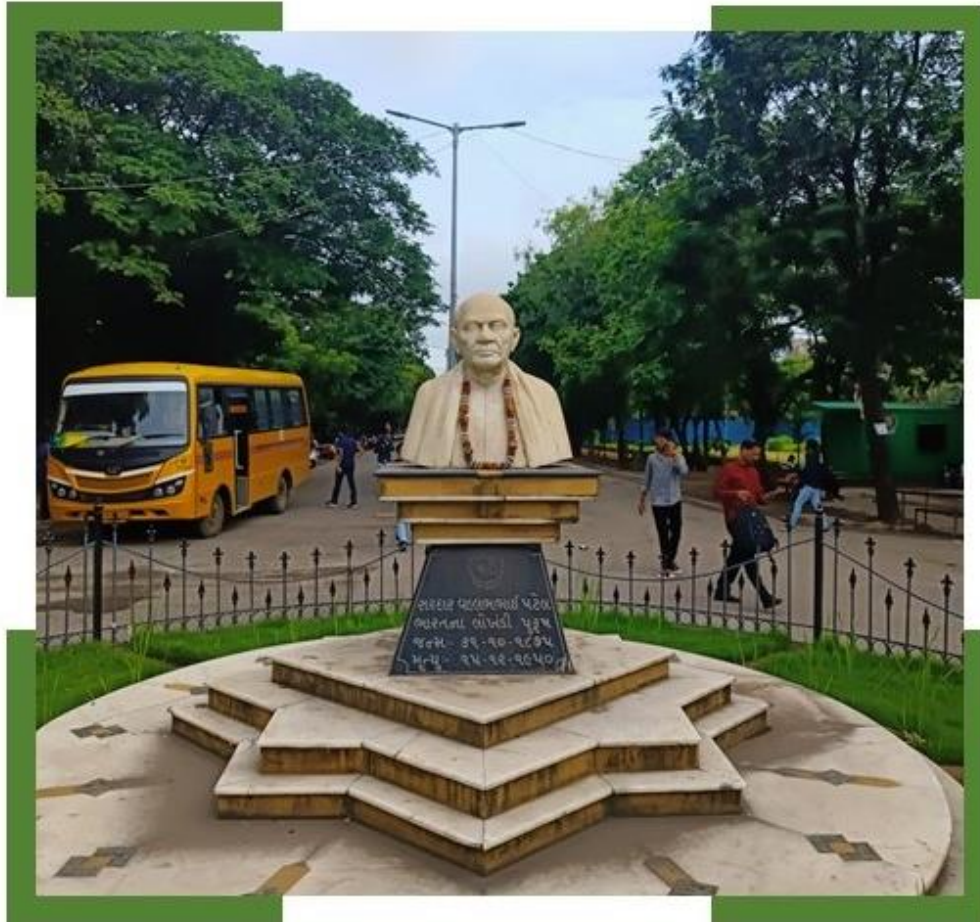# INFORMATION BROCHURE

Two Years Full Time
Master of Business Administration Programme (2024-26)
[Business Analytics]

Department of Management Studies

Sardar Vallabhbhai National Institute of Technology, Surat

Institute Vision Statement

Sardar Vallabhbhai National Institute of Technology (SVNIT), Surat, perceives to be a globally accepted centre of excellence in technical education catalysing absorption, innovation, diffusion and transfer of high technologies resulting in enhanced quality for all the stakeholders.

Institute Mission Statement

The mission of the Sardar Vallabhbhai National Institute of Technology (SVNIT), Surat is to be a leading technical Institute not only at national level but also at international level for imparting training to manpower as per the needs of technology. It is also envisaged to provide the necessary infrastructure to take up research work and to provide the mechanism to interact with industries effectively.

1. About the Institute

Sardar Vallabhbhai National Institute of Technology was established in 1961 as one of the RECs for imparting technical education in Civil, Mechanical and Electrical Engineering. In the year 1983-84 the Under Graduate programmes in Electronics Engineering were introduced and in the year 1988-89 the UG programmes in Computer Engineering and Production Engineering were started. In the year 1995-96, UG programme in Chemical Engineering was introduced.

The institute, at present, offers seven UG programmes, twenty-one PG programmes and 5 -Year Integrated M.Sc. Programs in Chemistry, Mathematics, and Physics, along with a full-time/part time Ph.D. Programs in all the disciplines of Engineering, Science, Management, and English. Apart from that, M.Tech. (Research) programs are offered to practicing engineers and working professional in companies or laboratories of national repute. Also, the institute has recently introduced a UG programme in Artificial Intelligence (AI) with an aim to strengthen education and research in the field of Artificial Intelligence, Machine Learning, Social Science, Natural Language Processing, Soft Computing, Computer Vision and allied areas.

