



UNIVERSITY OF MUMBAI



# JAMN LAL BAJAJ INSTITUTE OF MANAGEMENT STUDIES

(AUTONOMOUS)

## Admission Process



**2021-2023**

**Master In Human  
Resource  
Development**

## Prescript

- During the last 25 -30 years there have been revolutionary changes in the enterprises world-wide. The products, the people, the business model, organizational lifestyle, societal transformation have created a different world of opportunities and complexities, driving mankind continuously in search of yet another step towards, fulfilling yet another set of needs“.
- Addressing “Nothing is permanent but Change” as People are changing and will continue to change, technologies are changing and will continue to change, society is changing and will continue to change and processes of doing business are changing and will continue to change.
- Businesses are continuously in search of professionals for understanding the new organization and changing needs of people. Corporate world is in search of innovative HR professionals who can change the context of the organization, people and contribute to nation building.
- This requires a different kind of “Sanskar” the mind-set, technical as well as behavioural competencies and value systems.
- With setting up of new HR management course in JBIMS, we are committed to create new generation of HR professionals who can be the Change Leaders and Change Management Catalysts.

## Overview

Jamnalal Bajaj Institute of Management Studies offers 2-year full time Master degree program “**Master in Human Resource Development (MHRD)**”. The program is designed for aspirants with a strong desire to specialize in Human Resource Management. It focuses on developing HR leaders integrated with the Business as Partners. The program offers an extensive curriculum which includes a series of courses in various areas of Management apart from HR courses. These are multidisciplinary courses which are important for Strategic planning and Decision making.

The major HR thrust areas are Talent Attraction, Compensation Administration, Human Resource Management, Performance Management, Welfare and Industrial Relations & Labour laws, Human Resources Information Systems, Learning and Development.

### **We Promise & Are Committed To**

Grooming younger generation, to create, sustain and develop business and non-business organizations of today and tomorrow through people, develop professionals as Change Accelerators and Managers, focusing on need of the Contemporary Organizations and Nation Building as the core of the program. With this background, JBIMS has set up a separate course specialising in Human Resource Development, MHRD in the year 2019.

### **Our Uniqueness**

- Preparing for today and tomorrow
- Preparing Value driven HR professionals as organizational change facilitator \
- Context is Nation Building
- Focussing on Knowledge Enhancement and Application Exposure
- Innovative Learning System
- Be in the Learning Environment for 12 hours a day
- Focussed on Research and Field projects
- Mentoring on continual basis
- Partnering with industry

### **Semester Schedule**

Orientation “Who am I” – 1 week	
Semester I – August to November	Semester II – December to March
Semester III – July to November	Semester IV – December to March

\* Due to pandemic, it may change.

**Summer Project: 8 weeks compulsory summer internship after Year 1**

## Lecture Schedule

Time Slot Suggested	Description
7.30 am to 8.00 am	Yoga
8.00 am to 9.30 am	Lecture 1
9.30 am to 10.00 am	BREAK
10.00 am to 11.30 am	Lecture 1 continued
11.30 am to 12.00 noon	BREAK
12.00 noon to 3.00 pm	Lecture 2

## **ADMISSION PROCEDURE FOR MASTER IN HUMAN RESOURCE DEVELOPMENT (MHRD)**

### **The method:**

The desiring candidates having bachelor's degree (minimum three years) in any faculty will apply on the portal of the institute for admission to Master in Human Resource Development (MHRD) Program. Only complete and consistent applications will be considered for admission process.

### **The Minimum Eligibility for Academic Record is as follows:**

Category	Percentage of Marks in 10 <sup>th</sup> Standard, SSC or equivalent	Percentage of Marks in 12 <sup>th</sup> Standard, HSC or equivalent	Percentage of Marks in Three-year Duration Bachelor's Degree or equivalent
General	60% or above	60% or above	50% or above
Reserved	55% or above	55% or above	45% or above

The candidate should have scored at least **60% marks** in **10<sup>th</sup> Standard**, SSC or its equivalent (at least **55%** in case of candidates of **reserved categories**).

The candidate should have scored at least **60% marks** in **12<sup>th</sup> Standard**, HSC or its equivalent (at least **55%** in case of candidates of **reserved categories**).

The candidate should have passed minimum Three-year Duration Bachelor's Degree awarded by any of the Universities recognised by University Grants Commission or Association of Indian Universities in any discipline with at least **50% marks** in aggregate or equivalent (at least **45%** in case of candidates of reserved categories) OR appeared for the final year examination of any Bachelor's degree to be awarded by any of the Universities recognised by University Grants Commission or Association of Indian Universities in any discipline.

**IT IS THE RESPONSIBILITY OF THE CANDIDATE TO UNDERSTAND THE  
ELIGIBILITY CRITERIA BEFORE FILLING THE ADMISSION FORM AND  
PRODUCE THE RELEVANT DOCUMENTS WHENEVER REQUIRED**

**The admission procedure consists of Written Test and In Person Assessment:**

The applicant will have to appear for a Written Test (WT) and In Person Assessment (IPA) that includes Written Aptitude Test (WAT), Group Activity (GA) And Personal Interview (PI).

