



IIBM ADMISSION POLICY

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About Us:

The Malankara Orthodox Syrian Church (MOSC) traces its heritage back to the missionary efforts of the first century C.E., and share the nation's history for the last 20 centuries, to fully integrate the socio-cultural setting of India by contributing magnanimously to the fields of education and health care through enormous number of reputed schools, medical and engineering institutes, all over India.

Under MOSC, runs the prestigious **Bombay Orthodox Diocese Centre**, more popularly known as the **Bombay Diocese**. Under the aegis of the **Bombay Diocese**, two Trusts of **MOCCB and VES**, pioneering in education from KG to PG, are well known for its chain of educational institutes established all over Maharashtra & Gujarat.

The **VES Trust**, hosts a total of three institutes namely **IIBM, DMTIMS and WCCBM** in its Sanpada, Navi Mumbai Campus.

The **Indira Institute of Business Management (IIBM)** was established in the year 2008. The Institute houses one post graduate program **Master of Management Studies (MMS)** in affiliation with **University of Mumbai** and approved by the **All India Council of Technical Education (AICTE)** and Government of Maharashtra with an intake capacity of 120 seats with the University of Mumbai syllabus for its academic curriculum.

Dotting its landscape with a vibrant array of shopping malls, multiplexes, and entertainment hubs around, IIBM is an ideal locale for students aspiring to seek higher education in management.

Since its founding in 2008, IIBM has produced more than fifteen cohorts of student leaders, each distinguished by a global outlook, who have not only carved out prominent leadership positions in the corporate but also sustain an active alumni network both nationally and internationally. The Institute continues to nurture a culture and environment that reinforce its overarching vision, instilling values that shape character and foster a competitive learning atmosphere, thereby empowering every member of its community to realize their fullest potential.

Vision:

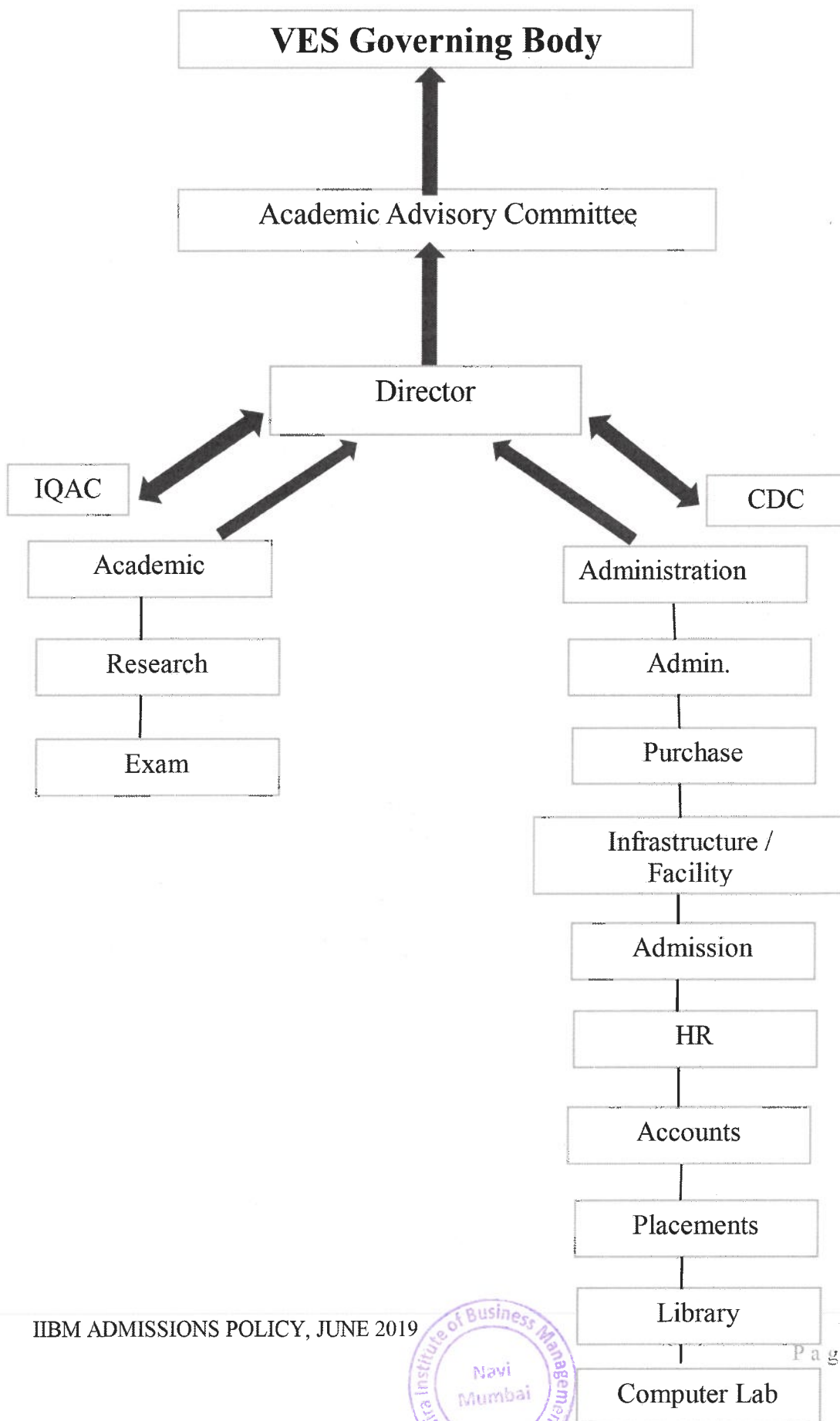
To be one of the most preferred Institutes in higher management education.