In exercise of the powers conferred by section 3 of the University Grants Commission (UGC) Act, 1956, the Central Government on the advice of the University Grants Commission, has declared the Sardar Vallabhbhai Regional College of Engineering & Technology (SVREC), Surat to Sardar Vallabhbhai National Institute of Technology (SVNIT), Surat with status of "Deemed University" with effect from 4th December 2002. Institute is one of the prestigious NITs amongst the 31 institutions in the category of NITs of the country that have been declared as Institutes of National Importance by the Act of Parliament in 2007. SVNIT Surat currently holds 65th rank as per the National Institutional Ranking Framework (NIRF).

2. About the Department

In a ground-breaking move, Sardar Vallabhbhai National Institute of Technology (SVNIT) has recently established the Department of Management Studies, ushering in a new era of academic excellence and holistic education. This strategic initiative reflects SVNIT's commitment to stay at the forefront of educational innovation, meeting the dynamic needs of the industry and to shape the future leaders in the field of management. With a forward-thinking curriculum, learned faculty and a commitment to research and innovation, the department is set to cater the need of business world by providing a new generation of leaders.

For many years, the Department of Management Studies effectively addresses the soft and professional skills requirements of both undergraduate and postgraduate students. viz. Professional Ethics, Economics and Business Management; Marketing Management; Personnel Management; Innovation, Incubation and Entrepreneurship; and Economics and Business Management. Under the able supervision of the faculty, more than a dozen PhDs have been completed in areas like Techno-Entrepreneurship, Foreign Institutional Investments, Women Entrepreneurship, Green Supply Chain Management, Green Brand Equity, Consumer Behaviour, and a more than half a dozen PhDs are undergoing in areas like Industry 4.0; Green HRM, Social Entrepreneurship, Online Learning; and Environment Social and Governance, till date.

The Department of Management Studies is set to launch a new postgraduate program, the Master of Business Administration (MBA) in Business Analytics from the academic year 2024-25. The goal of the

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MBA program in Business Analytics is to furnish students with a profound comprehension of leveraging technology and data for achieving business success. This program is designed to cultivate a robust understanding of business and management principles while empowering students with the analytical skills necessary to dissect intricate data and formulate decisions driven by data insights.

Department's Vision Statement

The Department of Management Studies aspire to be at the forefront of technical and managerial education, shaping future leaders who not only excel in their chosen fields but also contribute significantly to the global landscape. We aim to foster an environment that encourages creativity, critical thinking, and a spirit of innovation among our students through a dynamic curriculum, cutting-edge research, and industry collaborations.

Department's Mission Statement

The mission of Department of Management Studies is to cultivate a transformative learning environment that empowers students with the knowledge, skills, and ethical values essential for excelling in the ever-evolving landscape of business and technology. The department is committed to staying dynamic and responsive to the evolving needs of the industry, thereby ensuring the relevance and currency of the programs.

3. Infrastructure and Facilities

Hostel: Sardar Vallabhbhai National Institute of Technology (SVNIT) Surat is residential institute and Hostel section of the institute is established to deal with all the matters related to accommodation, food and general wellbeing of the students. Presently, the Institute Campus has 09 hostels which include 07 boys' hostels and 02 girls' hostels. The activities of hostels are managed by the Council of Wardens (CoW) and Hostel Management Committees (HMC) of the students. Council of Warden includes the Chief Warden and Wardens of the hostels with Co-Chairman as the Associate Dean (Students Welfare) and Chairman as Dean (Students Welfare). All the hostels are equipped with basic facilities like furniture, Wi-Fi/LAN enabled internet, Mess, and recreational facilities like fully equipped sports facilities, music rooms, magazine rooms and television rooms. Most hostel-level meetings take place in common rooms.

All on-roll students are covered under the Medical Insurance scheme for inpatient treatment. The insurance covers hospitalization expenses of up to Rs. 50, 000/-. Students get cover from Day One with cashless hospitalization facilities in-network hospitals of Insurance companies.

Computing, Internet and Intranet: The Central Computer Centre (CCC) primarily caters to the Internet Access requirements throughout the institute and Campus-wide network connectivity throughout the campus, including academic & administration departments, hostels, staff quarters, guest house etc. User Account and Bandwidth are managed with the help firewall. The institute is the participant of MoE, Government of India NMEICT/NKN project through which connectivity of 1 Gbps is functioning. The internet access to the institute is also available from various vendors, who provides 250 Mbps internet bandwidth each amounting to a total of 1.25 Gbps. Thus, total bandwidth of the Institute is amounting to a total of 2.25 Gbps. The Central Computer Centre has Blade Server with 14 TB of Storage space and 6 Blades on which variety of different purpose servers like WEB Server, DNS, NIS Server, FTP Server, DHCP Server, etc. are hosted. Most of the dialects of the operating systems, authorized copies of almost all the common shrink-wrapped software and various Engineering application software's are housed in

the laboratories. Superb computing facilities and the abundance of all types of latest software's are added to the glamour and grandeur of this centre.

