



UNIVERSITY OF MUMBAI



# JAMNALAL BAJAJ INSTITUTE OF MANAGEMENT STUDIES

(AUTONOMOUS)

## Admission Process (Revised)



**2024-2026**

**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<sup>1</sup>
- 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 (Tentative)**

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 April

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

**ADMISSION PROCEDURE FOR  
MASTER IN HUMAN RESOURCE DEVELOPMENT (MHRD)  
Batch of 2024-26**

The desiring candidates having a **bachelor's degree (minimum three years)** in any faculty will apply on the portal of the institute for admission to the Master in Human Resource Development (MHRD) Program. **Only complete and consistent applications will be considered for the admission process.** The candidates should have scored the prescribed minimum percentiles for **MAH-MBA/MMS CET 2024 or CAT (The Common Admission Test) 2023** to be eligible to apply for the admission process.

**The Minimum Eligibility of CAT or MAH-MBA/MMS CET percentiles is as follows:**

Category	CAT 2023 percentile	MAH-MBA MMS CET 2024 percentile
<b>General</b>	85.00	90.00
<b>Reserved</b>	75.00	80.00

The MAH-CET/CAT Percentile carry weightage of 50% in the final selection.

**The Minimum Eligibility for Past 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 Bachelor's Degree or equivalent
<b>General</b>	60% or above	60% or above	50% or above
<b>Reserved</b>	55% or above	55% or above	45% or above

Please note, to be eligible for the admission process; applicants need to meet the above minimum eligibility of the MAH-MBA/MMS CET/CAT percentile and the Past Academic Record (PAR).

The candidates from **General Category** should have scored at least **60% marks** in **10<sup>th</sup> Standard**, SSC or its equivalent and at least **55%** in case of candidates from **Reserved Categories**.

The candidates from **General Category** should have scored at least **60% marks** in **12<sup>th</sup> Standard**, HSC or its equivalent and at least **55%** in case of candidates from **Reserved Categories**.

The candidate should have passed a 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 for applicants from **General Category** and at least **45%** in case of candidates from **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.

### **In-Person Assessment**

In-Person Assessment carries weightage of 50% in the final selection. It will comprise of Group Activity (GA), Personal Interview (PI) and Writing Aptitude Test (WAT). The Group Activity will be conducted in groups, where behaviour in the group showcasing leadership, communication, interest in the group activity, initiative, and logical reasoning/ sequencing will be assessed for **40 marks**. Personal Interviews will carry **50 marks**. The Written Aptitude Test (WAT) includes writing a 300-word essay on "Statement of Purpose (SoP)" and pledge for joining the course. WAT will be evaluated for **10 marks**.

Depending upon the percentiles of CAT/MAH-CET, a reservation-based merit list of applicants will be computed, around 300 applicants will be considered for In-Person Assessment as per the proportion in various reservation categories. The shortlisted candidates will undergo Written Aptitude Test, Group Activity and Personal Interviews.

In case of tie of percentile in CAT/MAH-CET for eligibility for In-Person Assessment, the tie will be broken based on:

1. Percentage of marks in 12th standard
2. Percentage of marks in 10th standard
3. Marks in English Subject in 12th standard
4. Marks in English Subject in 10th standard

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

From the academic year 2022, intake capacity for MHRD program is revised to **30 seats**. **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.

Category	Percentage
SC	13.0
ST	7.0
VJNT	3.0
NT-B	2.5
NT-C	3.5
NT-D	2.0
OBC	19.0
* SEBC	10.0
** EWS	10.0
a) Children of transferred employee of Central/State Government. b) Children of defense personnel/ex defense personnel. c) Candidates achieving prizes in sports/cultural activities at national / state level. d) Widow / Divorced female candidates. e) Children or Grand Children of freedom fighters.	3.0

\* In case of SEBC Candidates reservation policy will be subject to the decision of Hon'ble High Court in related Writ Petitions.

\*\* Reservation for EWS Candidate: As per the provisions in Government Resolution No. राआधो - ४०१९/प्र. क्र. ३१/१६-अ, dated 12th February, 2019 and सामान्य प्रशासन विभाग, शासन क्र. रा आ धो /४०१९ प्र. क्र. ३१/१६ अ, dated 31.05.2021, 10% seats shall be reserved for Economically Weaker Section (EWS) candidates. These seats shall be filled as per the policies of the Government declared from time to time. These 10% seats shall be over & above the sanctioned intake for the programme.

**Reservation for female candidates:** As per the provisions in Government Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17th April, 2000, 30% seats shall be reserved for female candidates. There shall be no reservation for Female candidates under Defense and Persons with Disability categories.

Candidates belonging to the Special Backward Class (SBC) will be offered reservation up to 2% of the seats available if the seats remain vacant in the reserved category at the end of stage 2 of allotment logic. These seats are carved out during the allotment of stage 2 and noseperate seats are earmarked before the start of the allotment process. SBC candidates having original category OBC will be considered at par with OBC candidates.

