



NETAJI SUBHAS UNIVERSITY OF TECHNOLOGY

(FORMERLY NETAJI SUBHAS INSTITUTE OF TECHNOLOGY)

Govt. of NCT of Delhi

Sector-3, Dwarka, New Delhi

www.nsut.ac.in

ADMISSION BROCHURE

ADMISSION TO

BBA

PROGRAMME

Batch

2022-25



**DEPARTMENT of
MANAGEMENT STUDIES**

ADMISSION SCHEDULE

**The dates for online registration
and subsequent stages of
admission process shall be
intimated on the CMAC website:**

<http://52.2.84.116/cams/>

**Please check this website regularly
for updates**

our **INSPIRATION**



NETAJI

Subhas Chandra Bose

[1897 - 1945]

Subhas Chandra Bose (23 January 1897 – 18 August 1945) was an Indian Nationalist whose defiant patriotism made him a hero in India. He was one of the most celebrated freedom fighters of India. He was a charismatic influencer of the youth and earned the epithet ‘Netaji’ by establishing and leading the Indian National Army (INA) during India’s struggle for independence. He played a crucial role in freeing the country from the clutches of 200 years of British rule in his own inimitable way.

We are inspired by the same values and espouse them in our spirits.



MESSAGE FROM THE VICE CHANCELLOR

It gives me immense pleasure to announce that the Netaji Subhas University of Technology is commencing the admission process of the BBA programme for the academic year 2022-2023. Netaji Subhas University of Technology (formerly NSIT) has a 38-year-old legacy of excellence in education and technology development. Our vision, at NSUT, is to be a world class university through education, Innovation and research for the service of humanity. We nurture the young and talented brains of our students to make them successful professionals, strong leaders and thoughtful visionaries. The comprehensive curricula of our university are designed with an international perspective giving multiple opportunities to the students for their holistic development. The BBA program curriculum is designed to offer various elective courses in marketing, finance, and human resource to the students. The curriculum is designed keeping in mind the emerging challenges of business environment and society.

The diverse extra-curricular activities and the various student societies make learning a joyous experience for our students. We are focused and committed towards empowering our students with the knowledge and skills that let them open their wings and fly high. The vast group of recruiters visiting our campus and the placement statistics of our university highlight the careful technological and comprehensive grooming that our students receive during their stay at NSUT.

I would like to assure you that becoming a part of the NSUT student fraternity will help you shape your academic future in a very fruitful way. I hope that this admission brochure shall provide all the needful information about admission procedures, and other related academic activities. I send my best wishes to the candidates applying for admission to the Netaji Subhas University of Technology.

Prof. J. P. Saini

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1. About NSUT

NSUT has a lush green campus spread across 145 acres, to house a diverse community of students, faculty, staff and visitors. Extracurricular activities with related facilities thrive in the University, giving students all the opportunities to pursue their interests. The University has grown in leaps and bounds, since its inception, both in size and its scope of activities. The overall environment has been nourishing excellence in education, research and personal development of students and faculty members. All in all, the NSUT is doing its country proud.

Netaji Subhas University of Technology (NSUT) is a seat of higher technical education in India. NSUT was established in 1983 in response to the rising demands of human resource in engineering and technology with a close social and industrial interface. Over a period of time, the University has carved a distinct niche for itself, both nationally and internationally.

In the past, eight engineering students have been offered an annual package of Rs. 1.25 crores by Google. Apart from that, various companies like Goldman Sachs, Intuit, Microsoft, Amazon, Walmart, LinkedIn, Tower Research, Adobe, Direct I among others have been visiting NSUT regularly for placements and the number of companies has been on the rise ever since. A number of PSUs have also visited the University and have been recruiting regularly. NSUT has witnessed its alumni become administrators by bagging top Ranks in the UPSC examinations. NSUT has introduced the fee reimbursement for top ranking students admitted in University and the financial assistance for financially weaker students as per Chhatra Vittiya Sahayta Evam Protsahan Kosh (CVSPK) Scheme-2020. This Scheme also has the provision to give incentives for joining Defense Services or top-ranking Universities of the world.



NSUT, (erstwhile NSIT) has the legacy of achieving excellence in education and research in the area of Engineering and Technology. Apart from being instrumental in providing quality education and research in various areas, it also hosts a spectrum of established companies for its internship and placement drives. With this legacy, NSUT further strives to broaden its education areas by introducing various programs at UG and PG levels to impart knowledge in the area of business administration in the Department of Management Studies. Currently NSUT offers Bachelor of Engineering, Master of Technology and Ph.D.

1.1. Vision

"To be a world class university through excellence in technical education, research and technology transfer".

