



**R.A. PODAR INSTITUTE OF MANAGEMENT
FACULTY OF MANAGEMENT STUDIES
UNIVERSITY OF RAJASTHAN, JAIPUR**

**Admission –Notice
MBA(Executive) Course**

Applications are invited for the two year MBA-Executive Program (Session 2016-17). It is a four semester part- time Program leading to award of MBA- Executive degree.

For details please visit the website www.uniraj.ac.in or Institute's Notice Board.

The last date for submission of application form is: **25th July 2016.**

Eligible candidates will be called for group discussion and personal interview on **Sunday, 31st July 2016.**

Note: Candidates who have applied earlier need not apply again. However they are advised to contact Institute's office during office hours.

**Convener, PIM-MAT 2016
Ph. 0141-2711349**



**R.A. PODAR INSTITUTE OF MANAGEMENT
FACULTY OF MANAGEMENT STUDIES
UNIVERSITY OF RAJASTHAN, JAIPUR**

Information Bulletin – Admission 2016-17

Applications are invited for MBA-Executive course– (02 year, 04 Semesters part-time)

About Us

In the early sixties a need for management education was felt to keep up with the changing scenario of business in India. The University of Rajasthan, Jaipur started the MBA program in the year 1968. R.A. Podar Institute of Management was subsequently established in 1974 as a constituent unit of the university. It was the Sixth B-School established in the country.

With the setting up of the institute, MBA flagship program was launched to equip the future managers with requisite skills and knowledge to perform the jobs more effectively and efficiently. The Institute is committed to providing quality management education. The Institute has consistently developed its syllabi to meet the knowledge aspirations of students and employment requirements of industry.

The Institute has carved out a niche for itself in the field of management education amongst the leading B-Schools in India. The institute has been ranked amongst the Top-10 University Departments all over the country by the Outlook Survey 2006. It has also been placed in level 1 of A+ category B-Schools in the Business India Survey. The Institute has been ranked the among the first 50 B-Schools by the Survey validated by Ernst & Young and published in Economic Times in April, 2011.

The alumni of the Institute are well placed in government, industry, academics, the development sector and as entrepreneurs. They are a source of continuous encouragement.

The Institute's core faculty is augmented by distinguished and experienced visiting faculty drawn from allied disciplines of the University, practicing managers, senior government officials, visiting

professors from overseas, distinguished alumni and faculty from other management schools on a continuous basis. This enables the Institute to synergize theoretical rigor with practical insights. Some of the distinguished visiting faculty are:

Prof. Som Deo	Dr. Garima Ghiya
Prof. Jagadish Prasad	Mr. H.C. Chopra
Prof. T.N. Martur	Mr. Rakesh Singhal
Prof. N.H. Gupta	Mr. Nishith Saxena
Prof. H.N. Agarwal	Mr. Akul Bhargava
Prof. Sunil Sharma	Mr. Prashant Sipani
Dr. A.K. Sharma	Mr. Manoj Maheshwari
Dr. B.L. Gupta	Ms. Neha Chaturvedi
Dr. Ruby Dwivedi	Ms. Aparna Sharma
Dr. Arvind Kalia	Mr. Shivram choudhary
Dr. Raghuv eer Singh	

Students are encouraged to actively associate with industry for short term projects. The Institute in the past academic sessions had an active and vibrant association with leading organizations such as Mico-Bosch, Take Solutions and True Worth etc.

The students also undertake field visits to manufacturing and service organizations in the national capital region. In the past academic year visits were made to Shree Cements Ltd., Jaipur Dairy, NEI, Parle Products etc.

The Institute is a constituent unit of the University of Rajasthan. The students of the Institute can access the sporting facilities, infonet facility and Students Advisory Bureau of the University. The computer centre of the Institute is self sufficient to meet the Institute needs. The computer lab has recently been refurbished to house sixty new computers. The Institute has software to facilitate computer enabled learning, business simulation and business games. The Institute has well equipped class rooms, computer lab, library (Knowledge Resource Centre), seminar halls and executive development rooms.

Placement at Podar have been consistently good. Some of the past recruiters are:

Finance Security & Exchange Board of India Bombay Stock Exchange State Bank of India Axis Bank Bank of Baroda	Media Times of India Dainik Bhaskar Rajasthan Patrika Telecommunications
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HDFC Bank ICICI Bank IDBI Bank IndusInd Bank AU Financers Indiabulls Tata-AIG Life Insurance Company India Infoline Ltd Rajasthan Electronics & Instruments Ltd. SBI General Insurance Religare Life Insurance Engineering Ansal Properties & Infrastructure Ltd Crompton Greaves Ltd. Ispat Industries Ltd. NBC Ltd. Larsen and Toubro Ltd. Mahindra & Mahindra Ltd. Tata Motors Ltd. Bosch Ltd. Angara Genus Ltd. Chemicals Asian Paints Shriram Fertilizers & Chem. Ltd Marketing Apollo Tyres Ltd. Bausch & Lomb Ltd. J.K. Tyre & Industries Ltd. MRF Tyres Ltd. Harley Davidson	Airtel Ltd. Vodafone Ltd. Idea Cellular Aircel Ltd. Reliance Jio Reliance Infocom Ltd. Information Technology National Institute of Information Tech. Infosys Technologies Ltd. Wipro Ltd. Services Adecco Future Group Ltd. Reliance Retail Genpact Jet Airways AC Nielsen ORG-MARG Research Ltd. Taj Group of Hotels ITC Group of Hotels Jaro Education 99Acres.com Naukari.com Pharmaceuticals Cipla Dr. Reddy Laboratories Ltd. Fortis Ltd. Ranbaxy Laboratories Ltd. Sun Pharmaceutical Industries Ltd. FMCG & Retail ITC Ltd.
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The Institute organizes personality development workshops to facilitate better performance at placement interview. The mitt gritty of the placement is handled by the students, faculty and expert counsel student consistently for placement.

