



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

MAHATMA GANDHI AVENUE
DURGAPUR 713 209, WEST BENGAL, INDIA

Website: www.nitdgp.ac.in

ADMISSION TO 2-YEAR MBA PROGRAM (2023-2025)

INSTRUCTION SHEET

1. TIMELINE

Activity	Dates
Last date of on-line Form Submission	May 09, 2023 (Tuesday): 5.00pm
Display of the names of shortlisted candidates	May 15, 2023 (Monday): 5.00pm
Group Discussion & Personal Interview (To be conducted online)	To be announced
Publication of list of selected/ wait list candidates in the Institute Website	
Deposition of Seat Acceptance Fee	
Admission and enrolment of selected candidates	
Hostel Allotment	
Commencement of class	

2. APPLICATION

- Application Processing Fee: **Rs. 1000 for OPEN, EWS and OBC, Rs. 500 for SC and ST** (Transfer through NEFT to **Account Name: National Institute of Technology Durgapur, Account No. 8569101000352, Payable at Canara Bank, NIT Campus, Durgapur, IFS Code: CNRB0008569**).
- The admission committee of the department of management studies is fully empowered and responsible for selection and their decision is final in the admission process. Queries, if any, should be directed to the Head of the Department, Department of Management Studies. No correspondence/interim inquiries will be entertained from the candidates including reasons for not being called for interview. Canvassing in any manner would also entail disqualification of the candidature.
- **Application is to be submitted on-line, procedural details and documents required are appended at the end.**
- Selected candidates, willing to take admission, will have to pay a **non-refundable Seat Acceptance Fee of Rs. 10,000** (to be paid within the stipulated time to be notified later) which will be adjusted from the amount payable at the time of final admission.

3. Number of seats:

OPEN	OPEN-PwD	EWS	EWS-PwD	SC	SC-PwD	ST	ST-PwD	OBC	OBC-PwD	Total
17	1	4	0	6	1	3	0	11	1	44

4. ELIGIBILITY

Candidate graduated or in final year of graduation in 2023 can apply provided s/he fulfils the following conditions:

1. Qualified in CAT 2022, CMAT 2023, XAT 2023, MAT 2022 (December) / MAT 2023.
2. Marks in Graduation:
 - For OPEN/OBC/EWS: 6.0 CGPA (on a 10-point scale) or 55%
 - For SC/ST: 5.5 CGPA (on a 10-point scale) or 50%
 - The above mentioned CGPA/Percentage should be awarded by a recognized University/Institute. Conversion from CGPA to percentage or vice versa given by individual Institute will not be considered. Candidates will have to mention CGPA/Percentage as awarded by their University/Institute.

- A candidate appearing for final year graduation examination can apply for admission to the MBA program 2023-25, but s/he has to submit the graduation final year result at the time of admission, failure of which will lead to cancellation of candidature.

5. APPLICATION CHECKLIST

The following documents should be attached along with the on-line application form. An application without the copies of the required documents will be rejected.

- Signed photo copy of marks sheet / Grade card of the 10th, 10+2 and other university examinations.
- Signed photo copy of the certificate / provisional certificate of the qualifying examination
- Signed photo copy of proof of date of birth
- A recent color photograph
- Proof of the application processing fee
- CAT 2022, CMAT 2023, XAT 2023, MAT 2022 (December)/ MAT 2023 score card (whichever is/are applicable)
- Category certificate (OBC-NCL/OP-EWS/SC/ST/PwD) from a competent authority. For OBC-NCL and OP-EWS candidates the certificate must be issued on or after 01/04/2023 by the competent authority.
- Job experience certificate (if applicable)

6. SELECTION PROCEDURE:

The selection will be made and category-wise merit list will be prepared using the following weightages:

Components	Weightage
Class 10 Marks	15%
Class 10+2 / Equivalent Marks	15%
Writing Ability Assessment	20%
Group Discussions	10%
Personal Interview	35%
Work Experience	5%
*Years of experience	Marks
1 year or more than 1 year to less than 2 years	1
2 years or more than 2 years to less than 3 years	2
3 years or more than 3 years to less than 4 years	3
4 years or more than 4 years to less than 5 years	4
5 years or more than 5 years	5

7. HOSTEL

The Institute is essentially a residential one and every student shall be required to reside in and be a boarder of Hall of Residence to which he/she is assigned. However, no family accommodation will be provided inside the campus. At present pandemic situation hostel will not be allotted and online mode of classes will continue.

8. FEES

The fees payable at the time of admission will be announced in the Institute website in due course of time. The detailed fee structure for the present academic year (2023-24) shall be available in the Institute website.

9. CONTACT DETAILS (MBA ADMISSION COORDINATORS)

Dr. Umamaheswararao Jada Mobile: 9434789092 Email: umamaheswararao.jada@dms.nitdgp.ac.in	Dr. Ujjwal Kanti Paul Mobile: 9136025500 Email: ujjwalkanti.paul@dms.nitdgp.ac.in	Dr. Amlan Ghosh Mobile: 9434789022 Email: amlan.ghosh@dms.nitdgp.ac.in	Dr. Anupam De Mobile: 9434789006 Email: anupam.de@dms.nitdgp.ac.in
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Dean (Academic Courses)

National Institute of Technology Durgapur

Dated: 10/02/2023

STEPS FOR ON-LINE APPLICATION FORM SUBMISSION

- **STEP 1:** Pay the application fees online through NET Banking or offline through NEFT from Banks to the Canara Bank Account, NIT, Durgapur (*as per the information given above in bank details*).
- **STEP 2:** Collect the Transaction ID/ Unique Transaction Reference number as generated in NET banking (**online**) or from the bank where NEFT is done (**offline**).
- **STEP 3:** Register and apply online at the link provided below: <https://nitdgp.ac.in/pg/>

Fill up all the fields as applicable, and upload the softcopies (only in jpeg/pdf format) of the followings:

- 1) Document pertaining to date of birth (*max. upto 1 MB*)
 - 2) Schedule Caste/Scheduled Tribe/OBC/PH documents (if applicable) (*max. upto 1 MB*)
 - 3) A recent passport size photo. (*max. upto 1 MB*)
 - 4) Marks sheet of 10th board examination (*max. upto 1 MB*)
 - 5) Marks sheet of 12th board examination (*max. upto 1 MB*)
 - 6) Marks sheet of Graduation examination (*max. upto 10 MB*)
 - 7) Marks sheet of PG examination (if any) (*max. upto 1 MB*)
 - 8) CAT 2022, CMAT 2023, XAT 2023, MAT 2022 (December)/ MAT 2023 score card (whichever is/are applicable) (*max. upto 1 MB*)
 - 9) Job experience certificate (*if applicable*) (*max. upto 1 MB*)
 - 10) Proof of Application Fees payment (*max. upto 1 MB*)
- **STEP 4:** Save the application in PDF and send it to the following email: nitdgpmba2023@gmail.com