Swami Keshvanand Institute of Technology, Management & Gramothan

Approved by AICTE, Ministry of HRD, Government of India
Recognized by UGC under Section 2(f) of the UGC Act, 1956
Affiliated to Rajasthan Technical University, Kota

Admission Brochures MASTER OF BUSINESS ADMINISTRATION (MBA) through RMAP 2021-22

*For reservation policy: refer page no. 5

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RAJASTHAN STATE
CENTRALIZED COUNSELLING
FOR
MASTER OF BUSINESS ADMINISTRATION (MBA)
through RMAP – 2021
(Rajasthan Management Admission Process)
Information Booklet

Chairperson	**Shri. NARAIN LAL MEENA, IAS** **Secretary to Government,** **Department of Technical Education,** **Govt. of Rajasthan, Jaipur**
Convenor	**Dr. SUNDEEP KUMMAR** **Director, Centre for Electronic Governance, Jaipur**

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RMAP- 2021
ADMISSION IN MBA COURSE
FOR THE ACADEMIC SESSION 2021-22

INSTRUCTIONS FOR THE CANDIDATES

1. **ONLINE PROCEDURE FOR COUNSELLING:**

   1. Only online application will be accepted.

   2. The candidate has to follow the given process for filling online application form.

   3. The RMAP-2021 application form is to be submitted online by following the instructions provided in this Information booklet and web portal of RMAP-2021. The candidate must fill carefully, all details as required in the online application form.

   4. Candidate has to register himself/ herself by entering his/ her Name, Father's Name and DOB, Email ID, Mobile Number, and set password (confidentially) on RMAP-2021 website http://rmap2021.com/. After registration he/she have to pay Application cum registration fees of Rs. 1200/- (One Thousand Two Hundred only). Transactional charges will be charged as per norms. Such charges must be borne by candidates.

   5. After successful registration candidate has to pay Application cum registration fees through Net Banking/ Debit Card/ Credit Card etc. thereafter candidate has to fill application form and college choice form.

      * College choice form filling is an integrated part of application from.

   6. After payment of Application cum Registration fee, he/she will get a payment receipt. Candidates are advice to take a printout of the print receipt for future use.

   7. The fee deposited for RMAP-2021 is neither refundable nor transferable or adjustable for future RMAP or any other counseling.

   8. The candidate must assure that his/her name, date of birth and father's name is filled in correctly and strictly as per their **10th Mark sheet/ Certificate issue by recognized board.**. Once the payment is done no change will possible. RMAP-2021 will not responsible in such cases. Thus the candidates are advised to keep his/her **10th** mark sheet /certificate at the time of filling the application cum registration form.

   9. The Form/ Challan number is the default User ID, and it will be used for login at web portal in future. Candidates are also advised not to disclose the **User ID and password** to any person. RMAP-2021 will not be responsible for misuse of User ID-Password by other person.

   10. After depositing the Application cum registration fee, Application form will automatically activate for filling required details. Candidate may open Application form using his User ID, and password on our website http://rmap2021.com/.

   11. Submission of the online application form for candidate is starting from 17.11.2021. Last date for registration cum application fee deposition will be **notified on web portal. Candidates are advised to visit RMAP-2021 portal frequently for updates.**

   12. Candidate is required to upload his/her recent passport size photograph and signature as per the facility provided on the web portal for the online application form. Ensure that the image size of photograph should not exceed **100 kb** (Maximum) in the **JPG Format** and the image size of signature should also not exceed **50 kb** (maximum) in **the JPG Format**.

13. The candidate has to fill his/her details as required in the online application form. He/she can edit the details before he/she clicks the **"SUBMIT"** button for final submission of application form. Once the candidate clicks the **"SUBMIT"** button, he/she will not be able to **edit the entered data.** Therefore, the candidates are advice to click "SUBMIT" button only and only if he/she is sure that **the data entered in the online application form is correct, complete in all respect and no further editing is required**.

14. The RMAP-2021 will not be responsible for any consequence arising out of non-acceptance of any correction/addition/deletion of any data of the application form after clicking the **"SUBMIT"** button.

