

INFORMATION BROCHURE

for
Admission to MBA Programme
2023-24



INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
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MBA Admission 2023-24

The Master of Business Administration (MBA) at IIT Roorkee is a regular residential program spread over two academic years divided into eight terms. The course structure is designed to impart knowledge of the core management concepts and techniques in the first year which is, after that, upgraded to advanced knowledge and practicing skills in the areas of specialization opted for by the students in the final year.

1. IMPORTANT DATES:

Last date for submission of online Application	January 31, 2023 (5:00 p.m.)
Releasing the list of shortlisted candidates for Interview	March 03, 2023
Interview	March 13-25, 2023 (Tentatively)
Declaration of Result	April 14, 2023
Admission Registration	July 14, 2023 (Tentatively)

2. ADMISSION ELIGIBILITY CRITERIA:

2.1	<p>(i) Graduation with CAT-2022 score or a professional qualification equivalent to that of University degree recognized by UGC, in any discipline with minimum 60% marks (55% for SC/ST/PD). 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 that will be intimated later. The percentage will be considered on the basis of aggregate marks/CGPA awarded in qualifying degree examination.</p> <p style="text-align: center;">OR</p> <p>(ii) IIT graduates (admitted through IIT-JEE) with a CGPA 7.0 or above on 10 point scale are exempted from the requirement of CAT 2022.</p>
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3. ADMISSION CATEGORIES:

3.1	<p>Regular Candidates:</p> <p>Final year students of any undergraduate programs who have completed the requirements of qualifying examination can also apply. In case of non-availability of the marksheet of final examination at the time of the Interview due to delay in the announcement of their results, candidates may be allowed to appear in the interview 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.</p> <p>However, they will be required to submit the proof of having passed the qualifying examination with the required percentage or CGPA latest by August 14, 2023.</p>
3.2	<p>Full-Time Sponsored Candidates:</p> <p>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. Five Crores. The Educational Institution should be recognized by AICTE/UGC/Competent Authority.</p>

3.3	International Candidates:
	<p>International candidates who fulfill the eligibility criteria mentioned in point 2.1 may apply as per the procedure given in point 4.1.</p> <p>International candidates who are neither IIT graduates (admitted through IIT-JEE) with a CGPA 7.0 or above on 10 point scale nor having CAT-2022 score, are requested to visit the website of International Relations, IIT Roorkee https://ir.iitr.ac.in/ for relevant information towards application submission, registration, fee structure, accommodation, etc.</p>

4. DETAILS OF ONLINE APPLICATION SUBMISSION:

4.1	How to Apply:	
	<p>Before applying, candidates are advised to read the “Information Brochure for MBA Admission 2023” carefully.</p> <p>Candidates must follow the following Steps while applying online Application Form.</p> <p>a) Access the URL: https://www.iitr.ac.in/ACAD/pages/Admission_to_M_B_A_Programmes.html</p> <p>b) MBA Admissions 2023-2024 - Apply Online</p> <p>c) Register</p> <p>d) Complete Application Form.</p> <p>e) Pay fee online using option “Proceed for Payment”</p> <p>f) Download Application Form (Take a print out of the entire file, if required. This printout is NOT to be sent to IIT Roorkee. It is only for candidate’s own record purpose)</p> <p>g) Students will receive one application ID number after submitting the application online. This ID number should be used in all correspondence in future.</p>	
4.2	Documents to be uploaded:	
	<ol style="list-style-type: none"> 1. Recent Photograph 2. Candidate’s Signature 3. CAT 2022 Score card/ IIT-JEE score card (as applicable) 4. 10th Certificate 5. 12th Certificate/Diploma Certificate 6. Bachelors Degree/Provisional Degree and marksheets 7. Appeared/appearing candidates can upload last available year/semester marksheet 8. Masters Degree or final/consolidated /marksheet, if any 9. SC/ST/OBC-NC/GEN-EWS/PD Certificate, if applicable (Candidates under OBC-NC and Economically Weaker Sections (EWS) category must submit a copy of valid category certificate as per GOI, issued after 31.03.2022 by a competent authority.) 10. Sponsorship/Experience / No Objection Certificate, as applicable (Annexure-2) 11. Proof of annual turnover during the past two years exceeds Rs. Five Crores of parent organization, if applicable 12. Passport (applicable for International candidates only) 	
4.3	Application Fee:	
	Category	Fee Amount
	All GEN/GEN-EWS and OBC-NC candidates	Rs. 1600/-
	All SC/ST/PD candidates	Rs. 800/-
	All Female candidates	Rs. 800/-
	International Candidates (including PIO/OIC)	From SAARC Countries
		From Non-SAARC Countries
		USD 75#
		USD 150#
		# Or equivalent in INR

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.