1.2. Mission

- ✦ To achieve the status of "Institution of Eminence"
- ✦ To promote Undergraduate and Postgraduate Education, Continuing Education, Training and Research in Engineering, Applied Sciences, Management Science, Humanities and Social Sciences with multi-level entry
- ✦ To be a University of Co-operative Programs of Education with Industries and R&D Organizations for offering tailor-made courses
- ✦ To become a Research University with a focus on "Technology Transfer"
- ✦ To support a Science and Technology Entrepreneurship Park to nucleate the "Technology Transfer" programs

1.3. Centre of Excellence

NSUT has a mix of subject matter experts and management focused faculty members along with motivated students, technical societies and an alumni network to operationalize innovation and startup activities. Various societies at NSUT like IEEE, SAE, ISA, CSI, and C.E.D.T. Lab at NSUT have helped students learn skills to develop projects.

1.3.1. NSUT Incubation and Innovation Foundation (NSUT-IIF)

NSUT IIF provides a host of support services to start-ups, organize selection of newer incubatees. Some of the startups incubated by NSUT IIF are Readers Crib, an e-commerce marketplace for renting of books; CacheFi, linux smart routers powerful enough to run multiple applications; Triposse, a tech aggregator for bespoke group travel services. Newer startups in the area of low-cost technology & best harvesting practices for horticulture crops farmers community, Smart mechanization for small farmers, making roads safer using in-car technology to make driving better and monitored for drivers, authorities, as well as other third parties, machine learning startups to get the best price from all major online stores in India, and compare it with the offline stores and Stories Worth Sharing for teenagers and adults are in the process of financing.

2. About FMS, NSUT

FACULTY OF MANAGEMENT STUDIES, NSUT

The Faculty of Management Studies (FMS) at NSUT (formerly NSIT) was established in the year 2018. At present, Department of Management Studies is running under FMS. DMS offers Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Business Administration in Innovation, Entrepreneurship and Venture Development (MBA- IEV), and Ph.D. programs since July, 2019.

3. About DMS, NSUT

DEPARTMENT OF MANAGEMENT STUDIES, NSUT

The Department of Management Studies (DMS) at NSUT (formerly NSIT) was established in the year 2006. The primary objectives of this is to impart broad based knowledge in the field of management practices and their applications in addressing the challenges of the emerging global business environment and society. The department is committed to sharpen managerial, communication and leadership skills with emphasis on professional ethics among students.



The department is offering Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Business Administration in Innovation, Entrepreneurship and Venture Development (MBA-IEV), and Ph.D. programs since July, 2019. The Department of Management Studies also offers elective courses in diverse domain of management such as project management, financial management, entrepreneurship, human resource development etc., to engineering UG and PG students at NSUT.

3.1. Programmes at DMS

The Department currently offers three programs:

1. **Bachelor of Business Administration** – Three-Year Full-Time Undergraduate Degree in Business Administration
2. **Master of Business Administration**- Two-Year Full-Time Postgraduate Degree in Business Administration
3. **Master of Business Administration in Innovation, Entrepreneurship & Venture Development**- Two-Year Full-Time Postgraduate Degree in Business Administration
4. **Ph. D. in Management** – A rigorous doctoral program focused on conducting world class research in the areas of Business, Management, Entrepreneurship, Venture Development and related areas. The program is offered with scholarship and in self-finance.



3.1.1. BBA@DMS, NSUT

The three-year Bachelor of Business Administration degree program provides advanced study in the theories and principles of modern business and sharpens essential business skills. As a graduate, the student will be well-equipped to function in and adapt to the rapidly changing business environment. This program aims at grooming effective administrative and leadership qualities by utilizing participative instructional methods. It incorporates both theoretical and practical knowledge. Student can also choose elective courses from marketing, finance, and human resources management. The Detailed syllabus is as follows :

FIRST SEMESTER		SECOND SEMESTER	
BBAC101	Management Processes & Organizational Behavior	BBAC201	Business Communication
BBAC102	Principles of Microeconomics	BBAC202	Macroeconomics
BBAC103	Business Mathematics	BBAC203	Business Statistics
BBAC104	Financial Accounting	BBAC204	Cost and Management Accounting
BBAC105	Principles of Marketing	BBAC205	Human Resource Management
BBAC106	Business Analytics Lab	BBAC206	Business Statistics using Statistical Packages
FE*	Foundation Elective		

THIRD SEMESTER		FOURTH SEMESTER	
BBAC301	Business Environment	BBAC401	E-Commerce
BBAC302	Financial Management	BBAC402	Digital Marketing
BBAC303	Entrepreneurship Development	BBAC403	Business Research
BBAC304	Digital Transformation for Businesses	BBAC404	Environmental Studies
BBAC305	Computer Lab-I(accounting)	BBAC405	Computer Lab-II
BBAE###	Open Elective	BBAE###	Open Elective
FE*	Foundation Elective	BBAC401	E-Commerce

FIFTH SEMESTER		SIXTH SEMESTER	
BBAC501	Business Laws	BBAC601	Business Policy & Strategy
BBAC502	International Business	BBAE###	Open Elective
BBAE###	Open Elective	BBA*6##	Discipline Centric Elective
BBA*5##	Discipline Centric Elective	BBA*6##	Discipline Centric Elective
BBA*5##	Discipline Centric Elective	BBAC602	Project
BBAC503	Summer Training		

Discipline Centric Electives (ED)

DISCIPLINE CENTRIC ELECTIVE COURSE: Students in Vth and VIth Semester would be free to choose any FOUR papers from ONE of the following groups. The programme offers THREE groups viz. Finance, Marketing & Human Resource.

