

Faculty of Management Sciences (FMS) Adani University

MBA Programmes Admission Policy (Batch 2023-25)

Approved Intake

- MBA (Infrastructure Management) - 120 seats
- MBA (Energy Management) – 60 seats

1. The Admission Committee at Adani University – Faculty of Management Sciences – hereinafter referred to as **AU-FMS** – shall be responsible for conducting the admission process for Batch 2023-25 for:

[A] MBA (Infrastructure Management) – hereinafter referred to as **MBA (IM)** and

[B] MBA (Energy Management) – hereinafter referred to as **MBA (EM)**

2. MBA Programs:

2.1. MBA (IM) and MBA (EM) are 2-year full-time programs offered by AU-FMS.

2.2. MBA (IM) and MBA (EM) are specially designed programs to educate and groom students into trained professional managers who can build careers in the fast-growing infrastructure & energy domains. Students get to learn all management subjects from the perspective of infrastructure and can study various infrastructure & energy verticals along with advanced functional courses as per their preferences.

2.3. MBA programs are spread across six trimesters, covered in the span of two years, to deliver entire program curriculum.

2.4. The programs also include eight to ten weeks of compulsory summer internship for the program participants at the end of first year.

2.5. Further details about the MBA program, curriculum, faculty, and other resources are available at www.adaniuni.ac.in.

3. Eligibility and Selection Process:

3.1. Eligibility:

- 3.1.1. Candidates who have written (or are yet to appear for) CAT / XAT / CMAT / GMAT / MAT / ATMA tests are eligible to apply. For CAT / XAT / CMAT / MAT / ATMA, AU-FMS will accept test-scores for years 2021-22 & 2022-23. For GMAT, AU-FMS will accept test-score for exam taken after Jan 1, 2021.

- 3.1.2. Candidates may complete and submit their application without test-score too. However, they will be required to submit the test-score (with sectional cut-offs wherever applicable) upon intimation by the Admission Office, after their due declaration.
- 3.1.3. The candidate must hold a Bachelor's Degree, or an equivalent qualification recognized by the Ministry of HRD, Government of India, with at least 50% marks (45% for reserved category candidates) or equivalent CGPA, of any University incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under section 3 of UGC Act, 1956. Students of foreign-recognised Universities with equivalent qualifications can also apply. However, candidates with 60% & above marks may be given preference during the application screening process.
- 3.1.4. The Bachelor's degree or equivalent qualification obtained by the candidate must entail a minimum of three years of education after completing higher secondary education (10+2) or equivalent.
- 3.1.5. In case of the candidates being awarded grades / CGPA instead of marks, the equivalence would be based on the equivalence certified by the University / Institution from where they have obtained bachelor's degree.
- 3.1.6. In case the University / Institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by the AU-FMS by dividing earned CGPA with the maximum possible CGPA and multiplying the quotient with 100.
- 3.1.7. A candidate who has appeared for the final year examination of bachelor's degree or equivalent can also apply, provided:
 - (a) Such candidate must produce a certificate from the authority of the University/Institution certifying that (i) the candidate has obtained 50% marks or equivalent based on latest available grades/marks (i.e. all the years' grade/marks except the final year grade/marks), and (ii) the candidate has completed all the requirements and has appeared for the examinations/practical etc. for the final year/final term and that the results is awaited for obtaining the bachelor's degree/equivalent qualification.
 - (b) Such candidates, if selected, will be allowed to join the program provisionally only if they submit such certificate latest on the registration date notified by AU-FMS.
 - (c) The admission will be confirmed only if final mark sheet/grade sheet and degree certificate are submitted not later than September 30, 2023 (this date may be revised subject to Admission Committee for Professional Courses (ACPC), Govt of Gujarat guidelines or guidelines from any other

competent authority for 2023 intake) and if the candidate has met the prescribed eligibility criteria.

(d) Non-fulfilment of the above conditions within the prescribed date as above, will automatically result in the cancellation of such provisional admission.

3.1.8. Candidates with Work Experience: Though prior work experience (work experience defined as paid and full-time employment) is not mandatory for a candidate seeking admission to MBA (IM) or MBA (EM) programs, candidates with relevant work experience may have an upper edge in the selection process. Please refer Selection-Matrix in Clause 3.3.9.

3.1.9. Candidates are free to apply either in any one of the two MBA programmes of FMS or in both.

3.2. Selection Process:

3.2.1. The eligible candidates must apply in the prescribed Application Form, available online at www.adaniuni.ac.in.

3.2.2. Based on the screening of applicants as conducted by the admissions committee, candidates will be called for Personal Interview (PI) round.

3.2.3. All the shortlisted candidates will be required to appear for PI either at Adani University Campus, Ahmedabad or through online interview process.

