



SCHOOL OF MANAGEMENT STUDIES
Cochin University of Science and Technology
KOCHI-682 022.



MBA@SMS, CUSAT: Academic Admissions -2023

Greetings from School of Management Studies, CUSAT!

This is with reference to the admission for M.B.A. programmes at SMS, CUSAT for the year 2023. After the two rounds of seat allotments and the first Spot admissions on 1.09.2023, the vacant seats shall be allotted to the deserving candidates through **the second spot admissions which is scheduled on 4th, September, 2023 at 9.30AM at School of Management Studies,** strictly based on the rank order in the main rank list. *If sufficient candidates eligible for allotment are not received from the main rank list, the allotment shall be made from the supplementary list based on the ranks in the supplementary list (only after exhausting the main rank list).* **The list of available vacant seats, if any, after the first spot admissions on 1.09.2023 will be posted in the CUSAT admission portal on 2.09.2023.**

This round of allotment is applicable for:

- a) All candidates who are in the MBA admission main rank list published in the admission portal of the University, barring who have already been admitted.
- b) However, candidates who have been already admitted can still avail the opportunity of spot admission if they wish to change to full time from part time or vice versa. If interested, they can attend the spot admission.
- c) Candidates those who have claimed reservation under sports quota are eligible only if they are duly recommended by the Sports Council of Kerala, with a valid recommendation letter from the Sports council of Kerala at the time of verification.
- d) If sufficient candidates eligible for allotment are not received from the main rank list, the allotment shall be made from the supplementary list based on the rank order, after exhausting the main rank list.
- e) Those candidates who have been rejected allotment during the previous rounds on grounds of failing to produce the claimed reservation category proof can now attend spot admission for general category seats(provided they have a valid rank in the rank list and the qualifying degree and entrance test (CMAT/KMAT/CAT) scores were entered correctly in the admission portal). **The allotment shall be made based on the rank order.**
- f) Those students who were rejected allotment during the previous rounds due to pending results of supplementary examinations of previous semesters of their qualifying degree examinations, can now attend this round of admission provided such results of

supplementary examinations of your previous semesters of the qualifying degrees are now available for verification. **The allotment shall be made only based on rank order.**

Accordingly, you are hereby directed to report in person [*provided entrance test (CMAT/KMAT/CAT) score were entered correctly in the admission portal and you are not disqualified due to wrongly entering the entrance test (CMAT/KMAT/CAT) score in the admission portal*] and produce all the original certificates/documents claimed in your application for physical verification at the SMS office at **9.30AM on 4th, September, 2023.** You may also bring two passport size photographs, self-attested copies (two nos) of all the certificates and documents, and a signed print out of the undertaking form attached with this mail.

This mail is no confirmation of seat allotment to you. This mail is only an invitation to attend the final round of the allotment process in which the vacant seats shall be allotted based on rank order

Please note that according to the order of the University regarding spot admission, candidates who report after the stipulated time (for whatsoever be the reason) shall not have any claim for participating in the admission process under any circumstances. Accordingly, it is hereby informed that the allotment hall shall be closed exactly at 9.30AM, 4th, September, 2023 and candidates shall not be allowed to enter the hall after that.

The details of available seats [anticipated seats], if any, after the first spot admissions on 1.09.2023 for M.B.A programs (both FT and PT) will be posted in the CUSAT admission portal in the on 2nd, September, 2023 and the second spot admissions shall be conducted on 4th, September, 2023 at 9.30AM at SMS for the above said available vacancies, if any.

Note:

- *Further, it is also informed that candidates from non-experience category will be allotted in the vacant seats, in case any vacancies are left under Experienced Category after allotting all the eligible candidates who attended the spot admission from Experienced Category in respective categories.*
- *If, sufficient reservation candidates are not available in a specific reservation category, that seats will be converted to other eligible category as per the university regulations and the reservation policies, after completing the allotment process.*

In case you are offered seat allotment, you may have to remit **MBA programme fees** [please refer the admission portal for fee details], and various other fees to be remitted to the Department [please refer the department fee details attached]. **1st semester MBA program fees shall be paid by the candidate on the same day itself, if the allotment is made (please refer the prospectus for the applicable fee details).** In addition,

Matriculation fee, Recognition fee, PTA Fund, Department Development Fund, Alumni fee and Value added Course fee shall also be paid on the same day. Fee receipt will have to be produced for verification on the same day.

Regards



Director

School of Management Studies, CUSAT

Please Note and strictly adhere:

- I. Candidates should note that the allotment shall be made on rank order basis for various categories to candidates present/or to candidates whose authorized person is duly present, from the main rank list. Only on exhausting the main rank list, candidates from the supplementary list shall be called for allotment. (if the candidate is not able to attend the spot admission, and not represented by an authorized person, the candidate shall lose the claim for admission)
- II. Candidates can claim general as well as reservation seats in the spot admission, if they are able to produce relevant documents for verification on that date.
- III. Candidates those who claim reservation under the sport quota should bring a valid recommendation letter from sport council of Kerala.
- IV. Candidates/ such an authorized person should carry his/her Identity card and the authorization letter attested by the candidate. (without these they shall not be allowed to attend the spot admission procedures)
- V. Candidates/ such authorized persons shall reach the SMS hall before 9.30AM, 4th, September, 2023. (late entry is strictly no allowed)
- VI. Candidates/ such authorized person shall produce all certificates and documents as required for the spot admission process in original on behalf of the candidate. (Without these the candidate will lose their claim for admission)
- VII. They shall also be ready to remit the M.B.A. semester fees, DDF, PTA Fund, Alumni Fee and Value added course fee, Matriculation fee, Recognition fee and other payments as required for completing the admission process.
- VIII. Please also refer to the attachments for undertaking/list of documents to be produced for verification.
- IX. Candidates shall also bring their parent/local guardian for the admission process.
- X. **Department Fees details**
 1. Matriculation Fee : Rs 370/-
 2. Recognition Fee: 370/-
 3. DDF Fee: Rs 5000/-
 4. Alumni Fees and PTA Fee: 530/-+1420/- = 1950/-
 5. Value added Programme Fee: Rs 5000/-