Code	Finance	Code	Marketing	Code	Human Resource
BBAF501	International Finance	BBAM501	Consumer Behavior	BBAH501	Training and Development
BBAF502	Investment Banking and Financial Services	BBAM502	Personal Selling	BBAH502	Organizational Development
BBAF503	Investment Analysis and Portfolio Management	BBAM503	Advertising and Brand Management	BBAH503	Performance and Compensation Management
BBAF504	Business Analysis and Valuation	BBAM504	Retail Management	BBAH504	Counselling and Negotiation Skills for Managers
BBAF601	Financial Markets and	BBAM601	Transnational and Cross- Cultural	BBAH601	Cross Cultural HRM

<i>BBAF602</i>	Services		Marketing		
	Behavioral Finance	BBAM602	Services Marketing	BBAH602	Talent and Knowledge Management
<i>BBAF603</i>	Strategic Corporate Finance	BBAM603	International Marketing	BBAH603	Management of Industrial Relations

**OPEN ELECTIVE (EO)
(SEMESTER III, IV, V, VI)**

Course Code	Title of Course
BBAE001	Income Tax
BBAE002	Money & Banking
BBAE003	Company Law
BBAE004	Intellectual Property Rights
BBAE005	Business Analytics using R
BBAE006	Indian Economy and Global Perspective
BBAE007	Basic Econometrics
BBAE008	Production & Operations Management
BBAE009	Supply Chain Management
BBAE010	Artificial Intelligence in Business
BBAE011	Corporate Social Responsibility & Ethics

3.1.2. Faculty at Department of Management Studies

DEAN, Faculty of Management Studies

Prof. Vijander Singh

B.Tech., M.E, Ph.D. (IITR)

Dean, Faculty of Management Studies

Email Id: vijaydee@nsut.ac.in



HEAD, Department of Management Studies

Prof. Jyotsna Singh

B.Tech, M. Tech, Ph.D

Head of the Department

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FACULTY, Department of Management Studies

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Dr. Gauri Seth
Ph.D.
Adjunct Faculty



Dr. Lovneesh Chanana
Ph.D.
Adjunct Faculty



Dr. Mamta Sareen
Ph.D.
Adjunct Faculty



Vijay Singh
M.Com., M. Phil (JNU)
Visiting Faculty

4. Eligibility Conditions

The candidate must have scored at least 60% marks in 12th board examination from a recognised board and must also have passed English (Core/Elective/Functional) as a subject in the 12th Board Examination. Those who are appearing in the examination may also apply, provided that they submit the proof of eligibility by a specific date declared by the University.

4.1. Admission criteria

The merit list shall be drawn on the basis of marks in **best of four subjects (including English)** in XII Board examination or its equivalent examination. Vocational courses (as specified in the CBSE list) will not be counted in the best four subjects.

To resolve and determine inter-se merit of candidates having same percentage in the best of four subjects (including English), following criterion will be used in the stated order of preference:

- (i) Candidates having higher score in English (core/elective/functional) will be given preference.
- (ii) In case the score in English is same, then date of birth will be considered. The candidate older in age will be given preference.

**** **NOTE:**

Candidates who have got a compartment in any subject will not be eligible for admission.

4.2. Region

Delhi Region Candidates (85% of seats)

A candidate passing the qualifying examination from a recognized School / College / Institute located within the National Capital Territory (NCT) of Delhi will be considered for Delhi Region only.

Outside Delhi Region Candidates (15% of seats)

A candidate passing the qualifying examination from a recognized School / College / Institute located outside the National Capital Territory of Delhi will be considered for Outside Delhi Region only.

*******Note:** For a candidate, who has passed the qualifying examination through Patrachar Vidyalaya, Delhi / National Institute of Open School, Delhi (NIOS), the criterion for deciding the region shall be the location of his/her centre of examination. In other words, if the centre of examination is located in the NCT of Delhi, the candidate shall be considered under the Delhi Region and if the centre of examination is located outside NCT of Delhi, he/she shall be considered under the Outside Delhi Region.

