

Volume 4

Annex 4.26b: Bachelor and Master Program
Entrance & Admission Procedures
2023



Mid-West University
School of Management (MUSOM)



**Bachelor and Master Program Entrance and Admission
Procedures**
2023 (First Amendment)

Birendranagar, Surkhet, Karnali Province
Nepal



Mid-West University
School of Management (MUSOM)



Approved by MUSOM Governing Council on Wednesday, Aug 2, 2023 (2080/04/17)

First Amendment (2023)
Bachelor and Master Program Entrance & Admission
Procedures

2023

Visit: Website for online information and downloading details with form



Part One	1
About.....	1
1.1 Mid-West University.....	1
1.2 Mid-West University School of Management (MUSOM).....	1
1.3 Leading Business School.....	1
Vision.....	1
Mission.....	1
1.4 At Mid-West University School of Management.....	1
 Part Two	 3
BBA & BHM Admission Procedures.....	3
2.1 Admission Committee.....	3
Admission Committee is as follows:.....	3
2.2 Eligibility for Admissions.....	3
CMAT Structure and Grading System.....	3
3. Fee Structure of BBA and BHM Program.....	4
4. Details for Entrance Exam.....	5
4.1 BBA Admission Procedure.....	5
Eligibility:.....	5
Admission Objective of BBA and BHM Program.....	5
4.2 MUSOM Admission Arrangements.....	5
4.3 Entrance Exam.....	5
4.4 Entrance Exam Admit Card Distribution.....	5
4.5 Publication Entrance Exam Result.....	5
4.6 Selection and Publication of Merit List.....	5
4.7 School Admission List Publication and Admission Procedure.....	6
4.8 Scholarship Scheme.....	6
4.9 Scholarship Scheme would be as follows:.....	6
5. Sponsorship.....	6
5.1 Foreign Students.....	6
6. Required Documents.....	6
7. Cancelling Admission and Deposit Return.....	7
8. BBA and BHM Entrance Exam Syllabus.....	7

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Part Three	26
MBA Admission Procedures and Regulations.....	26
1. Eligibility for Admission.....	26
2. GMAT Structure and Grading System.....	26
3. Fee Structure of MBA Program.....	27
4. Details for Entrance Exam.....	27
4.1 MBA Admission Procedure.....	28
Eligibility:.....	28
Admission Objective of MBA Program.....	28
4.2 MUSOM Admission Arrangements.....	28
4.3 Entrance Exam.....	28
4.4 Entrance Admit Card Distribution.....	28
4.5 Publication Entrance Exam Result.....	28
4.6 Selection and Publication of Merit List.....	28
4.7 School Admission List publication and Admission Procedure.....	28
4.8 Scholarship Scheme.....	29
4.9 Scholarship Scheme would be as follows:.....	29
5. Sponsorship.....	29
5.1 Foreign Students.....	29
6. Required Documents.....	29
7. Cancelling Admission and Deposit Return.....	29
A Entrance Syllabus.....	30

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1.1 Mid-West University

Mid-West University (MU) is a multi-faculty autonomous public higher education institution established by the Government of Nepal with an enactment of Mid-West University Act 2010 through the Parliament of Nepal. It has a mission to serve the people of Nepal and enrich global learning community by extending the advantages of higher education in much deprived areas of the country. The institution strives to provide with technical support to public, private and development sectors in harmonizing their workforce and institutional system capacities under changing national and global contexts. Establishment of Mid-West University at Birendranagar, Surkhet, Nepal represents the fulfillment of a cherished dream of the general civilians seeking market relevant education in the regional context.

1.2 Mid-West University School of Management (MUSOM)

Founded in 2015 as an autonomous institute of Mid-West University, MUSOM has earned a reputation for market relevant programs, case-based teaching-learning, entrepreneurship-led research and career-driven courses.

1.3 Leading Business School

MUSOM places adequate emphasis on providing with research and innovation, outreach and extension, professional and institutional system capacity development initiatives. MUSOM strives to promote such services by creating more lasting partnerships and collaborations between academia, governments, industry and communities.

Vision

To be a world class leading business school in Nepal, offering market relevant education, producing innovative graduates, conducting collaborative research, and developing entrepreneurship & employability.

