

भारतीय प्रौद्योगिकी संस्थान रुड़की

Indian Institute of Technology Roorkee

INFORMATION BROCHURE-2012 (M.B.A.)

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IMPORTANT DATES

| | |
|--|----------------------------------|
| CAT Result will be announced | January 11, 2012 (Wednesday) |
| Online Application for MBA (Open) | January 12, 2012 (Thursday) |
| Last date of online submission | January 27, 2012 (Friday) |
| Receipt of printed version of ONLINE Application | January 31, 2012 (Tuesday) |
| Date of Group discussion and Interview | March 16, 2012 to March 19, 2012 |

CONTACT DETAILS

Chairman, PG Admission-12
PG Admission Office
Indian Institute of Technology Roorkee
Roorkee-247 667, Uttarakhand, INDIA
Phone: 91-1332-285875 Fax: 91-1332-285874
E-mail: pgadm@iitr.ernet.in
<http://www.iitr.ac.in> OR www.iitr.ernet.in

INTRODUCTION

IIT ROORKEE

Indian Institute of Technology Roorkee (erstwhile, University of Roorkee) is a premier institution of engineering and technology in India. The first engineering institution set up in India in 1847. IIT Roorkee has acquired a world-wide reputation of being among the foremost centres of excellence. In recognition of its distinguished record in imparting quality education, it was elevated to the position of the first autonomous University of Independent India in 1949. In the year 2001, it was rechristened as Indian Institute of Technology Roorkee. The Institute has about 6300 students in 22 academic departments/centres of Engineering and Technology, Sciences, Humanities & Social Sciences and Management.

DEPARTMENT OF MANAGEMENT STUDIES

In the contemporary environment of rapidly evolving global business and commerce, a new knowledge driven society is emerging and revolutionising the acumen needed for managers. Recognising this, the then University of Roorkee established the Department of Management Studies in 1998 to impart high quality formal education in management science through a comprehensive 2 year regular MBA programme.

The Department of Management Studies has, over a short period, acquired and developed adequate infrastructure, expertise and resources to excel in imparting management education. The Department is housed in an exquisitely designed double storeyed building with four spacious lecture rooms, a large computer laboratory, a double storeyed library over 6400 books, syndicate and committee halls, auditorium with teaching aids and a large central atrium. An excellent departmental library and a state of the art computer laboratory augment the centralised resources available to students at the Institute level.



MBA PROGRAMME

PROGRAMME AND COURSE CONTENT

MBA at IIT Roorkee is a 4 semester residential regular programme spread over two academic years. The course structure is designed so as to impart knowledge of the core management concepts and techniques in the first year which are, thereafter, upgraded to advanced knowledge and practising skills in the areas of specialisation opted for by the students in the final year.

SPECIALIZATIONS

Department enables dual specialisation in any two of the following:

- | | |
|---|----------------------------|
| (i) Human Resources Management | (ii) Operations Management |
| (iii) Information Technology Management | (iv) Marketing Management |
| (v) Financial Management | |

SUMMER TRAINING & PROJECTS

At the end of the first academic year, the students take up summer training in professionally managed organisations to get exposure to real life situations which provides them an opportunity to apply their newly acquired skills in a practical environment.

Thereafter, in the fourth semester, students take up a comprehensive project in the area of their choice in which they are required to apply their expertise in a simulated environment under the guidance of a faculty member who specialises in that field.

COURSE CONTENT

1st Semester

Quantitative Techniques for Managers
Management Processes and Organizational Behaviour
Managerial Economics
Business Communication
Financial Accounting
Marketing Management
Business Statistics

2nd Semester

Management Accounting
Financial Management
Business Environment
Human Resource Management
Marketing Research
Production and Operations Management
Technology Management

3rd Semester

Management Information Systems
Legal Aspects of Business
Strategic Management
Summer Training
Elective I
Elective II
Elective III
Elective IV