4.3. Relaxation in minimum marks criterion

Candidates belonging to various reserved categories namely OBC (Non-Creamy Layer), Scheduled Caste, Scheduled Tribe, and sub-categories namely Defence, Differently Abled Person, who apply for seats reserved for them, shall be allowed a concession in the minimum marks criterion as mentioned below:

- (iii) **Other Backward Class (OBC-NCL):** Candidates claiming reservation under Other Backward Class (Non-Creamy Layer) category shall be allowed a relaxation of 5% marks.
- (iv) **Scheduled Caste (SC), Scheduled Tribe (ST):** Candidates claiming reservation under Scheduled Caste (SC) or Scheduled Tribe (ST) shall be allowed a relaxation of 10% marks.
- (v) **Defence (CW):** Candidates claiming reservation under Defence sub-category (CW) shall be allowed a relaxation of 5% marks.
- (vi) **Persons with Disabilities (PD):** Candidates claiming reservation under “Persons with Disabilities” (PD) sub-category shall be allowed a relaxation of 10% marks.

4.4. Age Criterion

There is no upper age limit but candidate must be minimum 14 years old on 1st July 2022.

4.5 Region, Category and Sub-Category codes

Code Format: CCSSR

Category	Code (CC)
General	GN
Scheduled Tribe	ST
Scheduled Caste	SC
Other Backward Classes	OB
Economically Weaker Sections	EW

Sub-Category	Code (SS)
No Subcategory	GN
Differently Abled Persons (PWD)	PD
Defence	CW

Region	Code (R)
Delhi	D
Out Side Delhi	O

4.5. Seat Matrix

BBA	NO OF SEATS	TOTAL
GNGND	37	41
GNCWD	2	
GNPDD	2	
EWGND	9	10
EWCWD	1	
EWPDD	0	
SCGND	13	15
SCCWD	1	
SCPDD	1	
STGND	7	8
STCWD	0	
STPDD	1	
OBGND	25	28
OBCWD	2	
OBPDD	1	
GNGNO	6	7
GNCWO	0	
GNPDO	1	
EWGNO	2	2
EWCWO	0	
EWPDO	0	
SCGNO	3	3
SCCWO	0	
SCPDO	0	
STGNO	1	1
STCWO	0	
STPDO	0	
OBGNO	5	5
OBCWO	0	
OBPDO	0	
Total	120	120

4.6. Reservation Policy

- a) **Scheduled Caste (SC):** 15 % of the total seats are reserved for Scheduled Caste candidates.
- b) **Scheduled Tribe (ST):** 7.5 % of the total seats are reserved for Scheduled Tribe candidates.
- c) **Other Backward Class (OB):** 27% of the total seats are reserved for Other Backward Class (Non-Creamy Layer) candidates.
- d) **Economically Weaker Section (EWS):** 10% of the total seats are reserved for EWS Category as per the Office Order DHE.1 (119)/Esst./2018- 19/2549-76 dated 17/06/2019.

4.6.1. Sub-categories

4.6.1.1. Defence (CW):

5% of the total seats (Horizontal) in each category are reserved for candidates belonging to Defence sub-category in the following priority:

Priority I - Widows/wards of Defence personnel killed in action.

Priority II - Wards of disabled in action and boarded out from service.

Priority III - Widows/wards of Defence Personnel who died while in service with death attributable to military service.

Priority IV - Wards of disabled in service and boarded out with disability attributable to military service.

Priority V - Wards of Ex-Servicemen and serving personnel/para military/police personnel who are in receipt of the following Gallantry Awards:

- | | |
|---------------------|--|
| i. ParamVir Chakra | vii. Sena/ NauSena/ VayuSena Medal |
| ii. Ashok Chakra | viii. Mention-in-Despatches |
| iii. Mahavir Chakra | ix. President's Police Medal for Gallantry |
| iv. Kirti Chakra | x. Police Medal for Gallantry |
| v. Vir Chakra | |
| vi. Shaurya Chakra | |

Priority VI – Wards of Ex-Servicemen.

Priority VII – Wives of:

- i. defence personnel disabled in action and boarded out from service.
- ii. defence personnel disabled in service and boarded out with disability attributable to military service.
- iii. ex-Servicemen and serving personnel who are in receipt of Gallantry Awards.

Priority VIII – Wards of Serving Personnel.**Priority IX – Wives of Serving Personnel.****4.6.1.2. Persons with Disabilities (PD):**

5% of the total seats in each category are reserved for candidates belonging to ‘Persons with Disabilities’ sub-category in accordance with the provisions of “The Rights of Persons with Disabilities Act 2016’ (PWD ACT). All the candidates who furnish PD certificate from any Government Hospital located in Delhi or Outside Delhi under the provisions of ‘The Rights of Persons with Disabilities Act 2016, shall be eligible for claiming reservation on Delhi and outside Delhi seats (based on the location of their qualifying exam).

