caste, income and residential certificates. Further, in all matters concerning admission to the MBA course, the Institute shall comply with the guidelines of Ranchi University, Ranchi and shall extend such relaxations, waivers and benefits to other special category as may be permissible under the existing rules at the University for Post Graduate Courses.
3. Apart from the stated basic minimum qualifications, there are **no restrictions on lower or upper age limit** for the candidates. In all matters relating to admission to the programme, the decision of the Institute shall be final and binding on the applicants.
4. All the educational qualifications of the candidate must be from a **Board / Institution / College / University recognized by the state or the central government and the appropriate regulatory body**. In such ambiguous cases wherein the candidates claim that their educational qualifications are equivalent to the prescribed essential qualifications, it will be the sole responsibility of the candidates themselves to submit the necessary documents / certificates (order / letter no. with date) issued by the competent authority from which they obtained the educational qualification.
5. If any **document or certificate furnished is in a language other than Hindi or English**, a transcript of the same duly attested by a Gazetted officer or a notary public is to be submitted. In case any ambiguity / dispute arises on account of interpretation in versions other than English, the English Version will prevail and the self attestation of such certificates or documents will be accepted.
6. As per the Notification No. 44 dated 01.03.1995 of the Ministry of HRD, Govt. of India published in Gazette of India edition dated 08.04.1995, the **degrees obtained through open universities/distance education modeneed to be recognized** by Distance Education Council (now Distance Education Bureau) under the UGC. Accordingly, unless such degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of educational qualification.

7. Due preference shall be given to those candidates, who possess valid score card of CAT/ XAT/ CMAT/ MAT/ ATMA (any one).
8. If an applicant submits **more than one aptitude test score** (CAT, XAT, MAT, CMAT and ATMA), the one with the highest score shall be accepted.
9. After giving preference to the students mentioned in pt.7 the Merit list for the vacant seat will be prepared on the basis of marks obtained in the qualifying examination i.e graduation.
10. There may be no GD in view of the Covid-19 Pandemic situation. However, PI may be conducted if possible.
11. Any **corrigenda/addenda/errata/changes/updates in regard to any official notification or order** shall be made available only at the Institute's website [www.ranchiuniversitymba.in](http://www.ranchiuniversitymba.in). The Institute shall not be bound to notify the applicants through newspaper advertisements, email or any other media.
12. The Institute reserves the right to Modify / Revise / Reschedule / Cancel / Suspend the admission process, if the need so arises, without assigning any further notice or reason thereof. The decision of the Institute shall be final and no appeal shall be entertained.
13. The applicants should indicate the overall percentage obtained in graduation calculated to correct nearest two decimal places. **Rounding off** of the decimal digits to a whole number for calculation of the percentage of marks shall not be permissible in any case, whatsoever. Thus, 49.99% in graduation shall be treated as less than the qualifying criteria of 50% and 59.99% shall be considered as second division (less than 60%).
14. Wherever **CGPA/SGPA/OGPA or letter grade** in a qualifying degree is awarded, equivalent percentage of marks correct to two decimal places should be indicated in the application form as per norms adopted by the respective University/Institute. Candidates from Universities/Institutes awarding degrees based on ratings/grades other than numerical marks may please note that if the equivalent aggregate percentage of marks is not mentioned in the mark sheet / certificate, a letter from the head of the Institute/Controller of Examinations of the University would be required, stating clearly, the methodology of conversion of the grades into percentage (conversion formula) and the numerical marks equivalent to their rating/grade.
15. The Institute shall accept only the **date of birth, name, father's name and mother's name** as recorded in the matriculation examination certificate.
16. **Only the computergenerated caste, income and residential certificates** shall be accepted for verification that can be verified online at the Jharkhand E-District / CSC / JharSewa portal of the Govt of Jharkhand. The Income Certificate issued immediately prior to the COVID-19 Pandemic situation shall be considered for the academic session 2020-22.
17. Scanned / xerox copy of **Caste / Residential/ Income Certificate** (for SC / ST / OBC / BPL categories) and all academic certificates along with corresponding mark sheets / grade cards / transcripts are essential.
18. The **selection list of successful candidates shall only be provisional. All the Scanned / Xerox copies of the documents shall be verified along with the originals** in due course of time by the competent authority.
19. In case of **BPL Category applications**, physical verification of documents with the originals will be mandatory before admission.  
Documents to be verified:-
  - BPL Card/ Certificate.
  - BPL Certified copy from proper Govt / Govts. issuing authority.There are **five (05) seats reserved for BPL candidates** on a first come first served basis tantamount to fulfilling the eligibility criteria.
20. No candidate is allowed to submit **more than one Application Form** in support of his or her candidature. All such applications from candidates submitting more than one Application Form shall be liable to be rejected and no communication in this regard shall be conveyed.
21. While every effort shall be made by the Institute to ensure accuracy and timeliness in the **publication of the provisional selection list** of candidates for admission in the MBA course, the