4th Semester

Project
Elective V
Elective VI
Elective VII
Elective VIII
Elective IX

LIST OF ELECTIVES

Human Resource Management

Human Resource Planning and Development
Organisational Development
Labour Legislation and Industrial Relations
Career Planning and Performance
Management of Training and Talent Development
Compensation Management and Reward System
Management of Change
Managing Innovation and Creativity
Management of Self and Interpersonal Dynamics

Information Technology Management

Management of Information Technology
Enterprise Business Applications
Information Technology Project Management
Software Engg and Management of Software Development
Design of On-Line Systems
Decision Support and Experts Systems
Business Process Management
Electronic Commerce and Electronic Governance

Financial Management

Quantitative Analysis for Financial Management
Working Capital Management
Security Analysis and Portfolio Management
Indian Financial System
International Financial Management
Financial Management Control Systems
Taxation and Tax Planning
Merchant Banking and Financial Services
Financial Statement Analysis and Reporting
Banking and Bank Finance

Operations Management

Manufacturing Strategy
Computer Integrated Manufacturing
Operations Planning and Control Systems
Supply Chain Management
Total Productive Maintenance
Project Management
Productivity Management
Quality Management

Marketing Management

Internet Marketing
Consumer Behavior Analysis
Product and Brand Management
Integrated Marketing Communications
Sales and Distribution Management
International Marketing
Industrial Marketing
Services Marketing

Open Electives

Seminars in Management
Knowledge Management
Entrepreneurship Development
International Business
Industrial Waste Management
Management of Large Systems
Environment Management
Advanced Optimization Techniques for Management
Basics of Management of Information
Soft Computing Techniques for Management

RESEARCH AND DOCTORAL PROGRAMME

In addition to the MBA program, the Department has facilities for Doctoral research for aspiring and meritorious students both under full time and part time modes. Fellowships are available in line with the Institute norms. Faculty members are actively engaged in research in the contemporary areas of management science like Corporate Restructuring, Accounting Systems, Financial Regulations, Business Excellence, Emerging Markets, Financial Derivatives & Risk Management, Portfolio Theory, Marketing, Knowledge Management and Human Capital Creation, Human Resource Management & Organizational Behaviour, International Business, Supply Chain, etc.

FACULTY

Core Faculty

Rangnekar, Santosh, Head

Human Resources Management, Organization Behavior, Knowledge Management

Nangia, V. K., Professor

General Management, Finance

Singh, J. P., Professor

Finance, Fuzzy Sets and Systems, Chaos and Nonlinear Dynamics

Rahman, Zillur, Associate Professor

International Business, Marketing, Services Management, Strategic Management

Sharma, Anil K., Associate Professor

Finance and Accounting, General Management

Agarwal, Rajat, Assistant Professor

Operations and General Management

Sharma, Vinay, Assistant Professor

Marketing, Strategic Management, Business Opportunity Development, Rural Markets, e-Governance

Barua, M.K., Assistant Professor

Operation Management

Lenka, Usha, Assistant Professor

Human Resource Management

Joint Faculty

Gulati, T.R. Professor, Department of Mathematics

Operations Research

Kumar, Pradeep, Professor, Department of Mechanical & Industrial Engineering

Quality Management, Supply Chain Management, Operations Management

Rastogi, Renu, Professor, Department of Humanities and Social Sciences

Organizations Behavior, Women Studies

Institute Faculty

Sinvhal, H., Professor, Department of Earth Sciences

Kumar, Nagendra, Associate Professor, Department of Humanities and Social Sciences

Sinha, Babita Assistant Professor, Department of Humanities and Social Sciences

Visiting Faculty

Chanana, Lovneesh, Ernst & Young

Danturi, Shashidhar, Capegemini

Kumar, Rajesh, Oracle

Chaddha, Nitin, Microsoft

Pahwani, Gyanendra, IBM

Mathur, B. S. (Retd. GM), BHEL

Gaindhar, J. L. (Retd. Professor), IIT Roorkee

Kishore, Vimal, C.A.

Jain, Samiksha, C.A.

Additionally, the department regularly arranges unique, value laden lectures, workshops and courses.

