



Admission to
BBA Programme
(2017-20)

The Maharaja Sayajirao University of Baroda
(“A” Grade Accreditation by NAAC), **Faculty of Commerce**,
has been offering BBA Programme since 1997 with advanced
Curriculum and all amenities of Professional Education.

Admission to First Year BBA: Online Applications are invited for Three Year Full Time Degree Course-Bachelor of Business Administration [BBA] for 180 Seats with additional 18 seats for Foreign Nationals.

Eligibility: Candidates who have passed/appeared in the 12th/H.S.C. Examination in any stream (Regular / Private candidate) of GSEB or of any other recognized body as equivalent there to with minimum of 45% of marks in aggregate with English as one of the subjects shall be eligible to apply. Admissions under Reserved Category shall be as per the Government of Gujarat rules.

Last Date of Application: 10th May, 2017

Date of Entrance Written Test : Thursday, 20th May, 2017
12:00 noon

Online Admissions are open on : <http://msub.digitaluniversity.ac>
www.msubaroda.ac.in

Admissions to Second Year BBA : For vacant seats of S. Y. BBA, Admission Forms are available at BBA Office, between 11th May to 31st May, 2017 during office hours. Last date for submission of Admission Form is 6th June, 2017. **Details of 'AADHAR' is mandatory for online Application for Admission.**

Date: 18-04-2017

Prof. Sharad N. Bansal
Programme Director





First Year

BBA

Admission Guidelines

2017 – 18

BBA Programme

Faculty of Commerce

The Maharaja Sayajirao University of Baroda

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REGISTRAR (OSD)



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PROGRAMME DIRECTOR



Dr. Ketan Upadhyay
ASSOCIATE PROGRAMME DIRECTOR



CS Kalpesh Purohit
ASSISTANT PROGRAMME DIRECTOR



Ms. Nidhi Argade
ASSISTANT PROGRAMME DIRECTOR





BBA Programme



The Maharaja Sayajirao University of Baroda is one of the most outstanding Higher Education Institute in India. It has rich legacy and unparalleled commitment in the creation and dissemination of knowledge. The university has always played pioneer role in offering new academic programmes with enriched curriculum to meet with the need of education in particular and society in general.

The university has been offering BBA Programme since 1997 with advanced curriculum and all amenities of professional education. The BBA Programme is under the roof of Faculty of Commerce which is a flagship programme ever since its inception. Its diversified and specialised courses interdisciplinary curriculum, autonomous structure, high quality academic inputs and emphasis on web based and self learning activities together with vibrant students activities and events, gives it an edge over other similar academic institutions.





1

Eligibility Criteria

- I. A candidate who has passed HSC Examination of Gujarat State or an equivalent examination with minimum 45% of marks in aggregate shall be eligible to apply.
- ii. All those students who have appeared in the HSC Examination in the Gujarat Secondary and Higher Secondary Education Board, Gandhinagar or any other equivalent examination with ENGLISH as a one of the subjects and awaiting for the result of the final examination and the mark-sheet shall be considered as eligible to apply for admission in F.Y.BBA. **Private Candidates are also eligible to apply.**
- iii. Those students who have passed the HSC examination from other than the Gujarat Higher Secondary Education Board, Gandhinagar shall have to carry out/satisfy procedural compliance for Provisional eligibility, within the prescribed time limits, as per the prevailing norms of The Maharaja Sayajirao University of Baroda.
- iv. All the requisite and relevant documents and Certificates in original along-with two duly attested sets are required to be submitted at the time of paying the fees. In case of candidates belonging to Reserve Categories, the concerned students shall have to obtain and submit necessary certificate/s from the competent authorities as the case may be, along-with application form for admission on or before the date of Entrance (Written) examination without fail.
- v. The admission of the candidates belonging to Reserve Categories shall be in accordance with the rules of the Government of Gujarat for the time being in force.
In such cases, the concerned students shall have to obtain and submit necessary certificates from the competent authorities as the case may be.
- vi. List of the candidates selected for provisional admission in F.Y.BBA shall be displayed on the Notice Board. The candidates shall also be informed individually about their selection. However, the Faculty of Commerce or Programme Director, BBA Programme shall not be responsible for the non-receipt or late receipt of such information.
- vii. All the admissions, till the issuance of the Enrollment Certificate/Permanent Record Number (PRN No.) shall be regarded as provisional and subject to confirmation and approval by the appropriate authorities of The Maharaja Sayajirao University of Baroda.
- viii. **Details of 'AADHAR' is mandatory for online application for admission.**