******NOTE:**

- i. In case of categories SC and ST, the vacant seats are interchangeable in the Spot Round.
- ii. In case, sufficient number of eligible candidates from category OB is not available, the vacancies will be **treated as unreserved**.
- iii. In case, sufficient number of eligible candidates from the sub-categories mentioned at (e) and (f) is not available, the vacancies **will be treated as unreserved in the respective categories**.
- iv. The reservation under CW sub-category is available only to such candidates who fall under the listed priorities. Under CW sub-category, the seats will be filled based on the priority, i.e. all eligible candidates of Priority-I will be allotted seats based on their ranks until the ranks exhaust under CW sub-category. Remaining vacant seats, if any, will be allotted to the Priority-II in the similar fashion, and so on.

- v. It is the sole responsibility of the candidate to prove his/her eligibility for claiming reservation under any of the reserved categories / sub-categories. The candidates claiming reservation under SC / ST / OBC /EWS categories, CW / PD sub-categories will be required to produce the original certificate of the respective reserved category / sub-category issued by the competent authority (as mentioned in this information brochure) at the time of document verification.

If the reserved category / sub-category certificate is not found to be in order, no benefit of the reserved category / sub-category will be given and provisionally allotted seat to that candidate will stand automatically cancelled. Such candidates may be considered under General category / sub-category in respective state quota for subsequent rounds of counseling on submission of a request in this regard.

4.7. SEAT CONVERSION RULES

- a) After exhausting the complete list of PD and CW subcategories, remaining vacant seats in these subcategories will be transferred to respective main category.
- b) After exhausting the complete list of SC, ST, OBC and EWS candidates, the vacant seats will be treated as unreserved in the Spot Round. The conversion of vacant Outside Delhi Region seats to Delhi Region seats and vice versa will be done only in the Spot Round as per the following procedure:
- (i) If the complete list of ST, Delhi candidates exhausts, then the remaining vacant seats under this category will be filled from the list of SC, Delhi category candidates or vice versa.
 - (ii) If the complete list of ST, Outside Delhi candidates exhausts, then the remaining vacant seats under this category will be filled from the list of SC, Outside Delhi category candidates or vice versa.
 - (iii) If the complete list of SC/ST, Delhi candidates exhausts, then the remaining vacant seats under this category will be filled by creating equal number of seats in GN, Delhi category.
 - (iv) If the complete list of SC/ST, Outside Delhi candidates exhausts, then the remaining vacant seats under this category will be filled by creating equal number of seats in GN, Outside Delhi category.

- (v) If the complete list of EWS, Delhi candidates exhausts, then the remaining vacant seats under this category will be filled from the list of GN, Delhi category candidates.
- (vi) If the complete list of EWS, Outside Delhi candidates exhausts, then the remaining vacant seats under this category will be filled from the list of GN, Outside Delhi category candidates.
- (vii) If the complete list of OBC, Delhi candidates exhausts, then the remaining vacant seats under this category will be filled from the list of GN, Delhi category candidates.
- (viii) If the complete list of OBC, Outside Delhi candidates exhausts, then the remaining vacant seats under this category will be filled from the list of GN, Outside Delhi category candidates.
- (ix) If the complete list of GN, Delhi candidates exhausts, then the remaining vacant seats under this category will be filled from the list of GN, Outside Delhi category or vice versa.

4.8. Certificates required for reserved seats at the item of document verification

Candidates applying for any reserved seat (i.e. SC, ST, OB, EW, CW, and PD) must produce the original certificates (as applicable) as mentioned below at the time of document verification. Please refer the annexures for the sample formats.

- (i) **Scheduled Caste (SC)/Scheduled Tribe (ST) /Other Backward Class (OB)/Economically Weaker Sections (EW):** For admission to a seat reserved for **Scheduled Caste/Scheduled Tribe/Other Backward Class - Non Creamy Layer (OBC - NCL)/EW**, candidates must produce a certificate, in original, issued from an approved district authority stating the Scheduled Caste/ Scheduled Tribe/ Other Backward Class (NCL)/Economically Weaker Sections (EW), to which the candidate belongs. A list of approved authorities is given below:
 - a. District Magistrate / Additional Magistrate / Deputy Commissioner / Collector / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate (not below the rank of 1st Class Stipendiary Magistrate), Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.

- b. Revenue Officer not below the rank of Tehsildar.
- c. Sub-Divisional Officer of the area where the candidates and/or his/her family normally resides
- d. Administrator/Secretary to Administration/Development Officer (Laccadive & Minicoy Islands).