PLACEMENT

IIT Roorkee has a proven track record of placing its students in the best of organizations. Students' Placement Committee under the guidance of concerned faculty member, HOD and in association with the Professor-in-Charge, Training, Placement and Industrial Liaison of the Institute is responsible for establishing contact with various organizations. The Placement Cell arranges interview for students on the campus by the prospective employers, and monitors on-job training. Selection teams from a number of Private Industries, Public Sector and Government Establishment/Industries visit the Institute annually for 'On-Campus Recruitment' and a majority of students get proper and satisfying placements. The placement for the past batch was completed in time.

Our Recruiters in the past

| | | |
|-------------------------------|----------------------|-------------------------------|
| 3i-Infotech | Feedback Consulting | Jones Lang Lasalle |
| A C Nielsen | First Global | Kale Consultants |
| A F Ferguson | Frost & Sullivan | KPMG |
| ABB | Gallup India | Kotak Mahindra Bank |
| Ambujex Technologies | Genpact | Market Rx |
| Andhra Bank | Grail Research | McKinsey Knowledge Centre |
| Apollo Health &Lifestyle | Goodyear Corporate | Newgen Software |
| Aranca | HCL Comment | Oracle |
| Avalon Consultancy | HCL Technologies | Oriental Bank of Commerce |
| Bajaj Auto | HDFC Bank | Punj Lloyd |
| Bajaj Allianz | Honeywell | Reliance Infocomm |
| Balmer Lawrie Co | HP | Renoir Consulting |
| Bank of Baroda | HSBC Global Sourcing | State Bank of India |
| BHEL | Honda Siel Cars | SBI Cap |
| Biological E | IBM India Ltd | Solutions Integrated |
| BPCL | IBP | SIDBI |
| Bristlecone India | India Bulls | Shipping Corporation of India |
| Citibank | ICICI Bank | Shriram Polytech |
| Cognizant Technical Solutions | ICICI Lombard | Synergy Software |
| Deutsche Bank | ICICI Prudential | TCS |
| Deloitte | IDBI Bank | Tech Mahindra |
| DCM Shriram Consolidated Ltd | Idea Cellular Ltd | Thermax |
| e-Valueserve | IMRB | TNS Global |
| ESAB India | Infosys Technologies | Usha International |
| Eicher Motors | Ingersoll Rand | |
| Eveready | ISPAT | |

RESOURCES

The department is housed in an exclusively designed double storeyed structure and has an excellent infrastructure to provide students with necessary requisites to experience maximum learning and development. An exclusive library houses some of the most cherished literature of the corporate world and state-of-the-art class rooms boast of having some of the best learning aids. Classrooms coupled with modern infrastructure provide a stimulating academic environment and an effective pedagogy further sets a platform conducive to nurturing the best breed of managerial talent.

IT INFRASTRUCTURE

- ❖ Over 50 networked nodes through TCP/IP based high speed LAN
- ❖ 45 Mbps leased line, 5.2 VSAT line with internet connectivity in a distributed environment
- ❖ All nodes connected through 10/100 Ethernet LAN SCO UNIX open server, which includes licenses for software (SCO Xvision 97, Sun JAVA, JDK, Netscape Enterprise Server etc.)
- ❖ Application Development Software (Visual Basic 6.0, Power Builder 6.0, Visual C++ 5.0, Designer/Developer 2000 and Visual J++)
- ❖ All Hostels are Wi-fi enabled for internet and intranet connectivity. In addition Cyber Cafe equipped with 20 computers are functional in all hostels
- ❖ Library & Information Centre, e-Notice Board, online registration and online placement portals

LIBRARY COMPUTER & INFORMATION CENTRE

- ❖ Latest books and journals
- ❖ Extensive Internet surfing facility
- ❖ Access to over 1000 journals, updated monthly
- ❖ Online access to Capitaline database, Information Infrastructure for Institution (I³)-CMIE
- ❖ CD ROMS of reputed national and international journals and class lectures
- ❖ Access to the Institute's computerized Central Library, equipped with about 3,75,000 books and thousands of national and international journals
- ❖ The Information Super Highway Centre provides an exclusive communication platform for students of the institute with distinctive features viz. Internet and Intranet connectivity
- ❖ ATM based optical fiber WAN, comprehensive voice, video and data connectivity through NICNET and ERNET, PARAM 10000 super computer for parallel computing
- ❖ Well equipped reading room in the department

