

Admission Bulletin-2017

Chairperson, Admissions
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KIITEE
Management

2017



KIIT SCHOOL of Management
KIIT UNIVERSITY

APPLICATION FOR MBA Programme

1.0. Eligibility

Graduates in any discipline recognized by the Association of Indian Universities (AIU), with a minimum of 15 years (10+2+3) of education and minimum 50% aggregate marks (or equivalent CGPA). The percentage of aggregate marks is to be calculated taking all subject into consideration including optional subjects.

Where the University/Institution does not have any scheme for converting CGPA into equivalent marks, percentage score would be calculated by dividing the obtained CGPA with the maximum possible CGPA and multiplying the result with 100.

Those who are in the final year and expect to complete all the requirements of graduation before **June 30, 2017** can also apply.

2.0. Programme Fee

The total MBA Course Fee (including mess charges) is Rs. 11,95,000/- (Rupees Eleven Lakhs Ninty Five Thousand only) payable in five installments as given below. The fee includes Tuition Fees, Hostel and Utility Charges, Development and Administration Fees and Books.

Schedule of Payment of Fees for MBA 2017 – 19 Batch:

Particulars	1st Instalment	2nd Instalment	3rd Instalment	4th Instalment	5th Instalment
Particulars of Fees Onetime Fee (Admission Administration, Registration, Hostel joining Fee, Laptop and Blazer)	1,00,000	-	-	-	-
Tuition Fees		1,31,250	1,31,250	1,31,250	1,31,250
Development Fee		50,000	50,000	50,000	50,000
Co and Extra Curricular Activities		20,000	20,000	20,000	20,000
Total Academic Fees (A)		2,01,250	2,01,250	2,01,250	2,01,250
Hostel Rent, Utility and Establishment (B) (100% AC Hostel)		50,000	50,000	50,000	50,000
Mess Charges		45,000		45,000	
Total per Installment (A+B)	1,00,000	2,96,250	2,51,250	2,96,250	2,51,250
			Grand Total		11,95,000

Scholarship

Top 5 ranked candidates in KIITEE Management Test 2017 will be eligible for scholarship equivalent to 50% of tuition fees.

3.0 Application Procedure

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3.1 Application through OFFLINE Mode

3.1.1 APPLICATION FORM AND PROSPECTUS WILL BE AVAILABLE ON PAYMENT OF APPLICATION FEE OF **RS. 1250/-** IN CASH/DEMAND DRAFT DRAWN IN FAVOUR OF "KIIT SCHOOL OF MANAGEMENT" PAYABLE AT BHUBANESWAR, FROM THE FOLLOWING SOURCES:

► Chairperson, Admissions, KIIT School of Management, Bhubaneswar

► Information Centre, KIIT University, Chintan Building, Campus IV, Bhubaneswar

► Director Admissions, KIIT University, Koel Campus, Bhubaneswar

3.1.2 CANDIDATES CAN ALSO OBTAIN THE APPLICATION FORM & PROSPECTUS BY POST, BY SENDING A DEMAND DRAFT OF **RS 1250/-** IN FAVOUR OF "KIIT SCHOOL OF MANAGEMENT" PAYABLE AT BHUBANESWAR TO THE ADDRESS MENTIONED in 3.1.5.

3.1.3 CANDIDATES CAN ALSO APPLY OFFLINE BY DOWNLOADING FORM USING THE FOLLOWING STEPS

► Visit KSOM Home Page (www.ksom.ac.in) and click on "Admission" link in the main navigation bar. From the drop-down, choose "Apply to MBA".

► Alternatively, candidates can land up on the same page by clicking on "KIITEE Management 2017" link on the home page.

► Download Application Form by clicking on the "Download" button given under "Option 2" in "KIITEE Management 2017" link

► Take a print out of the downloaded Form. Please take a clear Laser Printout on an A4-sized paper.

► Make a Pay Order/ Demand Draft of **Rs. 1250/-** drawn in favour of "KIIT SCHOOL OF MANAGEMENT", payable at Bhubaneswar.

3.1.4 Please refer to section 11.0 of the booklet for instruction on how to fill the application form.

3.1.5 Mail the Form to: **The Chairperson (Admissions), KIIT School of Management, Campus-7, P.O.-KIIT, Bhubaneswar-751024, Odisha**

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3.2 Application through Online Mode

3.2.1 CANDIDATES CAN APPLY ONLINE AT www.ksom.ac.in .

Access the page "Apply to MBA" by following the instruction given under 3.1.3

► Click on the "Option 1: Click Here to Fill-up Application Form & Pay Application Fee Online" link on the page and complete all formalities online, including payment of Application Fee of **Rs. 1250/-** through Credit / Debit cards or bank transfer.