Sports/Indoor Games and Gym: Student Activities Center (SAC) of the institute organizes and manages sports, co-curricular and extracurricular activities of students and staffs. It has adequate sport facilities like Badminton courts with standard size of synthetic flooring, proper light and ventilation, two International standard synthetic Tennis courts with class-3 flood lights and modern seating arrangement for the spectators, two Volleyball grounds with standard quality grounds with flood lights, two Basketball courts facility with standard size of concrete flooring, proper light, Pool Table, Table Tennis and football ground. In addition to above, the institute has a Gymnasium Hall equipped with varieties of equipment's i.e more than 15 stations for specific body part exercise. Further, the SAC provides coaching camps for various games like Athletics, Badminton, Basketball, Cricket, Football, Handball, Kho-Kho, Kabaddi, Swimming and Yoga etc.

Career Development Cell (CDC) Institute has full-fledged Training & Placement Section (T&P) under the Professor In-charge Training & Placemat. It helps the student's community to get the proper placement in various public and private sector organizations by arranging the campus interviews. The placement of final year students starts at the beginning of the academic year. Further, to strengthen the Industry-Institute interaction, CDC section encourages the companies for an internship to B. Tech. 3rd year students (maximum 8 weeks in summer vacation) and to M. Tech. students (maximum 1 year) in their 2nd year as a dissertation work. Please visit : https://www.svnit.ac.in/web/t&p/about.php

Industry And Alumni Relations The institute is having its alumni association, which takes an active interest in the growth of the institute. The institute has signed several MoUs with industries such as Reliance, L&T, Essar, Altair, Patni and various Technical Institutions and, Universities in India and abroad. The SVNIT Surat is having wide network of its alumni across the globe. The alumni of the institute are placed at the high rank in the government, semi-government and private institutions serving the country whole heartedly. The networking of students with alumni be carried out through the office of Dean (Alumni and Resources Generation) and office SVNIT Surat Alumni Association situated within the campus of the institute. The networking of the SVNIT Surat Alumni is through Alma Connect. The alumni of institute support the various academic, research, sports and placement activities of the institute apart from financially helping the needy students. The alumni association organizes the annual convention of alumni of institute every year which is one of the most awaited events.

Recreational/Extra Curricular activities: Apart from academics, the institute takes due care of the overall development of students through extracurricular activities like "KASHISH" the welcome program for first-year students. A three-day cultural event "SPARSH" is one of the most cherished activities of the students. A technical event like "MINDBEND" along with activities of various student chapters/clubs such as Association for Computing Machinery (ACM), Centre for Humanity Resource Development (CHRD), Chemical Engineering Society (CHES), Civil Engineering Society (CES), Cutting Edge Visionaries (CEV), DRISHTI, Electrical Engineering Society (EES), Indian Institute of Welding (IIW), Indian Institution of Industrial Engineering (IIIE), Indian Society for Technical Education Society (ISTE), Institute of Electrical and Electronics Engineers (IEEE), Institution of Engineers (IE), Literary Affairs Committee (LAC), NIRVANA- a programme of social engineering, RENESA, Society for Cultivation of Science & Humanities (SCOSH), Society of Automotive Engineers (SAE), SPIC-MACAY (Society for the Promotion of Indian Classical Music And Culture Amongst

Youth), The Institution of Electronics & Telecommunication Engineers (IETE) etc. are organized throughout a year to keep a student involved in co-curricular activities.

Central library: The institute has a library of world-class standards with an area of 17070 square meters. It contains 97810 print books, 23 print Journals, 11265 e-books, 4035 e-journals, and 5455 e-journals through eSS consortia. The library maintains various Databases and Standards (Online) like IEEE/IET Electronic Library, McGraw Hill Access Engineering Online Database, ASME Standards (Except BPVC), Indian Standards, International Electro-Technical Commission (IEC) Standards, ASTM Standards, American Welding Society Standards, etc. The institute subscribes to several research support tools, including Turnitin (plagiarism detection online software), Grammarly Premium, SCOPUS Database, SciFinder-n, and Web of Science Lease Access. Central Library also subscribes to the GATE preparation platform for all Engineering disciplines. The Central Library is a member of e-Sodh Sindhu: Consortia for Higher Education E-Resources. The library is also a member of the Developing Library Network (DELNET), New Delhi.

Health Centre: The Health Centre of SVNIT is established to ensure adequate & qualitative healthcare facilities for all the students, faculties, and staff with their family members at SVNIT. The Health Centre is managed by full-time residential doctor and Medical Officers on a contractual basis. Five (5) Hon. Visiting Medical Consultants, namely Physician, Gynecologist, Radiologist, Ayurveda, and Homeopathy specialists, provide medical services at the extension of the Health Centre at CAD Lab Building and the adolescent Health Clinic in Mother Terasa Bhavan (Girls Hostel). 108 ambulance services are available for the campus residents and are provided at the designated appropriate place on campus.