The Total Score is made up of Written Test (WT) and In-Person Assessment (IPA) Score.

The written test will consist of 100 items of 1 mark each. The hundred items will be multiple choice items where the correct response will be scored as 1 depending upon the correct and desirous choice.

**100 items will include:**

1. 20 Items for Numerical Ability (NA)
2. 20 Items for General and Business Environment Awareness (GA)
3. 20 Items for Human Behaviour Aspect (HB)
4. 20 Items for Group Dynamics (GD)
5. 20 Items for Individual Behaviour (IB)

The Written Test scores will have **0.25 negative marking** for wrong answer in the Numerical ability and General and Business Environment Awareness sections. The other three sections will not have any negative marking.

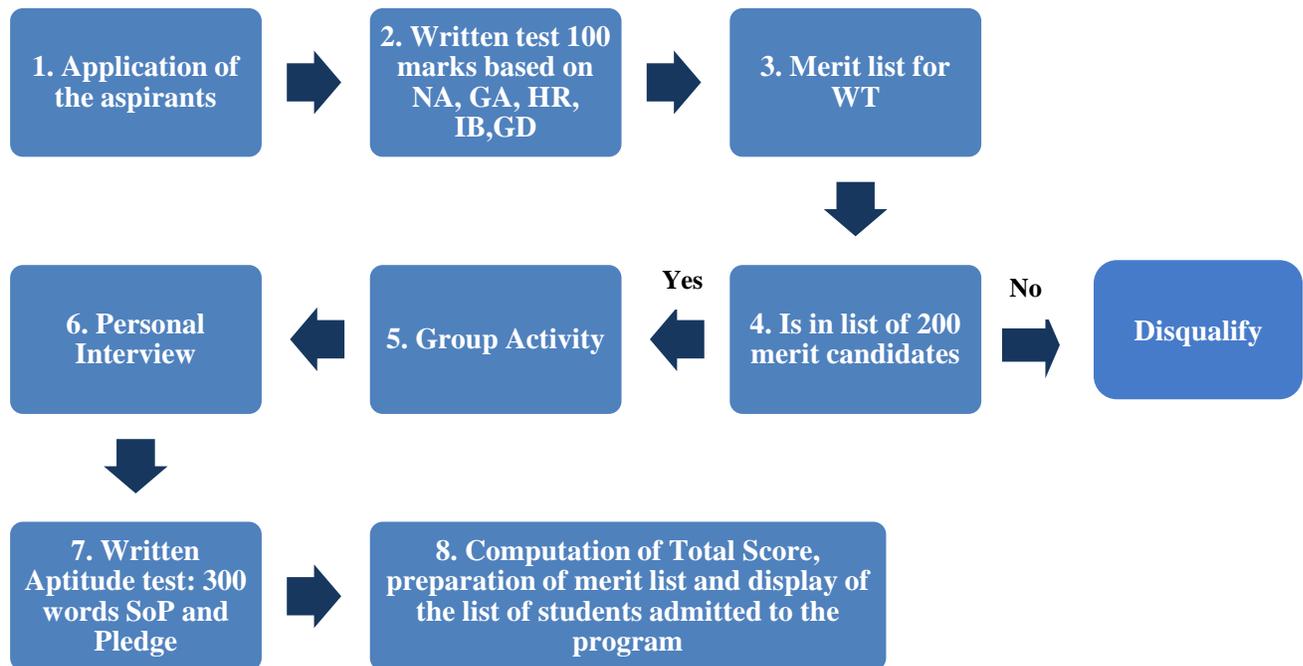
The Group Activity will be conducted in a group of 10-12 where behaviour in the group showcasing leadership, communication, interest in the group activity, initiative, logical reasoning/ sequencing will be assessed for **40 marks**. Personal Interviews will be carrying **50 marks**.

The Written Aptitude Test (WAT) will be evaluated for **10 marks**. It includes writing of a 300-word essay on “Statement of Purpose (SoP)” and pledge for joining the course.

All the students who have applied for admission to MHRD program will appear for written test. To qualify for In Person Assessment, a candidate must score Minimum 50 Marks for General Category and 45 Marks for Reserved Category in Written test. Depending upon the scores of written test, a reservation based merit list of applicants will be computed, only 200 applicants will be considered for In Person Assessment as per the proportion in various reservation categories\*. The short listed candidates will undergo Group Activity, Personal Interview and Written Aptitude Test.

**\*In case of a tie of marks in written test for eligibility for In-Person Assessment, the tie will be broken based on:**

1. Percentage of marks in 12<sup>th</sup> standard
2. Percentage of marks in 10<sup>th</sup> standard
3. Marks in English Subject - 12<sup>th</sup> standard
4. Marks in English Subject - 10<sup>th</sup> standard



Note: The admission will be offered to any candidates/applicant only after completing the above process and position in merit in his/her respective category having all relevant documents at the time of admission.