SPORTS FACILITIES

| | | |
|--------------|--------------------------|----------|
| Trekking | Gymnasium | Hockey |
| Rafting | Himalayan Explorers Club | Cricket |
| Billiards | Hobbies Club | Football |
| Table Tennis | Boat Club | |
| Squash | Swimming Pool | |
| Basket Ball | Sports Stadium | |
| Lawn Tennis | Volleyball | |

STUDENTS PROFILE AND ACTIVITIES

A large number of the students joining the MBA course have work experience and they come from diverse background having served with multinationals and government organizations like HCL, Honeywell, Patni Computers, Tech Mahindra, TCS, DMRC, DRDO, Indian Army, Maritime Industry etc. Students display team spirit, entrepreneurship and spirit of adventure during events like Exuberance-a sports festival, Ethnic day- a cultural extravaganza and excursion trips in mountainous wilderness of Uttarakhand.

ADMISSIONS ELIGIBILITY CRITERIA

Bachelor's degree in any discipline of Engineering/Technology with first class or its equivalent, or a Master's degree with first class or equivalent in any discipline from a recognised Institution or University. Final year students are also eligible to apply. Such candidates, if selected, will be admitted provisionally, provided they complete all requirements for the qualifying degree with minimum percentage and CGPA or its equivalent by the specified date.

Candidates of General/OBC category seeking admission to the MBA program must have at least 60% marks or CGPA of 6.00 on a 10 point scale at qualifying degree level; but for SC/ST/PD category candidates, this percentage is 55% or 5.50 CGPA on a 10 point scale. The percentage will be considered on the basis of aggregate marks/CGPA awarded in qualifying degree examination.

Candidates belonging to OBC category must submit photo copy of category certificate as per GOI, the format of the same is also available in the brochure, OBC Non-creamy layer certificate should have been issued after 31.03.2011 by a competent authority and duly attested by Gazetted Officer at the time of Interview/GD. Candidates belonging to SC/ST/PD must submit the requisite certificate from a competent authority as given in Annexure-1 on prescribed format by Govt. of India at the time of Interview/GD. The photocopies of the same be sent alongwith Completed Application Form.

Initial short listing of candidates, for sending invitation letters for Interview/GD, shall be done on the basis of their performance in CAT 2011. The final merit for making offers of admission to the Program will be on the basis of their aggregate performance in the Written Test (CAT 2011) followed by Group Discussion, Interview and their Work Experience as per respective weightages given below:-

CAT Score 65%; Group Discussions 10%; Interview 20%; Work Experience 5%.

Candidates will have to appear for Interview/GD at IITR at their own expense.

These essential eligibility requirements are applicable to all categories of candidates, viz. regular, full-time sponsored and foreign candidates. Other conditions for these categories are as follows :

A. Regular Candidates

Final year students of relevant undergraduate programs who have completed the requirements of qualifying examination can also apply. Such candidates will be required to submit a certificate as per the Proforma given in Annexure-2A & 2B at the time of Interview/GD. In case of non-availability of the marks of final examination at the time of the Interview/GD due to delay in the announcement of their results, candidates may be allowed to appear in the Interview/GD on the basis of their aggregate results upto pre-final year in which the percentage should not be less than as specified above under essential requirements. However, they will be required to submit the proof of having passed the qualifying examination with the required percentage or CGPA latest by September 30, 2012.

B. Full-Time Sponsored Candidates

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 Organisation 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. The Educational Institution should be recognized by AICTE. The candidate shall submit a duly filled up Annexure-3 by the sponsoring institution.

NUMBER OF SEATS : The number of seats available in the MBA Program is presently 95.