Location and Accessibility Surat is one of the central nodes on the Bombay-Delhi (National Highway 8) and is connected to the country by Road, Rail, and Air. SVNIT, Surat is located in the city's prime area, locally known as Ichchhanath, at about 10 KMs from the Surat Railway Station. It is on the way to a small seaside resort known as Dumas, from the railway station. The city buses regularly operate from early morning till midnight, between Surat Railway Station and College Campus/Piplod. Other than the city bus, auto-rickshaws (more commonly) or taxis are also available. Surat also has International Airport at Magdalla-*Dumas Road*, approximately 10 KM from the institute campus. The operating airlines connect Surat to Chennai, Bangalore, Bhubaneswar, Delhi, Hyderabad, Goa, Kolkata, Jaipur, Mumbai, and Patna with return flights regularly flies from these locations.

4. Programme Structure, Programme Objectives and Admission Criteria

Programme Structure: MBA in Business Analytics program is divided into four semesters; first year (2 semesters) and second year (2 semesters). The first-year coursework comprises core courses that explain the fundamental concepts of management and analytics across functional areas. The first-year coursework is followed by a summer internship during which students are required to undertake an industry project with an organization for 8 weeks. The second-year coursework comprises mandatory analytics, management, dissertation, and elective courses. The dissertation component is in the last semester, along with the other courses. A dissertation intended to help students find their areas of interest and apply their knowledge in defining and solving a real industry /research problem.

Programme Objectives: The objective of an MBA in Business Analytics program is to equip students with a deep understanding of how technology and data can be used to drive business success. The program aims to develop a strong foundation in business and management concepts while providing students with the skills to analyse complex data and make data-driven decisions.

The program aims to help students to develop the analytical and problem-solving skills, technical proficiency, digital transformation, leadership and communication skills, global business perspective, handling complex data and stakeholders' management effectively. By the end of the program, students will be able to lead digital transformation initiatives, make data driven decisions, and effectively manage teams in a rapidly evolving digital landscape.

In nutshell, the program aims to prepare students to be business analytics and digital transformation leaders and make strategic decisions that drive organizational success.

Admission Criteria: An applicant with a full-time regular Undergraduate Degree in any discipline with a minimum of 60 percent marks or 6.5 CGPA for General, Gen-EWS, and OBC-NCL category and 55 percent or 6.0 CGPA for SC/ST category is eligible.

Sr. No.	Criteria	Weightage
1#	CAT/ GMAT/ GRE/ XAT/ CMAT/ MAT/ SVNIT's own test	45%
2	Group Discussion &/Personal interview	30%
3	Academic Qualification	10%
4	Gender diversity	05%
5	Experience	10%
	Total	**100%**

If candidate has appeared in more than one of the above admission tests, ONLY one of scores is admissible.
Applicant must ensure that test score results must be declared before the last date of filling application forms. Institute will not be responsible for any delay in conduct/deceleration of results by the testing agencies.

5. Eligibility for Admission
   a) The candidate must hold a Bachelor's degree (Regular) with at least 60% marks or 6.5 CPI on a 10-point scale in aggregate or equivalent. A relaxation of 5% marks or 0.5 in CPI will be extended to the candidates belonging to the Scheduled Caste (SC) / Scheduled Tribe (ST) /Persons with Disabilities (PWD) category.

   b) A candidate must have appeared in CAT (in the year 2022 and/or 2023) or GRE/GMAT/XAT/CMAT/MAT/SVNIT's own test (the tests taken between May 2023 to May 2024) with a valid score card.

   c) The students who are appearing in their final semester examination may also apply. However, they will have to submit an undertaking. Such candidates, if selected, will be admitted provisionally, on the condition that they will complete the requirements of a qualifying degree with minimum marks or CPI stipulated above (Point a).

   d) Before the commencement of the programme, the selected candidates have to produce a provisional certificate of completion of the qualifying degree latest by 16th September 2024, failing which their admission will stand cancelled.

   e) The Institute/Department may specify additional requirements over and above these minimum requirements as stated above.

6. Intake & Reservation: The total sanctioned annual intake for the MBA program is 60, with reservations for various categories as per Government of India policy. The seat matrix for the total sanctioned intake is as below:

Open	EWS	OBC	SC	ST	Total
24	6	16	9	5	60

    a) 5% seats reserved for PwD of in each category within the sanctioned intake.

    b) The provisions for reservation of seats given in the seat matrix are subject to modification in accordance with any Government Order, if issued subsequently by the Government of India.

    c) Candidates with at least 40% impairment irrespective of the type of disability shall be eligible for the benefits of the PwD category.