Academic Programs

For the academic session 2016-17 the Institute offers the following academic programs:

1. Master of Business Administration [Four Semester Full Time Program]
2. Master of Business Administration (Services Management) [Four Semester Full Time Program]

3. Master of Business Administration (Executive) [Four Semester Part Time Program]

The academic programs follow the Semester and Choice Based Credit Scheme. The curriculum is contemporary and taught through interactive learning based methodologies. The students are encouraged to learn through involvement in various activities held continuously in the Institute. The Institutes hosts debate discussions, guest lectures, cultural events, alumni meet, foundation day etc. The students manage these events. In the process they learn the subtle nuances of team work, negotiation, public relations, service delivery, performance management and measurement, budgeting etc. The Institute also organizes on a regular basis blood donation camps as part of its contribution to society's welfare. The Institute has an active NSS unit which take up tree plantations, health camps in nearby areas and similar activities to instill in students a sense of social commitment.

How to Apply:

Interested and eligible candidates are advised to download the application form and submit the duly filled-in application form along with supporting documents and DD (Rs. 1500/- drawn in favour of Convener, PIM-MAT 2016, payable at Jaipur) in the office of the Institute latest by 25th July 2016.

MBA(Executive) – Eligibility

1. To be eligible for admission to the I Semester of MBA(Executive) course applicant shall be required to possess a Bachelor's Degree in any discipline (Engineering & Technology, Science, Arts, Social Science, Commerce, Agriculture, Medicine and Pharmaceutics etc.) with at least 48% marks in the aggregate(without any approximation). (43% in the aggregate in case of SC/ST/OBC/SBC).
2. A candidate seeking admission shall be required to possess in addition to qualifications mentioned above, a minimum of two years full time working experience in an industrial/ commercial organization/ private sector/ business/ voluntary sector/ corporate sector/ government/ public sector in a supervisory/executive position after passing the qualifying examination, to be counted from the date given in the mark sheet of the qualifying examination by the concerned university.

3. An applicant must be posted within the municipal limit of Jaipur at the time of admission. If a candidate's place of posting changes from Jaipur to any other place at any time during the entire duration of the course his/her admission shall automatically stand cancelled.
4. An executive / supervisor/ officer for the purpose of admission to MBA(2 years executive course) will be a person who has ordinarily 5 persons working under her/ him.
Note: Income Tax Form 16 of preceding one year in which the admission is sought are required to be submitted with the application.
5. A candidate who has been studying as regular day scholar in any university or college for the last two years after passing the qualifying examination will not be eligible.
6. Professionals (CA/ICWA/CS) who are self employed, in proprietorship in individual capacity must show field income tax return reporting Gross Total Income of at least Rs. 10 lac. per year for the preceding two years.
Note: An attested copy of acknowledgement of filling income tax return bearing receipt of the income tax department in support of the reported gross total income can be submitted in lieu of Income Tax Form 16.

MBA(Executive) - Reservation of Seats

Reservation of seats will be as prescribed by the Government of Rajasthan:

- As prescribed by the Government of Rajasthan, except in case of unaided private institutions and 50% seats in the self finance course of the aided institutions the reservation of seats will be made subject to the prevalent statutory provisions i.e., as per relevant rules and regulations of Government of Rajasthan viz. 16% for SC candidates, 12% for ST candidates, 21% for OBC candidates and 1% for candidates belonging to SBC category. Further reservation will be followed as per prevailing norms of State Government.
- In addition to the above there will be horizontal reservation of 3% for candidates belonging to physically handicapped, 25% for women category and 3% for dependants of Defense Killed/ Ex-servicemen.
- One seat will be reserved for Kashmiri migrants.
- Category once indicated at the time of submission of application form along with documentary proof will not be changed afterwards in any case.
- Please note that in MBA(Executive) course, number of seats for reserved category will be calculated on 20 seats (which is 50% of 40 seats). Any seat in decimal shall be rounded off to the higher number if the decimal number is 0.5 or more.

MBA(Executive) - Total seats & Seat Matrix

Total seats in MBA(Executive) Course

MBA(Executive)	40	(All Seats under SFS Category)
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Seats Available for calculating reservation under different categories

MBA(Executive)	20	(20 Seats which is 50% of 40 Seats)
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Seat Matrix

Seats Available for calculating Reservation		MBA (Executive)
		20
Category	%	
SC	16	3
ST	12	2
OBC	21	4
SBC	1	0
PH	3	1
Ex-Service	3	1
NRI Seats		0
Nominated Seats		0
General Seats		29
Total Intake		40

Note: 25% horizontal reservation for women in each category as per Government of Rajasthan reservation rules.