### **Allotment Logic and Different Seat Categories:**

There are **20 seats** for MHRD program. 50% reservations apply. Ten seats are available for General Category and ten seats are available for Reserved Category applicants. **Reserved Category Candidates will be confirmed as per state government's directives.** The reservation seats are allotted to **ONLY MAHARASHTRA STATE DOMICILED CANDIDATES** with valid documents. The seats will be allocated as per the following category and reservations.

<b>Category</b>	<b>Percentage</b>
SC	13
ST	7
VJNT	3
NT-B	2.5
NT-C	3.5
NT-D	2
OBC	19
SUB TOTAL	50
GENERAL	50
Total seats	100

### **The allocation of this seat will be as per merit**

There are no seats reserved for Non-Resident Indians (NRI), Persons of Indian Origin (PIO), Children of Indian Workers in Gulf Countries (CIWGS) and Foreign National.

### **Documents required:**

Students will upload the original documents for verification at the time of registration procedure.

- a) 10<sup>th</sup> standard (or equivalent) certificate and Mark Sheet
- b) 12<sup>th</sup> standard (or equivalent) certificate and Mark Sheet
- c) Degree, Passing certificate and Mark Sheets of all years
- d) Birth Certificate / Domicile Certificate in case of students applying in reserve category (Maharashtra State Only)
- e) Caste Certificate, Caste/Tribe Validity Certificate, Non-creamy Layer Certificate wherever applicable issued by the competent authority (Maharashtra State Only)

- f) Aadhar Card
- g) Work Experience Certificates (If any)
- h) Certificates of Co-Curricular and Extra-Curricular Activities Undertaken (If any)

## **NOTE**

- **IT IS THE RESPONSIBILITY OF THE CANDIDATE TO UNDERSTAND THE ELIGIBILITY CRITERIA AND REQUIREMENT FOR CLAIMING THE RESERVATION SEAT AND PRODUCE THE RELEVANT DOCUMENTS AT THE TIME OF ADMISSION**
- **FAILURE TO PRODUCE THE REQUIRED DOCUMENTS WILL RESULT IN CANCELLATION OF ADMISSION**
- **AFTER FILLING THE ADMISSION FORM, CANDIDATES MUST PRINT THE FILLED ADMISSION FORM AND KEEP IT FOR THEIR RECORD**
- In case of Tie (Same Total Score): In case of two or more candidates obtaining equal Total Scores, the ties will be broken by observing the scores in the following order
  - Personal Interview Score
  - Group Activity Score
  - Written Ability Test Score
  - Marks at HSC or equivalent
  - Marks at SSC or equivalent
- In case of seats not filled, the next merit list will be displayed.
- At the time of admission, candidates without relevant document will not be considered for the admission and requests of such candidates regarding reconsideration will not be entertained under any circumstances.
- Candidates reporting late for the admission procedure or candidates, who remain absent, will not be considered for the allotment process in the subsequent rounds if any and

requests of such candidates regarding reconsideration will not be entertained under any circumstances.

➤ **The candidates appearing for the qualifying examination (If selected on merit) :**

Candidates appeared for final year examination fulfilling the remaining eligibility criteria will be offered provisional admission subject to the condition that they will pass the examination with the required percentage of marks on or before October of that year.

If the candidate fails and applies for revaluation, the admission to such candidate will be given on provisional basis subject to the condition that candidate will pass the examination with the required percentage of marks on or before October of that year.

Undertaking from such candidate shall be taken about cancellation of provisional admission in case of not securing required percentage of marks in qualifying examination. The total admission fees paid will be forfeited in case of cancellation of provisional admission.

In case, the candidate fails to produce the results of the final year examination on or before October of that year, then admission offered to such candidate is automatically cancelled and the total fees (tuition, development and other fees) paid by the candidate of the academic year 2021-22 will be forfeited.

➤ **Total fees of Rs.3,50,000/- per annum** to be paid at the time of admission. Full fees need to be paid in case of reserved category candidate also as JBIMS is an autonomous institute.

➤ **Rules of Cancellation:** The rules of cancellations are applicable as per the University of Mumbai Ordinance O.3574 relating to the refund of tuition fees etc. in respect of post graduate courses.

➤ **Discipline during the study period:** The students will have to sign undertaking that they will attend all the classes, take part in activities, workshops, seminar and conferences organized by the institute. He/She will follow all rules and regulations of the institute. In case of any indiscipline; appropriate action will be initiated and will be binding on the student. Students will not damage any furniture, fixture, and infrastructure of the institute. In case of the damage, the institute will recover it from the students.

- Admission Committee of JBIMS is the final Authority in deciding any matter regarding Admission.

**Note:** There is no provision for revaluation, rechecking, retotaling, photocopy of the documents in the admission procedure.

**DURING THE ENTIRE ADMISSION PROCESS, THE INSTITUTE RESERVES ITS  
RIGHT OF DECISION IN ANY DISCREPENCY/ISSUE/CONFLICT FOUND**

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