Mission

MUSOM strives to be the world class business school with contextually market relevant academic practices that seek to developing innovative managers, leaders, and entrepreneurs. MUSOM is committed to:

- Pursue excellence through student-centered teaching-learning process, promoting freedom of inquiry and openness to change,
- Carry out innovative action and policy research and transfer managerial knowledge and skills for industrial and societal needs,
- Foster moral and ethical values for sustainable development of indigenous resources.

1.4 At Mid-West University School of Management

- Employability is the key focus at Mid-West University School of Management.
- Using real life case studies and research based teaching-learning we carry out our academic programs.
- You will experience student-centered approaches to learning activities facilitated by professionals and academic experts from banking-finance, industry and world class higher education institutes. Once you become the part of MUSOM you are exposed to real life cases and get an opportunity to understand real world.



- All courses are designed to help graduates gain knowledge, and develop skills, attitude and habits required for the market. We provide fertile and constructive environment for creative and critical thinking to enhance innovation, enterprising mindset, and civic accountability.
- Located at the heart of the beautiful Surkhet valley, MUSOM arranges wide range of events in collaboration with industry, world class business schools, research centers, governments, professional bodies, and agencies to ensure your active involvement in enhancing your employability.

Grant



BBA & BHM Admission Procedures

2.1 Admission Committee

MUSOM Undergraduate Admission Committee led by MUSOM Director with the support of sub admission committee would have to announce admission for BBA and BHM along with fixed date and venue for the entrance.

Admission Committee is as follows:

- Director: Chair
- Head of Department of Graduate Studies: Member
- Head of Department of Undergraduate Studies: Member
- Administrative Staff: Member

Sub -Admission Committee is as follows being responsible towards director.

- Head of Concerned Department: Coordinator
- Head of Graduate/Undergraduate Studies as per entrance exam to be held: Member
- Administrative Staff: Member

Admission committee has to provide syllabus for the entrance. CMAT (Common Management Admission test) presented in BBA & BHM syllabus is the approved format for the entrance as follows:

2.2 Eligibility for Admission

Following are the eligibility criteria for admission in BBA and BHM program:

- a. Completion of +2 level of education in any discipline with at least 2.00 CGPA in aggregate of grading system, or having at least 45% aggregate in percentage based evaluation system. Passed in MUSOM CMAT: MUSOM CMAT (Common Management Admission Test) follows the standardized format that consists of six key sections with the purpose of testing candidates' general knowledge, reasoning, verbal, analytical and communication skills.
- b. Candidates must score 40% (36 out of 90) in CMAT to be eligible for an interview and candidates must score 40% out of full marks to be eligible for the admission.

CMAT Structure and Grading System

SN	Key Sections	Types of Questions	Full Marks	Pass Marks
1	Verbal Ability	20 MCQ	20	
2	Quantitative Ability	20 MCQ	20	
3	Logical Reasoning	20 MCQ	20	
4	General Awareness	20MCQ	20	
5	Analytical Essay Writing	1 Analytical Question	10	
		Total (CMAT)	90	36 (40%)
6	Personal Interview	5 Questions related to: a. Interpersonal -Communication b. Attitude -Personality c. Creativity - Scoring	10	4
Total			100	40



Note: Range of Marks for Each question is 2 marks.

After entrance admission committee would have to notify date for entrance result and official admission in the program with full payment of the fees.

MUSOM would announce orientation day of BBA and BHM with a clear notice in advance.

3. Fee Structure of BBA and BHM Program

S.N.	Head of fee	Semester	
		BBA 1st Semester	BBA 2nd Semester to 8th semester
1	Admission	4,500.00	
2	M.U Registration	400.00	
3	Tuition fee (Monthly)	5,700.00	5700
4	Identity Card	500	
5	Game and Sport	2,000.00	200
6	Internet and library	3,000.00	200
8	Library card	500	
9	Library deposit	1,000.00	
10	Examination	2,000.00	1,400.00
11	Workshop and seminar	1,000.00	500.00
12	Research and Publication	1,000.00	400.00
13	Report writing/Thesis Viva	5,400.00	
17	School development fund	1,500.00	500
18	Student union		
19	Student Welfare	1,000.00	200
20	Social attachment/industrial visit	2,000.00	1,500.00
21	orientation	2,000.00	
22	Security deposit	1,500.00	
23	Miscellaneous	1,000.00	400
Total Admission Fee		36,000.00	11,000.00
Remaining Tuition fee for 5 Month		28500	28,500.00
Total Semester Fee		64,500.00	39,500.00
Total fee for a 2nd to 8th semester			276,500.00
Total amount of fees For BBA Program		341,000.00	

4. Details for Entrance Exam

A separate question paper along with answer sheet should be provide to each applicant in stitched envelope.

