(APPENDIXIII)

Guidelines for the Admission to Management Programmes

1. Registration / Entrance Test

All candidates seeking admission are required to complete the registration process by filling out the Registration Form. The link for the same will be available on the University's website www.uou.ac.in. Only those candidates who have successfully registered will be considered for admission.

The learners are directed to check the eligibility for admission before filling Registration Form. **The conduct of the Entrance examination is subject to the number of registrations received for the MBA Programme. The entrance examination will only be conducted if the total number of registrations exceeds 500 applicants.**

Otherwise, Direct Admission will be offered to the candidates fulfilling the minimum eligibility for MBA Programme as per the State Reservation Policy.

The Instructions regarding the conduct of the Entrance Test or otherwise shall be uploaded on the University's website after the last date of online registration.

The fee for registration shall be payable only through an online mode of payment. It is important to note that this registration form and fee will also serve as the form and fee for the entrance test.

Conditions for the conduct of Entrance Test

In case of Entrance Test, admission to MBA, will be allowed on the basis of minimum score obtained in the entrance-test to be conducted for the purpose. The entrance-test is likely to include questions from the following areas-

- **Reading/Writing Comprehension-20% (approx.)**
- **Numerical Ability/Data Interpretation-30% (approx.)**
- **Logical/Mental Ability-30% (approx.)**
- **Current Awareness-20% (approx.)**

The entrance test will be of the duration of 2:00 hours and it will have Multiple Choice (Objective Type) Questions. University will try to allot the nearest test centre to the Applicants, and they can download their admit cards from the University's website. List of applicants and the Test Centre allotted shall be posted on the University's website. ***The medium of teaching is English.***

2. How to Apply

For registration / entrance test, a candidate shall have to fill-in the Registration Form, only through online mode.

***Applicants are instructed to visit University's website regularly for the latest and detailed information* regarding admission to MBA Programme.**

If on the basis of incorrect estimation of eligibility, some ineligible person fill-in Registration/Admission Form or appears in the entrance examination, such cases are liable to be cancelled at any stage thereafter. The onus of proof regarding eligibility is on the candidate.

Note: In case of Entrance Test conducted then the validity of the result of entrance test shall be for two years only.

3. Documents Verification and Counselling:

Candidates, who have filled Registration Form or have qualified Entrance Examination conducted by UOU, have to compulsorily attend the Verification of Documents.

Such candidates must bring with them;

i. **Completely filled-in Admission Form.**

ii. **Self-attested copies of required testimonials:**

- **a. Marks sheet and certificate of Class X.**
- **b. Marks sheet and certificate of Class XII.**
- **c. Marks sheet and certificate of Graduation.**
- **d. Marks sheet and certificate of post-graduation (if claimed).**
- **e. Experience Certificate (if claimed).**
- **f. Category Certificate (if claimed).**
- **g. Valid Identity Proof**
- **h. DEB ID and ABC ID**
- **i. Affidavit (if required)**
- **j. Valid CAT/MAT Score Card (Original) (if applicable)**

iii. **Originals of the above-mentioned testimonials (only for verification).**

A copy of documents mentioned along with the admission form shall be later submitted to School of Management Studies and Commerce. The admission shall be complete only after completion of the entire process and payment of fees. Other rules and regulations of UOU, regarding admission shall be applicable as and when required.

The candidates are advised to submit the proof of their eligibility in the Documents Verification. Merely filling the registration form or qualifying the test will not entitle a candidate for admission.

The admission shall be complete only after completion of the entire process and payment of the fees. Candidates are advised to check the fee schedule as given in prospectus as well as on the website.

The details regarding dates and the centres shall later be uploaded on the website.

4. Candidates having the composite score of 400 in MAT/CAT

In case University conducts Entrance Examination, the candidates having the score of 400 in MAT/CAT are exempted from the entrance test. Such candidates are required to apply for admission as per the procedure laid down by the University. However, such candidates are required to appear for Verification of the Documents/Counselling with the valid CAT/ MAT Score Card (Original).

5. Counseling Sessions

A minimum attendance of 75% is compulsory in the counseling sessions.

6. Changes, etc. in the guidelines

If any changes are made, the same will be communicated to all the concerned and it will be applicable for the on-going batch only and it shall also mandatory for them.

If there exists any discrepancy or doubt, the decision of the School/University shall prevail.

7. Guidelines for Project Work for MBA

For the learners enrolled in MBA programme (MBA-10 to MBA-12), after completion of fifth semester, project work shall have to be completed. The learners enrolled in MBA-13, MBA-16, MBA-17, MBA-21 and MBA-23 Programme, have to pursue the project work in fourth semester. The Guidelines for pursuing project-work shall be posted on the website. Project work should only be undertaken after s/he has completed the basic compulsory courses (CP 1001 to CP 1010 for MBA-10, MBA-12 and MBA-13 and MBAH 101 to MBAH 106 and CP1006 to CP 1010 for MBAH-11 and MS 101 to MS 111 for MBA-16, MBA-17, MBA-21 and MBA-23).

Note- For further guidelines and clarifications, learners of Management Programmes are instructed to go through the University's web site regularly for keeping them informed of the changes.

IMPORTANT

1. **Learners not successfully completing one or more papers at the first-year level / second year level may be given admission to the next level of study.**
2. **Learners not successfully completing one or more papers at the fifth / third semester in MBA may be allowed to start the project work provided they have successfully cleared the first year,i.e.1st and 2nd Semester (MS 101 to MS 111 for learners enrolled in MBA-17 and MBA-16, CP1001 to CP1010 for learners enrolled in MBA-10, MBA-12 and MBA-13 and MBAH 101 to MBAH 106 along with CP1006 to CP1010 for the learners enrolled in MBAH-11) and particularly the course on Research Methodology and Quantitative Analysis (CP1007/ MS110).**

Note: The University reserves the right to change the rules, if required. However, latest rules will be applicable to all the students irrespective of the year of registration. All the learners enrolled in Management Programmes are instructed to continuously follow blog of the school for the updates. Address of the blog is: www.blogsomcuou.wordpress.com

8. Directions for the Study Centres;

a) It is the duty of the study centres to regularly update the learners with the Notifications, Circulars, Directions, etc. of the University issued from time to time either through the website or individually to the study centres.

b) Regarding the project work, all the directions and guidelines to the learners shall be provided on the website.

c) Learners seeking admission in MBA Programme for Academic Session July 2026-27, have to take admission only in UOU Model Study Centre, Haldwani. Centre Code for UOU Model Study Centre, Haldwani is 16000.