

SVKM's NMIMS

Jyoti Dalal School of Liberal Arts

Instruction Sheet - B. A. (Hons.) Liberal Arts

1. **Introduction:** This booklet gives information about the Application Procedure and Selection process for B. A. (Hons.) Liberal Arts – Mumbai campus.
2. **In take capacity:** 40 students
3. **Eligibility Criteria:**
 - The Candidate must have passed 10+2 or equivalent examination including CBSE/HSC/ International Baccalaureate Diploma (IB certificate / & D.P. awarded candidates are **not eligible**) /ISC in any stream from a recognized Board in the first attempt and should have obtained a minimum of 60% aggregate marks.
 - Candidates of CBSE, ICSE, should mention in the online registration / e-admission form (if selected) for 10+2 or equivalent examination, the aggregate marks of all the subjects the candidate has taken/opted and appeared for (not best of four, five, six or seven). The candidate shall have passed all the subjects he / she has taken / opted and appeared in the applicable examination/s in a single / first attempt. The aggregate percentage of all subjects the candidate has taken / opted and appeared will be taken into consideration for confirming eligibility of the candidate for the program at the time of admission.
 - In case the mark sheet issued by the applicable Board / Institution is in percentile/s, the actual aggregate percentage of all the subjects taken / opted and appeared by the candidate will be taken into consideration.
 - Candidates above 25 years of age are not eligible to apply.
 - Those candidates who have passed or are appearing (all subject/s taken / opted) for 10+2 examination from a Board / University where Grade Point Average is given, such candidates must produce in writing from the Board / University concerned, the equivalent percentage for the GPA/CGPA obtained.
 - **Note for IB & Cambridge Candidate:** Candidates who do not have final mark sheet will be given “Provisional Admission” based on predicted scores. Fees will be accepted from such candidate but their admission will be confirmed on submission of final mark sheet before the commencement of the program if found eligible. The candidate shall have to submit copy of AIU notification to confirm their eligibility for the program as equivalent to (10+2) examination/s.

- International School/s candidates and those candidates who have completed their (10+2) or equivalent examination/s from overseas school/s / Institute/s / University will have to submit AIU certificate of equivalence (mandatory) to confirm their eligibility for the program as equivalent to (10+2) examination/s.
- Candidates passing 10+2 or equivalent examination from Open or Distance learning (ODL) School recognized only by National Institute of Open schooling (NIOS) can apply for the program subject to fulfillment of the eligibility criteria for the program. Candidates who have passed the 10+2 examination by doing a part-time course or through distance learning / correspondence / externally / open school other than NIOS are not eligible to apply for the program.
- Only single mark sheet with all compulsory subjects taken / opted and passed in one / first attempt is mandatory, no compartmentalized mark sheet shall be considered.
- The candidate who has **NOT** cleared the 10+2 or equivalent examination in the first attempt is **NOT** eligible to apply for the course.
- Candidate whose final mark sheet is not available at the time of admission are required to submit internet copy of result duly attested by Principal of the school / college, failing which candidate will not be admitted to the course.
- Candidate has to fulfill all the above mentioned criteria's.

4. **Duration of Programme:** 3 years post 12th (10+2)

5. **Online Registration and Registration Fee:**

- Online registration at www.nmims.edu
- Before filling the online form, please read all the instructions carefully mentioned in the **Instruction Sheet** and also refer the **Important Dates**.
- Online Registration Fee is Rs. 1,600/- (non-refundable).

6. **Payment of Registration Fee:** Payment of registration fee can be made by Credit Card (Visa/ Master).

7. **Selection Process:**

- The Institute will assess the suitability of the student, based on the information provided in the application form and Essay Test.
- The applicant will have to go through a rigorous personal interview conducted by a panel, consisting of faculty members of the Institute.

8. There will be no admission test.

9. **Submission of Documents**

After online registration and payment of registration fees please forward below mentioned documents to the following address by 23rd May, 2017.

- Copy / print out of online application form
- Self-attested copies of 10th and (10+2) or equivalent mark sheet and certificate
- Self-attested copies of achievements in any other co-curricular / extra-curricular activities

On the Envelope mention “**Application for B. A. (Hons.) Liberal Arts**”

To:

Deputy Registrar (Admission)
SVKM’s Narsee Monjee Institute of Management Studies
V. L. Mehta Road, JVPD Scheme, Vile Parle (West),
Mumbai – 400 056

10. **Fees**

The fees for the first year B. A. (Hons.) Liberal Arts - Batch 2016 were Rs. 4,00,000/- .
The fees for 2017 Batch will be announced during personal interview.

11. **Please note that it is responsibility of the candidate to check whether he/she is eligible to apply for the Program as per the eligibility criteria declared on the website. NMIMS has full right to disqualify a candidate at any stage of admission process if found ineligible. In such case, the admission of the candidate even if selected and fees paid stands cancelled and the fees paid will be forfeited.**

12. University has full right to disqualify a candidate at any stage of admission process if found ineligible. No separate intimation will be given.

13. Please refer the important dates and preserve it as a guide. All announcements from the University will be through its web site www.nmims.edu and there will be no separate email sent.

14. The cancellation form is made available on the website www.nmims.edu. In case of cancellation of admission the candidate will be required to submit the duly filled in and signed cancellation form and request letter along with original fee receipt to be send by courier/post to Mumbai address as given below:

To:

The Deputy Registrar (Admission)
SVKM’s Narsee Monjee Institute of Management Studies
V. L. Mehta Road, JVPD Scheme,
Vile Parle (West), Mumbai – 400 056

15. University will not be responsible for non-delivery or non- receipt of documents sent through postal authorities or courier
16. Canvassing in any form for admission will disqualify the candidature.
17. All disputes under Mumbai jurisdiction only.