

**SVKM's Narsee Monjee Institute of Management Studies**  
**School of Law - Navi Mumbai Campus**

**Admission Information Handout**

**B.A., LL.B. (Hons.) & B.B.A., LL.B. (Hons.) (Batch 2018)**

**1. Introduction:**

This booklet gives information about the Admission Procedure for B.A., LL.B. (Hons.) & B.B.A., LL.B. (Hons.) (5 years integrated program/s)

**2. Program & Intake:**

Sr. No	Program/s	Seats
1	B.A., LL.B. (Hons.)	60
2	B.B.A., LL.B. (Hons.)	60

**3. Important Dates:**

Start date for online registration: Wednesday, 11<sup>th</sup> July'2018

Last date for online registration: Tuesday, 17<sup>th</sup> July'2018

**4. Duration of the course: 5 Years**

**5. Eligibility Criteria: (Fulfillment all / applicable conditions mandatory)**

5.1 The candidate must have passed 10 + 2 or equivalent exam including International Baccalaureate Diploma (IB Certificate / & D.P. Awarded candidates are **not eligible**) in any stream from a recognized board at the first/one attempt and obtained minimum 50% aggregate marks.

5.2 CLAT Score is Mandatory for B.A., LL.B. (Hons.) & B.B.A., LL.B. (Hons.) program/s.

5.3 Candidates of CBSE, ICSE, should mention in the online registration / e-admission form (if selected) 10+2 or equivalent aggregate marks of all the subjects for which the candidate has appeared for (not best of four, five, six or seven). The candidate shall have passed all the subjects for which the candidate has appeared; aggregate percentage of all subject(s) for which the candidate has taken and appeared will be taken into consideration for confirming eligibility of the candidate for the program at the time of admission.

5.4 In case the mark sheet issued by the applicable Board / Institution is in percentile/s, the actual

aggregate percentage of all the subjects appeared by the candidate will be taken into consideration.

**5.5 Candidates above 20 years of age are eligible to apply. However, the candidature and admission of such applicants shall be subject to the final decision of the Hon'ble Supreme Court in the aforesaid matter which is listed for final hearing in the third week of July'2017.**

**5.6 For IB & Cambridge Candidate:**

Candidates called for admission on the basis of merit list and who do not have final mark sheet will be given "Provisional Admission" based on predicted scores. Fees will be accepted from such candidate but their admission will be confirmed on submission of final mark sheet before the commencement of the program if found eligible.

Marksheet/Transcript issued by Board/University only be considered (School/Institute will not be accepted)

5.7 Submission of AIU certificate to confirm the eligibility for the program is mandatory for those candidates who have completed their (10+2) examination from Overseas Universities.

5.8 Candidates passing (10+2) or equivalent examination from Open or Distance learning (ODL) school recognized only by National Institute of Open schooling (NIOS) can apply for the program subject to the fulfillment of eligibility criteria/s of the program & candidates who have passed the (10+2) equivalent examination by doing a part-time course or through distance learning / correspondence / externally / open school other than NIOS are not eligible to apply for the courses.

5.9 Candidates who have obtained 10+2 or equivalent through institutes recognized by National Institute of Open Schooling (NIOS) are eligible for admission but those candidates who have obtained 10+2 through Open University system directly without having any basic qualification for pursuing such studies are not eligible for admission.

5.10 Those candidates who have passed, or, are appearing for 10+2 examination from a Board/University where Grade Point Average is given, such candidates must produce in writing from the Board/University concerned, the equivalent percentage for the GPA /CGPA obtained.

5.11 Candidate whose final marksheet is not available at the time of admission are required to submit internet copy of result duly attested by Principal of the school / college, failing which candidate will not be admitted for the program.

5.12 Only single marksheet with all compulsory subjects taken and passed in one/first attempt

is mandatory, no compartmentalized mark sheet will be considered.

