

## **APPLICATION PROCEDURE FOR MANAGEMENT PROGRAMS (MBA) AT CHITKARA BUSINESS SCHOOL**

### **Obtain the Form from the University Offices located at the following places:**

- a) Chitkara University Admissions Office: Saraswati Kendra, SCO 160-61, Sector 9-C, Chandigarh-160009, India.
- b) Chitkara University, Chandigarh–Patiala National Highway (NH-64), Tehsil Rajpura, Dist. Patiala, Punjab, India.

**OR** purchase the same at Book Stores (details available on the website i.e. [www.chitkara.edu.in](http://www.chitkara.edu.in)) on payment of Rs. 1100/- in cash.

Candidates can also request for Application Form through registered post by mailing their request along with a DD of Rs. 1100/- drawn in favour of Chitkara University payable at Chandigarh to the following address:

### **Chitkara University Admissions Office**

Saraswati Kendra, SCO 160-61, Sector 9-C, Chandigarh-160 009, India. **OR**

Download the application form from the University website [www.chitkara.edu.in](http://www.chitkara.edu.in) and send it to Chitkara University Admissions Office along with a Demand Draft of Rs. 1100/- drawn in favour of Chitkara University, payable at Chandigarh.

Candidates are required to ensure that they submit the duly filled Application Form along with the relevant documents in the enclosed self-addressed envelope to reach on or before the last date of submitting the completed application form. Applications received after the last date will not be accepted

### **Eligibility**

- 1) The candidate should have completed the Bachelor's Degree with minimum of 50 % aggregate marks in any stream from a recognized university.
- 2) The candidate appearing in the final year examination can apply but the candidate must have secured minimum 50% (aggregate) marks till the previous year's examination.  
However, the candidate must submit his/her graduation completion certificates by September 30, 2015 failing which he/she shall be de-registered.
- 3) Candidate having compartment in any subject will not be considered.
- 4) Having work experience is not a requirement for admission to the program.

### **Selection Process**

Admission to the MBA program at Chitkara Business School will be based only on the merit ranking in CAT/ XAT/MAT/CMAT, Group Discussion & Personal Interview.

### **Student Counseling**

The GD/ PI/ Micro Presentation will be conducted as communicated. All candidates are advised to go through counseling/admission instructions very carefully. These shall be clearly mentioned in the counseling/admission letters. Ignorance of laid down instructions shall be the responsibility of the candidate.

Candidates whose names appear on the merit list displayed on the University website, but who do not receive the written communication for counseling, can also appear for GD/PI on the date(s) notified.

## GENERAL INFORMATION

### Registration

The candidate must get registered for a program on the first day of the academic session. If a student fails to register and continuously absents himself/herself for a period of one week or more, then his/her name shall be struck off the rolls of the University.

### Uniforms

The MBA students of Chitkara University are required to wear the uniform provided by the university on all working days.

### Attendance

The University is of the view that regular attendance of the classes would go a long way in ensuring that a student derives full benefit from the academic delivery at the University. Accordingly, the University gives weightage to regular attendance of the classes.

### Laptop Program

Every candidate, who gets admission in the MBA program is required to buy a laptop. This laptop will be required on the first day of the classes. The University will make arrangements to give the required configuration of the laptop and will make it available on the University microsite [admissions.chitkara.edu.in](http://admissions.chitkara.edu.in). A student is free to buy the laptop of the required configuration from the place of his/her own choice.

### Fee Structure

Course	Semester I	ERP (only at the time of Admission)	Semester II	Semester III	Semester IV
MBA	Rs. 96000/-	Rs. 4000/-	Rs. 96000/-	Rs. 96000/-	Rs. 96000/-

### Fee Payment Schedule

Students will be admitted only after the receipt of full fee within fifteen days of the offer letter.

1. The fee shall be paid either in cash or by Demand Draft in favour of "Chitkara University" payable at Chandigarh
2. All enrolled students have to pay fee twice a year
3. Delayed payment of fee will attract a fine as per the rules and regulations of the University

### Cancellation of Seat

In case a candidate, does not report for the registration in person on the date of registration as notified in the academic calendar, his/her seat shall be forfeited.

### **Fee Refund Rules**

A candidate is entitled for fee refund only before the last date of admission, provided the vacated seat is filled by another candidate. The fee refund for these cases will be done as stated below:-

- If a candidate does not join the University and applies for refund, before the last date, the fees deposited by the student shall be refunded after deducting Rs.1000/-.

The last date for the refund application to surrender the seat will be informed at the time of counselling.

### **Reservation**

The allocation of seats for the reserved categories (SC/ST/OBC/Physically Handicapped) shall be as per the policy of the State Government.

### **Settlement of Disputes**

In case any student seeking admission/admitted to any of the disciplines available in Chitkara University, raises any dispute with regard to any order passed by the Admission Committee and/or enforcement, interpretation of the terms of the admission or any other matter covered by the Regulations of the University and/or the terms given in the Prospectus, the same shall be settled by the Registrar of the University or his nominee, whose decision shall be final subject to the condition that the dispute, if any, is referred to the Registrar within 15 days from the date of arising of the dispute.

### **Important Instructions**

Candidates should note the following:

1. Incomplete Admission forms will not be accepted
2. All admissions are given on provisional basis subject to the verification of eligibility for the course as laid down by the University
3. Since no mid-course admissions can be made by the University to fill a vacancy caused by mid course withdrawal. No objection certificate or Migration/Transfer Certificate for a mid course withdrawal to a student of any category including child/ward of NRI/ International students shall only be given by the University to a student after he/she has deposited the balance years fees and any other dues outstanding to the University.
4. Candidates must bring all the original certificates with them at the time of submission of fee
5. It is mandatory for the applicant to keep a photocopy of the application form before submission. Please ensure that you carry the photocopy for the selection process.
6. All admissions are given on provisional basis subject to the verification of eligibility for the program as laid down by the University.
7. Last date of receipt of application form shall be notified on [www.chitkara.edu.in](http://www.chitkara.edu.in)
8. Candidates are advised to visit the University website [www.chitkara.edu.in](http://www.chitkara.edu.in) regularly for updates

### **Applicability of Regulations in Force:**

Notwithstanding the nature of the program spread over more than one academic year, the regulations in force at the time a student joins a program shall hold good only for the examinations held during or at the end of the semester. Nothing in these regulations shall be deemed to debar the University from amending the regulations subsequently and the amended regulations, if any, shall apply to all students, old or new, as specified therein.

### **Disclaimer**

The statements made in this prospectus and all other information, contained herein are believed to be correct at the time of publication. However, the University reserves the right to make, at any time, without notice, changes in and/or additions to the regulations of the University and conditions governing the conduct of students, requirements for degree, fee and any other information, or statements contained in this prospectus either on its own or under any rules or regulations imposed by Government/UGC/MHRD. No responsibility will be accepted by the University for inconvenience or expense encountered by its student or any other person for such changes, additions, omissions or errors, no matter how they are caused.

### **Jurisdiction**

All disputes will be subject to jurisdiction of the Courts at Chandigarh City only.