15. After successfully submission of application form, **College choice form** will become active to fill the preference of colleges opted by candidate. **Note that without filling the college choice the form filling process is incomplete therefore it is not possible to allot any college. In such cases incomplete forms automatically stands rejected.**

16. Subsequent to final submission of online application cum college choice form, **the candidate is required to take the printout of application cum college choice form**. It is advised that the candidate must retain a copy of this form for future references.

17. **Steps of filling the application form:**

    I. First visit our website i.e. http://rmap2021.com/ and registered for online application by filling required details in **"Application Cum Registration Form"**

    II. A payment dialog box will be displayed. Select payment mode Debit card/ Credit card/Net banking and make payment. Payment receipt will be generated take a print out of payment receipt.

    III. After making payment **"Application Form"** will become active, fill the complete application form by filling the required details. If "Application form" had not activated automatically then select the "**Application Form**" tab in candidate panel.

    IV. After filling application Form "**College Choice Form**" will become active, fill the college choice as per your preference. If "College Choice Form" had not activated select the "College Choice Form" tab in candidate panel and fill all required details and **save** it.

    V. Check again all entries you have filled, if all required entries has been filled **then only** click on **"Submit**" button for submitting application form and take a printout for future use.

    VI. If you have not submitted explicitly your form as final submission, it will be automatically submitted at midnight of last date of submission and no changes can be made in the form afterwards.

    VII. Take a print out of Application cum Registration and college choice form generated by web portal after final submission.

2. **APPLICATION CUM REGISTRATION FEE :-**

A candidate will have to pay a sum of Rs. 1200/- (One thousand two hundred only) against application cum registration fees for each admission modes (RMAP centralised Counselling/ Management Quota admissions). Fee once deposited will neither refundable nor transferable/ adjustable against any other counselling including RMAP in future. Candidate has to deposit payment online using E-payment i.e. credit card, debit card net banking or facilities provided by payment gateway Billdesk. **Cash payment facility is not available.**

Note: If registration fees transaction is completed successfully but due to technical failure of submission of application form occurs, then registration fees may be refunded in such cases after claiming.

Mode of fee payment:

The fees will be deposited by the candidates through Net banking, ATM card, Debit Card, CreditCard, e-Mitra etc.

In case of management quota an amount of Rs 1200/- regarding application cum registration fee is to be deposited through any mode of payment by candidate in respective institute where candidate seek admission. The institute will submit the collected registration fees along with the complete list of admitted students to the RMAP-2021 office.

3. **ELIGIBILITY CRITERIA :**

Eligibility criteria for admission in first year of MBA as per AICTE process handbook 2021-22 and further orders thereof:

Passed Bachelor Degree of minimum 3 years duration.

Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category*) in the qualifying examination.

* Reserve Category is hereby elaborated as candidates from SC, ST and Non creamy layer OBC and Non creamy layer MBC, PWD category only for relaxation in Minimum Academic Qualification.

4. **PRIORITY OF ADMISSION FOR MBA COURSE :**

The admission in first year MBA in management institutions in Rajasthan will be made to the eligible candidates as per Govt. of Rajasthan norms considering following priorities:

S.N.	Basis of admissions	Priority
1.	Eligible candidates appeared in CAT/XAT/CMAT/ATMA/MAT/GMAT 2021 exam and having Rajasthan state domicile.	1st
2.	Eligible candidates appeared in CAT/ XAT/ CMAT/ ATMA/ MAT/ GMAT 2021 exam score and not having Rajasthan state domicile.	2nd
3.	Eligible candidates having Rajasthan state domicile.	3rd
4.	Eligible candidates not having Rajasthan state domicile.	4th

Formation of Merit:

I. Merit will be based on the final Percentage of Graduation.

II. In case of Tie between the final percentages of candidates, higher merit would be assigned to a candidate in following pattern:
Candidate having higher age will be given higher merit/ rank thereafter the candidate who has applied earlier will be given higher merit/ rank.

