



INFORMATION AND INSTRUCTIONS TO CANDIDATES

A candidate has to submit separate application for 1) M.B.A. (Regular) 2) M.B.A. (Hospitality Management – Self Supporting) 3) M.B.A. (Part Time – Self Supporting)

1) PROGRAMME OF STUDY

Master of Business Administration (M.B.A. - (Regular) / M.B.A. (Hospitality Management – Self Supporting), M.B.A. (Part Time – Self Supporting) Degree Programmes will be conducted at **The UNIVERSITY DEPARTMENT, (COLLEGE OF ENGINEERING, GUINDY CAMPUS) ANNA UNIVERSITY, CHENNAI - 600 025.**

M.B.A. (Regular) / M.B.A. (Hospitality Management – Self Supporting)

Working days: From 8.30 a.m. to 4.30 p.m.

M.B.A. (Part Time – Self Supporting):

Minimum : 5 days per week
Working week days : From 6.15 p.m. to 9.15 p.m.
Saturdays and Holidays : From 8.30 a.m. to 8.30 p.m.

2) DURATION OF THE PROGRAMME

4 Semesters (2 Academic Years) for Regular degree programme

6 Semesters (3 Academic Years) for Part Time degree programme (Self-Supporting)

3) ELIGIBILITY FOR ADMISSION

i) **M.B.A.** A pass in a recognised Bachelor's degree of minimum 3 years duration and obtained at least 50 % (45 % in case of candidates belonging to reserved category) at the qualifying examination. (a) 10+2+3/4 years pattern (or) (b) 10+3 years Diploma +3 years pattern (or) c) B.E. / B.Tech. / B.Arch. / B.Pharm. (or) d) AMIE with 2 years regular full time Teaching experience / Industrial experience in the relevant field after passing all the subjects.

- Candidates admitted through lateral entry in degree courses are not eligible except, B.E. / B.Tech. degree courses.
- Candidates with B.E. / B.Tech. / Bachelor's degree / M.Sc. degree obtained through week end courses and B.E. / B.Tech. through distance mode are not eligible.
- Candidates appeared for Final year/semester Examination of the said qualifying degree course in April/May 2012 may also apply for admission.

Candidates must have appeared for TANCET 2012 (Tamil Nadu Common Entrance Test – 2012) for M.B.A. conducted by Anna University.

4) GENERAL INFORMATION

- Candidates should carefully fill up the application form.
 - All the other state candidates will be classified under 'OTHERS' category only.
- iii) HOSTEL ACCOMMODATION IS NOT AVAILABLE
- iv) Candidates admitted under M.B.A. (Part Time - Self Supporting) programme are not eligible for any scholarships or fee concessions.

- v) Special Reservation for Differently Aabled candidate is available as per Government of Tamil Nadu norms.

5) NATIVITY

Indian Nationals alone are eligible

Candidates who have studied 5 years continuously (from XI Standard onwards) in Tamil Nadu will be considered as Tamilnadu candidates. Candidates who are Native of Tamilnadu but have studied XI, XII or and Degree out side Tamilnadu have to produce a Nativity Certificate from the Tahsildar of their Native Taluk/District of Tamilnadu for considering them as Tamil Nadu Candidate. Other State candidates who have studied 5 years continuously in Tamilnadu (who have Studied XI and XII (H.S.C) and degree course) will be considered under open category.

6. COMMUNITY RESERVATION

The selection of candidates will be through counselling following the rules of reservation of Government of Tamil Nadu. Reservation shall be made under seven categories namely OC, BC (other than BC Muslim), BCM (BC Muslim), MBC / DNC, SC, SCA, and ST.

Tamil Nadu Native candidates alone will be considered for communal reservation and the list of communities eligible to compete against the reserved quota is given in **Annexure**.