Candidates should read instructions include in question paper before answering. Ink color used by candidates should be the same.

4.1 BBA Admission Procedure

Eligibility:

Students from any stream who have completed Grade 12 or equivalent level with a minimum of Grade "C" and d+ in one subject either in 11 or 12 or 50% overall aggregate score may apply for the program. But for BHM students must score d+ in each subject of 11 and 12 class.

Students who have successfully completed Grade 11 (with 50% or above) and are awaiting Grade 12 results may apply for admission on provisional basis.

Admission Objective of BBA and BHM Program

Program	Seats As per Section	Total Seats	Increase in Fee Regular Basis	Full Payment
BBA (4-year)	48	96	10%	100%
BHM (4-year)	48	48	10%	

4.2 MUSOM Admission Arrangements

Departments have to manage two types of admission as follows:

- Regular admission
- Full Payment admission

4.3 Entrance Exam

- With collaboration of the office of the director BBA and BHM entrance exam would be conducted.
- Entrance exam would be conducted as per specified date.
- Total marks of the entrance exam would be 100%.
- Only candidates having success in entrance exam with qualifying process is qualified for application.
- 100% entrance exam would be conducted as under:
- 90% entrance should be conducted in one shift covering 2 hours.
- It is necessary to bring an entrance card with clear passport size photo to appear in the exam. Without entrance card no applicant would be allowed to appear in the entrance exam.

4.4 Entrance Exam Admit Card Distribution

MUSOM administration would be responsible to provide entrance card to each student before entering exam hall. Without admit card no applicant can sit in the exam.

4.5 Publication Entrance Exam Result

Total marks in percent scored by candidates through entrance exam evaluation would be entrance exam percent. On the basis of marks in percent, candidates having scored 40% and above 40% (forty percent) as per MUSOM entrance pass cut off point can go for final admission in the program at MUSOM.

4.6 Selection and Publication of merit List

Total marks in percent scored by candidates through entrance exam evaluation would be entrance exam percent. Accordingly, as per percent received by the applicants the list of qualified candidates would be published. Only candidates having scored 40% and above would be included in the merit list.



4.7 School Admission List publication and Admission Procedure

- If quotas remain unfulfilled at MUSOM and be completed by allowing candidates with common qualification.
- If candidate is absent for one week without any notification from the date class commencement, such candidate's admission would be rejected.

4.8 Scholarship Scheme

As mentioned in MUSOM Academic Development and Implementation Guidelines 2021, 20 percent Students among total admitted students would receive grants only in tuition fee and management council is responsible to make decision final decision of any scholarship such as need based scholarship.

4.9 Scholarship Scheme would be as follows:

SN	Categories	Remarks
1	Semester topper	Full tuition
2	Disability	Full tuition
3	Remote	Half
4	Janajati	Half
5	Financial Needy	Half
6	Disaster affected	Half
7	Female semester topper	Half
8	Dalit	Half

5. Sponsorship

MUSOM also accepts scholarship sponsored by private and government or foreign agencies. Foreign Students and NRN

If foreign applicants show interest in BBA and BHM program MUSOM can offer them 3 quotas on the condition of bot full paying and scholarship.

If any applicant does not apply, quotas would go with school's normal admission.

5.1 Foreign Students

SN	Categories	Entrance Exam
1	Foreign students studying in Nepalese institutes	Have to pass Entrance exam to be conducted by MUSOM as per admission manual and MUSOM Academic Development and Implementation Guidelines 2021
2	SAARC countries students	Have to pass Entrance exam to be conducted by MUSOM as per admission manual and MUSOM Academic Development and Implementation Guidelines 2021
3	Students beyond SAARC countries	Have to pass Entrance exam to be conducted by MUSOM as per admission manual and MUSOM Academic Development and Implementation Guidelines 2021

6. Required Documents

An applicant must complete the application form with copies of the following documents:

- ❖ Transcripts and certificates of Grade 12 or equivalent examinations
- ❖ Certificate and transcript of Grade 10 (SLC or equivalent)
- ❖ Character certificate (SLC and Grade 12)
- ❖ Provisional certificate
- ❖ Migration certificate
- ❖ Citizenship certificate
- ❖ Passport should be submitted by foreign students

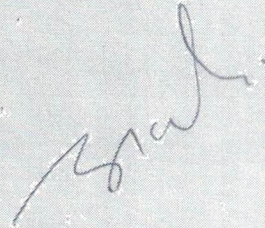
7. Cancelling Admission and Deposit Return

- Admission of students is to be cancelled when they fail to provide eligible documents as per university policy and regulations.
- If a student goes on leave for one week from class commencement date without any notice to department, admission is to be cancelled.
- If a student himself and herself cancels his/her admission before class commencement due any reason MUSOM is to return fee by having 10 % tuition fee and if after class commencement MUSOM is to return fee by having 20% tuition fee.
- If students leave school during academic year, he/she cannot receive any return of fee and deposit.
- If students leave and rejoin program due to any reason MUSOM should consult MU Exam Management Office and its policy and should treat students as per university regulations.

For more details, please see:

Part IX: Student Conduct and Discipline Policy, MUSOM Academic Operating and Development Implementation Guidelines 2021.

8. BBA Entrance Exam Syllabus





Code:

MID-WEST UNIVERSITY
SCHOOL OF MANAGEMENT (MUSOM)

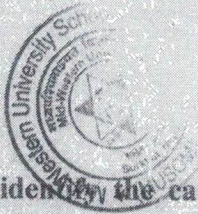
Common Management Admission Test
(CMAT) for BBA 11th Batch



Office of the Director
Birendranagar, Surkhet, Nepal
2079

Name of Examinee :

Exam Roll Number :



In the questions 54, 55, and 56, identify the causes in relation to the respective expressions.

54. Renu got wet by rain because she did not carry umbrella.
- She got wet because she did not have umbrella.
 - Renu got wet because of rain.
 - Renu forgot taking umbrella with her.
 - Renu did not notice the possibility of rain.
55. Rajendra failed the exam. He said questions were difficult and exam was very strict.
- Rajendra failed exam because questions were difficult.
 - He failed as exam as he could not copy from his friends.
 - He did not prepare well to pass exam.
 - Subject was difficult.
56. Smoking causes cancer. Roshan's grandfather used to smoke and died last year.
- Roshan's grandfather died because of smoking.
 - His grandfather died of cancer disease.
 - His grandfather might have died of cancer caused by smoking.
 - Since the grandfather died last year, he was a smoker.

Find the statements that the paragraphs best support (in questions 57 and 58)

57. The world urgently needs right distribution of food so that everyone gets enough food. So is the case of medicine. People in emerging nations must get proper nutrition and care as those in developed nations.
- People in poor nations do not get food and doctors.
 - Only the people in rich countries are enjoying good food and medicines.
 - All the people across world must get equitable access to nutrition and medicine.
 - Food and medicines from rich countries must be pulled away toward poor nations.
58. Economically suffered people do not have access to quality education. The government must maintain equity in favor of children from backward areas of the country. Thus, it must concentrate additional resources for quality education of these children as compared to those in urban areas of the nation.
- The government must allocate resources for education of children residing in backward areas more than for those in developed areas.
 - The state must allocate equal resources of children.
 - The children from rural areas must be brought to cities for better education.
 - The teachers from cities should move to villages for educating the children there.

Find out the problems based on the paragraphs

59. The headmaster of a school complains of teachers as being incompetent and underperformers. He shared statistics that in the last six months seven teachers left the job. Two of them left the school within one month after they started work. The headmaster said that more than sixty percent of the teachers need to be changed.
- Sixty percent of the teachers are incompetent.
 - All teachers are not qualified to teach.
 - The headmaster has poor management and leadership skills.
 - The school must be closed down.



60. Suraj started a business six months ago. But he closed it few weeks back because he suffered continuous loss from the beginning.
- a. Suraj offered high price for the product which the customers did not accept.
 - b. Suraj could not develop customers to sustain and grow sales in the last six months.
 - c. His expenses were more than the revenues earned from sales.
 - d. His product did not have good quality.