Guidelines For KIITEE Management 2017

4.0 Important Dates

Last Date of Receiving Completed Forms: **21st January, 2017**

Dates of Entrance Exam: **29th-31st January, 2017**

Publication of Result: **4th February, 2017**



5.0 Selection Process

All eligible candidates would be called for the Computer-based Online Entrance Examination KIITEE Management – 2017, to be conducted in **15 test centres** across India, on **the above given dates**

The test centres are mentioned in this booklet. To know more about the Examination, please visit www.ksom.ac.in.

Group Discussion and Personal Interview - To be held for short listed candidates of KIITEE-MANAGEMENT

6.0 Admission Offer

Successful candidates will be intimated of their final selection through admission offer letter containing the terms and conditions of the admission. For the offer to be valid, the selected candidates, after going through contents of the admission offer letter, need to confirm and accept the offer with the terms and conditions for taking admission to the programme through "Acceptance Letter". All the candidates who have been offered admission have to pay the fees as stipulated in the admission offer. Otherwise they would forfeit their seat to the person next on the waiting list.



7.0 Documents

Candidates who qualify the KIITEE Management 2017 would be invited formally through a letter, to appear for the selection process for admission into the MBA Programme.

The following is the list of documents that would be required to be submitted by the candidates. Any changes in the list would be communicated in due course of time.

1. High School Certificate and Mark sheet.
2. +2/HSC Certificate and Mark sheet
3. Graduation (B.A, B.Com, B.Sc, Engineering etc.) Certificate and Mark sheet
4. Caste certificate, if applicable
5. Physically challenged certificate, if applicable
6. Sports / Extra-curricular participation certificate, if applicable
7. College Leaving Certificate
8. Migration Certificate
9. Conduct Certificate
10. Medical Report from a Registered Medical Practitioner in the prescribed format

8.0 Cancellation of Admission

Admission is liable to be cancelled at any point of time, either before or after admission, if:

- ▶ Any information provided in the application form is found to be incorrect or misleading.

- ▶ The candidate fails to submit the final degree result on time as stipulated or fails to secure minimum eligible marks in the degree examination.

- ▶ The terms and conditions of the admission offer letter are not fulfilled.

9.0 KIITEE MANAGEMENT - 2017

9.1 PROCEDURE

- ▶ The Entrance Examination will be an "Objective-type" computer-based test where the questions would be shown and answers would be marked on a desktop computer.

- ▶ Candidates need to be conversant with the basics of computer application, such as using the mouse, keyboard and other basic computing tasks.

- ▶ More detailed instructions, along with mock test questions would be made available at the ksom website, www.ksom.ac.in

9.2 RULES AND REGULATIONS

- ▶ Candidates have to bring their Admit cards to the examination hall and reach the hall at least 30 minutes before the commencement of the examination so as to listen to all the rules / guidelines of taking the examination.

- ▶ No candidate, under any circumstances, will be allowed to enter the examination centre after the commencement of the examination.

- ▶ A seat indicating Roll Number will be allocated to each candidate. Candidates should find out and occupy their allotted seats only. The candidature of a candidate, found to have changed Hall or seat on his/her own, shall be cancelled and no plea would be accepted.

- ▶ No candidate, without the permission of the Centre Superintendent/ Invigilator, can leave his/her seat or Examination Hall till the completion of the Examination.

- ▶ Smoking in the Examination Hall is strictly prohibited. Tea, coffee, cold drinks or snacks are not allowed inside the Examination Hall.

- ▶ Phones, Pagers, Cameras or any other such electronic, electro-mechanical or electrical devices are not allowed inside the Examination Hall.

- ▶ The invigilator will announce the commencement and completion of the examination. Candidates should leave their seats on hearing the announcement of completion.

9.3 SUBJECTS/DURATION/NO OF QUESTIONS OF ENTRANCE EXAMINATION

The Entrance Examination will be of two and half hours duration. There will be a total of 150 multiple choice type of questions. Specific details on number of questions for each subject/course are enumerated below.

Section	Marks
Quantitative Aptitude	40 marks
Analytical Reasoning	40 marks
English	30 marks
General Knowledge	20 marks
Issue of Social concern	20 marks

9.4 UNFAIR MEANS

Candidates shall maintain perfect silence and attend to their business only. Any conversation or gesticulation or disturbance in the Examination Hall shall be deemed as misconduct. If a candidate is found using unfair means or impersonating, his/her candidature shall be cancelled and he/she will be debarred from the Examination.

9.5 NON-ATTENDANCE

For those who are unable to appear in the Entrance Examination on the scheduled dates for any reason, no re-examination shall be held under any circumstances. The schedule will remain unchanged even if the date is declared a public holiday.

9.6 Question Pattern

Language of the questions will be in English. The questions will not be in any other language.