5. ADMISSION PROCEDURE AND CANCELLATION OF ADMISSION:

5.1	Interview: A certain number of candidates shall be called for Interview. Invitation letters shall be sent to the short listed candidates for interview through email. This information will also be available on the Institute website. Interview will be held at IIT Roorkee, depending on travel conditions due to Covid-19 pandemic, interview may be conducted online.
5.2	Documents required at the time of Interview: (a) Score card of CAT 2022/IIT-JEE score card (as applicable) (b) Certificates & mark sheets of all years / semesters of the qualifying examination; (c) Certificate & mark sheets of High School, Secondary School Certificate or equivalent examination; (d) Category certificate of GEN-EWS/OBC-NC/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. (Candidates under OBC-NC and Economically Weaker Sections (EWS) category must submit a copy of valid category certificate as per GOI, issued after 31.03.2022 by a competent authority.) (e) Sponsorship/Experience / No Objection Certificate, as applicable (Annexure-2) (f) Proof of annual turnover during the past two years exceeds Rs. Five Crores of parent organization, if applicable (g) Passport (applicable for International candidates only)
5.3	Admission Offer: Based on the aggregate performance, 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 as per the schedule.
5.4	Fee Refund: No refund of fees will be permissible to the students who get registered for the Program but do not join subsequently or who leave the Program after joining. In such cases, only security and mess balance will be refunded.
5.5	Filling of Seats: Admission process will be completed through multiple rounds of offer, if required. Candidates need to be prepared with the requisite fee and all necessary documents for registration at a short notice. Information will be updated on the website.
5.6	Cancellation of Admission: 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.

6. NUMBER OF SEATS:

The number of seats available in the MBA Program is presently 95, with reservation as per GoI.

7. RESERVATION:

As per Government of India rules.

8. IMPORTANT INSTRUCTIONS:

8.1	The candidates are advised to read each and every instruction given in this Information Brochure very carefully before applying Online.
8.2	All entries should be carefully made while applying online. IIT Roorkee will not be responsible for wrong entries. Candidates shall be sole responsible for the eligibility, correctness and authenticity of the information / documents provided in the online application.
8.3	Online application submitted by the candidates shall be considered final and binding. Requests for making correction/modification/change in the online application shall not be entertained.
8.4	The Institute reserves the right to verify the antecedents or documents submitted by the candidate at any time during their period of study. In case it is found that the documents submitted by the candidate are not genuine, then his/her admission shall be terminated, and disciplinary / criminal proceedings will be initiated
8.5	No request shall be entertained for accepting the application after the last date. IIT Roorkee will not be responsible for technical error while making the online application / payment of fee. Therefore, candidates are advised to submit their application well in advance and not to wait for the last moment.
8.6	Applications will be scrutinized, relevant documents checked / verified for their authenticity. Candidates are requested to check the information sent by the institute and do the needful, if required. The institute shall not hold the responsibility for the failure of the candidates in timely checking the e-mails/doing the needful. All the candidates are requested to mention their operational e-mail ids and contact numbers in the online application form.
8.7	After submitting the Application, admission related enquiries may be made to the provided contact details only. Please note the following: i. Subject of the E-mail should be: 'MBA Admission 2023 Query' . ii. Text matter of the E-mail should consist: (a) Registered Email-ID (b) Name of the applicant (c) Details of query (d) Application No., if allotted.

9. CONTACT DETAILS:

For Application Portal related queries	For Eligibility criteria / Admission Process/ Program related specific queries
Academic Affairs Office (Admission) Indian Institute of Technology Roorkee Roorkee-247 667, Uttarakhand, INDIA E-mail: pgadm@iitr.ac.in Website: http://www.iitr.ac.in	Prof.& Head, Department of Management Studies Indian Institute of Technology Roorkee Roorkee-247 667, Uttarakhand, INDIA Phone: 91-1332-285014/ 6585 (10 a.m. – 5 p.m.) Academic Program Coordinator: 904577795 (mob.) (10 a.m. – 5 p.m.) : 8266005994 (mob.) E-mail: acadprgm.coordinator@ms.iitr.ac.in
MBA Admissions Coordinator : 01332-28-6585 (Landline) (10 a.m. – 5 p.m.) 9458956198, 9458952698 (Mobile)	

AUTHORITIES WHO CAN ISSUE CASTE CERTIFICATE

SC/ST/OBC-NC/GEN-EWS candidates should submit certificate issued by any of the following authorities:

District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner / Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate / Revenue Officer not below the rank of Tehsildar / Sub-Divisional Officer of the area where the candidate and / or his / her family normally resides / Administrator / Secretary to Administrator / Development Officer (Lakshadweep Island).

(Certificate issued by any other authority will not be accepted.)

SPONSORSHIP/NO OBJECTION 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. All the expenses as stipulated by the IITR shall be paid by the Institute/Organization. This is further certified that the sponsorship for admission will not be withdrawn midway till completion of the course.

Please tick [✓] any one:

Our enterprise is registered in a stock exchange/had an annual turnover of above Rs. 5.0 crores in the past two years (for candidates working in a Firm/Company/Industry)	YES	: []
	No	: []
	Not Applicable	: []

Place :

Signature of Head of the Institution/Organization with Seal

Date :

Name

Designation.....

Name and Address of Organization

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