5. DOMICILE CRITERIA:

The domicile status of Rajasthan of any candidate will be ascertained as per the domicile certificate issued by the competent authority of the Government.
Note:

a) All beneficiary of Ex-Servicemen (Ex-S) category should be of Rajasthan origin for eligibility of their wards/wife in these categories. The State of origin and home town as entered in the discharge / service certificate shall only be accepted as proof in respect of the above. A copy of discharge /service certificate and PPO must necessarily be enclosed to seek reservation/ relaxation in this category. The discharge/service certificate and PPO must be produced in original at the time of reporting at allotted institute. For the wards of Defence personnel from other State but serving in the State of Rajasthan, the domicile condition is waved off to enable them to participate in the admission process in general quota. However, they would not be eligible for Ex-S category.

b) Wards of the displaced persons from Jammu & Kashmir (KM) shall be eligible for admission through RMAP-2021. The candidate has to submit a certificate from the competent authority as a proof of being son/daughter of a displaced person from Jammu & Kashmir.

6. RESERVATION OF SEATS:

Reservation of seats in Autonomous Institutes of Government of Rajasthan & Government Universities, all Private Technical Institutes Registered in RMAP-2021, as per Rajasthan Government norms.

As prescribed by the Government of Rajasthan the reservation on all types of seats in Autonomous Institutes of Government of Rajasthan & Government Universities, all Private Technical Institutes (Except Management Quota and Supernumerary Seats) Registered in RMAP-2021 will be made subject to the prevalent statutory provisions of the State of Rajasthan viz. 16% for SC candidates, 12% for ST candidates, 21% for candidates belonging to non-creamy layer OBC category[1], 10% for Economical weaker section (EWS) candidates[2] and 5% for candidates belonging to non-creamy layer MBC category[3].

[1]. *As per the state government department of personnel notification no.F7 (8)DOP/A-2/2008 dated 19.02.2019, the limit of non-creamy layer has been raised and substituted as "rupees eight lakh".*

[2]. *As per the state government department of personnel notification no.F.7(1)DOP/A-II/2019 dated 19.02.2019.*

[3]. *As per the state government order by DOP dated 08/03/2019.*

As per the state government order no. F1(6)/Tech.Edu./1999 Jaipur Dated 15-09-2011, the 45% seats of prescribed 12% ST quota will be reserved for TSP in all institute where ST reservation is available. The candidates who belong to notified TSP areas and come under ST reservation will be eligible under this quota.

Provision will also be made for horizontal reservation of :

5% for candidates belonging to person with special ability (PwD),

25% for women in their respective reservation category and

3% for dependants of Ex-servicemen category. (50% of the reserved seats in this category are earmarked for the girls)

Priority of the defence person/Ex-Servicemen is as follows:

Code	Category
EXS1	Widows/ wards of killed in action.
EXS2	Wards of Disabled in action and boarded out from service.
EXS3	Widows/ Wards of Defence personnel who died while in service with death attributable to military service.
EXS4	Wards of disabled in service and boarded out with disability attributable to military service.
EXS5	Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards. i) Paramvir Chakra ii) Ashok Chakra iii) Maha Vir Chakra iv) Kirti Chakra v)Vir Chakra
EXS6	Wards of Ex-Servicemen.
EXS7	Wives of defence personnel i) Disabled in action and boarded out from service. ii) Disabled in service and boarded out with disability attributable to military service. iii) Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards.
EXS8	Wards of Serving Personnel.
EXS9	Wives of Serving Personnel.

Supernumerary seat KM :-

As per the Order/File No 3-4/2017-NER of MHRD dated 15/10/2019 additional 5% of AICTE approved intake capacity per Course/ branch (over and above sanctioned seats) will be reserved for Kashmiri Pandits /Kashmiri Hindu Families (Non migrants) and for Kashmiri migrants.

These reservations of supernumerary seats are subjected to fulfilment of the conditions laid by the AICTE for the session 2021-22.

Acronyms of various categories are as follows:

Category-I	Category-II
GEN-General	ExS- Ex-Servicemen
SC-Scheduled Caste	DK-Defence Killed
ST- Scheduled Tribe	PwD-Person with Disability
OBC- Other Backward Class- Non Creamy layer	KM-Kashmiri Migrants
MBC-More Backward Class -Non Creamy layer	TFWS- Tuition Fees Waiver Scheme
EWS- Economic Weaker Class	

*As per the state government department of personnel notification no.F7(8)DOP/A-2/2008 dated 19.02.2020, the limit of non-creamy layer has been raised and substituted as "rupees eight lakh". ** As per the state government order by DOP dated 22/02/2020*

7. **DOCUMENTS TO BE SUBMITTED AT REPORTING INSTITUTE:**

7.1 A self-attested copy of proof that certify that candidate has appeared in CAT/ XAT/ CMAT/ ATMA/ MAT/ GMAT 2021 exam (if appeared).