7. How to Apply: Interested candidates satisfying the eligibility criteria are required to apply online. The link of online application is: https://mis.svnit.ac.in/svmba/

a) All relevant documents like academic certificates, category certificates, etc. is to be uploaded online.

b) Application fee is nonrefundable. It is Rs 1000/- (One Thousand only) for General/ OBC/EWS applicants and Rs.500/- (Five Hundred only) for SC/ST/PWD applicants.

c) The dully filled online downloaded application form of MBA Admissions 2024-26 along with relevant documents in a single file (pdf format) should also be sent to the e-mail address: **mba-admission@svnit.ac.in**

d) Incomplete applications, applications not duly filled in or applications not accompanied by the prescribed testimonials/documents will be summarily rejected.

8. Checklist: The following document need to be uploaded online on the admission portal.

☐   Proof of application fee payment.

☐   Marks sheets and certificates of all the examinations from class 10th onward leading to the qualifying degree.

☐   Proof of date of birth, and

☐   Proof of CAT/ GMAT/ GRE/ XAT/ CMAT/MAT rank card with a valid score, if applicable.

☐   OBC (NCL) certificate and EWS certificate issued on or after 01.08.2023 only will be accepted, if applicable.

☐   SC/ST certificate, if applicable.

☐   Certificate of PWD, if applicable.

☐   In case, the final result is awaited, all mark sheets from 1st semester/year onward of the qualifying degree must be submitted with the application form.

☐   Candidates should bring/ show all of their original documents for verification at the time of GD* and PI (Interview).

9. **Withdrawal/ Fee Refund Rules:** Fees once paid will be refunded in full, subject to a deduction of Rs. 5000/- towards processing charges, if an application for withdrawal is made on or before June 28, 2024. In case, the application for withdrawal is made after June 28, 2024, only caution money will be refunded and other fees will be forfeited.

10. **Important Information**

   a) Applicant should be a citizen of India. Admission of foreign nationals, if any, shall be governed by the rules stipulated by the Government of India from time to time.

   b) No employee shall be admitted as a regular full-time student for any full-time Post Graduate course; unless she/he is relieved from her/his duties by her/his employer and unless a proper relieving certificate is produced to that effect at the time of admission.

   c) The selected candidates are required after depositing requisite fees as per the schedule and completing the necessary procedures to confirm the admission. Any delay or non-compliance with necessary procedure would lead to cancellation of the allotted seat and subsequently, the seat shall be offered to the waiting list candidates.

   d) On campus, accommodation may be provided, subject to availability at the time of course registration.

11. **General Guidelines**

   a) The Institute reserves the right to cancel the admission of any candidate at any stage (even after admission) if any error or defect is detected.

   b) Fees paid to the Institute and hostel are not refundable under any circumstances if the Candidate chooses to leave the Institute after admission (As per Institute rules).

   c) If it is found that any of the applicants admitted to the Institute has either furnished wrong information or tampered with the records, his/her seat is liable to be cancelled at any stage.

   d) If it is detected that a candidate has been admitted due to any mistake committed inadvertently in the processing of the application, the Institute reserves the right to cancel the seat before admission is made final, without payment of any compensation for the inconvenience caused.

   e) Candidates, who have appeared in the final examination of their graduation programs, have completed all other formalities for award of their graduation degree and are awaiting their final results are eligible to apply. Such candidate will have to furnish a certificate from their Institute/University as per format provided in **Annexure I**.

   f) Candidates, who are yet to appear in the final examination of their graduation programs are also eligible to apply. Such candidate will have to furnish a certificate from their Institute/University as per format provided in **Annexure II.** Admission of such candidates is subject to their fulfillment of minimum eligibility criteria for admission to the program.

   g) Candidates belonging to SC/ST/OBC/EWS /PwD categories must present along with application form the requisite certificates (as per applicable format attached in **Annexure III to IX**) from the competent authority, failing which their candidature will not be considered under the Reserved Category applied.

   h) The benefit of reservation for admission shall be given only to those classes/castes/tribes which are in the respective Central List published by the Government of India from time to time.

   i) The benefit of reservation will be given only to those castes and tribes that are mentioned in the respective central list of corresponding states published by the Government of India (websites: http://socialjustice.nic.in and https://ncst.nic.in).

   j) Provisions relating to Persons with Disability (PwD): As per Section 2(t) of the RPwD Act, "Persons with Disability (PwD)" means a person with long-term physical, mental, intellectual, or sensory impairment which, in interaction with barriers, hinders his full and effective participation

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in society equally with others. According to Section 2(r) of the RPwD Act, 2016, "persons with benchmark disabilities" means a person with not less than forty percent (40%) of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

k) Candidates must note that the benefit of reservation will be given to them subject to verification of documents. If it is discovered at any stage that a candidate has used a false/fake/incorrect document, or has furnished false, incorrect, or incomplete information, in order to avail the benefit of reservation, then such a candidate shall be excluded from all admission processes. In case such a candidate has already been given admission, the admission shall stand cancelled.

l) Original certificates/documents are required to be presented for verification at the time of program registration. In case, the candidate fails to produce the original certificates at this time, he/she may not be considered for admission.

