

**SVKM's NMIMS Deemed-to-be University**  
**School of Hospitality Management**  
Navi Mumbai Campus

**BBA in Hospitality Operations & Management (2024-2027 Batch)**

**Admission Information Handout**

**1) Introduction:**

The School of Hospitality Management offers a new age education system which understands the ever-evolving Hospitality sector and the school offers innovative tools to students so they can carve a niche place for themselves. This Handout gives information about the admission procedure and Entrance Test / Personal Interview for three-year BBA – Hospitality Operations & Management program for the academic year 2024-2027.

**2) Program & Intake:**

Programmes	Campus	Duration
<b>B.B.A. in Hospitality Operations and Management</b> Having combination of Hospitality Operations, Management & Cultural learning. 1. Culinary Arts 2. F&B Operations & Management 3. Front Office 4. Accommodations Operations & Management 5. Management & leadership 6. Computer Applications 7. Retail Management Operations 8. Event & Exhibition 9. Entrepreneurship 10. Travel & Tourism	Navi Mumbai	Three Years

- Intake will be notified at the time of admission process
- Program will commence only if there are a minimum of 20 eligible candidates admitted after the selection process.
- Admission for BBA – Hospitality Operations & Management program will be offered only through Entrance Test & Personal Interview conducted by NMIMS.

**3) Eligibility Criteria (fulfilling all / applicable conditions mandatory):**

3.1 A candidate must have passed **10+2 or equivalent examination** and must have obtained a minimum of **50% aggregate marks in any stream.**

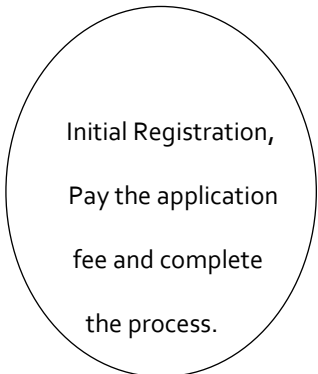
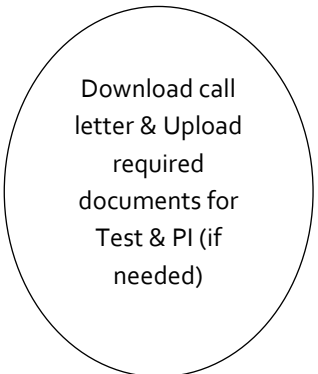
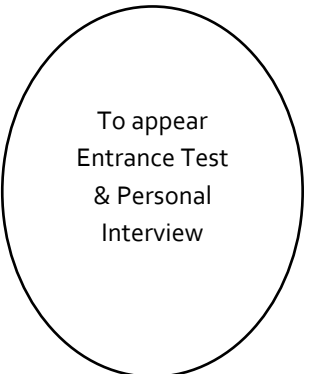
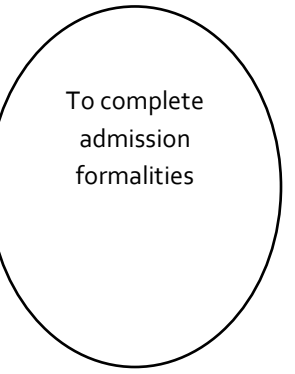
**OR**

- Candidates passing **Diploma Engineering** with Minimum **50% aggregate** marks is eligible to apply.
- 3.2 Candidate awaiting the results of the 10+2 examination may also apply & Examination have been conducted before the commencement of the program.
- 3.3 A candidate who has passed 10+2 or equivalent examination from **IB Board** should be either IB certificate or DP or CP awarded with 24 credits compulsory, having passed 3 HL with minimum (12 credits) & 3 SL with minimum (9 credits) mandatorily from any stream.
- 3.4 Candidates appearing for their final 10+2 or equivalent examination can also apply provided they meet minimum cut off marks and should be eligible & produce all the necessary documents, in original, at the time of admission.
- 3.5 Candidate of **CBSE & ICSE** should mention in the registration form / e-admission form (if selected) 10+2 or equivalent aggregate marks of all the subjects for which the candidate has taken & appeared for (not best of four, five, six or seven). The candidate shall have passed all the subjects taken & appeared for in the applicable examination/s. In case mark sheet issued by the applicable Board / Institution is in percentile/s, the actual aggregate percentage of all the subjects taken & appeared by the candidate will be taken into consideration for confirming eligibility of the candidate for the program.
- 3.6 **Note for IB & Cambridge Candidates:** Candidates called for admission on the basis of merit list & 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 programme. Mark sheet/Transcripts issued by Board/University/school will be considered
- 3.7 Submission of AIU equivalence certificate to confirm the eligibility for the program is mandatory for those candidates who have completed their (10+2) examination from Overseas University / College.
- 3.8 Those candidates who have passed, or, are appearing for 10+2 examination from a Board / University where Grade Point Average is given, must produce in writing from the concerned Board / University about the equivalent percentage for the GPA / CGPA obtained.
- 3.9 Candidates above 25 years of age are not eligible to apply.
- 3.10 Single mark sheet with all compulsory subjects taken and passed in one attempt is mandatory, no compartmentalized mark sheet will be considered.
- 3.11 In any stage if it is found that, the 10 + 2 marks given by candidate in application form is different from marks actually obtained (as per mark sheet) such candidate admission will be cancelled & fees will be forfeited.
- 3.12 Candidate whose final mark sheet is not available at the time of admission are required to submit internet copy / Digi-Locker of result duly attested by Principal of the school / college with official seal, failing which candidate will not be admitted for the program.
- 3.13 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.
- 3.14 It is sole responsibility of the candidate to ascertain whether they possess necessary and requisite qualification for admission to courses at NMIMS.

