

DEPARTMENT OF MANAGEMENT STUDIES

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

(An Institute Of National Importance Established Under an Act Of Parliament)

ADMISSION NOTICE – 2017

Master of Business Administration (MBA)

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1. Department Of Management Studies

The primary objective of Department of Management Studies (DoMS) in RGIPT is to create a cadre of human resource with necessary skills, domain expertise, and competencies to manage the key positions in various segments of corporate world and energy sector.

The areas of focus of the department are:

- Energy Management
- Financial Management
- Marketing Management
- Human Resources Management

Department of Management Studies, Rajiv Gandhi Institute of Petroleum Technology offers a 2-year full-time MBA programme. The programme is designed to facilitate students in understanding, developing, integrating and applying knowledge of both core and specialized areas of management and their concepts and practices in the field of management and energy domain. Each year is divided into three trimesters/terms. The programme also includes eight to ten weeks of compulsory summer training for the students.

The focus of the MBA programme is to impart extensive exposure in the various areas of specialization (**Energy, Marketing, Finance, HR and Operations**) through electives, thereby providing a wide array of career and entrepreneurship opportunities.

2. Mba Admission Process

Admission

Eligibility

- A candidate must hold a minimum 50% in aggregate (45% for SC/ST/PH) in Class 10.
- A candidate must hold a minimum 50% in aggregate (45% for SC/ST/PH) in Class 12.
- Candidates must hold a Bachelor's degree recognized by the AICTE/UGC/ Institute/University incorporated by Act of Parliament/State legislature, university declared to be deemed as a University under section 3 of UGC Act, 1956, with 50% marks (45% for SC/ST/PH).
- Candidates meeting the above eligibility criteria and have appeared at latest Common Admission Test (CAT) conducted by IIMs/ Xavier Aptitude Test (XAT)/CMAT (conducted by AICTE)/ GMAT are eligible to apply.
- Candidate appearing for final year examination of programme are also eligible to apply based on the following conditions:
 - 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 result is awaited for obtaining the bachelor's degree/ equivalent qualification. Such candidates, if selected, should submit the final year mark sheet and certificate on the registration date (**Monday, July 03, 2017**) notified by the Institute.
 - b. Non-fulfillment of the above conditions will result in the cancellation of the provisional admission.

Selection Procedure

Candidates will be shortlisted based on the following criteria:

Criteria and Score Distribution for Candidates			
Criteria	Weights	Max. Score	Weighted Score
CAT/XAT/CMAT/GMAT Score*	50%	50	
Academic Performance**	20%	20	
Work Experience**	5%	5	
Total (A)	75%	75	

*CAT/XAT/CMATGMAT Score will be multiplied by assigned weights

**Work experience and Academic performance in class 10th, 12th and Bachelor degree will be appropriately factored in the shortlisting and selection.

Shortlisted candidates will be invited for Written Ability Test (WAT) and Personal Interview (PI).

Criteria	Weights	Max. Score	Weighted Score
Personal Interview (PI)	15%	15	
Written Ability Test (WAT)	10%	10	
Total (B)	25%	25	

The final selection of candidates will be based on total weighted cumulative score (A+B) out of a maximum score of 100 (one hundred).

The information about the selected and waitlisted candidates will be available on the DoMS website on the given date.

Selected students are required to make payment of fees as notified by Institute to secure the admission.

The Institute will activate waitlist(s) on a notified date (given by the Institute) to fill the vacant seats, if any. On receiving the intimation of the offer of admission by web notice/email, the waitlist candidate is required to secure his/her admission as per instructions.

The final list of admitted candidates will be uploaded on the RGIPT website before the commencement of the programme.

The candidates will have to be present on the date of registration at the institute with all originals of all marksheets and certificates.

The candidates, who fail to appear for the registration process without prior approval, are considered to have withdrawn from the programme.

If at any stage, the information provided by a candidate is found to be false his candidature/admission shall be cancelled.

Company Sponsored Candidates

Eligibility

Companies may also sponsor their employees for the above mentioned MBA programme.