****NOTE**

1.	The candidate seeking admission under reserved categories has to mandatorily produce the caste/category certificate in his/her name at the time of counselling. The certificate in the name of either of the parents (Mother/Father) or any other family member is not acceptable and the candidate will not be entitled even for provisional admission.
2.	The reservation certificate should be issued from the respective state/region in which the reservation is being claimed, e.g. in case, a candidate claims the seat reserved for the Delhi Region category, he/she has to bring SC / ST / OBC/EWS certificate issued by Govt. of NCT of Delhi and should have also passed his/her qualifying examination from a School / College / Institute located in National Capital Territory of Delhi.

- 3. **OBC (NCL) candidates are required to produce a caste certificate issued after March 31, 2022 from the authorities as mentioned above. However, if the certificate is issued prior to March 31, 2022, it must be accompanied with an additional certificate regarding the present non-creamy layer status of the candidate, issued by the same competent authority. This additional certificate must have reference of his / her already issued original caste certificate.**
- 4. Students claiming OBC reservation under Delhi region will be admitted in this category on the submission of a certificate to this effect from the Competent Authority of the Government of NCT of Delhi. Certificate issued by Govt. of India or any state government will not be accepted under any circumstances. A certificate issued by a Competent Authority of Delhi to an individual on the basis of Caste Certificate of his/her parents from another state will be accepted for claiming a seat under OBC Category **IF AND ONLY IF** the caste is in the list of notified OBC list by Govt. of NCT of Delhi.

Refer to link:

http://dceast.delhigovt.nic.in/wps/wcm/connect/071ace004fc0691e9e8eff2402db5dfd/OBC_LIST.pdf?MOD=AJPERES&lmod=1572787719

- (ii) **Defence sub-category (CW):** For admission to a seat reserved for **Defence sub-category**, candidate must produce the following certificates (as applicable), in original, at the time of document verification of Defence candidates:
- a. Entitlement card in original issued by the Record Officer of the Unit/Regiment of Armed Personnel of the Armed Forces in case of Armed Personnel.
 - b. Widows/ Wards/ Wives of the officers and men of Armed forces who died or were disabled on duty (both attributable to military service) must produce a certificate to that effect from the following authorities:
 - i) Secretary, Kendriya Sainik Board.
 - ii) Secretary, Rajya / Zila Sainik Board.
 - iii) Officer-in-Charge, Record Office.
 - c. Medical records in original.
 - d. Special Pension Order and Passbook indicating special pension.
 - e. Gallantry Award Certificate.
 - f. Original ex-servicemen Identity Card/Discharge Book/ Pension Payment Order.
 - g. Dependency card issued by the competent authority in order to relate the relationship of the candidate with the Defence personnel.
 - h. Original Service Identity Card.
 - i. A certificate from the respective C.O. Unit in respect of serving personnel.

NOTE:

A statement to the effect that 'the death/disability is attributed to military service' is required to be included in the certificate for Priority III & IV.

THE FINAL PRIORITY WILL BE SUBJECT TO THE SCRUTINY BY PANEL OF DEFENCE EXPERTS AT THE TIME OF DOCUMENT VERIFICATION.

- (iii) **Persons with Disabilities (PD) sub-category:** For admission to seat reserved for persons with Disabilities (PD) sub-category, the candidate must produce the following certificates in original at the time of document verification for PD candidates:
- a. A certificate of physical disability issued by the Competent Authority as per the provision of the Persons with Disabilities Act 2016 in the prescribed format as given under the Act.

- b. The Candidate with benchmark disabilities shall produce the medical certificate issued by the Govt. Hospitals duly notified by the Govt. of NCT of Delhi/Other State government and further duly verified by the Chief Medical Officer of the concerned Government Hospital.
- c. A certificate duly recommended by Vocational Rehabilitation Centre for the handicapped, 9-11 Vikas Marg, Karkarduma, Delhi 110092.

5. Fee Structure

Fee for Bachelor of Business Administration (BBA)				
S. No.	Item of Fee	1st Year (Rs.)	2nd Year (Rs.)	3rd Year (Rs.)
1	Govt. Component	2022-23	2023-24	2024-25
1.1	Tuition Fee	23,500	27,500	28,500
1.2	University Fee	25,000	28,500	28,500
2	Non-Govt. Component (Per Annum)			
2.1	Student Fund (Co- Curricular activities, Training & Placement, Extra-curricular activities, Annual gathering, Students welfare, Institutional development, Outsourcing, Misc. Expenditure on unspecified items) (Per Annum)	15,500	15,500	17,000
2.2	Facilities & Services charges (Per Annum) (Research initiatives, training programmes, Awards, automation facilities, Student’s insurance, Entrepreneurship activities and any miscellaneous. expenditure on unspecified items)	15,500	15,500	17,000
2.3	Chhatra Vittiya Sahayta	6,000	6,000	6,000
2.4	Alumni Fund	0	0	1000
2.5	Examination fee (Infrastructure strengthening, expenditure on examination activities, printing, confidential, Man power hiring through outsources, Misc. etc.)	13,000	13,000	13,000
	Total	98,500	1,06,000	1,11,000

The annual fee of the BBA programme will have to be deposited by the candidate at the time of admission. Candidates must note that the admission fee must be paid in single instalment failing which the admission offer will be withdrawn immediately.