7.2 A self attested copy of mark sheet of graduation level exam.

7.3 A self attested copy of certificate / mark-sheet of High School / Secondary or equivalent bearing Date of Birth of the candidate.

7.4 A self attested copies of relevant certificates issued by competent authority.

7.5 Certificate of TSP area from competent authority (Only for ST candidate belongs to TSP area).

Note: -

- To avail benefit of domicile / reservation etc., the candidate will have to producethe requisite certificate (s).

- The candidates are required to get checked and verified all required original documents at first allotted institute and submit the same in the finally allotted institute.

8. **FEE STRUCTURE:**

In Pursuant to the judgment dated 14-8-2003 of Hon'ble Supreme Court in the case titled as Islamic Academy of Education V/s State of Karnataka, the State Government has constituted a State Level Fee Committee for determination of fee structure for various technical courses including degree-engineering courses. The said order(s) will stand operational till new orders/modifications are announced by the competent authority. The present status is :

The fee for the Government Technical Institutions/Faculty of Engineering of University/University departments/Private Engineering Institutions for session 2021-22 will be decided in accordance with the order no. T.E./F.C./2020-21/3625 dated 19/02/2021 of State Level Fees Determination Committee, Technical Education Department, Govt. of Rajasthan, Jaipur and order no. T.E./F.C./2020-21/3626 dated 19/02/2021 of State Level Fees Determination Committee, Technical Education Department, Govt. of Rajasthan, Jaipur. The said order(s) will stand operational till new orders/modifications are announced by the competent authority.

The candidates are required to pay the fee as prescribed by the Committee. The fee once deposited by the candidate for admission at the institute will be subject to the refund rules/directives given by AICTE, New Delhi.

For details of Fee please visit college/concerned university website.

9. **VALIDITY OF ADMISSION:**

A. Admission of the candidate will be provisional till the concerned University enrolled the candidate.

B. If for reasons to be recorded in writing, the State Level Committee (SLC) suspects that a particular candidate has obtained a certificate by misrepresenting the facts, the matter will be referred to the competent authority. On receipt of the report, the state level committee would take the final decision regarding the admission of the candidate. His/her admission will be treated as provisional during this period.

C. Permission to register for RMAP-2021 counselling shall not guarantee for fulfilling eligibility criteria for admission. Only the eligible candidates will be considered for

counselling and subsequent admission as per norms.

D.   If at any stage any wrong/ misleading information found, his/ her admission may cancel.

10.   DEPOSITION OF FEES AND ORIGINAL DOCUMENTS:

At the time of reporting in the allotted institute, the candidates will have to show all original documents, certificates and receipt of registration cum application form fee along with provisional seat allotment letter generated by RMAP-2021 web portal. The candidate is also required to deposit a self- attested copy of all the documents.. The institute admission authority of the allotted/participating institute would thoroughly check the documents and other required certificates. The designated admission authority of the allotted/participating institute would make arrangements for the online reporting of the candidate at the institute. The candidate should ensure that the "check candidate status" on the RMAP-2021 web portal (after candidate's login) is displayed as "Reported".

If the admission is granted, the amount deposited by the candidate at the reporting institute in lieu of the fee would be returned/ refunded back by the institute as per the guidelines of AICTE, New Delhi, if candidate wishes to withdrawn his admission.