RESERVATIONS : As per Government of India rules.

APPLICATION PROCESS

In MBA 2012, candidates need to register and fill the application ONLINE only by accessing <http://mba.iitr.ernet.in> on or before 27 January 2012. The application process is complete only when a print out of the filled ONLINE application with the candidate's signature and a good quality photo affixed in the appropriate places is sent to the Chairman, PG Admissions office, IIT Roorkee, Roorkee along with necessary documents (i.e. CAT Scorecard, result of qualifying exam and OBC/SC/ST/PD category certificate if any), on or before 31 January 2012.

APPLICATION FEE

| Category | FEE |
|--------------------------|--------------|
| GEN/OBC male candidates | Rs. 2000/- |
| SC/ST/PD male candidates | Rs. 1000/- |
| All Female candidates | Not required |

HOW TO APPLY

Before applying, candidates are advised to read the MBA Information Brochure 2012 carefully.

The candidate is required to download Bank Challan Proforma from mba.iitr.ernet.in and then deposit the above requisite fee in any branch of Punjab National Bank throughout the country. The Bank Challan will be printed in triplicate. It is only available on Institute website and pay the fees through it. Bank will retain a copy and will return two copies to you. In those two copies, retain the Candidate's copy with you and attach the IITR's copy with the application form.

Candidates must follow the following Steps while applying online Application Form.

Step 1: Payment through Challan Form:

Payment by cash at Punjab National Bank branches . Bank service charge is extra (maximum of ₹ 20/-). Copy of Challan can be downloaded from the Institute Website

Step 2: Apply Online

- Create Login
- Apply online
- Finalize Application Form
- Download Application Form (Take a print out of the entire file on A4 size white sheets)

Step 3: Paste your recent photographs (3.5 cm X 3.5 cm) in the two designated places. Before pasting, please write your name and application number on the backside of the photo with black ball point pen. Sign at the designated place.

Step 4: Post/Submission

Before posting your application form, make sure that, in addition to the other relevant attachments as indicated below:

- CAT Scorecard
- Copy of the degree certificate or provisional certificate if they have passed their qualifying degree.
- Copy of OBC/SC/ST/PD category certificate if any)

Duly filled-in Application with appropriate enclosures must be sent by Speed Post (preferably) or by Registered Post to The Chairman, PG ADMISSIONS OFFICE, INDIAN INSTITUTE OF TECHNOLOGY ROORKEE, ROORKEE-247667, so as to reach on or before 31st January, 2012

OR

It can be handed over personally to the PG ADMISSIONS Office, IIT Roorkee, Roorkee on or before 31st January, 2012.

PROGRAM FEE*

| | |
|----------------------------|------------------------------------|
| For Regular Students | Rs. 35,000 per Semester |
| For Sponsored Students | Rs. 60,000 per Semester |
| For International Students | As may be decided by the Institute |

The above fee does not include security, mess charges, mess security and other Institute charges.

Tuition fees shall not be charged from SC/ST students.

** The above fees are subject to change and the exact amount payable by the students shall be communicated at the time of admission.*

ADMISSION PROCEDURE & CANCELLATION OF ADMISSION

As mentioned above, initial short listing of the candidates who have applied for admission to IITR shall be done on the basis of their performance in the CAT 2011 Examination and a certain number of candidates shall be invited for Interview/GD. Invitation letters shall be sent to the candidates short listed for interview at their respective mailing addresses indicated in the application form. This information will also be available on the Institute website. The Institute will not be responsible for non/delayed delivery of intimation letters or for any postal delay.

At the time of interview/GD, candidates must bring with them the originals and one set of attested copies of the following documents:-

- (i) Admit card and result card of CAT 2011;
- (ii) Certificates & mark sheets of all years / semesters of the qualifying examination;
- (iii) Certificate & mark sheets of High School, Secondary School Certificate or equivalent examination;
- (iv) Category certificate of OBC/SC/ST/PD issued by competent authority on prescribed format by Govt. of India and medical certificate to support the physically handicapped status, if applicable;
- (v) Certificate in respect of work experience, if any

Based on their aggregate performance in CAT, Interview, Group Discussion and Work Experience, a merit list shall be drawn for offering provisional admission to the Program. Provisional admission offers shall be sent by post at the respective mailing addresses of successful candidates as indicated in the application form. This information will also be available on the Institute website. The Institute will not be responsible for non/delayed delivery of offer letters or for any postal delay.