m) The list of short-listed candidates shall be notified at the Institute website and no separate call letters will be sent to the candidates. The short-listed candidates have to appear for *Group Discussion/Written Ability Test and Personal Interview to be held at the Department of Management*/Online Mode.

n) The Institute reserves the right to cancel the admission of any candidate based on adverse remarks in the Conduct Certificate.

o) Wherever doubts or ambiguities arise in the interpretation of Admission Rules, the decision of the Director of this Institute in the matter shall be final.

p) The Director is authorized to make an appropriate decision concerning any other details of admission not covered by the rules listed above.

q) Reservation will be applicable as per the norms of Government of India.

r) The candidates are advised to keep visiting the Institute's website for latest updates.

12. Admission Schedule with Important Dates (Revised on April 30, 2024)

Activity/ Event	Dates**
Application form and information brochure will be available at the Institute website	March 15, 2024 (Friday)
Last date for filling online application form	May 21, 2024 (Tuesday)
List of shortlisted candidates for group discussion/ written ability test* and personal interview to be notified at the Institute website	On or before May 28, 2024 (Tuesday)
Group discussion/ written ability test and personal interview	June 06-09, 2024 (Thursday- Sunday)
Declaration of result	June 11, 2024 (Tuesday)
Last date for acceptance of admission offer and submission of fees	June 20, 2024 (Thursday)
Admission offers for left-over seats (Waitlist 1) (ONLY in case seats are vacant)	June 24, 2024 (Monday)
Last date for acceptance of admission offer and submission of fees (ONLY for candidates appeared in Waitlist 1)	June 28, 2024 (Friday)
Admission offers for left-over seats (Waitlist 2) (ONLY in case seats are vacant and candidates available in WAITLIST)	July 01, 2024 (Monday)
Last date for acceptance of admission offer and submission of fees (ONLY for candidates appeared in Waitlist 2)	July 05, 2024 (Friday)
Date of course registration	As per Institute Academic Calendar Year 2024-25
First day of induction	As per Institute academic calendar 2024-25
**Note: Dates may change in case of unavoidable circumstances	

13. Fee Structure

Institute Fee Structure

Sr. No.	Particulars	MBA			
		1st Sem (Rs.)	2nd Sem (Rs.)	3rd Sem (Rs.)	4th Sem (Rs.)
1	Tuition Fee	45000	50000	55000	60000
2	Registration Fee	10000	10000	10000	10000
3	Other Fees (Inclusive of Exam, Grade Card, I Card, Events facility charges etc.)	7500	7500	7500	7500
4	Library and Material Fee	10000	12000	12000	10000
5	Alumni Charge	5000	--	--	--
6	Degree Fee (Convocation Fee)	--	--	--	2500
7	Placement	--	10000	10000	--
8	Seat Rent (Multiple Occupancy) # & ##	6000	---	6000	---
9	Institute Development Contribution (IDC) (One time - at 1st Semester of the Course)	15000	--	--	--
10	Security Deposit (Refundable) (One Time - at 1st Semester)	15000	--	--	--
	TOTAL …	113500	89500	100500	90000

Hostel Fee Structure # &

Hostel Amenities Fund	Mess Advance (Per Semester)	Electricity Charges	Students Activity Fund	Caution Money (Refundable) *	Total
7500	21000	6800	1000	2500	38800

If a student avail single occupancy in Hostel, additional payment of Rs.4500 will be charged
The Hostel seat rent & hostel fees are subject to revision from time to time.
 * Caution money will be refunded after completion of course.

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CERTIFICATE

(Required during registration from candidates whose result of the qualifying examination has not been declared)

I hereby certify that Mr./Ms. …………………………………… has appeared in the final year examination including theory, practical and project examination for …………………………. degree and the result is likely to be announced by ………………… month of year 2024.

His/her conduct and character during his/her stay at the Institute/University was ………………………...

Place: ……………………..
Date: ……………………..

Signature of the authorized person

(Principal / Dean / Registrar / Dy. Registrar of the institute last attended with seal)

CERTIFICATE

(Required from candidates who are yet to appear in the qualifying examination or yet to get the degree)

I hereby certify in connection with the application of Mr./Ms. .... for admission to MBA program at SVNIT Surat for academic session 2024-25, that:

a. He/ She is a bonafide student of our institution.

b. He/ She is yet to complete / has completed all the requirements of qualifying examination including theory, practical and project examination for ……………………………………………………. (mention the name of program currently enrolled in)

c. The result is likely to be announced by ………………month of year 2024.

His/her conduct and character during his/her stay at the Institute/University was ………………………...

Place: …………………….
Date: …………………….

Signature of the authorized person

(Principal / Dean / Registrar / Dy. Registrar of the institute last attended with seal)

Government of ………………………………..
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____   Date_____

1.   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 _____ Pin Code _____ whose photograph in attested below belongs to 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 2022-2023. 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.