Institute of Management Studies, or for that matter, the parent Ranchi University shall not be responsible for any inadvertent human or technical error of any kind that might creep in the publication of the list, including but not limited to, typographical error.

22. The **decision of the Institute in all matters** relating to the admission in and the general conduct of the MBA programme such as, eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of personal interview, and allotment of roll numbers to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
23. The Institute may withdraw or amend its offer of admission, or terminate the registration of a student, if it is found that either a false or a misleading statement has been made, or that significant information has either been omitted or withheld in his / her application form. Any **material suppression of facts** or submission of forged certificate by a candidate for securing eligibility and / or obtaining privileges shall lead to rejection of his/her candidature. Further, legal action can be initiated, if warranted.
24. Any student taking admission in the MBA programme **shall not be allowed to pursue any other full time programme/ course in the University or elsewhere** in the entire period of the programme. Further, it is clarified that if a student leaves the programme after passing few of the semesters/ courses and takes up a full-time programme/ course elsewhere, then he/she shall not be allowed to continue the programme further in the University.

### **STUDENTS CODE OF CONDUCT:**

1. Students must conform to a **high standard of discipline** and conduct themselves with dignity, modesty and politeness within and outside the Institute campus. It is collective as well as individual responsibility of the students to keep the campus premises clean, green and healthy .
2. In compliance with the orders of the Hon'ble Supreme Court of India, the Institute shall take strict action, including, but not limited to criminal proceeding (and / or cancellation of admission) against those found **guilty of ragging** and / or of abetting ragging. The burden of proof, in all such cases, shall lie on the perpetrator of alleged ragging and not on the victim. The Institute is bound by the UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions, 2009."
3. Students taking admission in MBA programme are required to maintain a **minimum of 75% attendance** in every subject. A student who has not satisfied the minimum attendance requirement of 75% shall not be allowed to appear for the semester examination in that course/subject. In such a case the student will have to repeat the course/subject in the corresponding semester during the next year .
4. **Library books** are to be used with utmost care and returned without any damage, within the mentioned due date. Any misconduct like tearing of sheets from books, mutilation of books, marking inside, folding pages, etc., will be dealt with seriously and the cost of such books at the prevailing rates will be recovered from the student concerned, besides imposition of fine. Damaged books shall not be accepted.
5. Every student is expected to be decently dressed at all times within the Institute premises. It is mandatory for a student to follow the **institutional dress code**, failing which he or she may not be allowed to attend the classes.
6. Consumption of **drugs, alcohol, and smoking** is strictly prohibited in the Institute campus.
7. **Eve teasing** is strictly prohibited and punishable when indulged in, both inside and outside the campus.
8. We value self-discipline and do not believe in policing. However, any act of **indiscipline** or immoral behaviour will invite strict disciplinary action including dismissal from the Institute.
9. Disputes, if any, are subject to exclusive **jurisdiction** of competent courts in Ranchi district only.

These instructions are by no means comprehensive. Any issue, not expressly provided herein, would rest at the absolute discretion of the Institute which **reserves the right** to modify these instructions.

**Declaration:** *I have read & understood the Rules and Regulations stated above and agree to fully abide by them.*