To avail the reservation benefits the candidate must have the relevant and valid documents issued by Competent Authorities, required for the respective category. Without which the reservation will not be allotted andthe candidate will be considered in General Category.

Sr. No.	Type of Candidate	Copies of documents to be produced along with Application Form for Admission
1	Backward class Candidates belonging to S.C. / S.T.	1. Caste/Tribe certificate 2. Caste/Tribe validity certificate
2	Backward class Candidates belonging to VJ/DTNT(A)/ NT(B) / NT(C) / NT(D) /O.B.C/ SBC/SEBC	1. Caste certificate 2. Caste validity certificate 3. Non creamy layer certificate @ valid up to 31st March 2025.
3	Economically Weaker Section (EWS) Candidate	In addition to the documents mentioned in Sr. No. 1 above, Eligibility Certificate for Economically Weaker Section Proforma – V valid for 2024-25 सामान्य प्रशासन विभाग, शासन क्र. रा आ धो /४०१९ प्र. क्र. ३१/१६ अ, दिनांक ३१.०५.२०२१ आर्थिक दृष्ट्या

		दुर्बल घटकांसाठी विहित केलेल्या आरक्षणाचा लाभ घेण्यासाठी पात्रतेसाठीचे प्रमाणपत्र (GR Code 202105311250599407 )
4	Persons with Disability Candidates	1. Certificate in the Prescribed format. 2. Domicile certificate of candidate.

The reservation will be as per the Directorate of Technical Education, Government of Maharashtra, Mumbai for MAH-CET.

Reservation for Physically Handicapped Candidates will be as per the Directorate of Technical Education, Government of Maharashtra, Mumbai.

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:**

Original documents along with three copies of self-attested documents to be produced at the time of admission. The same documents are also required to be uploaded along with the admission application form:

- a. 10<sup>th</sup> standard Certificate and mark sheet
- b. 10+2 standard certificate and mark sheet
- c. Degree, passing certificate and mark sheets of all semesters
- d. Birth certificate/ Proof of date of birth
- e. Domicile certificate in case of students applied under reserved category (Maharashtra State Only)
- f. Caste certificate, caste/tribe validity certificate, non-creamy layer certificate if applicable issued by the Competent Authority (Maharashtra State Only)
- g. Physically Handicapped Certificate as prescribed by the Government from Competent Authority if applicable.
- h. Score proof of MH-CET or CAT
- i. Photo ID – AADHAR CARD or PAN CARD or PASSPORT
- j. Work experience proof (If any)
- k. Certificates of Co-Curricular and Extra-Curricular Activities Undertaken (If any)



## NOTE

- **After filling the digital application form, candidates must print the filled digital application form and carry it at the time of In- Person Assessment (IPA).**
- **It is the responsibility of the candidate to understand the eligibility criteria and the relevant documents before filling out the admission form and produce**
- **For claiming the reservation seat, produce the relevant documents like caste certificate, caste/tribe validity certificate, and non-creamy layer certificate in original at the time of admission**
- **Failure to produce the required documents will result in cancellation of admission and the seat will be allotted to the next eligible merit candidate**
- **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 (WAT) Score
  - Marks at HSC or equivalent
  - Marks at SSC or equivalent
- In case of seats not filled, a second merit list will be displayed.
- Candidates without relevant documents will not be considered for 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:**
  - Candidates who 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 September of that year.
  - If the candidate is failed and applied for revaluation of the result in such cases admission to such a candidate will be given on a provisional basis subject to the condition that the candidate will pass the examination with the required percentage of marks on or before September of that year.

- Undertaking from such candidate(s) shall be taken about the cancellation of provisional admission in case of not securing the required percentage of marks in the qualifying examination. The 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 September of that year, then admission offered to such candidate is automatically cancelled and the fees (tuition, development, and other fees) paid by the candidate of the academic year 2024-25 will be forfeited.
- Total fees 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.
- Accommodation in Hostel cannot be guaranteed to the admitted candidates. All the Candidates are advised to personally verify the availability of Hostel, Hostel fees payable etc.
- **Action against ragging:** Maharashtra Prohibition of Ragging Act 1999 and Prevention and Prohibition of Ragging (published time to time in AICTE Approval Process Handbook / UGC Guidelines) and their amendments which may be published from time to time. The Maharashtra Prohibition of Ragging Act 1999 is in effect from 15th May, 1999.
- **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. Any student requesting for cancellation of admission after attending even one session of induction/ academic lectures / guest lectures, seminars etc., then admission offered to such student will be cancelled and the fees (tuition, development and other fees) paid by the candidate of the academic year 2024-25 will be forfeited.
- **Discipline during the study period:** The students will have to sign undertaking that they will attend all the classes, and 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.
- **The Admission Committee of JBIMS is the final Authority in deciding any matter regarding Admission.**

**DURING THE ENTIRE ADMISSION PROCESS, THE INSTITUTE RESERVES IT'S RIGHT OF DECISION IN ANY DISCREPENCY/ISSUE/CONFLICT FOUND.**

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