

Faculty of Management Sciences (FMS)

MBA Program – Admission Policy (Batch 2024-26)

Approved Intake

- MBA (Infrastructure Management) - 120 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 2024-26 for:

MBA (Infrastructure Management) – hereinafter referred to as **MBA (IM)**

2. MBA Program:

2.1. MBA (IM) is a 2-year full-time program offered by AU-FMS.

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

2.3. MBA (IM) program is spread across six trimesters, covered in the span of two years, to deliver entire program curriculum.

2.4. MBA (IM) program also includes 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 (IM) 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 (CAT/XAT/CMAT/GMAT are preferred). For CAT / XAT / CMAT / MAT / ATMA, AU-FMS will accept test-scores for academic year 2023-24. For GMAT, AU-FMS will accept test-score for exam taken after Jan 1, 2023.

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), after their due declaration latest by September 30, 2024.

- 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 be admitted into the program provisionally only if they submit such certificate latest on the registration date notified by AU-FMS.
 - (c) Such provisional admission (as mentioned above) will be confirmed only if final mark sheet/grade sheet and degree certificate are submitted not later than October 30, 2024 (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 2024 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) program, candidates with relevant work experience may have an upper edge in the selection process. Please refer Selection-Matrix in Clause 3.3.9.

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 Group Discussion (GD) or / and Personal Interview (PI) round(s).

3.2.3. All the shortlisted candidates will be required to appear in-person for GD or / and PI round either at Adani University Campus, Ahmedabad or at selected major locations across India (will be notified before the PI rounds begin) OR through online interview process.

3.2.4. The schedule for GD or / and 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 GD or / and 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 1200 (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 December 31, 2024 (Early Cycle) – schedule for Second and Final application window shall be announced later. Please refer Para-8 for detailed Admission Calendar. The application closing date may be extended by the University depending on various circumstances and it will solely be the prerogative of the University.

3.3.4. Applicants will bear all expenses for attending the GD or / and PI in-person.

- 3.3.5. Applicants are required to report at least 15 minutes before their scheduled slot of GD or / and 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 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 GD or / and 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 GD or / and 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) Certificate of CGPA to Percentage Conversion (if graduation result declared in CGPA)
 - c) Valid Entrance Test Scorecard, if available at the time of PI
 - d) Work Experience certificate, if applicable (valid only for paid & full-time employment)
 - e) Proof of salary drawn for last 3 months, if applicable
 - f) Caste certificate, if applicable (from competent authority)
 - g) Certificates of Extra-curricular achievements
 - h) Identity & Address proof (Aadhar Card Preferred)

In case of in-person GD or / and PI, applicants must bring the original documents (as mentioned above) for verification on scheduled date of their PI. **In case of virtual interviews**, 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 its custody in any case whatsoever.

3.4. Merit List after Group Discussion or / and Personal Interview (PI) Round:

- 3.4.1. Merit list will comprise of three categories indicating admissions status of the interviewed candidates:
- Selected
 - Wait-listed
 - Not Selected

- 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 the University. Candidates are advised to access the website / registered email on regular basis for admission updates or contact Admissions Office.

Fees for MBA Programs for Batch 2024-26:

MBA (2-Year Full-time)		(Amt in INR)			
Sr. No.	First Year	Term 1	Term 2	Term 3	Remarks
1	University Enrolment Charge (One-time)	42000	0	0	Mandatory
2	Tuition Fee	54170	54170	54160	
3	Examination Fee	7500	7500	7500	
4	Training and Placement Assistant Charge	0	0	30000	Optional
Sr. No.	Second Year	Term 4	Term 5	Term 6	Remarks
1	Tuition Fee	54170	54170	54160	Mandatory
2	Examination Fee	7500	7500	7500	

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 (Technical) and students shall be liable to pay accordingly.
2. University enrolment charge shall be paid by the students upon joining the batch for induction program.
3. 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.

3.4.6. Fee Payment for Securing Admission:

The candidates who have been offered admission are required to pay 1st term Tuition Fees of INR 54,170 at the time of confirming admission as per stipulated date mentioned in the Admission Offer.

3.4.7. Payment of the Remaining Program Fee:

Candidates are required to pay the remaining fees as per payment schedule made available to students by the Student Affairs Office (MBA) upon commencement of the program.

3.4.8. Payment Modes:

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

4. Withdrawal from the Program and Refund of Fees:

4.1. 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 (in the prescribed format) duly signed by him/her and counter signed by his/her parent/guardian.

4.2. 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 5% of the fees paid at the time of admission confirmation.

4.3. 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 4.2. 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.

4.4. No refund shall, in any case, be made if the candidate wishes to withdraw admission at any time during the program.

5. Scholarships and Financial Aids:

Meritorious scholarships and financial aids will be made available for special categories. It will be awarded to deserving candidates upon as per the provisions and process of the Scholarship Committee at the University. More details will be made available through Admissions Office to admitted candidates.

6. Cancellation of Admission:

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

1. 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.
2. 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.
3. The candidate fails to meet the eligibility requirements as mentioned in clause 3.1.

7. Admission Calendar:

Sr. No.	Particular	Important Dates
1	Availability of Application Forms at www.adaniuni.ac.in & Admission Office, Adani University	October 09, 2023
2	Last Date of Receiving Filled-in Applications (early cycle)	December 31, 2023
3	Declaration of Second and Final Round of Application Window	January – 2024 onwards
3	PI Rounds for shortlisted Applicants (Early Cycle)	January – 2024 onwards
4	Release of Admission Offers to 'selected' Candidates	On rolling basis
5	Last Date for Payment of Fees to Secure Admission	As per Admission Offer
6	Release of Admission Offers to 'Waitlisted' Candidates for Vacant Seats	To be decided later
7	Commencement of Program (tentative)	22 July 2024 (Immersion Program) 12 August 2024 (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-2024 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/and keep in touch with Admissions Office regularly.

8. Interpretations and Change of Admission Rules:

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

9.2 In the matter of such issues as are not covered in the Admission Policy mentioned above, the Provost of Adani University is authorized to resolve these special issues on the merit of the case.

9. The above-mentioned rules and details are subject to modification(s) by the competent authority at the University, if required.
10. Any changes with respect to MBA admissions process as may be recommended/notified by any competent authority of Government (State/Central) in future shall be made effective and applicable from time to time.
11. Any dispute is subject to the jurisdictions of Hon'ble Court of Ahmedabad.

By Order
Office of Registrar
Adani University

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