

GUJARAT UNIVERSITY
B. K. School of Professional and Management Studies
(Earlier known as-B.K.School of Business Management)
Navrangpura, Ahmedabad 380009
Phone: 079-26304811, 26305063 Fax: 079-26300691
Website: www.gujaratuniversity.ac.in

A. About the University:

Gujarat University is the largest and the first University of Gujarat State incorporated under the Gujarat University Act in 1949. The University started its operation with 21 affiliated colleges and three recognized institutions. Today, the University has 252 affiliated colleges, 15 recognized institutions, 23 approved institutions, 34 PG departments, 237 PG centres and seven Post-graduate University Schools. The University has pioneered in developing curriculum and courses in emerging areas since its inception. To impart management education, the University had taken steps way back in 1976 and established the B.K. School of Business Management as one of its Post-Graduate Schools. The School started an MBA (Evening Programme) for working executives in 1983. The University has always been a pioneer in starting courses and programmes as per the market needs. Realizing the increasing demand for managers in business and industrial organizations, both in public and private sectors, the University stepped up the intake of students for management education by setting up Self-Financing Post-Graduate Centres directly under its control.

B. Course details

The MBA programme of Gujarat University is modified from time to time keeping in view the changes that take place in the environment and economy. The evening programme is spread over three years. The timing of the classes is 06.45 pm to 09.45 pm.

The MBA Evening Programme offers several courses such as : Financial Accounting Economics for Managers; Information Systems for Management; Organisational Behaviour; Organisational Structure and Dynamics; Quantitative Analysis; Managerial Communications; Marketing Management; Fundamentals of Financial Management; Production & Operations Management; Human Resources Management; Cost Accounting; Management Science, Businesses Research Methodology, Economic Environment for Business, Strategic Management, Management Control Systems, New Enterprise Management, Business and Technology, Legal Aspects of Business, etc., The University offers specialisation in the three areas: as major and minor electives in Finance, Marketing and Human Resources Management. In each specialization, number of courses are covered in breadth and depth. The courses are designed to provide conceptual, contemporary and application areas of the specialisation. The MBA Programme offers courses on a Choice Based Credit System (CBCS) and follows a grading pattern for evaluation

C. Objective of the Programme:

The objective of the programme is to provide an opportunity to employed/self-employed persons to acquire a formal management degree. The admission to this programme will be done at the B. K. School of Professional and Management Studies, Gujarat University.

D. Eligibility Criteria:

1. Bachelor's Degree with min.50% marks (SC/ST 45%) in aggregate under 10+2+3/11+4 or its equivalent in any field recognized by Gujarat University or any other recognized Universities. Applicant should have minimum 3 years' Administrative/ Management/ Professional/ Teaching experience by 31 July, 2024, after completing the Graduation, working and living within 40 km. of Ahmedabad. First allotment shall be done on inter-se merit prepared on basis of CMAT score. If seats fall vacant after admitting candidates whose names appearing in first merit such vacant seats can be filled by NON-CMAT candidate preparing inter-se merit based on graduation percentage and as per ACPC norms.
2. The applicant should have a minimum of three years' Administrative/ Managerial/Professional/Teaching experience by July 31, 2024. The experience must be **after graduation and at least at supervisory level**. The experience will be considered only after the date of graduation mark sheet. For the three years of experience, the applicant should have worked on a full time basis. Part time/casual employment will not be considered as relevant. The period of experience should exclude the period during which any full time educational course was pursued by the applicant. Experience such as trainee/apprentice/clerk/operator/ assistant/front-line sales person or similar positions will not be considered. Teaching experience should be at a college or University level in a field related to management. Administrative experience should be at least of supervisory level. Conducting tuition classes or similar activities would not be considered as relevant experience for the programme.
3. **The candidates must be working and residing within a radius of about 40 kms of Gujarat University campus at the time of application and admission.**
4. All applicants are required to attach with their application forms self-attested photocopies of certificates in support of their eligibility.
5. Reservation of seats will be as per Government of Gujarat rules.

E. HOW TO APPLY

Candidates who are interested in taking admission to MBA Evening Programme of B. K. School are requested to go through the eligibility criteria carefully before applying. The details about the programme are also provided.

The admission to the MBA Evening Programme 2024-27, will be based on the total graduation marks. The Coordinating Body for admission to be MBA programme for Gujarat State is the Admission Committee for Professional Courses (ACPC).