The candidates offered provisional admission should deposit full fee latest by the date specified in the provisional admission offer letter failing which their candidature for admission may stand cancelled. The fee is to be paid in the form of Crossed Demand Draft in favour of “**Registrar, IIT Roorkee**” payable at **Roorkee** to be sent to the “**Chairman, PG Admission-12, PG Admission Office, Indian Institute of Technology Roorkee, Roorkee – 247 667**”. A system of registration is followed for all the students joining the Institute. The selected candidates will have to register personally on such date as may be intimated in this regard. At the time of registration, the candidate is required to fill up registration cards and get himself/herself registered. After registration, students should report to the concerned Heads of the Department and submit the joining report. The proof of joining the Institute shall be the registration card and the fee receipt. Regular classes will start as per the time schedule declared by the Institute.

Candidates are required to submit the following documents at the time of registration:

1. Admission Offer;
2. Medical Certificate of Fitness in the prescribed proforma;
3. Fifteen recent photographs (12 passport size and 3 stamp size);
4. Transfer Certificate/ Migration Certificate;
5. Reserved Category Certificate on prescribed format by Govt. of India, if applicable;
6. Attested copies of mark sheets of all years/semesters and degree certificate in respect of qualifying examinations;
7. CAT Scorecard;
8. Relevant Certificate given in Annexure-2A/2B or 3, if applicable;
9. Certificate of Character & Good Conduct from the Head of the Institution last attended;
10. Certificate of physical disability, if required.

No refund of fees will be permissible to the students who have registered for the Program but did not join subsequently or who leave the Program after joining. In such cases, only security and mess balance will be refunded.

If any seats remain vacant for admission at the end of registration on date of registration, the same may be offered to the wait listed candidates in order of merit on the date decided by the institute but before close of admission. Wait listed candidates desirous of availing this opportunity should report in person at the Institute at such date as may be intimated to them for the purpose. They should come prepared with the requisite fee and all necessary documents (listed above) and be able to register themselves depositing full fee in case the admission is offered and start attending classes as per schedule.

The Institute has the right to cancel at any stage the admission of a candidate who is admitted to a course to which he or she is not entitled being unqualified or ineligible in accordance with the statutes and regulations in force.

Disputes, if any, arising out of or relating to any matter whatsoever concerning admissions to the MBA Program at IITR shall be subject to exclusive jurisdiction of Roorkee.