- The basic eligibility criteria mentioned under Section 2.1.1 are same for sponsored candidates but they are exempt from CAT/XAT/GMAT/CMAT.
- Sponsored candidates should have worked full-time continuously for at least two years in the sponsoring organization at the time of applying for admission at DoMS, RGIPT.
- The company/organization will offer continuity of job and salary to the sponsored candidate for entire duration of the program.
- The candidates must have a minimum of two years of full-time work experience in responsible capacity in a Registered Firm/Company/Industry/Educational and Research Institution/Govt./Quasi Govt./Autonomous Organization in the relevant field in which admission is being sought.
- The Firm/Company/Industry shall either be a public sector undertaking or a public limited company registered in a stock exchange or a private concern whose annual turnover during the past two years exceeds Rs.5 crores.
- Sponsored candidates are not entitled for any financial assistance from RGIPT.
- Sponsored candidates should produce recommendation and no objection certificate and leave approval for the duration of the programme from the employer.

Admission Procedure

Sponsored candidates should produce recommendation letter and no-objection certificate from the employer.

Criteria and Score Distribution for Sponsored Candidates			
Criteria	Weights	Max. Score	Weighted Score
Academic performance**	20%	20	
Work Experience**	5%	5	
Written Ability Test (WAT)	60%	60	
Personal Interview (PI)	15%	15	
Total	100%	100	

**Work experience and Academic performance in 10th, 12th, and Bachelor degree will be appropriately factored in the shortlisting and selection.

The final selection of sponsored candidates will be based on total weighted cumulative score obtained out of a maximum score of 100 (one hundred).

3. Application Process

Candidates should apply Online by paying necessary application fee.

Application Fee

A non-refundable application fee of Rs.400/- (Rs.200/- for SC/ST candidates) to be paid by the applicant.

Mode of Payment

NEFT Transaction

Applicants can pay application fee through NEFT transactions. Bank account details of the Institute for NEFT transaction are given below:

Beneficiary Name	Rajiv Gandhi Institute of Petroleum Technology
Type of A/c	Saving Bank
Bank A/c	34785529062
IFSC/NEFT/RTGS Code	SBIN0004547
Branch Details	State Bank of India, ITI Township, Rae Bareli, UP-229010
Email address	sbi.04547@sbi.co.in
Bank Phone No.	0535-2700251, 2703755

Demand Draft

- Application fee payment can be made through Demand Draft (DD) of Rs.400/- (Rs.200/- for SC/ST candidates) drawn *in favour of Rajiv Gandhi Institute of Petroleum Technology*, payable at *Rae Bareli*
- The candidate should write his/her Name, Address, Phone number, and Email ID on the back side of the Demand Draft.

Online Application

- Eligible candidates should apply Online for admission by filling up online application form given on DoMS, RGIPT website www.domsrigit.ac.in . **CLICK HERE TO APPLY ONLINE**
- After filling the application form, the system will generate Application form (pdf file) and the applicants are required to save a copy of the same.
- Print out of duly filled and signed (by the candidate) Application form, along with the copy of payment (NEFT transaction) receipt/Demand Draft and all other necessary documents must be sent by speed post/registered post/courier to the MBA Admission office by the designated date.

- The last date of receiving hard copy of Application is **Friday, 31st March, 2017** (1st round) / **Saturday, 20th May, 2017** (2nd round).
- For the late receipt of the forms or loss of forms in the transit, RGIPT shall not be responsible.
- Applications submitted without application fee will be summarily rejected.

Application and Document Submission

Print out of duly filled Application form signed by the candidate, along with application fee receipt (NEFT transaction)/Demand Draft of Rs.400/- (non-refundable) (Rs.200/- for SC/ST) and all other necessary documents must be sent by speed post/registered post/courier, latest by, **Friday, 31st March, 2017** (1st round) / **Saturday, 20th May, 2017** (2nd round) to the following address:

MBA Admission Office
Rajiv Gandhi Institute of Petroleum Technology
Bahadurpur, Mukhetia More,
Post: Harbanshganj, Jais
Amethi, Uttar Pradesh – 229304
Mobile: +91-8765985540

The candidate should write “**Application for MBA Admission 2017**” on top of the envelope. Incomplete application forms and forms received after the due date will not be considered for admission process.