All the questions will be of objective type with three marks (+3) for each correct response, minus one mark (-1) for each incorrect response & zero (0) for no response. The candidates are advised not to attempt a question if they are not sure about the answer. If a candidate marks more than one answer for a question, the answer will be treated as incorrect and will fetch negative marks.

10.0 ADMIT CARD

Information on receipt of applications at KIIT School of Management will be available on the website www.ksom.ac.in. Candidates can check the status of their Application Form on the website from **25th January, 2017** onwards.

Candidates whose particulars do not appear on the website may contact the Chairperson, Admissions whose number is mentioned at the back of the booklet. Such candidates may be required to forward a photocopy of the Application Form along with one passport size photograph (as pasted on the original Application Form) and proof of remittance of fees.

Candidates can download Admit Card from **25th January, 2017**. Candidates must not mutilate the Admit Card nor make any change therein.

In case of non-availability of admit card on the website candidates may contact Chairperson Admissions by giving details of reference like Application No/Registration No/Name/DOB and proof of remittance of fees.

Candidates must preserve the Admit Card till the admission process is over.

11.0 INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

- It is suggested that the candidates take a photocopy of the Application Form and use it for practice before filling up the original Application Form.
- Fill up all required fields. Incomplete Application Form is liable to be rejected.
- Date of Birth, Candidate's Name and Parent's Name should be exactly same as mentioned in 10th Pass Certificate.
- Always leave a box blank between two parts of a name
- Options filled by the candidate can't be changed at a later stage.
- Candidates may retain photocopy of filled in Application Form for future correspondence, if required.
- The Form is signed at specified columns by the candidate and the guardian.
- Two recent passport size photographs taken on or after **1st September 2016** are pasted in the photograph blocks.

- Mention the Demand Draft details on the Form.
- Mention the Name and Address on the reverse of the Pay Order/ Demand Draft.

12.0 RESULT

On the basis of KIITEE Management merit list, candidates will be called for GD/PI (Group Discussion & Personal Interview).

RESULT of KIITEE MANAGEMENT 2017 will be declared on **4th February, 2017**.

13.0 LEGAL JURISDICTION

All disputes pertaining to the conduct of KIITEE-MANAGEMENT-2017 shall fall within the jurisdiction of Bhubaneswar only.

If any person or officer engages himself/herself in act(s) that would result in the leakage of the question paper(s) or attempt to use or help in the use of unfair means in this Examination, he/she shall be liable for prosecution under the Indian Penal Code.



14.0 Examination Centres along with Codes

The above entrance examination will be conducted **ONLINE** in the following 15 centres.

STATE	CITY	CODE
Odisha	Bhubaneswar	01
	Rourkela	02
Andhra Pradesh	Hyderabad	03
Assam	Guwahati	04
Bihar	Patna	05
Chhattisgarh	Raipur	06
	Jamshedpur	08
Karnataka	Bangalore	09
Maharashtra	Mumbai	10
NCR	New Delhi	11
Tamil Nadu	Chennai	12
Uttar Pradesh	Allahabad	13
	Lucknow	14
West Bengal	Kolkata	15



KIIT UNIVERSITY

KIITEE MANAGEMENT - 2017

APPLICATION FORM

MBA at KIIT SCHOOL OF MANAGEMENT (KSOM)
MBA(RM) at KIIT SCHOOL OF RURAL MANAGEMENT (KSRM)

1. Candidate's Name (as given in Class X Certificate)

2. Father's Name (as given in Class X Certificate)

3. Date of Birth

4. Sex Male Female

5. Nationality Indian Other

6. Communication Address
 Line 1
 Line 2
 Line 3
 City Pincode
 State
 Phone No. (with STD Code) - Mobile No.

7. Category General SC ST Physically Challenged

8. Course(s) Applied for MBA MBA (RM)
 (Application Fee for each course is Rs. 1250/-. Application fee for Candidates choosing both the programmes above need to make a DD of Rs. 2,500/-)

9. Test Centre Option Option 1 Option 2

10. Qualification Details
 Qualification (Tick any One Option) Graduating in 2017 Graduate Post Graduate
 Passing Year

11. Aggregate Marks in Percentage 10th 12th Graduation

12. Email ID

13. DD Details
 Drawee Bank
 DD Number
 DD Amount
 DD Date

Paste (DON'T Staple) recent Passport size Photograph Must indicate clearly the name of the candidate (4 cm x 5 cm size)

Sample

Paste (DON'T Staple) recent Passport size Photograph Must indicate clearly the name of the candidate (4 cm x 5 cm size)

Declaration:

I hereby undertake that the information given through this Application Form are true to the best of my knowledge.

Signature of the Father /
Mother / Guardian

Signature of the Candidate
Date : 16/12/2016