2.   Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Schedule Caste, Schedule Tribe and Other Backward Classes (Central List).

Signature   with   seal   of   Officer

_____

Name _____

Designation _____

Recent Passport size attested photograph of the applicant

The income and assets of the families as mentioned would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs.

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

** Note2: The term **"Family"** for this purpose includes 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.

*** Note3: The property held by a **"Family"** in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

OBC-NCL Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (NCL)* APPLYING FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kum** _____ Son/ Daughter** of Shri/Smt.** _____of Village/ Town**_____District/Division** _____ in the State/Union Territory _____ belongs to the _____ community that is recognized as a backward class under Government of India***, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____****

Shri/Smt./Kum. _____ and/or _____ his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that **he/she does NOT belong to the persons/sections (Creamy Layer)** mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93- Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008, again further modified vide OM No.36036/2/2013-Estt (Res) dtd. 30/05/2014, and again further modified vide OM No. 36033/1/2013-Estt (Res) dtd. 13/09/2017.

District Magistrate /
Deputy Commissioner /
Any other Competent Authority

Dated:

Seal
_____
*	Visit http://www.ncbc.nic.in for latest guidelines and updates on the Central List of State-wise OBCs.
**	Please delete the word(s) which are not applicable.
***	As listed in the Annexure (for FORM-OBC-NCL)
****	The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

NOTE:

(a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below:

  (i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).

  (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

  (iii) Revenue Officer not below the rank of Tehsildar' and

  (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides

  (v) Certificate issued by any other authority will be rejected

ANNEXURE for FORM-OBC-NCL

Sl. No.	Resolution No.	Date of Notification
1	No.12011/68/93-BCC(C)	13.09.1993
2	No.12011/9/94-BCC	19.10.1994
3	No.12011/7/95-BCC	24.05.1995
4	No.12011/96/94-BCC	09.03.1996
5	No.12011/44/96-BCC	11.12.1996
6	No.12011/13/97-BCC	03.12.1997
7	No.12011/99/94-BCC	11.12.1997
8	No.12011/68/98-BCC	27.10.1999
9	No.12011/88/98-BCC	06.12.1999
10	No.12011/36/99-BCC	04.04.2000
11	No.12011/44/99-BCC	21.09.2000
12	No.12015/9/2000-BCC	06.09.2001
13	No.12011/1/2001-BCC	19.06.2003
14	No.12011/4/2002-BCC	13.01.2004
15	No.12011/9/2004-BCC	16.01.2006
16	No.12011/14/2004-BCC	12.03.2007
17	No.12011/16/2007-BCC	12.10.2007
18	No.12019/6/2005-BCC	30.07.2010
19	No. 12015/2/2007-BCC	18.08.2010
20	No.12015/15/2008-BCC	16.06.2011
21	No.12015/13/2010-BC-II	08.12.2011
22	No.12015/5/2011-BC-II	17.02.2014

SC/ST Certificate Format
FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES (SC) AND
SCHEDULED TRIBES (ST) CANDIDATES

1. This is to certify that Shri/ Shrimati/ Kumari* _____ son/daughter* of _____ of Village/Town* _____ District/Division* _____ of State/Union Territory* _____ belongs to the _____Scheduled Caste / Scheduled Tribe* under :-

* The Constitution (Scheduled Castes) Order, 1950
* The Constitution (Scheduled Tribes) Order, 1950
* **The Constitution (Scheduled Castes) (Union Territories) Order, 1951**
* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951
  [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;
* The Constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962;
* The Constitution (Dadara and Nagar Haveli) Scheduled Tribes Order, 1962;
* The Constitution (Pondicherry) Scheduled Castes Order, 1964;
* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
* The Constitution (Nagaland) Scheduled Tribes Order, 1970;
* The Constitution (Sikkim) Scheduled Castes Order, 1978;
* The Constitution (Sikkim) Scheduled Tribes Order, 1978;
* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
* The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;
* The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;
* The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991.

2.   # This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri /Shrimati* _____ father/mother* of Shri /Shrimati /Kumari* _____ of Village/Town* _____in District/Division*_____ of the State   State/Union   Territory* _____who belong to the Caste/Tribe* which is recognised as a Scheduled Caste / Scheduled Tribe* in the State / Union Territory* _____issued by the _____ dated _____.

3.   Shri/ Shrimati/ Kumari * _____ and / or* his / her* family ordinarily reside(s)** in Village/Town* _____ of _____ District/Division* of the State Union Territory* of_____

Signature: _____
Designation _____
(With seal of the Office)

Place: _____   State/Union Territory* _____
Date: _____

* Please delete the word(s) which are not applicable.
# Applicable in the case of SC/ST Persons who have migrated from another State/UT.
IMPORTANT NOTES
The term "ordinarily reside(s)**" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
Officers competent to issue Caste/Tribe certificates:
1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-divisional Officer of the area where the candidate and/ or his family normally reside(s).
5. Administrator / Secretary to Administrator / Development Officer (Lakshadweep Island).
6. Certificate issued by any other authority will be rejected.