If the admission fee is not paid within the stipulated date, then the offer of admission given to them will be withdrawn automatically and the seat will be offered to the next eligible candidate.

6. Application Process

- (1) Interested candidates are required to fill the online application form which is <http://52.2.84.116/cams/>
- (2) The candidates are required to fill the online application form and make an online payment of Rs. 1,000/- (one thousand only) for General, OBC, and EWS Category and Rs. 500 for SC/ST and PwD.
- (3) Incomplete application, due to any reason, is liable for rejection by the University.

7. Withdrawal Policy

The university follows the following policy for the remittance and refund of fee, if a student chooses to withdraw from programme of study in which he/she is enrolled

Admission Round	WITHDRAWAL		
	On or before last date of withdrawal	After the last date of withdrawal	After Registration of first semester course
Regular	Refund of seat blocking fees after deduction Rs 1000/- as processing Charges	No refund of seat blocking fees of regular round counselling	Full annual fees (as Notified by the university for various programs of a particular academic session) deposited by student shall be forfeited. No refund shall be admissible
Spot	NA	No refund of seat blocking fees of spot round of counselling	
Special	NA	No refund of seat blocking fees of special round of Counselling	

NOTE : As per NSUT guidelines, the last date of withdrawal of Admission WILL BE COMMUNICATED ON BBA Admission Website.**

*****All fee refunds of candidates who have withdrawn their seat before last date of withdrawal will be made by CMAC, Delhi 2022. Beyond the last date of withdrawal, the refunds, if any, is not the responsibility of the CMAC, Delhi 2022.**

8. Documents required at the time of document verification

Following is the list of documents required at the time of verification of documents, in the following order:

1. Print-out of the online application form duly signed by the candidate
2. Marks sheet of the qualifying examination i.e. Class XII or equivalent
3. Date of Birth Certificate as indicated in High School or equivalent examination i.e. Class X
4. Provisional certificate or Passing certificate from school duly stamped and signed by the principal
5. Reserved category / sub-category Certificates, if applicable (The format for the same has been appended)
6. Medical certificate- The original documents are to be provided along with the self-attested photocopies of the same in the same order. The timing and venue for document verification will be displayed on the BBA admission portal.

Note: The name on the certificate, 12th mark sheet and caste certificate should be exactly same, otherwise an affidavit for the same has to be produced.

9. HOW TO APPLY

Online Application form can be accessed at <http://52.2.84.116/cams/>

All candidates are required to fill the online Application Form and make an online payment of Rs. 1000/- (one thousand only). For SC/ST/PwD candidates application fee is Rs. 500/-. Incomplete application, due to any reason, is liable for rejection by the University.

DISCLAIMER: This admission brochure is only for information and guidance of candidates seeking admission. The contents are likely to change without notice. This does not constitute to be a legal document. All possible care has been taken to compile the information correctly in the Brochure. However, in case of any inadvertent errors/displacements, the official version of the University shall be final.

The formats of some of the required certificates are printed below for the guidance for the candidates. **Separate certificates bearing the same data as specified in these sample formats are also acceptable.** Original certificates, as prescribed, should be signed by the authorities mentioned therein, under the legible seal of office.

Annexure – 1

**CERTIFICATE FOR AVAILING ADMISSION AGAINST DEFENCE QUOTA
OFFICE OF THE ZILA/RAJYA SAINIK BOARD**

This is to certify that Master /Miss Son/daughter of
..... resident of
....., the above-named officer/ JOO / OR pertains to
the category marked below: - (Select one from below)

- (a) Killed in Action onduring.....
- (b) Disabled in Action on during.....
- (c) Died in peace time on..... with death attributable to military service
- (d) Disabled in peace time with disability attributable military service.
- (e) Gallantry Award Winner (... ..)
- (f) Ex-Serviceman.
- (g) Serving Soldier
- (Category _____above)

Mr/Missson/daughter of the above- named officer/JOO/OR is

eligible for Admission in NSUT against the Defence quota under priority

.....His/her Ex-Serviceman Widow Identity

Card No. is DLH-01.....

NO. /

RSB SECRETARY

(Round stamp of Office)

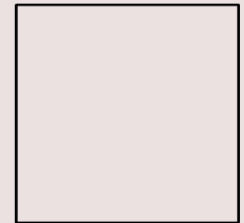
(Zila/RajyaSainik Board)

Annexure – 2

1.1.1.1.1.1 MEDICAL FITNESS CERTIFICATE

(To be signed by a registered medical practitioner holding a Medical Degree)

(TO BE SUBMITTED AT THE TIME OF ADMISSION)



I certify that I have carefully examined Mr./Ms.*

_____ son/daughter of Shri
_____ whose signature

is given below. Based on the examination, I certify that he/she is in good mental and physical health and is free from any physical defects which may interfere with his/her studies including the active outdoor duties required of a professional.

