



Admission Policy: MBA
School Of Management (SoM)
BML Munjal University, Gurugram



MBA Admission Policy-BMU/RO/2025/0002 dated January 09, 2025.

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Preamble

BML Munjal University offers a two-year full-time residential Master of Business Administration (MBA) Programme in the School of Management (SOM). As per the admission philosophy of the University, BMU allows alternate admission pathways to students who are keen to pursue the MBA programme offered in various specializations by the University. The admission decision is based on a holistic review of the student profile.

1. Scope

This policy document covers the two-year full-time residential MBA Programme.

2. MBA Specializations

The following specializations are offered by the University for MBA:

- a) Business Analytics
- b) Entrepreneurship
- c) Finance
- d) Human Resources
- e) Marketing
- f) Operations & Supply Chain Management
- g) Strategic Management

2.1. The student is required to confirm their specialization immediately after commencement of the Programme, as per the deadlines announced by the School of Management. The School also allows the students to pursue **General Management** comprising courses from across the specializations.

2.2. KPMG Certification in Forensic Accounting and Corporate Fraud

Students from any MBA specialization may additionally opt for KPMG Certification in Forensic Accounting and Corporate Fraud by completing a set of prescribed electives. Upon successful completion of the entire set of prescribed electives, the students shall earn a certificate from KPMG.

3. Global Leadership Program

The Global Leadership Program (GLP) provides MBA students an opportunity to have first-hand knowledge of the global marketplace through an unparalleled immersion experience at a partner University abroad. To thrive in today's global marketplace, business leaders must understand the economic, social, political, and cultural forces impacting the way business is conducted in different parts of the world.

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- 3.1. The Global Leadership module is an optional programme conducted at the completion of the first year during summer break.
- 3.2. After successful completion of the module, the students will receive a Global Leadership Program Certification from the Host University/School.
- 3.3. The fee will be charged to the students at the time they opt to be part of GLP, and it will be based upon the Partner University opted by the student.
- 3.4. The GLP fee does not include expenses for local travel in the city where the Host University/School is located, or for sightseeing, tickets/charges, social programmes etc. organized by Host University/School.
- 3.5. Students must procure a valid passport & visa for the GLP Module. BMU will only assist in the visa application process and all costs for Passport and Visa procurement are to be borne by the student.

4. Haryana Domicile Admission

- 4.1. Of the total admission intake, 25% of seats for admissions at BMU are reserved for the students having Haryana Domicile, out of which 10% of seats are reserved for the students belonging to Scheduled Castes of the State.

5. Eligibility Criteria for MBA Programme

- 5.1. Bachelor's degree in any discipline, with 50% marks or more / an equivalent grade.
- 5.2. For Business Analytics Specialization, the applicants with B.Tech./BCA/MCA/B.Sc./B.Sc. (Economics) or any other relevant degree from a recognized institution with Computer Science as one of the electives will be preferred.
- 5.3. The applicant is required to have cleared one of the following entrance examinations i.e. CAT/ XAT/ GMAT/NMAT/CMAT/GRE or BMUMAT (BMU's Management Aptitude Test).
- 5.4. NSS Merit Certificate holders will be awarded an additional five marks.
- 5.5. The programme is open to the students with/without work experience. However, students having work experience will be preferred.

6. MBA Admission Process

The following process will be followed for admission to the MBA Programme:

- 6.1. Applicants will submit the online application form on BMU's Admission Portal.
- 6.2. Applicants will submit the duly filled application form along with all requisite documents like Class X Marksheet, Class XII Marksheet, Semester/Year-wise Marksheet of Qualifying Degree, Certificates for Extra-curricular activities, Work Experience Certificate, Scorecard of the standardized national test score etc. The application fee is to be paid online.
- 6.3. In the absence of any standardized national test score, the candidate may be granted permission to appear for the BMU Management Aptitude Test (BMUMAT), subject to the discretion of the Admissions Committee.
- 6.4. The short-listed candidates will be invited to appear for a Case Discussion (CD)/Personal interview (PI).