2

Allocation of Seats

- i. All the admission to the First Year BBA shall be purely on merit. The Merit List of all candidates who have applied for the admission to the First Year BBA shall be finalized on the basis of the performance of the students at the Entrance Test comprising of Written Test, Creative Writing (Extempore), Group Discussion and Personal Interview.
- ii. Provision for Reserved Category candidates
The quota for the Reserved Category is to be followed as per prevalent rules of Government of Gujarat.
For physically handicapped candidates [PH], having 40% to 60% extent of disability, there is 3% reservation within their respective category. Such candidates are required to submit the relevant certificate; duly signed by a civil surgeon or in the absence of civil surgeon, the residential Medical Officer.
Notes:
 1. Interpretation and criteria of reservation for physically handicapped candidates as specified here are subject to confirmation from the Registrar, The Maharaja Sayajirao University of Baroda.
- iii. The total number of candidates to be called for Creative Writing (Extempore), Group Discussion and Personal Interview will be three times the total number of seats. [3 x Total Number of Seats (180) = 540].



Admission criteria:

All the admission to the First Year BBA shall be purely on merit. The merit list of all candidates who have applied for the admission to the First Year BBA shall be finalized on the basis of the performance of the students at the Entrance Test comprising of Written Test, Creative Writing (Extempore), Group Discussion and Personal Interview.

3.1 Written Test:

The written test would be of **two hours** and generally consist of **100 Multiple Choice Questions** of **01 mark** each from the prescribed area such as English Language Proficiency, Data Interpretation, Analytical Reasoning, Quantitative Problem Solving and General Awareness with equal weightage of 20 marks. There shall be **No Negative Marking** in the Written Test.

3.2 Details of Creative Writing (Extempore), Group Discussion and Personal Interview

The candidates who clear the Written Test are required appear for Creative Writing, Group Discussion and Personal Interview.

Criteria for Creative Writing (Extempore), Group Discussion /Personal Interview:

Creative Writing (Extempore):

With a view to assess skill in written communication and presentation, language proficiency and extempore flow of thoughts, it is proposed to test candidates in terms of 'Creative **Writing**'(Extempore), as one of the stages of the entrance test of the BBA Programme, having **total weightage of 10 marks**. Candidates shall be given topic for Creative Writing (extempore) in the examination hall and are required to write on the topic **in not more than 200 words, within 20 minutes, in English language only.**

Group Discussion:

Guidelines for Group Discussion:

Group discussion is introduced as one of the criteria for F.Y.B.B.A admission, with effect from the academic year 2016-17. The Topics for Group Discussion shall be announced on the day of Written Test to the candidates.

Personal Interview:

Each candidate shall be required to appear before the Interview Panel for the Personal Interview.





4

Verification of Eligibility and Documents

- i. Candidates provisionally admitted and eligible to pay fees for final admission at First Year BBA must bring Original and Attested copies of all the certificates shown below at the time of payment of fees and finalizing the admission:
 - a) H.S.C. Mark sheet
 - b) School Leaving Certificate
 - c) Attempt Certificate
 - d) Students who have passed HSC Examination other than Gujarat Board shall have to bring Provisional Eligibility Certificate, if prescribed, duly issued by The Maharaja Sayajirao University of Baroda
 - e) Caste Certificate if applicable from the competent authority of Government of Gujarat.
 - f) Non Creamy Layer Certificate (Parishisht-4) for SEBC Candidate from the competent authority of Government of Gujarat for the current financial year 2017. (i.e. on or after 01-04-2017)
 - g) Students who have passed HSC Examination with gap between 10th and 12th standard shall have to bring bonafide certificate from the respective school.
- ii. Verification Team shall be formed to verify the eligibility and original documents of each candidate before he/she is allowed to process for the final admission.
- iii. Sr. Centre Supervisor (Verification) as appointed by the Programme Director, shall coordinate the entire Verification Process.

