

# **INSTRUCTIONS FOR NEW ADMISSION**

MIM/ MFM/ MMM/ MHRDM 2015–2016

**IMPORTANT INSTRUCTIONS TO CANDIDATES WHO ARE OFFERED ADMISSION TO THE THREE YEAR PART-TIME MASTER DEGREE PROGRAMMES IN INFORMATION MANAGEMENT (MIM) / FINANCIAL MANAGEMENT (MFM)/ MARKETING MANAGEMENT (MMM) / (MHRDM) HUMAN RESOURCES DEVELOPMENT MANAGEMENT– 2015-2016.**

Selected Candidates are required to comply with the following requirements at the time of payment of tuition fees, failing which their admission offer will be withdrawn / cancelled.

- ◆ The admission is confirmed only after all the formalities are completed.

**(1) Certificates to be produced in original along with two certified photo copies.**

- ◆ Date of Birth.
- ◆ Statement of Marks, Passing & Degree Certificate of Graduation.
- ◆ Executive /Supervisory work experience of minimum **two years** after graduation is required. Candidates need to produce certificate/s from the Employer/s with a specific statement that the position held by him/her is of Executive /Supervisory nature or otherwise, and also duration as claimed in the application form.
- ◆ Candidates with graduation from Universities in Maharashtra State who have applied for admission against **the reservation (Scheduled Caste/ Scheduled Tribe/ Vimukta Jati/ Nomadic Tribe/ Denotified Tribe/ Other Backward Classes, Special Backward Classes)** should obtain the cast certificate from any one of the following bodies :- (I) Chief Metropolitan Magistrate/ Additional Chief Metropolitan Magistrate Authorities for Mumbai. (ii) District Magistrates (iii) Sub-Divisional Magistrates (iv) Taluka Executive Magistrates (v) Social Welfare Officers of the District concerned. In case, candidates are not able to produce the certificate at the time of admission, will be treated as General category and will be considered as per their rank in merit list and will not be able to stake claim on reserved seats.

- ◆ Maharashtra State candidates who have applied for admission against **the reservation (Other Backward Classes)** should produce "**Non Creamy Layer Certificate**" issued by Sub Divisional Officer/Deputy Collector of the District in addition to the caste certificate. The "**Non Creamy Layer Certificate**" should have been issued after **1<sup>st</sup> April 2015**. In case **candidates are not able to produce the Non Creamy Layer Certificate at the time of admission**, they will be treated as General category and will be considered as per their rank in merit list and will not be able to stake claim on reserved seats.

**(2) Latest Work experience & Salary Certificate/s.**

**(3) Two passport size photographs /Scanned colour photo in pendrive with signature below photograph, as per the format given as (Appendix-"A").**

**(4) Eligibility – Candidate passing his/her graduation from Universities other than Mumbai University will have to obtain eligibility certificate from University of Mumbai through JBIMS office. If eligibility is not confirmed the admission will be treated as cancelled and No fees shall be refunded.**

**(5) Payment of Tuition Fees – (Appendix-"B")**

Candidates seeking admission should contact staff in the Auditorium, Ground Floor for further details, on 22<sup>nd</sup> to 24<sup>th</sup> January, 2015 (**as per Appendix-B**).

- 1. Fees should be paid in one installment only, in the Account Section between 11.00 a.m. to 1.00 p.m. and 1.30 p.m. to 4.00 p.m. on working days, except 2<sup>nd</sup> & 4<sup>th</sup> Monday.**
- 2. Tuition fees to be paid by Demand Draft should be drawn in favour of "DIRECTOR J.B.I.M.S." PAYABLE AT MUMBAI"**
- 3. No fees will be accepted after the prescribed date under any circumstances.**

**I/c DIRECTOR**

## **Appendix-A**

Passport size  
Photograph

Signature

Paste your photograph and sign below it. Please scan this page. Name the file as your name and fee receipt No. submit soft copy in pendrive while paying the fees.

Eg. File name

Priyanka Vane  
Name

7412 . jpg

Fee receipt No.

## Appendix-B

### PAYMENT OF TUITION FEE – MIM/ MFM/ MMM/MHRDM

- ◆ Table showing the tuition fee and other fees for the part-time Master Degree Programmes.

COURSE	DATES OF ADMISSION AND PAYMENT OF FEE	FEES TO BE PAID BY THE STUDENTS :				TIMING FOR PAYMENT OF FEE
		(FEE INCLUDES - TUITION FEE, INSTRUCTION MATERIAL, LIBRARY FEE, COMPUTER FACILITY, P.G. REGISTRATION, ENROLMENT FEE, EXAMINATION FEE, IDENTITY CARD ETC.)				
		DEMAND DRAFT SHOULD BE DRAWN IN FAVOUR OF <b><u>"DIRECTOR J.B. I.M.S."</u></b> PAYABLE AT <b><u>MUMBAI</u></b>				
		TOTAL FEES TO BE PAID BY THE STUDENTS GRADUATED FROM UNIVERSITY OF MUMBAI	TOTAL FEES TO BE PAID BY THE STUDENTS GRADUATED FROM OTHER THAN UNIVERSITY OF MUMBAI BUT IN THE STATE OF MAHARASHTRA	TOTAL FEES TO BE PAID BY THE STUDENTS GRADUATED FROM OUT OF STATE OF MAHARASHTRA STATE & DEEMED UNIVERSITY	TOTAL FEES TO BE PAID BY THE STUDENTS GRADUATED FROM FOREIGN UNIVERSITIES	
MIM & MHRDM	22 <sup>nd</sup> JANUARY, 2015	Tuition Fee Rs. 49,980/-	Tuition Fee Rs. 50,420/-	Tuition Fee Rs. 50,520/-	Tuition Fee Rs.50,950/-	11.00 a.m. to 4.00 p.m. <i>(Lunch time)</i> 1.00 p.m. to 1.30 p.m.
MFM	23 <sup>rd</sup> JANUARY, 2015	Tuition Fee Rs. 49,980/-	Tuition Fee Rs. 50,420/-	Tuition Fee Rs. 50,520/-	Tuition Fee Rs.50,950/-	
MMM	24 <sup>th</sup> JANUARY, 2015	Tuition Fee Rs. 49,980/-	Tuition Fee Rs. 50,420/-	Tuition Fee Rs. 50,520/-	Tuition Fee Rs.50,950/-	

**\* LIBRARY DEPOSIT (REFUNDABLE) RS. 1000/- IN CASH ALONGWITH WITH TUITION FEE.**