- Candidates seeking admission against ST / SC / SCA / MBC & DNC / BCM (BC Muslim) / BC quota should obtain the certificate of social status issued by the competent authority in the format (Permanent Community Card) prescribed by Government of Tamil Nadu in the G.O.Ms.No.781 (Revenue Department) dated 2.5.1988. In the case of ST candidates, the community certificate should be issued by the Revenue Divisional Officer / P.A. (General) to the Collector of Chennai / Sub-Collector of the District concerned vide G.O. Letter No. 32061/A DWI/89-2, dated 27.12.1989 and Letter No.21424/A DWIII/94-4, dt.15.11.1994 from the Secretary to Government, Adi Dravidar and Tribal Welfare Department, Chennai 600 009. The Permanent Community Certificates issued to ST candidates by Tashildars upto 11.11.1989 is valid.
- Community Certificates obtained from Other States will not be considered for communal reservation.
- For communities linked with Districts (See Annexure) the candidate should obtain their community certificate in the respective district except the communities mentioned in the G.O. (St) No.95 BC, MBC & Minorities Welfare Department, dated 28.10.2009. Community Certificate obtained from other than the respective District will not be considered.

- d. To avail special reservation under Differently Abled Persons category a certificate from the District Medical Board has to be enclosed. The format is available in the website: www.annauniv.edu

Note:

Candidates who do not produce the attested copy of permanent community certificate will be considered under open category. No further correspondence in this regard will be entertained.

- e. To avail special reservation under physically challenged category a certificate from the District Medical Board has to be enclosed.

7. SELECTION AND ADMISSION PROCEDURE

- 7.1 Merit list will be prepared based on the marks obtained in the TANCET-2012 (M.B.A.). The reservation norms of Government of Tamil Nadu will be followed for admission.
- 7.2 If there is a tie between candidates (same marks obtained by more than one candidate) while preparing the merit list, the candidate who has passed all the subjects upto prefinal / semester / year and having higher average percentage of marks upto pre-final semester/year of the qualifying examination will be ranked above.

8. COUNSELLING

- 8.1 In order to expedite the admission process, candidates are called for counselling. Candidates should attend the counselling at their own cost and risk. More number of candidates than the seats available will be called. Seats will be filled on the basis of merit among the candidates present at the time of counselling following the rule of reservation prescribed by the Government of Tamil Nadu.

Candidates who do not attend the counselling on the prescribed date and time can not claim any right for admission at a later date. Candidates who have passed all the subjects of the qualifying examination alone will be permitted to attend the counselling.

- 8.2 When a candidate is provisionally selected for admission he/she is required to pay an initial amount of Rs.5,000/- (Rupees Five thousand only) in the form of DD immediately and join the programme. Otherwise the offer of admission will automatically stand cancelled.
- 8.3 Candidates who have passed the qualifying examination but have not yet received the Provisional/Degree have to produce the provisional / degree certificate on or before 03.09.2012. The provisional admission of those candidates who fail to produce the said certificate on or before the specified date, even if eligible otherwise, will automatically stand cancelled; Such candidates have to discontinue the programme.

9. RECEIPT OF FILLED-IN APPLICATION

The last date for the receipt of completed application is 15.06.2012 by 5.30 pm.

10. MAILING ADDRESS

Completed application is to be sent to the Director, (Admissions), Examination Centre, Anna University, Chennai - 600 025. Candidates sending the application by post should mail them sufficiently early so that the application reaches the University **on or before 15.06.2012** by 5.30 p.m.

Note: The University is not responsible for any postal delay / loss in transit.

Registration fee for the application once paid will not be refunded under any circumstances.

List of Documents to be enclosed with the application

1. Copy of TANCET 2012 Hall Ticket.
2. Degree Certificate (or) Provisional Degree Certificate in the case of candidates who have passed during 2011 or earlier. Candidates appeared for the final semester / year exam of the qualifying degree in April/May 2012 have to enclose a course completion certificate from the Head of the institution where the candidate has studied.
3. Copy of X Mark Sheet.
4. Copy of XII Mark Sheet.
5. Copy of the Mark Sheets of all semester/year of the Qualifying Examination.
6. Copy of Community Certificate for BC / BCM / MBC / SC / SCA / ST candidates.
7. Nativity certificate (If applicable).
8. Certificate from District Medical Board for Differently Abled candidates.
9. Self addressed stamped envelope for counselling call letter.
10. Self addressed stamped acknowledgement card.