5

Merit List

- i. The merit list of all the students who have appeared for the Written Test, Creative Writing (Extempore), Group Discussion and Personal Interview shall be prepared on the basis of total 100 marks to be calculated as follows:
 - a. 60 Marks for Written Test
 - b. 10 Marks for Creative writing (Extempore),
 - c. 15 Marks for Group Discussion
 - d. 15 Marks Personal Interview

The entire final merit list of all the candidates who have appeared for the Creative Writing (Extempore), Group Discussion and Personal Interview; under all the categories [reserved, general unreserved, special payment] shall be declared by the Programme Director.





6

Payment of Tuition Fees

After the declaration of the respective Merit List, the candidate shall be given maximum four bank working days to deposit the fees. The last date of the payment of fees would be 4th Bank working day (from the date of declaration of the Merit). The candidates shall have to submit copy of paid fee slip to the BBA office latest by 4:00 p.m. on the last date of the respective merit list. The admission of the candidate, who failed to pay the fees and submit the paid fee slip in such given time limit, shall automatically stand cancelled and the candidate/s from the waiting list shall be offered the same seat.

After the expiry of 5th merit list, to fill up the remaining vacant seats, the remaining candidates in the merit list will be notified at the BBA office or through such other mode as may be prescribed by the Programme Director, to submit their 'Letter of intent' to seek admission in prescribed format along with a copy of online application form at the BBA Programme office. The programme shall not be held responsible non-receipt/latereceipt of any such communication/intimation to any candidate under any circumstances whatsoever. The Programme Director shall have vested with Suo-moto and absolute power to decide any matter related or incidental there to, and such decisions shall be binding and valid ab initio.

On the basis of the above, the Final List of Provisionally admitted candidates will be declared.

Once the final list of provisionally admitted candidates is declared, the candidates shall have to secure admission by submitting all relevant original documents as well as duly attested copies, undertaking for attendance and behavior, strictly within stipulated time period.

Sr. No.	Fees Category	General Normal Category (in Rupees)	General Payment Category (in Rupees)	Special Payment Category (in Rupees)
1	Year Fees*	27420	57420	97420
2	Exam Fees*			
	Total			

* Note: Fees Structure would be decided by the University time to time and shall be applicable.





7

Seats for Foreign Students

10% of total seats at First Year BBA shall be offered to **Foreign Students as an additional seats over and above 180 regular seats** as per the guidelines of the University. Such candidates shall have to make online application and Fees as per 'Special Payment Category' shall be paid for these admissions. Admission will be granted on the basis of merit list prepared based on the last qualified examination as per the eligibility criteria (ii) and (iii), as referred above under the First Year BBA guidelines 2017-18.



8

Schedule of First Year BBA Entrance Examination for the Year 2017-18

Important dates of Admission procedure of the First Year BBA for the Year 2017-18:

- | | |
|--|--|
| 1. Date of Commencement of Online Admission Forms | 18 th April, 2017 [Tuesday] |
| 2. Last date of issue and submission of Admission Forms | 10 th May, 2017 [Wednesday] |
| 3. Date of Written Test | 20 th May, 2017 [Saturday] |
| 4. Declaration of Written test Result | 29 th May, 2017 [Monday] |
| 5. Date of Creative Writing (Extempore), Group Discussion and Personal Interview | 3 rd June, 4 th June & 5 th June, 2017 [Saturday, Sunday, Monday] |
| 6. Date of Merit List | 12 th June, 2017 [Monday] |

(The Programme Director is empowered to reschedule the dates as per the suitability and convenience)

Disclaimer: Summary and abstract of resolved Admission Guidelines for FY BBA admissions 2017-18 has been produced here above. Detailed administrative guidance for the same, as may be followed by BBA Programme office, shall remain binding to all concern.