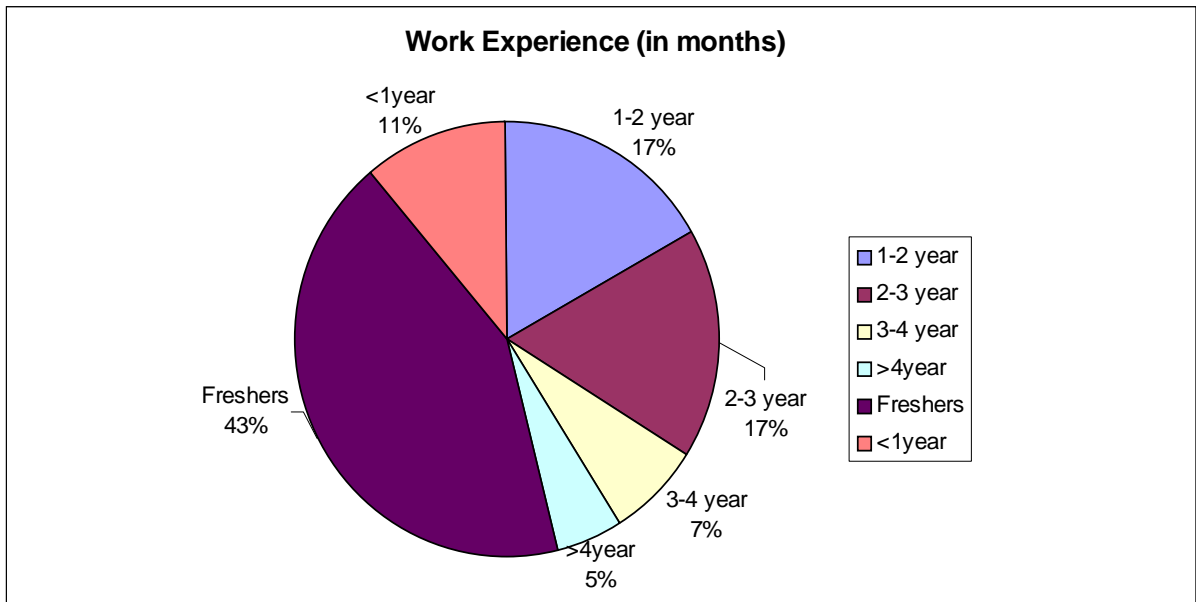
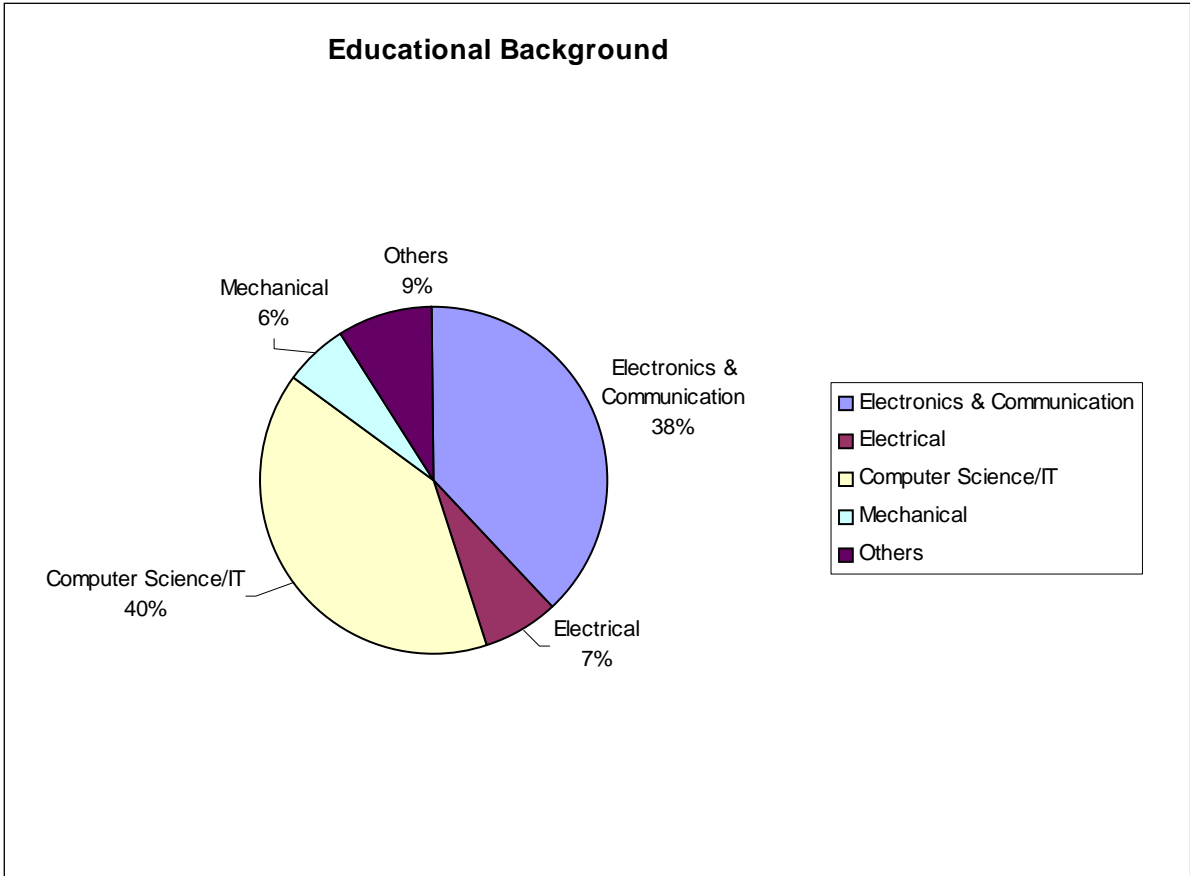
- **LAST DATE FOR SUBMISSION OF ONLINE APPLICATION FORM IS 27TH JANUARY 2012**
- **Last Date for Receiving Printout of Completed Application for admission to MBA Programme (2012-2014) with the candidate's signature and a good quality photo affixed in the appropriate places to the Chairman, PG Admissions office, IIT Roorkee, Roorkee along with necessary documents (i.e. CAT Scorecard, result of qualifying exam and OBC/SC/ST/PD category certificate if any) IS JANUARY 31ST, 2012.**

