

## Frequently asked Questions on Part Time MBA Courses for the academic year 2013-16.

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**1. Which part Time MBA courses do you have?**

We have Three Part Time MBA Courses. They are as follows.

- Master's Degree in Marketing Management
- Master's Degree in Financial Management
- Masters' Degree in Human Resource Management

**2. These courses are affiliated to which University ?**

All Three courses are affiliated to the University of Mumbai.

**3. What is the duration of the course ?**

Course is of Three Years. There are six semesters.

**4. How many Seats are available for each course ?**

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|--|----------------|
| Master's Degree in Marketing Management -      | Total 90 Seats |
| Master's Degree in Financial Management -      | Total 90 Seats |
| Masters' Degree in Human Resource Management - | Total 60 Seats |

**5. What are the Eligibility Criteria for these courses ?**

A candidates must have passed a Three Year Bachelor's degree (10+2+3)examination with minimum 45% in any faculty of Mumbai University or an examination recognized by Mumbai University as equivalent thereto. Candidate must have a minimum Two Years Experience (Executive or Supervisory level). The experience being counted from the day subsequent to the last day of qualifying examination passed by the candidate.

**6. What are the timing of these courses?**

For First Year the timings are as follows.

Friday - 7.00pm to 9.00 pm

Saturday - 4.45 pm to 9.00 pm

Sunday - 10.00am to 5.00 pm

(For Second and Third year it is on Saturday and Sunday at the same time. No Friday lectures for Second and Third Year)

**7. What are the attendance criteria ?**

As per University Rules students have to attend minimum 75% lectures in each subject to qualify for taking the final examination at the end of the semester.

**8. How many Semesters are there in the course ?**

There are total 6 semesters in 3 years.

**9. What are the timing to collect the form ? What is the form fee ?**

Admission forms are available in the Admission office of the institute from every Monday to Saturday from 10.00 am to 5.30 pm. Form fee is Rs. 1500/- which is non refundable and payable by CASH Only.

**10. What is the last date of form submission ?**

You can submit forms till 31<sup>st</sup> March, 2013 , 5.00pm. You are not allowed to submit the form after that. If you fail to submit the same till given date you will be disqualified.

**11. What is the admission procedure?**

Admission is based on the performance of Written Test followed by Personal Interview. Both of which will be conducted by and at the Institute only.

**12. When is the Common Entrance Test ?**

This Common Entrance Test is on Sunday 14<sup>th</sup> April 2013 (Sunday) from 10.30am onwards.

**13. How do I prepare for the test ?**

It is an aptitude test comprising of Mathematics, English and GK.  
Samples questions will be available on the institute's admission notice board in Jan 2013.

**14. What if I miss this Common Test ?**

If you miss it you will be out of the Admission Process.

**15. When will be the Personal Interview? What is the dress code for the same ?**

Personal Interview will be on 20<sup>th</sup> and 21<sup>st</sup> April, 2013. Exact date and time of each candidate will be displayed at the time of Written Test.

**Dress code is formal. T-Shirts, Sleeveless, Skirts etc not permitted.**

**16. What Original documents I require during personal interview ?**

Following documents are required during Personal Interview.

1. SSC Marksheet
2. HSC Marksheet
3. Last Year Graduation Marksheet (Candidate who belongs to 'Other than Mumbai University Category' are required to bring all years/ semesters degree marksheets)
4. Convocation Degree and Passing Certificate
5. Work Experience Certificate of 2 Years (Only after graduation)  
(Appointment letter and salary slip not accepted)

**17. When is the result of these courses ?**

The result of all three courses is on Sunday, 28<sup>th</sup> April, 2013 after 4.00 pm on the institute notice board.

**18. What photocopies are required to be submitted with the form ?**

1. *SSC Marksheet*
2. *HSC Marksheet*
3. *Last Year Graduation Marksheet (Candidate who belongs to 'Other than Mumbai University Category' are required to bring photocopy of all years/ semesters degree marksheets)*
4. *Convocation Degree and Passing Certificate*
5. *Experience Certificate of 2 Years (Only after graduation) (Appointment letter and salary slip are not accepted)*

**19. What are the fees of the courses ?**

The fees for these courses are decided by the Shikshan Shulk Samiti. For fee details please call accounts department on 022-28454949 / 9920555333.

**20. What is the course content of these course ?**

Course content is available on the website in admission section or with the form.

**21. Who are the contact persons for more details ?**

Mr. Nilesh 9920555333, Mr. Challenge 9920424541, Mr. Sachin and Nitin 022-42990035/ 42990043 /28454949

(between 10.00 to 5.30pm)

**Disclaimer:** The Information mentioned herewith is subject to change without prior notice in case of omission and commission error. Date and timings are subject to revision due to unavoidable situations / technical reasons etc. Please visit the institute for latest information on the above matters.