Second Year BBA Admission Guidelines for the Batch – [2017 – 2019]

Any seats out of regular batch of First Year BBA falling vacant in the forthcoming batch of Second Year BBA shall be filled up following the admission norms and procedures mentioned below:

Admission Process


All the regular vacant seats of F.Y.B.B.A shall be filled up by following admission process and only in order of merit. The merit list for the admission to Second Year BBA Programme shall be finalized on the basis of prescribed admission guidelines as made applicable for the academic year 2016-17, which shall consist of following:

· Written Test	60 Marks
· Creative Writing (Extempore)	10 Marks
· Presentation	15 Marks
· Personal Interview	<u>15 Marks</u>
Total Out of	100 Marks

Merit list of students eligible to appear for Creative Writing, Group Discussion and Personal Interview shall be in the ratio of four times the number of seats vacant. If the number of candidates appearing at the Written Test is equal or less than the number of seats, then each of the candidate who has appeared for written test shall be called for the Creative Writing, Group Discussion and Personal Interview.

- Ø **Written Test: [Weightage: 100 marks] [Duration: 1 hour and 50 minutes]**
It would generally consist of Multiple Choices and such questions covering the subjects of Management, Accountancy, Economics, English, Basic Mathematics & Statistics and General Knowledge. **Marks obtained by the candidate will be converted to 60% as weightage of the same is of 60 marks in preparation of merit list.**
- Ø **Creative Writing (Extempore): [Weightage: 10 Marks]**
With a view to assess skill in written communication and presentation, language proficiency and extempore flow of thoughts, it is proposed to test candidates in terms of '**Creative Writing**' (Extempore), as one of the stages of the entrance test of the BBA Programme, having **total weightage of 10 marks.**
- Ø **Group Discussion: [Weightage: 15 marks]**
Each candidate shall have to appear for Group Discussion and the said stage of screening shall be carried out as per resolved guidelines of F.Y.BBA admission as enforced during academic year 2016-17.
- Ø **Personal Interview: [Weightage: 15 marks]**
Each candidate shall be compulsorily required to appear before the Interview Committee for the personal interview.





Eligibility for Admission in Second Year BBA

A candidate who has passed/appeared in First Year BBA Examination as regular student in current academic year from a recognized institution/college/university, without any Gap, at First Attempt shall be eligible for the admission to the Second Year BBA Program.

The candidate must have compulsorily studied the following papers in First Year BBA.

1. Management
2. Accountancy
3. Economics
4. English

In addition to the above, candidate must have passed XII Higher Secondary Certificate (HSC) Examination conducted by Gujarat Secondary and Higher Secondary Education Board, Gandhinagar or an examination of any other examining body recognized as equivalent there to, in any stream, with English" as one of the subject with 45% marks in aggregate.

Candidate shall have to obtain Provisional Eligibility Certificate, if applicable from the Office of The Dy. Registrar, (Academic), The Maharaja Sayajirao University of Baroda and submit to the BBA Programme Office.

Number of Seats:

Any seat falling vacant in the forthcoming batch of the Second Year BBA for any reason whatsoever shall be filled up following the admission procedure mentioned here.

The exact number of seats falling vacant would be known after the declaration of results of the First Year BBA (Second Semester-End Examination).

In case of non-availability of seats [no vacancy arising] in Second Year BBA, the candidates will be refunded back half of the Application fees.

Fee Structure (To be collected on yearly basis for two semesters)

- | | |
|---|---------------|
| [a] Prospectus and Application Form | Rs. 600/-* |
| [b] Tuition Fees per Year | Rs. 97,420/-* |
| [c] Examination Fees (for each semester-end examination)
[As per University Rules] | |

*** Notes:**

1. Fees shall be at par with F.Y.BBA 'Special Payment Category' and other fees would be applicable as per University Rules for the time being in force.
2. Any fees once paid by a student shall not be refunded in any case under any circumstances.

The admission form for admission in SY BBA will available at BBA office between 11th May to 31st May, 2017 during office hours. The last date of duly filled admission forms will be 6th June, 2017.