CONTACT DETAILS

Chairman PG Admission-12
PG Admission Office
Indian Institute of Technology Roorkee
Roorkee-247 667, Uttarakhand, INDIA
Phone: 91-1332-285875 Fax: 91-1332-285874
E-mail: pgadm@iitr.ernet.in
<http://www.iitr.ac.in> OR www.iitr.ernet.in

BATCH PROFILE

BATCH OF 2011-2013



Annexures

Annexure – 1

AUTHORITIES WHO MAY ISSUE CASTE/TRIBE CERTIFICATE

OBC/SC/ST candidates should submit certificate on prescribed format by Govt. of India issued by any of the following authorities:

District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner / Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate / Revenue Officer not below the rank of Tehsildar / Sub-Divisional Magistrate Officer of the area where the candidate and/or his/her family normally resides / Administrator / Secretary to Administrator / Development Officer (Lakshwadeep Island). (Certificate issued by any other authority will be rejected)

Annexure – 2A

CERTIFICATE OF THE FORWARDING OFFICER

(Required from candidates whose result of the qualifying examination has not been declared)

I hereby certify in connection with the application of Mr./Ms. who is applying for admission to MBA Program at IITR that he/she has completed all the requirements of qualifying examination including theory, practical and project examination for B.E./B.Tech./B.Sc./M.Sc. and the result is likely to be announced by 2012. His/her conduct and character during his/her stay at the Institute/University was "GOOD".

Place

Signature of the Principal / Dean / Registrar /
Dy. Registrar / Proctor / Administrative Officer
of the institute last attended with official seal

Date.....

Annexure – 2B

CERTIFICATE OF THE FORWARDING OFFICER

(Required from candidates who have not appeared in the final year of the qualifying examination)

I hereby certify in connection with the application of Mr./Ms. who is applying for admission to MBA Program at IITR that he/she is a bonafide student of Bachelor's degree in Engineering/ Technology or its equivalent/ Masters degree or its equivalent.

Place.....

Signature of the Principal / Dean / Registrar /
Dy. Registrar / Proctor / Administrative Officer
of the institute last attended with official seal

Date

Annexure – 3

SPONSORSHIP CERTIFICATE

(Required from Full-time Sponsored Candidates only)

The undersigned is pleased to sponsor Mr./Ms. who is working in this organization for the last years and is presently holding the rank/position of, for pursuing the MBA Program at IITR in the Department of Management Studies with specialization in the following areas :

1..... 2..... 3.....

His/her conduct and character is good. The Institution/Organization would relieve him/her immediately for joining the above course, if selected for admission. The Institution/Organization also agrees to pay the contingent/all expenses stipulated by the Institute. This is further certified that the sponsorship for admission will not be withdrawn midway till completion of the course.

Place :

Signature of Head of the Institution/Organization with seal

Date :

Name

Designation.....