Marks of Identification _____

Signature of the Candidate _____

Place:

Date:

Name & signature of the Medical Officer
with seal and registration number

* Strike whichever is not applicable.

Annexure – 3

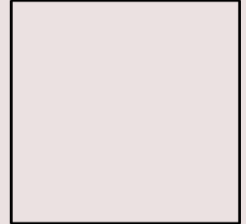
1.1.1.1.1.2 CERTIFICATE FOR PERSON WITH DISABILITY
(To be issued by Medical Board from Government Hospital)

1. Name of the candidate: Mr./Ms.* _____
2. Father's Name: _____
3. Permanent Address: _____

4. Percentage loss of earning capacity (in words):

5. Whether the candidate is otherwise able to carry on the studies of BBA programme:

6. Name of the disease-causing handicap: _____
7. Whether handicap is temporary or permanent: _____
8. Whether handicap is progressive or non-progressive: _____
9. The candidate is FIT / UNFIT to pursue further studies.



(*Strike out whichever is not applicable)

Member
(Orthopedic Specialist)

Principal Medical Officer
Seal of Office

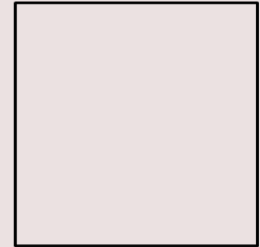
Date: _____

NOTE:

1. The medical board must have one orthopedic specialist as its member.
2. Candidate having temporary or progressive handicap will not be considered against these seats.

Annexure – 4

**1.1.1.1.1.3 SUITABILITY CERTIFICATE FOR AVAILING
ADMISSION AGAINST PERSON WITH
DISABILITY**



Certified that Shri / Km/ Smt. _____ son/daughter/wife of
Shri/Smt. _____ is physically handicapped due to

_____ and he/she is fit for undergoing the course(s)
_____ at NSUT.

Name & Signature of
The Officer In-charge
Vocational Rehabilitation Centre
for Physically Handicapped
9,10,11 Karkardooma,
Vikas Marg, Delhi-110092.

Annexure – 5

Government of
(Name & Address of the authority issuing the certificate
Income & Assets Certificate to be Produced by Economically Weaker Sections

Certificate No. _____

Date: _____

VALID FOR THE YEAR 2021-22

This is to certify that Shri/Smt./Kumari _____ son/daughter/

wife of _____ permanent resident of _____,

Village/Street _____ Post Office _____

District _____ in the State/Union Territory Economically Weaker Sections,

since the gross annual income* of his/her 'family' ** is below Rs. 8 lakh (Rupees Eight Lakh only)

for the financial year _____. His/her family does not own or possess any

of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

Shri/Smt./Kumari _____ belongs to the _____ caste

which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size attested photograph of the applicant

*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or properly holding test to determine EWS status.

Annexure - 6

Form for Withdrawal of Admission

- 1) Course _____
- 2) Name of Candidate _____
- 3) Parent /Guardian's Name _____
- 4) Communication Address _____
- 5) Telephone _____
- 6) Mobile _____
- 7) Email Address _____
- 8) 12th Board Roll No. _____ Region _____
- 9) Category / Sub-category _____

Bank Account Details

- Name of the Bank Account Holder (in favour of whom Bank Transfer is to be made)

- Relationship of the Bank Account Holder with the Candidate _____

- Bank Detail of above person to be furnished in the given format:

Name of the Bank	Address of the Bank	Complete Bank Account No.	IFSC CODE of the Bank Branch

UNDERTAKING

We understand and know the refund rules of the University and agree to abide by the same and we further understand that the refund would be made in due course of time through bank transfer only as per above request.

(Signature of Parent/Guardian)

(Signature of Student)

Date: _____

Compulsory Encl.:

1. Original documents issued by the University/Institute to the candidate at the time of Admission/Counselling

2. Cancelled Cheque of CBS Bank branch, showing the details of bank A/c No., IFSC Code, beneficiary name, etc. must be attached by the concerned student along with this Withdrawal Form.

Refund amount will directly be transferred in the bank account, submitted by the student in this form, through electronic mode (ECS/ NEFT). Therefore, student must ensure to provide correct bank account details, cancelled Cheque & the required enclosures. NSUT/CMAC, 2022 will not be liable for anywrong transfer of amount on account of incorrect bank information provided by the student.



For queries contact us at:

Netaji Subhas University of Technology

Sector-3, Dwarka, New Delhi- 110078

Helpdesk Email ID: helpdesk.cmac.bba@gmail.com