- 5.13 Candidate will not be eligible if any subject is marked as ungraded/fail in the marksheet /grade sheet. For absent/ungraded in any of the additional/non mandatory subject will be consider as eligible provided such candidate is declared as pass by respective board.
- 5.14 The candidate who has **NOT** cleared the 10+2 or equivalent examination in the first attempt is **NOT** eligible to apply for the course.
- 5.15 Candidates appearing for their final 10+2 or equivalent examination can also apply but their admission to the courses will be subject to above criterion, obtaining the required minimum cut off marks and also producing all the necessary documents, in original, within the given stipulated time.
- 5.16 In any stage, if it is found that the equivalence certificate, 10<sup>th</sup>, 12<sup>th</sup> marks & CLAT score given by candidate in online form is different, such candidate will not be considered for admission and if admitted his/ her admission will be cancelled & fees will be forfeited.

## **6. Admission Process:**

### **6.1 Online Registration & Payment of Registration:**

- Visit [www.nmims.edu](http://www.nmims.edu) for online registration.
- Online Registration Fee of Rs. 1200 /- plus applicable taxes (Please refer online registration for payment details.)
- Registration Fee is non-refundable.

### **6.2 Selection Process:**

- Merit list will be prepared on the basis of CLAT score & the program preferences for the course given by the candidate at the time of online registration.
- The preferences once given in online registration cannot be changed later.
- The merit list will be put up on the NMIMS website as per important dates.
- The decision of the Institute will be final in this regard and no inquiries or correspondence in this regard will be entertained.
- Candidates are required to update 12<sup>th</sup> marks & CLAT Score in online application form.

- It is the sole responsibility of the candidate to ensure correct CLAT & 12<sup>th</sup> score is entered in online form.

#### **7. Program fees for batch 2018:**

Program fees for first year BA. LL.B. (Hons.) & BBA. LL.B (Hons.) for academic year 2018 is Rs. 1,00,000/-

- 8. Hostel:** Hostel will be available on first come first serve basis. Please visit [www.nmims.edu](http://www.nmims.edu) for Hostel fees & other details.

#### **9. Refund Rules:** The Schedule of refund of fees will be as follows:

If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI	Date
(1)	100%	15 days before the formally-notified last date of admission	On or before 01 <sup>st</sup> August'2018
(2)	80%	Not more than 15 days after the formally-notified last date of admission	02 <sup>nd</sup> August to 01 <sup>st</sup> September'2018
(3)	50%	More than 15 days but less than 30 days after formally-notified last date of admission	02 <sup>nd</sup> September to 16 <sup>th</sup> September'2018
(4)	00%	More than 30 days after formally-notified last date of admission	17 <sup>th</sup> September'2018 onwards

\*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

In case of (1) in the table above, the deduction will be 10% of the aggregate fees as processing charges from the refundable amount. Aggregate fees is inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit.

Note: The above refund rules are subject to revision as per UGC notification (as applicable)  
Candidates to refer Important Dates of the respective programme.

#### **8) Important instructions:**

- For cancellation of admission: Cancellation request letter & original fee receipt to be scanned and sent by courier/ post to Mumbai address as below:  
To: NMIMS, Admission Department  
SVKM's Narsee Monjee Institute of Management Studies  
V.L. Mehta Road, JVPD Scheme.  
Vile Parle (West), Mumbai – 400 056

The cancellation form is made available on the website [www.nmims.edu](http://www.nmims.edu)

- Please see the important dates and preserve it as a guide. All announcements from the institute will be through its web site: [www.nmims.edu](http://www.nmims.edu) and no individual communication will be sent to the candidates.
- Submission of Physical copy of any result will **NOT** be entertained during online registration; candidate has to produce hardcopy of the document with original at the time of admission on selection only.
- If at any stage, it is found that a candidate does not satisfy the eligibility criteria or the information furnished by him/her in the application form is incorrect, his/her admission to the course, even if selected, will stand cancelled and fees if paid will be forfeited.
- Candidate's documents will be verified at the time of admission (if selected) & if found not eligible, admission will be cancelled and fees will be forfeited.
- Canvassing in any form for admission will disqualify the candidate.
- All disputes under Mumbai jurisdiction only.
- It is sole responsibility of the candidates to ascertain whether they possess the necessary and requisite qualification for the admission to the courses at NMIMS