MBA(Executive) - Admission Procedure

1. Admission to the I semester of the MBA(Executive) will be made on strictly on the basis of the following.

Components	Weightage
Class X Marks	5
Class XII Marks	5
Graduation Marks	12
Work Experience*	18
Group Discussion and Social Skills	20
Personal Interview**	40
Total	100

* The basis of calculating work experience will be:

- 0.3 mark for every one month served subject to maximum of 60 months.
- 15 or more days will be equivalent to one month.
- Work experience parallel to any full time course will not be considered.

- **Which may include group task and or case analysis.
2. There will be no written examination for MBA(Executive) Course.

Number of Seats:

The number of seats in MBA(Executive) courses = 40.

MBA(Executive) - Fee Structure

Fee structure is as follows (subject to revision):

MBA (Executive) Program Rs. 68,450/- p.a. (approximate)
(First Semester Rs. 40,950/-, Second Semester Rs. 27,500/-)

Important Dates :

Last date for submission of form	Monday, 25 th July, 2016
Group Discussion and Personal Interview	Sunday, 31 st July, 2016
Final Result	Monday, 01 th August 2016
Last Date for Depositing Fee	Saturday, 06 th August 2016
Commencement of Classes	Monday, 08 th August 2016

Postal Address:

Convener, PIM-MAT 2016
R.A. Podar Institute of Management
University of Rajasthan,
Near Gandhi Circle, J.L.N. Marg,
Jaipur-302004

Phone No. : 0141-2711349, 2710339, 2700819 (Office)

Last Date for Submitting Application (along with DD of Rs. 1500/- in favour of “Convener, PIM-MAT 2016” payable at Jaipur): 25th July 2016.

Roll No.
(To be allotted by the Institute)

**UNIVERSITY R.A. PODAR INSTITUTE OF MANAGEMENT
FACULTY OF MANAGEMENT STUDIES
UNIVERSITY OF RAJASTHAN, JAIPUR
MBA(Executive) Admission Application Form 2016**

For Office Use Application Received on
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Tick the Category Applicable							
Gen.	SC	ST	OBC	SBC	PH <small>(Physically Handicapped)</small>	Ex- Serviceman	KM
1	2	3	4	5	6	7	8

Recent Passport Size Photograph

Bachelor’s Degree									%
B.A.	B.Com.	B.Sc.	B.E.	B.B.M.	BCA	BBA	PG	Any Other	

Name of Candidate (Leave one square blank after each word)

Mailing Address (DO NOT REPEAT THE NAME)

E-Mail ID																			
Telephone No.																			

Date of Birth										Nationality										Sex			
																				Male	<input type="checkbox"/>	Female	<input type="checkbox"/>

Father's Name																			
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Payment Details

DD No. & Date									Bank Name					
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I declare that the information given by me in this application is true and complete to the best of my knowledge. I understand that the suppression of fact or false information may lead to cancellation of this application. If admitted, I agree to abide by the rules and regulations of the University.

Place Date Full Signature of Applicant

Note: Please attach photocopy of eligibility documents with this application form. Original documents are required at the time of Group Discussion and Personal Interview.

DECLARATION BY THE CANDIDATE

Works Experience (History)

S.No.	Name of Organisation	Joined	Left on	Designation	Salary	Duration (Year & Month)
1.						
2.						
3.						
4.						
5.						

I declare that all the information given above is correct and I fully understand that my admission will stand cancelled if it is found that any information supplied by me in the application form or in this certificate is false and / or incomplete. I have gone through the prospectus carefully and have understood the relevant rules.

Place: Jaipur

Date: _____

(_____)
Signature of the Candidate

For Office Use only

The information has been verified with originals and found correct.

Authorised Signatories

SERVICE CERTIFICATE

Name _____ Roll No. _____

1. Name of the Employee _____ : Category : SC/ST/OBC/SBC/GEN
2. Name of the Organization/Department presently employed with :

3. Designation of the Employee(Candidate) _____
4. Office Address _____

5. Residential Address _____

Telephone: Office _____ Residence _____
6. Date of joining the present Organization/ Deptt. _____
7. Duration of service (as on or Before 01st July 2016): Years ___ Month ___ Days ___
8. Number of persons working under the supervision of the employee _____
9. PAN No. _____ Last Salary Drawn: Rs. _____

(Name & Address of the Employer/
Authorized Signatory)

Place: Jaipur

Dated: _____

Official Seal _____

The employer/ authorized signatory must sign and affix seal only after verifying all the facts and satisfying himself/ herself totally. The candidate should bring form 16 of last financial year and/ or last month pay slip as a proof of income. Submission of any false information will result in cancellation of admission.

Please Note: Bring this certificate duly filled along with originals at the time of GD and PI. Please note that without this duly filled in certificate you will not be allowed in participate in GD/PI.