Documents to be carried at the time of reporting

Candidates shall carry the following documents at the time of reporting to the allotted institute:

1.   Printout of provisional seat allotment letter taken from the RMAP-2021 web portal using their login details. Candidate should paste their recent color photographs on the **Application cum Registration form** with one additional colored photograph with them.
2.   Aadhar Card/ Aadhar Acknowledgement Receipt if available.
3.   Class X (High School) Board Marksheet/ Certificate as proof of date of birth.
4.   proof that certify that candidate has appeared in CAT/ XAT/ CMAT/ ATMA/ MAT/ GMAT 2021 exam
5.   Mark sheet of qualifying exam (Graduation).
6.   Certificate of category (SC / ST/ OBC /MBC/ EWS), issued by the competent authority (if applicable).
7.   Undertaking by OBC/MBC in required format (for non-creamy layer), (if applicable).
8.   Certificate for Persons with Disabilities (PwD), (if applicable).
9.   Certificate for Ex-Service men, (if applicable).
10. Domicile certificate.
11. Income Certificate.
12. Medical Fitness Certificate.
13. Fee to be deposited at the Institute.

Candidates need to deposit requisite fee and self-attested copies of all documents to the reporting institute at the time of first reporting in response to first allotment list

of the candidates. The candidates are advised not to deposit their original documents at the first reported institute at the time of first reporting. However, all the candidates are required to deposit all their original documents at the last/final reporting institute after the allotment list of "Upward movement". The original documents will be returned by the respective College/institute after the enrolment by the concerned University.

11. HOSTEL ACCOMMODATION:

Information regarding hostel facilities can be obtained from the institute itself.

12. OTHER INFORMATION:

1. Please ensure that you have filled all information in the RMAP-2021 online application form in all respects. Incomplete forms are liable to be rejected without any notice.
2. All legal matters will be subjected to Jaipur city Jurisdiction only.
3. RMAP-2021 Convenor will not be responsible for postal delays. All the necessary information would be made available only on the RMAP-2021 web site http://rmap2021.com/.

13. GUIDELINES FOR FILLING APPLICATION CUM REGISTRATION FORM:

In Registration cum Application and College choice form the following information has to fill correctly. You are requested to read the following instructions before filling the form.

1. **Name of the Candidate:** Fill in your name, as recorded in the High School (10th Standard) Certificate issued by the Board/University/ Institution in CAPITAL LETTERS. This will be used in all the correspondence. Any change in the name/surname at any stage has to be duly supported by a certificate issued by competent authority. Write your surname in the space provided. **Leave one and only one blank space between any two parts of the name**.
2. **Father's/Mother's name:** Fill your Father's/ Mother's name in the space provided for.
3. **Date of Birth:** Enter you date of birth as given in your High School (Class 10th) certificate in the boxes provided for this purpose. Fill in as Date Month Year format (DD/MM/YYYY).
4. **Sex:** Fill up your Gender male or female.
5. **Address for correspondence:** Fill in your address for correspondence at the space provided for. Address should be limited to the space provided. You can shorten the length of address. Do not write your or your father's name with the address here.
6. **Permanent Address:** Fill in your address for correspondence in the space provided for. Address should be limited to the space provided. You can shorten the length of address. Do not write your or your father's name with the address here.
7. **Category**: Fill in the appropriate category GEN/SC/ST/ Non Creamy Layer OBC/ Non Creamy Layer MBC.
8. **Reservation Category-I**: Fill in the appropriate category.
9. **Reservation Category-II**: Fill in the appropriate category horizontal reservation.
10. **Person with disability:** Fill in the yes/no (as per the candidate).
11. **TSP Category: YES, If candidate belongs to TSP category. (If Yes then select**

appropriate district and block of TSP area).

12. **KM Category: YES,** As per the Order/File No 3-4/2017-NER of MHRD dated 15/10/2019 additional 5% of intake capacity per Course/ branch (over and above sanctioned seats) will be reserved for Kashmiri Pandits/Kashmiri Hindu Families (Non migrants) and for Kashmirimigrants.

13. **Domicile Status:** Fill in the appropriate status.

14. **Domicile Category:** Issued by competent authority. Fill in if applicable.

15. **Nationality:** Fill in which is applicable.

16. **Contact Details:** such as mobile number or phone number along with area code.

17. **E-mail ID**: Confirm/valid E-mail ID.

18. **Qualification Details**: Fill up details of your qualification a following-
    a) Year of Passing: Fill in your passing.
    b) Percentage of marks**:** Fill in the marks obtained in qualifying degree rounded off, upto twodecimal places.
    c) Where grading/rating system is adopted grades must be converted correctly/ carefully inpercentage.