Mission:

- To provide education that enables students to apply knowledge of management in their respective domains.
- To inculcate and nurture a sense of ethics and values among students.
- To develop managerial, analytical and collaborative skills related to the business environment.



Organogram of IIBM



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This IIBM Admissions Policy document outlines the principles, guidelines, and operational procedures governing admissions to the **Master of Management Studies (MMS)** program, affiliated with the **University of Mumbai** and approved by the **AICTE (All India Council for Technical Education)**. The objective is to ensure transparency, merit-based selection, and compliance with regulatory frameworks.

Section 1: Objectives of the Admission Policy

1. Ensure **transparency, equity, and fairness** in the admissions process.
2. Comply with the rules and norms prescribed by the **University of Mumbai, AICTE, DTE Maharashtra, and Government of Maharashtra**.
3. Facilitate smooth, merit-based, and timely admissions through structured communication and support.

Section 2: Eligibility Criteria

As per the University of Mumbai and DTE guidelines, candidates must:

1. Hold a **Bachelor's Degree** (minimum 3 years' duration) in any discipline from a recognized university, with at least **50% aggregate marks** (45% for reserved categories).
2. Have appeared for any one of the following entrance exams: **MMS-CET, CAT, MAT, CMAT, XAT, ATMA**.

Section 3: Admission Process Overview

3.1 CAP ADMISSIONS (Centralized Admission Process)

1. Conducted by the **State Common Entrance Test (CET) Cell, Maharashtra**.
2. Institute-level quota seats are allotted based on the merit list provided by DTE.
3. Reserved category candidates must produce authentic documentation during verification.



3.2 INSTITUTE LEVEL

1. 20% of the sanctioned intake (as per DTE norms).
2. Selection based on merit and eligibility as per DTE/CET Cell rules.
3. Admission announcements must be published on the institute website and notice boards.

Section 4: Admission Calendar

A detailed admission calendar will be released annually and shall include:

1. Start and end dates for application
2. Schedule of CAP rounds as released by the CET Cell
3. Institute-level admission timelines
4. Last date of admission confirmation
5. Induction and commencement date of the Course

Section 5: Documents required for Admission

Candidates must submit original and attested copies of:

1. 2 Passport Size Photographs (in formal attire)
2. Update Resume (CV)
3. Entrance Test Scorecard
4. SSC, HSC & Graduation Mark Sheets
5. Degree Certificate/Provisional Passing Certificate of all Semesters
6. Caste Certificate (if applicable)
7. Caste Validity & Non-Creamy Layer (if applicable)
8. Domicile Certificate (preferred) / National Certificate / Copy of Passport /Birth Certificate (if nationality is mentioned on the same)
9. Migration Certificate (for students from other universities)
10. Gap Affidavit Certificate (if applicable)
11. Passport-size photographs
12. Copy of Aadhaar Card



13. Work Experience Certificate and Proofs, if applicable
14. College Leaving Certificate / Transfer Certificate
15. Income Certificate (if applicable)
16. Medical Fitness Certificate

Section 6: Fees and Refund Policy

1. Fees will be as approved by the **Fees Regulating Authority (FRA), Govt. of Maharashtra.**
2. Refunds will follow CET Cell **refund guidelines**, with clear timelines mentioned in the admission brochure.

Section 7: Reservation Policy

Admissions shall follow the reservation norms laid out by:

1. Government of Maharashtra
2. University of Mumbai
3. SC, ST, OBC, VJNT, DT, SBC and other categories by the CET Cell, if made applicable from time to time.

Section 8: Code of Conduct for Admission Office Staff

1. Maintain professional integrity and impartiality.
2. Provide correct information, guidance, and assistance to prospective students.
3. Ensure timely response to queries via email, telephone, and in-person.
4. Maintain proper records and documentation of all admission activities.

Section 9: Grievance Redressal Mechanism

A dedicated **Admission Grievance Redressal Committee** will be constituted to handle:

1. Disputes related to admission eligibility or document verification
2. Issues regarding fee payment and refunds
3. Unfair treatment or lack of information



Section 10: Data Privacy & Record Management

1. Personal data of applicants will be handled with strict confidentiality.
2. Admission records will be maintained for audit, inspection, and university affiliation purposes.
3. Digitization of records will be encouraged to improve efficiency and reduce errors.

Section 11: Revision and Review

1. This policy will be reviewed **annually** or as per regulatory changes.
2. Updates will be published on the institute website and communicated to all stakeholders.

