



INSTRUCTIONS FOR ADMISSION

Master of Management Studies (MMS) Two Year Full Time Programme
for Academic Year 2024-25

Certificates to be produced in original for verification along with Three sets of Self Attested photo copies and scanned copies of the certificates in PDF format.

1. ARA Letter, Receipt Cum Acknowledgment, Freeze Confirmed Status Letter, CET Score Marksheet (Highlight your Name)
2. Birth Certificate and Copy of Aadhaar Card
3. Original Statement of Marks of 10th & 12th (Marksheet & Passing Certificate if any).
4. Statement of Marks Graduation (All Semester wise), Passing & Degree (Convocation) Certificate.
5. Income Certificate, Domicile/Nationality Certificate, Caste Certificate and Caste Validity Certificate is compulsory at the time of admission for SC, ST, VJ/DT-NT(A)/NT(B)/NT(C)/NT(D)/OBC/SBC/SEBC.
6. Candidates domiciled in Maharashtra State who have applied for admission against **reservation (Scheduled Caste/ Scheduled Tribe/ Vimukta Jati/ Nomadic Tribe/ Denotified Tribe/ Other Backward Classes, Special Backward Classes/SEBC)** should obtain the caste certificate from any one of the following bodies:- (I) Chief Metropolitan Magistrate/Additional Chief Metropolitan Magistrate Authorities for Mumbai. (II) District Magistrates (III) Sub-Divisional Magistrates (IV) Taluka Executive Magistrates (v) Social Welfare Officers of the District concerned.
7. Candidates from Maharashtra State who have applied for admission against **the reservation (VJ/DT-NT(A)/NT(B)/NT(C)/NT(D)/OBC/SBC/SEBC)** should produce "**Non Creamy Layer Certificate**" issued by Sub Divisional Officer/Deputy Collector of the District in addition to the caste certificate. The "**Non Creamy Layer Certificate**" @ valid up to 31st March, 2025.
8. The candidates claiming reservation under Physical Handicapped Category shall submit the certificate from the competent authority for issuing such certificate. The certificate (Pro-forma) should clearly state that the extent of disability is not less than 40% (Forty percent) and the disability is permanent in nature.
9. **Two passport size photographs** and Scanned colour photograph with signature below photograph, as per the format given as (Appendix-"A").
10. Eligibility - Candidates who have done his/her Graduation from other than University of Mumbai has to obtain Eligibility Certificate from University of Mumbai through JBIMS office. Please note that, if eligibility is not confirmed by the University, the admission will be treated as cancelled and No fees shall be refunded as per University Rule.
11. a) Students who have graduated from Mumbai University should strictly submit their Graduation Certificate TC/Leaving Certificate on or before **30th September, 2024** in any circumstances or else they are not allowed to appear for the Semester I examination.
b) Students who are graduated from other than Mumbai University should strictly submit their TC, Migration Certificate, Verification Report of Degree and/OR Final Year Marksheet on or before **30th September, 2024** in any circumstances or else they are not allowed to appear for the Semester I examination.

Dr. Balkrishna Parab
Programme Co-ordinator

Approved

Director

10 AUG 2024