The intending applicants should download the School's application form from the Gujarat University website and the duly filled in application, along with cash for Rs.500/- as application form fee, should be submitted in person to the B.K. School of Professional and Management Studies, Gujarat University, Ahmedabad 380009 from **July 4th, to July 11th, 2024 between 11 am to 4.00 pm on working days**. Along with the application the candidate should attach No objection Certificate (NOC) from the current employer. Counseling and admission schedule will be declared later on.

The interested candidates should monitor the B.K. School notice board and the Gujarat University website: www.gujaratuniversity.ac.in. No written personal communication will be sent in connection with the admission process.

F. DETAILS OF FACILITIES AVAILABLE:

1. **LIBRARY:** The School has a well-equipped library with books, periodicals and journals and a collection of management-related educational films. In addition, Gujarat University has a Central Library with several e-books and e-journals for reference purpose, which are accessible to the School students.
2. **COMPUTATIONAL FACILITY:** The School has a departmental computer Centre with latest hardware/software and databases. The School has a well-established web-enabled multimedia class room with internet facility for web based learning. The School campus is Internet Wi-Fi enabled. Apart from that, for higher computing needs the student can access the facilities available at the Gujarat University's Computer Centre and the Internet Lab at the University Campus.

G. Fee Details:

| Sr.No. | Name of programme | Fee per semester (subject to revision) |
|--------|---------------------------------|---|
| 1 | MBA evening programme (3 years) | 1) Rs.8,640 – tuition fee 2) About Rs.1,000 towards other fees such as library, union, WDC, sports, etc. |

H. Fee Refund: As Per Gujarat University Rules.

I. Important Dates:

| | |
|---|---|
| Filling up Application Form and Submissions | July 4 th , to July 11 th , 2024 between 11 am and 4.00 pm on working days. |
| Display of Eligible Candidate List for Personal Interview | Informed later on |
| Final Merit List for Admission | Informed later on |

Important note: *The fee is subject to change and the student, if admitted to the programme, Shall be liable to pay the revised fee, as and when effected.*

**B. K. SCHOOL OF PROFESSIONAL AND MANAGEMENT STUDIES**

GUJARAT UNIVERSITY

Navrangpura, Ahmedabad 380009

MBA EVENING PROGRAMME (PART TIME)

APPLICATION FORM

For Admission to Master of Business Administration (MBA) Evening Programme – 2024

Form No. (To be filled by office): _____

Form Fee: Rs. 500/-

Affix your
passport
size
photo**Important Dates:**

- Last date for receiving the application: July 11, 2024 at B.K. School (4.00 pm)
- Please see the Gujarat University website and the School notice board for Details regarding the admission process

1. Name of Applicant _____

2. (a) Address for correspondence: _____

(b) Office address: _____

(c) E-Mail ID _____

3. Tele. No. _____ Mobile No. _____

4. Nationality _____ 5. Date of Birth ____/____/____ 6. Sex: M/F

7. Aadhar Card NO. _____ 8. ABC ID: _____

9. Category (please circle your Category): Open / SC / ST / SEBC / PH / Def. (SC, ST, SEBC candidates should attach a self attested copy of their caste certificate. SEBC Candidates should attach Non-Creamy Layer Certificate (issued on or after the 01.04.2022), PH / Def. (Attach documentary evidence)

10. Academic Record

| Examination Passed | Major Branch / Stream | University /Board | Year of passing | Marks (%) Obtained |
|--------------------------|-----------------------|-------------------|-----------------|--------------------|
| H. S. C. | | | | |
| Graduation (pl. specify) | | | | |
| Any Other (pl. specify) | | | | |

11. Work Experience details:

| Sr. No. | Name and address of Organization | Designation | From | To | Total Experience in Year/Month |
|---------|----------------------------------|-------------|------|----|--------------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

Attach self-attested copies of Experience Certificate from one or more employer/s showing clearly that supervisory/executive experience is for three years or more, after graduation.

12. Given CMAT Exam 2024 Yes...../ No.....

13. CMAT2024 Reg. No.

14. CMAT Score:

15. CMAT Rank:

Certified that the information given above is correct. Understand that if any information furnished by me is found to be false, my admission will be cancelled.

Place :

Date : / /2024

Signature of Applicant

Enclosed: (1) Graduation Mark sheet (All) & Degree Certificate

(2) PEC (if graduation from other university)

(3) CMAT Score Card/ Sheet

(4) NOC from the current employer

(5) Minimum 3 years' Work Experience certificate

(6) Aadhar Card Copy