19. **Photograph:** Upload your recent colour photograph in required size (maximum100 KBJPG Format).

20. **Signature:** upload your recent signature in required size (maximum 50 KB JPG Format).

21. **Declaration by the Candidate:** You must read and agree with the declaration to authenticate the information provided by you. Failure to do so will lead to rejection of the application.

22. **The field marked as * are mandatory to be filled.**

14.   **WITHDRAWAL OF ADMISSION AND REFUND OF FEE:-**

If a candidate wishes to withdraw his/her admission, the candidate must contact in person to the institute in which he/she has taken admission. The candidate should surrender the provisional seat allotment letter with an application for seeking cancellation admission and will take necessary withdrawal slip duly signed and sealed by principal/nodal officer of the respective institute. The institute has to report the withdrawal of the candidate's admission online. The candidate should ensure that the "check candidate status" on the RMAP-2021 web portal (after candidates' login) is displayed as "**Admission withdrawn/cancelled on request of the candidate**".

This would be in accordance to the AICTE guidelines in the Annual Process Handbook for the session 2021-22 and further orders received from SLC/ chairman SLC/ state Government thereof, for detailed latest information visit https://www.aicte-india.org/ and RMAP-2021 web portal.

In the event of a student withdrawing his/her admission before the commencement of teaching, the entire Fee collected from the student, after a deduction of the Processing Fee of not more than Rs. 1000/- (Rupees One Thousand only) shall be refunded by the Institute.

It would not be permissible for Institute to retain the School/ Institute Leaving Certificates in original.

The last date for withdrawal of admission in MBA for the purpose of refund of Fee after a deduction of the processing Fee shall be as per notified on web portal of RMAP-2021.

In case the vacated seat is not filled, the Institute should refund the Security Deposit and return the original documents.

The Institute should not demand Fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.

Institute not following guidelines issued by the Council regarding refund of Fee for cancellation of admission or delaying refunds shall be liable to any one or more of the following punitive actions by the AICTE.

a. Fine for Non-Compliance of refund rules of the Fee levied against each case shall be five times the total Fee collected per student

b. Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year

c. Reduction in "Approved Intake"

d. No admission in one/ more Course(s) for one Academic Year

e. Withdrawal of approval for Programme(s)/ Course(s)

NOTE: Any changes in the Schedule for any of the academic related activities as notified by the Council and orders received from SLC/ chairman SLC/ state Government from time to time are binding on all the AICTE Approved Universities / Institutions registered in RMAP-2021.

14. COMMENCEMENT OF SESSION:-

The start of session in all related institutions will be updated through RMAP 2021 portal for updates Keep visiting RMAP 2021 web portal.

15. TENTATIVE LIST OF SEATS FOR SESSION 2021-22

For tentative list of colleges for MBA course in Rajasthan state, candidates are advice to see the following link: http://rmap2021.com/.

SCHEDULE OF ACTIVITIES/EVENTS FOR MBA

S No	Activity	Date
1	Starting date of online registration for college/institute	01.11.21
2	Last date of online registration for college/institute	14.11.21
3	Commencement of filling of online application forms for candidates	17.11.21
4	Last date for Online application cum registration fee deposition	
5	Last date for filling online application form	
6	Declaration of tentative merit list	
7	Last date for calling objection in tentative merit list (Online)	
8	Last date for submission of college option form	
9	Declaration of final merit list & allotment list	
10	Last date for reporting in the allotted institute by candidates	**To Be Notified Later**
11	Last date for submission of online report by institutes to RMAP-2021 office	
12	Last date of online acceptance for upward movement	
13	Declaration of the list of candidates applied for upward movement	
14	Declaration of allotment list after upward movement	
15	Last date for reporting by candidates to the institutes after upward movement	
16	Last date for online submission of report by institutes to RMAP 2021 office	
17	**Last date of management quota admission**	
18	Date of reporting by institutes to RMAP 2021 office(In person)	
The start of session in all related institutions will be updated through RMAP 2021 portal for updates keep visiting RMAP 2021 web portal.		