3.2.4. The schedule for PI will be notified along with the announcement of shortlisting. Such announcement will be made on the Adani University website or / and via emails at a suitable time.

3.2.5. Candidates not appearing for the PI will be automatically disqualified from consideration for admission.

3.3. Selection Guidelines and Matrix:

3.3.1. Candidates may submit the duly filled-in application form along with the payment of non-refundable application fee of INR 1000 (all inclusive).

3.3.2. The application fee is to be paid online. Online payment options and payment details are integrated in the online application form.

3.3.3. The last date of submitting duly filled-in application form along with the requisite application fee is **June 10, 2023**. Please refer Para-8 for detailed Admission Calendar.

3.3.4. Applicants will bear all expenses for attending the PI.

- 3.3.5. Applicants are required to report at least 15 minutes before their scheduled slot of PI and notify the admission office co-ordinator present at the location or present virtually, in-case of online interview process.
- 3.3.6. In case an applicant is late, the admission office co-ordinator may accommodate him/her in next session on the same day, only if possible.
- 3.3.7. If an applicant cannot appear for PI on the scheduled date due to unavoidable circumstances, he/she or the parent/guardian may request in writing to the Admission Committee along with reason for inability to appear on scheduled date and seek an alternate arrangement. Such request must be made within one week after the declaration of the PI schedule. The Admission Committee will take an appropriate decision on such request. The decision of Admission Committee shall be final and binding.
- 3.3.8. Copies of following documents are required to be submitted digitally in Application Portal by the Applicant prior to the PI Process:
 - a) Mark-sheets of 10th, 12th / Diploma and Graduation Semesters / Years
 - b) Valid Entrance Test Score-card
 - c) Work Experience certificate, if applicable (valid only for paid & full-time employment)
 - d) Proof of salary drawn for last 3 months, if applicable
 - e) Caste certificate, if applicable (from competent authority)
 - f) Certificates of Extra-curricular achievements
 - g) Identity & Address proof (Aadhar Card Preferred)

In case of personal interview at Adani University Campus, applicants must bring the original documents (as mentioned above) for verification on scheduled date of their PI. **In case of online interview**, the applicants must bring original documents (as mentioned above) for verification at a date during the admission process as may be prescribed by the university.

Original documents are returned after physical verification is over. The university does not keep original documents of applicants in custody.

- 3.3.9. **Selection-Matrix:** Selection of students shall be done using the following criteria along with the weightages indicated below:

A) For Freshers (Candidates without Work Experience):

Criteria	Weightage
Weightage of Entrance-Test Percentile	20%
Personal Interview Performance	50%
Academic Performance ⁺	20%
Extra-curricular achievements	10%
Total	100%

- + Academic performance in Standard 12th and in bachelor's degree will be appropriately factored in the selection process.
- + For candidates in final year of graduation, grades/marks for all previous semesters/years will be considered for merit calculation.

B) For Working Professionals (Candidates with Work Experience):

Criteria	Weightage
Weightage of Entrance-Test Percentile	15%
Personal Interview Performance	40%
Academic Performance	15%
Relevant Work Experience ⁺	20%
Extra-curricular achievements	10%
Total	100%

- + Total numbers of relevant work experience will be factored in the selection process.

3.4. Merit List after Personal Interview (PI) Round:

- 3.4.1. Merit list will comprise of two categories indicating admissions status of the interviewed candidates:
 - Offered
 - Wait-listed
- 3.4.2. All selected candidates who are offered admissions should complete admission formalities within stipulated timeline – as per Admission Offer. If a candidate fails to adhere to the deadline, the admission offer shall stand cancelled and the seat will be offered to the waitlisted candidate.
- 3.4.3. Candidates in the Wait-list will be offered admissions upon seats falling vacant due to non-acceptance of offers. On receiving the intimation of the admission offer, the waitlisted candidates will be required to secure admission within stipulated timeline – as per Admission Offer.
- 3.4.4. If at any stage during the admission process, the information furnished by a candidate is found to be false, his/her candidature/admission shall be cancelled and he/she will be barred from applying for admission to any program(s) offered at Adani University for next two years.
- 3.4.5. All communication regarding the admission process will be made through the website or / and email by university. Candidates are advised to access the website / registered email on regular basis for admission updates or contact Admissions Office.