Disability Certificate
(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size attested photograph (showing face only) of the person with disability

Certificate No._____   Date:

This is to certify that I have carefully examined

Shri/Smt./Kum._____

_____son/wife/daughter of Shri_____Date of

Birth (DD/MM/YY)_____Age_____years, male/female

_____Registration No._____permanent resident of House No.

_____Ward/Village/ Street_____

Post Office_____District_____State

_____, whose photograph is affixed above, and am satisfied that:

1. he/she is a case of:
   a. locomotor disability
   b. blindness
   (Please tick as applicable)
2. the diagnosis in his/her case is _____
3. He/ She has_____% (in figure)_____percent
   (in words) permanent physical impairment/blindness in relation to his/her_____
   (part of body) as per guidelines (to be specified).
4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in
whose favour disability certificate is issued.

Disability Certificate
(In cases of multiple disabilities)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

> Recent PP size attested photograph (showing face only) of the person with disability

Certificate No._____ Date: _____

This is to certify that I have carefully examined

Shri/Smt./Kum._____son/ wife/daughter of

Shri_____Date of Birth

(DD/MM/YY)_____Age_____years,

male/female_____Registration No._____

permanent resident of House No._____Ward/Village/Street

_____Post Office _____

District_____State

_____, whose photograph is affixed above, and are

satisfied that:

1. He/she is a Case of **Multiple Disability.** His/her extent of permanent physical impairment/ disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

@ - e.g., Left/Right/both arms/legs
 # - e.g., Single eye/both eyes
£ - e.g., Left/Right/both ears

2. In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows:

   In figures: _____ percent

   In words: _____ percent

3. The above condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

4. Reassessment of disability is:
   (i) not necessary
   Or
   (ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____

5. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

6. Signature and seal of the Medical Authority:

Name and Seal of Member	Name of Seal of Member	Name and Seal of the Chairperson

Signature/Thumb impression of the person in
whose favour disability certificate is issued.

Disability Certificate
(In cases other than those mentioned in Forms II and III)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THECERTIFICATE)

(See rule 4)

> Recent PP size attested photograph (showing face only) of the person with disability

Certificate No._____Date:

This is to certify that I have carefully examined

Shri/Smt./Kum._____son/ wife/daughter of

Shri_____Date of Birth

(DD/MM/YY)_____Age_____years,

male/female_____Registration No. _____

permanent resident of House No.___Ward/Village/Street

_____Post Office _____

District_____State

_____, whose photograph is affixed above, and am

satisfied that he/she is a case of disability.

1. His/her extent of percentage of physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

S. No.	Disability	Diagnosis	Permanent physical impairment / mental disability (in %)
1	Locomotor disability		
2	Visual Impairment (blindness / low vision)		
3	Hearing impairment		
4	Speech and language disability		
5	Intellectual disability		
6	Mental-illness		
7	Disability caused due to chronic neurological conditions and / or blood disorders		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is:

22

a. not necessary

Or

b. is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)(Name and Seal)

Countersigned
{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital,in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.Note: The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.

FORM-DYSLEXIC-1

FORMAT OF MEDICAL CERTIFICATE / REPORT TOBE PRODUCED BY DYSLEXIC
CANDIDATE
{To be obtained from any Government or Government approved Learning Disability
Clinic/Neurodevelopmental Centre/Dyslexia Association}

Date:

PSYCHO-EDUCATION EVALUATION REPORT

Passport size Photograph of the Candidate

Name of the candidate:

Date of Birth:

Candidate
Registration in the Clinic/Centre/Dyslexia Assn. (date / number):

Name of the Father/Mother/Guardian:

Name/address and Regn. No. :
of the Dyslexia Association

Physical & Neurologic Assessment: [   ]

Psychological Assessment: [   ]
WISC   Verbal IQ:
                  Performance IQ:
                  Full Scale IQ:
Interpretation: [   ]

Educational Assessment: [   ]

Certified that:
1. The condition of handicap is: MILD / MODERATE / SEVERE (tick whichever is applicable)*.

2. The disability is **PERMANENT** in nature and **DETAILED REPORTS OF DYSLEXIA ASSESSMENT ARE ATTACHED WITH THIS FORM (IN ORIGINAL).**

*Learning Disability is a permanent developmental disorder. Currently there are no standard approved methods to quantify the disorder. However, the method of diagnosis is based on significant impairment inacademic achievement. To avail the benefit of relaxed norm under PwD category, the candidate must come under SEVERE category.

Signature and Name (in CAPITAL LETTERS) of the certifying official:

Seal:

PROMINENT RECRUITERS OF SVNIT, SURAT

Contact Details

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