Section D: General Awareness

(1×20=20)

61. What is the full form of MUSOM?
- a. Mid-West University Society of Management
 - b. Management University in Surkhet of Mid-West
 - c. Mid-West University School of Management
 - d. Mid-West University Surkhet of Management
62. Which city is not in the United States of America?
- a. New York
 - b. Venis
 - c. Chicago
 - d. Los Angeles
63. Hurricane is a type of:
- a. Storm
 - b. Landslide
 - c. Earthquake
 - d. Drought
64. Which is the largest province of Nepal in terms of area?
- a. Bagmati
 - b. Lumbini
 - c. Gandaki
 - d. Karnali
65. The oldest bank in Nepal is:
- a. Rastriya Banijya Bank
 - b. Nepal Bank Limited
 - c. Agriculture Development Bank
 - d. Global IME Bank
66. Which is the longest river of Nepal?
- a. Narayani
 - b. Karnali
 - c. Seti
 - d. Koshi
67. Identify the non-Nepali brand below.
- a. Sikhar Shoes
 - b. Gold Start Shoes
 - c. Kosheli Shoes
 - d. Liberty Shoes
68. When is the federal and provincial elections going to be held?
- a. 4th of Poush 2079
 - b. 4th of Mansir 2079
 - c. 6th of Mansir 2079
 - d. 6 the Poush 2079
69. Which of the following companies belongs to hospitality industry?
- a. Shuva Hotel Private Limited
 - b. Buddha Air
 - c. Deuti Hospital
 - d. Nepal Hospital Equipment Manufacturing Industry
70. One of the following is not Nepali airline company. Which one is this?
- a. Buddha Air
 - b. Yeti Air
 - c. Alliance Air
 - d. Shree Airlines



71. There are twelve national parks in Nepal. Which has the highest number of tigers?
- Bardiya National Park
 - Chitwan National Park
 - Banke National Park
 - Sagarmatha National Park
72. When did the present constitution of Nepal come into effect?
- 4th Asoj 2072
 - 3rd Asoh 2073
 - 3rd Asoh 2072
 - 4th Asoj 2073
73. Einstein was originally from:
- Germany
 - USA
 - UK
 - France
74. How many universities are there in Nepal?
- 12
 - 13
 - 14
 - 15
75. Who was/were honored with 22nd life time achievement award by Image Channel of Nepal?
- Santosh Panta
 - Madan Krishna and Haribansha Acharya
 - Rajesh Hamal
 - Bhuvan K. C.
76. Who is the Nobel prize winner of India?
- B. R. Ambedkar
 - Abdul Kalam
 - Srinivasa Ramanujan
 - Kailash Satyarthi
77. Among the following, one is not Nepali company. Which one is it?
- Ganapati Vanaspati
 - Jagadamba Steels
 - Bajaj Auto
 - Ambe Steels
78. Dr. Sanduk Ruit is associated with:
- Eye treatment
 - Heart treatment
 - Brain treatment
 - Kidney treatment
79. The following are the Korean companies except:
- Samsung
 - Hundai
 - Kiya
 - Sony
80. The following are the top Nepali food brands except:
- Century Masala
 - Khjuriko
 - Nebico
 - Parle

Section E: Essay Writing

(1×10=10)

(Limit of Words up to 300)

Direction: Essay must cover introduction providing main points, body presenting examples and conclusion offering opinion.

- 1. Write an essay describing importance of discipline for your career development. 10**



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9. BHM Entrance Exam Syllabus



Code:

MID-WEST UNIVERSITY
SCHOOL OF MANAGEMENT (MUSOM)

Common Management Admission Test
(CMAT) for BHM



Office of the Director
Birendranagar, Surkhet, Nepal
2021

Name of Examinee :

Exam Roll Number :



Code: _____

Instructions

Read the following instructions and answer the questions.

- Time : 2 Hours
- Full Marks : 90
- Pass Marks : 36 (40%)

Test covers following five sections.

- Section A : Verbal Ability
- Section B : Quantitative Ability
- Section C : Logical Reasoning
- Section D : General Awareness
- Section E : Analytical Essay Writing

Important Instructions

- Write your Exam Roll Number on the Answer Sheet.
- Complete the test within 2 Hours.
- Attempt all questions.