



Netaji Subhas University of Technology

Sector 3, Ajad Hind Fauj Marg, Dwarka, New Delhi-110078

Special Spot round, MBA/ MBA-IEV Admissions, 2023-25

NSUT invites eligible candidates for a Special Spot Round admission of MBA and MBA IEV program for the session 2023-25.

Counselling Schedule For Special SPOT Round		
1.	Reporting of Candidates and Document verification	4 th August, 2023 (10:30 AM-11:30 AM)
	Seat allotment to candidates on the basis of merit list and availability of seats	4 th August, 2023 (11:30 AM-onwards)

VENUE FOR REPORTING

**Department of Management Studies,
4th floor, Library Block
Netaji Subhas University of Technology
Sector-3, Dwarka, New Delhi-110078**

1) Eligibility Conditions for MBA

- a) A candidate who has passed any bachelor degree examination with minimum 60% marks in aggregate or equivalent CGPA from a recognised university/institution and valid CAT/MAT/CMAT score. However, a relaxation of 10% in marks shall be given in eligibility criteria to SC/ST/PwD candidates.
- b) The student should hold a degree from any of the universities 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, or possess an equivalent qualification recognized by the Ministry of Education, Government of India.
- c) Those who are appearing in final semester examination may also apply, provided that they submit
 - i. The proof of eligibility by a specific date declared by the University, and valid CAT/MAT/CMAT percentile at the time of application.Otherwise, the admission of the candidate to the university will be cancelled. Candidates appearing in final semester/year should have at least 60% aggregate marks at the time of submission of application.

In case the conversion formula for CGPA is not provided by the concerned Institute/

University, equivalent percentage shall be computed as per following formula:

$$\text{CGPA} \times 10 = \text{Percentage of Marks}$$

Note: At any stage of the program, if it is found that the candidate does not fulfil the eligibility criteria, his/ her admission shall be cancelled and fee shall not be refunded.

Note: At any stage of the program, if it is found that the candidate does not fulfil the eligibility criteria, his/ her admission shall be cancelled and fee shall not be refunded.

2) Guidelines for Counselling

1. The candidate has to physically report for Special Spot Round Counselling at Auditorium, NSUT, Delhi.
2. Candidates who cannot come physically can authorize their parent/relative/guardian/friends as their representative to participate in SPOT round on their behalf and complete admission formalities. No other relaxation will be given in the procedure of admission.
3. All reporting candidates have to fill an application form as part of their registration process available on the registration desk at prescribed venue.
4. All candidates desirous of seeking admission to the MBA programs at NSUT are required to pay a non-refundable registration fee. The payment can be made through a demand draft in favor of “ **Registrar, NSUT PG Admission** ”. The details of registration fee are given below:

CATEGORY	Amount
General/ OBC / EWS	₹ 1,000
SC/ST/PwD	₹ 5,00

5. In case the candidate was already registered in regular round of MBA/MBA IEV admissions, he/she is not required to pay registration fee again. These candidates are required to bring the copy of online registration form on the date of counselling.
6. The candidates are advised to go through their respective MBA admission brochures available at <http://nsut.ac.in/en/pg-admission> .
7. It was decided that the last date to submit graduation marks sheet & certificates for the candidates whose results are pending is 30th Oct 2023.
8. It is mandatory to produce original documents/certificate for verification otherwise “no seat will be offered”. However, if original documents have been submitted with other institution, then proof must be produced for verification along with attested set of documents/undertakings as appropriate.
9. Degree and Marksheet of the Qualifying Examination (Awarded candidate should provide degree and appearing candidate should provide marksheet of last appeared semester and undertaking as per the Performa available on CMAC website)
10. No deficiency will be allowed in the Special Spot round, the candidature will be cancelled and no representation will be entertained thereafter.

11. Non-reporting of the candidate as per the schedule and within the stipulated time, forfeits the claim for admission for the reasons whatsoever may be and no request will be entertained thereafter.
12. The University reserves the right to make any modification/ alteration in the process/procedure with prior information to the available aspirants.

3) Documents Verification

Candidates are required to show original documents and submit the copy of the same during document verification process. The list of documents to be submitted for file is as follows :

1. Degree and Marks sheet of the qualifying examination.
2. Certificate and Marks sheet of the 10th and 12th examination.
3. Scanned copy of CAT/MAT/CMAT. Student must possess CAT/MAT/CMAT Login ID and Password for online verification.
4. Date of Birth Certificate as indicated in High School or equivalent examination.
5. Reserved category/sub-category certificates, if applicable.
6. Demand draft of Registration fee and Seat blocking fee.
6. Undertaking (if Required)

4) PAYMENT OF SEAT ACCEPTANCE FEE

1. Candidates are required to deposit a part admission fee (Rs.1,00,000 – Rupees One Lakh) through demand draft for blocking the seat, allotted to him/her during the first round of admission counselling.
2. The seat blocking fee shall be adjusted against the annual academic fee of first year after getting the admission in respective universities. The candidate shall be required to deposit the balance annual fees in the University at the time of registration of first semester courses for the confirmation of admission.
3. The demand draft should be of amount Rs. 100,000/- in favor of ---
“ Registrar, NSUT PG Admission ” Payable at New Delhi.
4. Balance fees need to be paid by the candidate in the respective University.
5. If a candidate fails to deposit the admission fee immediately at the time of seat allotment for whatsoever reason, the seat allotted to him/her will be immediately cancelled and offered to the next candidate on the basis of merit.

5) Withdrawal Policy of NSUT

1. Candidates shall be required to deposit a seat blocking fee, as specified in the admission brochure, in order to block the seat allotted to him/her during the spot/special admission rounds.
2. The seat blocking fee shall be adjusted and the candidate shall be required to deposit the balance annual fees (if required), at the time of confirmation of admission (before the registration of first semester courses in the University)
3. If the candidate fails to confirm his/her admission, then the seat blocking fees deposited during special spot rounds shall be forfeited, and no refund shall be admissible.