Candidates are required to send following documents before the due date:

- Hardcopy of the duly filled Application form signed by the candidate.
- Photocopies of passing certificates and Mark-sheets of Class 10th and 12th to be attached with the duly filled and signed Application form.
- Photocopy of bachelor’s degree/provisional degree and Mark-sheets of all trimesters/semesters/years to be attached with the duly filled and signed Application form.
- Photocopy of CAT/XAT/CMAT/GMAT Admit Card (Self-attested)
- Photocopy of CAT/XAT/CMAT/GMAT Score Card (Self-attested)
- Demand Draft of Rs.400/- (Rs.200/- for SC/ST) drawn in favor of RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY payable at RAE BARELI or print out of duly signed Online Payment (NEFT transaction) Receipt. The candidate must write Name, Address, Phone number, and Email ID on the back side of Demand Draft/Online Payment Receipt.
- Photocopy of Certificate of work experience, if any (Self-attested).
- Photocopy of valid Caste Certificate as per Central List for OBC/SC/ST category. In respect of OBC category non-creamy layer certificate and a self-declaration to be signed by the candidate.

- Photocopy of valid certificate for physically handicapped category (Self-attested)
- A passport size photograph of the candidate to be affixed with the Application form
- In case of grade sheets/CGPA/CPI, applicants should send a copy of grade to percentage conversion certificate if issued by the Board/Council/Institute/University.

4. WAT and PI Centres

WAT & PI will be conducted at the following Centers:

Jais (UP)	NOIDA (UP)	Mumbai (Maharashtra)	Bangalore (Karnataka)	Kolkata (WB)	Guwahati (Assam)
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From the above list of WAT & PI Centres applicants are required to give their preferences of top two WAT & PI Centres in the application form. Only if the number of applications for the Centres is more than a critical number to be decided by the Department of Management Studies, RGIPT, then WAT & PI Centre will be allocated. As far as possible the candidates will be allotted their first preference Centre.

5. Important Information for WAT & PI

- The WAT & PI will take place for MBA programme during the month of April 2017 (1st round admission) / June 2017(2nd round admission). See the timelines §7.1 and §7.2.
- The WAT & PI schedule will be uploaded on the website of Department of Management Studies, RGIPT (www.domsgipt.ac.in/ www.rgipt.ac.in).
- Candidates have to bear all expenses for attending the WAT & PI.
- A candidate appearing for the WAT & PI is required to report at least one hour in advance as per the schedule and register with the MBA Admission Office.
- In case a candidate is late, the MBA Admission Office may accommodate him in the next session on the same day, if possible. The candidate will not be allowed any other dates.
- The candidates must bring the following documents in original and a set of self-attested photocopies for verification at the time of WAT & PI:
 - i. CAT/XAT/GMAT/CMAT Admit Card
 - ii. CAT/XAT/GMAT/ CMAT Score Card
 - iii. Class X Certificate and Mark Sheets/Grade Sheets

- iv. Class XII Certificate and Mark Sheets/Grade Sheets
- v. Graduation Certificate and Mark Sheets/Grade Sheets (till the last semester/ term)
- vi. Work Experience Certificate, if any
- vii. SC/ST/OBC Certificate (as per central list) as applicable
- viii. Copy of Call Letter
- ix. In case of grade sheets/CGPA/CPI, applicants should bring a copy of grade to percentage conversion certificate if issued by the Board/Council/ Institute/University.

6. Term wise Fee Structure

MBA BREAKUP - TRIMESTER BASIS Academic Session 2017-18 & Onward

A. ONE TIME PAYMENT AT THE TIME OF ADMISSION

S.NO.	FEE HEAD(S)	MBA (₹)
1	Admission	2500.00
2	Students Welfare Fund	500.00
3	Alumni Membership	1000.00
	TOTAL	4000.00

B. DEPOSIT PAYABLE AT THE TIME OF ADMISSION (REFUNDABLE)

S.NO.	FEE HEAD(S)	MBA (₹)
1	Academic	1000.00
2	Library & Computer Lab (₹ 1000/- each)	2000.00
3	Hostel	3000.00
	TOTAL	6000.00

C. TRIMESTER FEE

S.NO.	FEE HEAD(S)	MBA (₹)
1	Tuition Fee*	80000.00
2	Examination Fee	1000.00
3	Registration/Enrollment Fee	500.00
4	Amenities	500.00
5	Hostel Admission	75.00
6	Hostel Establishment	1800.00
7	Hostel Seat Rent	3000.00
8	Accident Insurance	125.00
	TOTAL	87000.00