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- 6.5. BMU will offer admission to the selected candidates who either are in their final year of graduation or have already completed their graduation. In case graduation results are awaited, an offer extended by BMU is subject to the submission of the candidate's standardized test scores and completion of graduation.
- 6.6. Selected students will receive subsequent communication with a given timeline to complete the admission process:
- Offer Acceptance.
 - Hostel Selection and registration.
 - First Semester Fees submission.
 - Registration.

Notes:

- Incomplete application forms, misrepresentation or false information/documents would result in withdrawal of the offer.
- For candidates with letter grades/CGPA, the equivalence to percentage of marks will be decided as per the academic regulations of BMU. The current policy for calculation is to multiply the CGPA by 10 to convert it into percentage.
- Students with awaited test scores and/or results of the final semester of their qualifying degree are eligible to apply.
- BMU will give provisional offers to the selected candidates who are in their final year of graduation and whose results are awaited. Their admission will be confirmed on submission of mark sheets/necessary documents/graduation results.
- The fee will be refunded as per the guidelines of the UGC.

7. Fees

- An application fee of ₹2000 is payable at the time of submitting the online application form.
- The tuition fee structure is available on the website of the University.
- In addition to the tuition fee the student will pay one time registration fee and refundable security deposit.
- All Fees are payable in advance, at the start of every semester.
- The fees do not include the cost of laptop and other equipment.
- Third party psychometric tests/ training for placement activities undertaken at BMU CGDC will be additional. The fees do not include expenses incurred for internships, projects or any international trip undertaken during the duration of the programme.
- From the second year onwards, tuition fee may be increased by a maximum of 5% over the preceding year at BMU's discretion.

8. Hostel Fees

- The fee applicable for different categories of rooms is available on the university website.
- The hostel fee is payable in advance at the beginning of each semester.
- Electricity charges would be additional based on actual usage/ consumption of electricity.
- Any other taxes/ levies on fees that are charged by the Central/State/Local Authorities/Overseas Authorities from time to time as applicable will be additional.

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- e) Hostel rooms will be allocated on a first-come-first-serve basis subject to the availability of rooms at the time of request. Hostel rooms will be reallocated in the second Year.
- f) All students who stay outside the campus owing to internship or any other reason, wherein it is planned by the University as part of the curriculum, they will not be charged hostel and food/laundry fees for the duration that they remain outside the campus. They will only be charged pro-rata for the balance part of the semester when they return to campus after completion of their internship etc.
- g) All Freshers who have been permitted to join the programme later than the last date of registration in the odd semester in the 1st Year will be charged hostel fees pro-rata for the balance of that semester. However, since their fees for the whole semester will be charged before their registration, the difference of the hostel fees will be adjusted in the fees for the 2nd Semester.
- h) In all the above cases, the pro-rata amount will cover a minimum of 15 days (half a month) i.e., if a student joins on 16th of a month or later, he/she would be charged half month's hostel fees for that month. In case anyone joins on the 15th of a month or before, they would be charged for the full month.

9. Scholarships

- a) BML Munjal University follows Scholarship and Financial Grants policies designed to support the education of the meritorious students along with the students coming from economically weaker sections of society.
- b) The Scholarship & Financial Grants information is available on the website of the University.

10. Required Laptop Configuration

- a) It is mandatory for all the students to have a laptop.
- b) Recommended minimum configuration for laptops is CPU Intel Corei5, RAM 4 GB and above, HDD 500 GB, Screen 14", any brand with an operating system of OS Windows 10 Pro. Intel Core i7 and 500 GB SSD should be preferred.

11. Commencement of Academic Session

The date of commencement of the session will be notified on the University website.

BMU reserves its right to change or revise its policies and rules thereof without any notice. No claim shall lie against BMU for any such changes made. The decision of the Management and the Admission team shall be final and binding.


Registrar


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