

Guidelines for the Admission to Management Programmes

1. Entrance Test

Admission to MBA, Diploma in Management, and Post Graduate Diploma in specialization programmes (PGDHRM and PGDMM) (all in English medium only), will be allowed on the basis of score obtained in the entrance-test to be conducted for the purpose. The entrance-test is likely to include questions from the following areas-

- **Reading/Writing Comprehension-20% (approx.)**
- **Numerical Ability/Data Interpretation-30% (approx.)**
- **Logical/Mental Ability-30 % (approx.)**
- **Current Awareness-20% (approx.)**

The entrance test will be of the duration of 2:30 hours and it will have Multiple Choice (objective type) Questions.

2. How to Apply

For appearing in the entrance test, a candidate shall have to fill-in the Application Form for Entrance Test, only through online mode. The link for the same shall be available on university's website www.uou.ac.in. The fee for entrance test shall be payable only through online mode of payment. The list of applicants and the test centre allotted shall be posted on the University's website a week before the entrance test. University will try to allot the nearest test centre to the Applicants, and they can download their admitcard from the university's website. **Applicants are instructed to visit University's website regularly for the latest and detailed information regarding entrance test.** Further, all the applicants have to report to their respective test centres at 10:00 a.m. and they may also collect their hall tickets from the test centre. They must bring a valid identity proof for appearing in entrance examination. In case of extra-ordinary circumstances, candidates may appear at any of the test centres, subject to the production of valid identity proof and the proof of having filled-in the form for entrance-test. Learners are advised to bring a black or blue ball point pen for filling-in the OMR sheet. The result of the entrance test will also be displayed on the website. Admission in the programmes will be given on securing the minimum qualifying marks in the entrance test and after verification. **If on the basis of incorrect estimation of eligibility, some ineligible person appears in the entrance examination, such cases are liable to be cancelled at any stage thereafter. The onus of proof regarding eligibility is on the candidate.**

Note: Applicants are instructed to regularly check/ visit University's website for the latest and detailed information regarding entrance test. The validity of the result of entrance test shall be for two years only.

3. Admission Process

Applicants qualifying entrance test shall initiate for the admission as per the procedure laid down by the University. The admission shall be complete only after completion of the entire process and payment of the fees. Candidates are advised to check the fee schedule as given in prospectus as well as on the website.

4. Candidates having the composite score of 400 in MAT/CAT

Candidates having the score of 400 in MAT/CAT are exempted from the entrance test. Such candidates are required to apply for admission as per the procedure laid down by the University.

5. Admission to MBA after completing Diploma in Management and Specialization (P.G.) Diploma Programmes

A. For the learners who have completed DIM Programme: Those who have successfully completed DIM will be allowed to enroll for admission in Management (MBA), without re-appearing in Entrance Test. In such a case, they should take the admission as per the procedure laid down by the University. **Such learners have to submit their original marksheet of n Diploma programme to the University.**

B. For the learners who have completed P.G Specialization Programmes:

- a. Such learners shall have to enroll for MBA first year if they have not completed it and they will have to complete integrated papers also.
- b. They will **have to submit their original marksheet of P G Specialisation Diploma programme** to the University.

6. Counseling Sessions

A minimum attendance of 50 % is compulsory in the counseling sessions.

7. Changes, etc. in the guidelines

If any changes are made, the same will be communicated to all the concerned and it will be applicable for the on-going batch only and it shall be also mandatory for them.

If there exists any discrepancy or doubt, the decision of the School / University shall prevail.

8. Guidelines for Project Work for MBA

For the learners enrolled in MBA programme (MBA-10 to MBA-12), after completion of fifth semester project work shall have to be completed. The learners enrolled in MBA-13, MBA-16 and MBA-17 Programme, have to pursue the project work in fourth semester. Project work should only be undertaken by the learners after s/he has completed basic compulsory courses (MS 101 to MS 111). The Guidelines for pursuing project-work shall be posted on the website. Project work should only be undertaken after s/he has completed the basic compulsory courses (CP 1001 to CP 1010 for MBA-10, MBA-12 and MBA-13 and MBAH 101 to MBAH 106 and CP1006 to CP 1010 for MBAH-11 and MS 101 to MS111 for MBA-16 and MBA-17).

8. Instructions for Bachelor Degree Programmes

There is a provision of foundation courses and the same will apply for BBA students also. Detailed information can be had from the School.

Note- For further guidelines and clarifications, learners of Management Programmes are instructed to go through the University's website regularly for keeping them informed of the changes.

IMPORTANT

1. Learners not successfully completing one or more papers at the first year level/second year level may be given admission to the next level of study.
2. Learners not successfully completing one or more papers at the fifth / third semester in MBA may be allowed to start the project work provided they have successfully cleared the first year, i.e. 1st and 2nd Semester (MS 101 to MS 111 for learners enrolled in MBA-17 and MBA-16, CP1001 to CP1010 for learners enrolled in MBA-10, MBA-12 and MBA-13 and MBAH101 to MBAH106 along with CP1006 to CP1010 for the learners enrolled in MBAH-11) and particularly the course on Research Methodology and Quantitative Analysis (CP1007).

Note: The University reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of the year of registration. All the learners enrolled in Management Programmes are instructed to continuously follow blog of the School for the updates. Address of the blog is; www.blogsomcuou.wordpress.com

9. Directions for the Study Centres;

- a) It is the duty of the study centres to regularly update the learners with the Notifications, Circulars, Directions etc. of the University issued from time to time either through the website or individually to the study centres.
- b) Regarding the project work, all the directions and guidelines to the learners are to be provided by the study centres. Violating any of the above mentioned guidelines shall be a valid reason for withdrawal of MBA Programme from such a study centre.