4. Fees for MBA Programs for Batch 2023-25:

MBA (2-Year Full-time)		(Amt in INR)			
Sr. No.	First Year	Term 1	Term 2	Term 3	Remarks
1	University Enrolment Charges (One-time)	42000	0	0	Mandatory
2	Tuition Fees	50000	50000	50000	
3	Examination Fees	7500	7500	7500	
Sr. No.	Second Year	Term 4	Term 5	Term 6	Remarks
1	Tuition Fees	50000	50000	50000	Mandatory
2	Examination Fees	7500	7500	7500	
3	Training and Placement Assistant Charges	30000	0	0	Optional

Notes:

1. Tuition fee is determined by the Fee Regulatory Committee (Technical), Government of Gujarat. It is subject to change based on any revision as may be decided in future by the FRC and students will be liable to pay accordingly.
2. Overall fee structure includes cost of library charges and internet charges. However, it does not include cost of study materials, books, site visits, hostel, mess charges, personal expenses or any other expenses as may be required to be borne by the students as part of their academic journey.

4.1.1. Fee Payment for Securing Admission:

The candidates who have been offered admission are required to pay Enrolment Fees of INR 42,000 plus 1st term Tuition Fees of INR 50,000 (Totalling INR 92,000) and secure their admission, as per stipulated date as mentioned in the Admission Offer.

4.1.2. Payment of the Remaining Program Fee:

Candidates are required to pay the remaining fees as per payment schedule made available to students as part of their Admission Offer.

4.1.3. Payment Modes:

Fees may be paid via NEFT / RTGS / IMPS / UPI / Paytm or any other online mode. It may also be paid via Demand Draft drawn in favour of "Adani University Faculty of Management Sciences", payable at Ahmedabad. The university does not accept cash payment.

5. Withdrawal from the Program and Refund of Fees:

- 5.1. Refunds for withdrawal of admission will be as per the provisions made in this clause.
- 5.2. For withdrawal of admission and seeking the refund, a candidate is required to submit the original fee receipt, admission offer letter and the application for

withdrawal duly signed by him/her and counter signed by his/her parent/guardian.

- 5.3. If a candidate informs the Institute about his/her withdrawal of admission in writing on or before commencement of the program (date as declared by the university), the fees paid will be refunded after the deduction of Rs. 5000 as processing fee.
- 5.4. If a candidate withdraws admission after the commencement of the program, refund will be made after one month from commencement of the 1st trimester, strictly subject to filling up of resultant vacant seat. If the vacant seat is filled up, the candidate will receive refund amount as per clause 5.3. If the seat remains vacant due to any reason (including non-filling of announced number of seats for the program), no refund shall be made.
- 5.5. No refund shall, in any case, be made if the candidate wishes to withdraw admission at any time during the program.

6. Scholarships and Financial Aids:

Meritorious scholarships and financial aids will be available for special categories. It will be awarded to deserving candidates upon joint discretion of the Admissions Committee and Scholarship Committee at AU-FMS. More details will be made available through Admissions Office to selected candidates.

7. Cancellation of Admission:

The admission of a candidate shall be cancelled at any point in time if:

- It is established that a candidate has been mistakenly admitted by AU-FMS: In such an event, the fees shall be refunded by cheque / online within 4 weeks.
- It is found that a candidate has sought admission based on false documents and statements: In such an event, no refund shall be made. Please refer clause 3.4.4.
- The candidate fails to meet the eligibility requirements as mentioned in clause 3.1.

8. Admission Calendar:

Sr. No.	Particular	Important Dates
1	Availability of Application Forms at www.adaniuni.ac.in & Admission Office, Adani University	January 20, 2023 onwards
2	Pre-Screening Process	February, 2023 onwards
3	Last Date of Receiving Filled-in Applications	June 10, 2023
4	PI Rounds for shortlisted Applicants	On rolling basis

5	Release of Admission Offers to 'Selected' Candidates	On rolling basis
6	Last Date for Payment of Commitment Fees to Secure Admission	As per Admission Offer
7	Release of Admission Offers to 'Waitlisted' Candidates for Vacant Seats	June 2023 onwards
8	Commencement of Program	10 July 2023 (Induction Program) 24 July 2023 (Regular Classes)

Note: Any changes / updates to the above-mentioned dates will solely be the discretion of Admission Committee at AU-FMS. Calendar for MBA-2023 from Admission Committee for Professional Courses (ACPC), Govt of Gujarat will be accommodated as and when announced. Applicants are advised to check University website or keep in touch with Admissions Office regularly.

9. Interpretations and Change of Admission Rules:

In the matter of interpretation of Admission Policy, the decision of Admission Committee at AU-FMS shall be final and binding on all candidates.

In the matter of such issues as are not covered in the Admission Policy mentioned above, the Admission Committee at AU-FMS is authorized to resolve these special issues on the merit of the case.

10. The above-mentioned rules and details are subject to modification(s), if required.
11. The Admission Policy for Batch 2023-25 is subject to the jurisdictions of Hon'ble Court of Ahmedabad.

Kartik Vadgama
Admission Coordinator
(On behalf of Admission Committee)

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Date: January 20, 2023

Place: Adani University Campus, Ahmedabad