#### 4. Online Registration and Registration Fee:

- Online registration at [www.nmims.edu](http://www.nmims.edu)
- Before filling the online form, please read all the instructions carefully mentioned in the Instruction Sheet and also refer the Important Dates.
- Online Registration Fee is Rs. 2,000/- (This is one-time, no fees will be charged for Personal Interview)
- Registration Fee is **NON-REFUNDABLE / NON-TRANSFERABLE**.

Note: Kindly registered with candidate valid E-mail ID & Mobile number.

B.B.A. in Hospitality Operations and Management			
Step 1	Step 2	Step 3	Step 4
 <p>Initial Registration, Pay the application fee and complete the process.</p>	 <p>Download call letter &amp; Upload required documents for Test &amp; PI (if needed)</p>	 <p>To appear Entrance Test &amp; Personal Interview</p>	 <p>To complete admission formalities</p>
<ul style="list-style-type: none"> <li>• Visit <a href="http://www.nmims.edu">www.nmims.edu</a></li> <li>• For registration click on “<b>Apply Now</b>” and create an account.</li> <li>• Candidate will get the registration number on their registered E-mail ID to fill-up and complete the application form.</li> <li>• Before filling the online form, please read all the instructions carefully mentioned in the instruction sheet, important dates and Terms &amp; Condition given in the online application form.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate, who registers successfully, only will be confirmed for Entrance Test &amp; Personal Interview. No separate call letter will be mailed or posted.</li> <li>• Candidates are required to download the call letter from their login dashboard.</li> <li>• Upload mentioned documents for Entrance Test / Personal Interview (if needed).</li> </ul>	<ul style="list-style-type: none"> <li>• The Entrance Test will be conducted as per the instructions given in the call letter.</li> </ul>	<ul style="list-style-type: none"> <li>• Selected Candidate has to confirm his/her provisional admission by filling up e-admission form &amp; uploading required document from their dashboard and paying fees within given timeline.</li> <li>• Only those candidates who complete the process by paying fees will be admitted provisionally to the program.</li> </ul>

#### 5 Selection Process:

Written Test & personal Interview

### Structure of Entrance Test:

**Written Test** (Total 50 marks, 50 questions)

It would be Multiple - Choice test questions. (No negative marking). Total Duration 60 minutes

#### Syllabus:

- √ Current Affairs & General Knowledge (20 questions, 20 marks)
- √ Reasoning & Aptitudes (20 questions, 20 marks)
- √ English Languages (10 questions, 10 marks)

**Personal Interview** (Total 50 marks)

- Final merit list will be prepared on the basis of the marks obtained in the Entrance Test & Personal Interview.
- Candidate's Entrance Test and Personal Interview will be conducted on the allotted day only.
- Admission offer is given as per merit and vacant seats available. Selected Candidate has to confirm his / her provisional admission by filling up e-admission form & uploading required document from their dashboard and paying fees within given timeline. Kindly note that only those candidates who complete the process by paying fees will be admitted to the program.
- WAITLISTED candidates have to check their merit / offer status as per date given on the website.
- The selection will be solely based on merit only.
- The cut-off for deciding the merit shall lie solely with NMIMS Management.

### 6. Program Fees for batch 2023: (for information only)

- Fees for 1<sup>st</sup> year BBA – Hospitality Operations & Management of Batch 2023 (last year) was Rs. 1,77,000/- p.a.
- Fees for current year (Batch 2024-2027) will be announced at the time of admission.

### 7. Important instructions:

- **For cancellation/ withdrawal of admission:** Withdrawal / cancellation means voluntary withdrawal / cancellation by candidate for any reason. Candidate has to upload cancellation form duly filled and signed, fees paid receipt copy & cancelled cheque (personal account) to mentioned link : <https://upload.nmims.edu/admission/cancellation/>
- Candidates whose final mark sheet of the qualified examination is not available at the time of their provisional admission, is required to submit their final marksheet copy as soon as the result is declared. In such case, if the candidate fails to meet the required eligibility criteria then his admission will be cancelled and the fees will be refunded as per NMIMS refund rules (even after course commencement).
- Mark sheet / Transcripts issued by Board / University only be considered (School / Institute will not be accepted).

- Please see the important dates and preserve it as a guide. All announcements from the institute will be through its website [www.nmims.edu](http://www.nmims.edu) / on the candidate's dashboard and no individual communication will be sent to the candidates. Kindly check the website regularly for any updates.
- 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 application for the admission to the program, even if selected, will stand cancelled and fees will be forfeited.
- Candidate's documents will be verified online (if selected) & if found not eligible, admission will be cancelled and fees will be forfeited.
- Canvassing in any form will disqualify the candidate.
- NMIMS has full right to disqualify a candidate at any stage of admission process if found ineligible. No separate intimation will be given.
- Admission to program is considered as "Provisional Admission" till all required and mandatory documents are submitted by the candidate and the same is verified and approved. If it is found that the candidate is not eligible at any stage (even after the course commencement), admission will be cancelled and fees will be refunded as per refund rule clauses even if selected/ admitted to the program.
- It is the sole responsibility of the candidate to ascertain whether they possess the necessary and requisite qualification for the admission at NMIMS, as verification of the documents is done at the time of final admission.
- All matters of dispute will be subject to the legal jurisdiction of Mumbai only.

## **8. Contact Information:**

NMIMS Admission / Application / Technical related queries:

- (a) Toll Free No: 18001025138 – Monday to Saturday (Except public holidays)
- (b) For any support and assistance kindly login to dashboard & raise query in my query section