*All SC/ST Students have to pay 50% Tuition Fee

D. MESS CHARGES PER TRIMESTER

SL.NO.	FEE HEAD(S)	MBA (₹)
1	Mess Fee**	11200.00
2	Mess Establishment Charges	800.00
	TOTAL	12000.00

** Subject to changes

AMOUNT PAYABLE AS INSTITUTE DUES (Total A+B+C+D) AT TIME OF ADMISSION (1ST TRIMESTER)

SL.NO.	CATEGORIES	MBA (₹)
1	General/OBC	109000.00
2	SC/ST/PH	69000.00

AMOUNT PAYABLE AS INSTITUTE DUES (Total of C & D) FOR OTHER TRIMESTER

SL.NO.	CATEGORIES	MBA (₹)
1	General/OBC	99000.00
2	SC/ST/PH	59000.00

- Students belonging to SC/ST category will be eligible for 50% concession in the Tuition fee.
- The candidates as per the final selection list are required to pay the first Trimester fee by **Monday, 22nd May, 2017** (1st round) / **Wednesday, 21st June, 2017** (2nd round) to confirm their admission.

Trimester Fee may be paid by Demand Draft from any schedule bank in favour of **Rajiv Gandhi Institute of Petroleum Technology**, payable at **Rae Bareli**. The fee draft may be deposited in person, or sent by Speed Post/Courier so as to reach MBA Admission Office by the designated date.

OR

Trimester Fee may be paid through NEFT transaction. Bank account details of the Institute for NEFT transaction are given below:

Beneficiary Name	Rajiv Gandhi Institute of Petroleum Technology
Type of A/c	Saving Bank
Bank A/c	34785529062
IFSC/NEFT/RTGS Code	SBIN0004547
Branch Details	State Bank of India, ITI Township, Rae Bareli, UP-229010
Email address	sbi.04547@sbi.co.in
Bank Phone No.	0535-2700251, 2703755

7. Activity Timeline

7.1. First round admission

Activity	Date
Last date of receipt of hard copy of application	Friday, 31 March 2017
Shortlist for WAT&PI (will be uploaded on website)	Monday, 10 April 2017
Confirmation for attending WAT & PI through E-mail	Monday, 17 April 2017
Conducting WAT & PI for shortlisted candidates	Monday, 24 to Saturday, 29 April, 2017
Selection and Admission Offer through E-mail	Friday, 05 May 2017
Fee Deposit	Monday, 15 May 2017
Activation of Waitlist	Tuesday 16 May 2017
Fee Deposit by Waitlisted Candidates	Monday, 22 May 2017
Registration & Commencement of Classes	Monday, 3 July 2017

7.2. Second round admission (those who have applied in the 1st round, needn't apply again)

Activity	Date
Last date of receipt of hard copy of application	Saturday, 20 May 2017
Shortlist for WAT&PI (will be uploaded on website)	Thursday, 25 May 2017
Confirmation for attending WAT & PI through E-mail	Tuesday, 30 May 2017
Conducting WAT & PI for shortlisted candidates	Friday, 9 June 2017
Selection and Admission Offer through E-mail	Wednesday, 14 June 2017
Fee Deposit	Wednesday, 21 June 2017
Activation of Waitlist	Thursday, 22 June 2017
Fee Deposit by Waitlisted Candidates	Tuesday, 27 June 2017
Registration & Commencement of Classes	Monday, 3 July 2017

8. Hostel

The programme is fully residential and students are required to stay in hostel on the campus for the full duration of the course.

9. Reservations and Seat Allocation

Reservation policy as per the Government of India's directives will be applicable. Seat allocation to the various categories (SC, ST/ PH and General) is in accordance with the Government rules.

10. MBA Admission Office

Department of Management Studies
Rajiv Gandhi Institute of Petroleum Technology
Bahadurpur, Mukhetia More
Post: Harbanshganj, Jais
Amethi, Uttar Pradesh – 229304
Mobile: +91-8765985540
Website: www.domsrgipt.ac.in / www.rgipt.ac.in
E-mail: mba_admissions@rgipt.ac.in