



MBA ADMISSIONS 2017-18

IMPORTANT INSTRUCTIONS FOR CANDIDATES SELECTED
AFTER ROUND 2 OF SELECTION PROCESS

1. You are required to be present in person for admission to the program and registration on the Institute ERP scheduled for June 27-28, 2017. No request for change in the date of registration will be entertained and you will have to register in person only. **INABILITY TO REGISTER IN PERSON WILL RESULT INTO CANCELLATION OF ADMISSION.**
2. You are required to pay the full fees for the first semester - ODD Semester 2017-18 at the time of registration for the program on June 27-28, 2017. ([click here for the Fee structure of AY 2017-18](#)). The Institute accepts the fee preferably by **ONLINE mode (Net Banking/Debit Card/Credit Card)**. Please bring along your preferable Debit card/Credit card/Net Banking credentials for payment of fees at the time of program registration. **PLEASE MAKE SURE YOU HAVE SUFFICIENT TRANSACTION/CREDIT LIMIT ON YOUR PAYMENT METHOD.**
3. **IN CASE YOU DO NOT ACCEPT OFFER OF ADMISSION BY REGISTRING FOR THE PROGRAM AND PAYING REQUISITE FEES LATEST BY JUNE 28, 2017 (5.00 PM), THE OFFER OF ADMISSION WILL STAND WITHDRAWN AND YOUR SEAT WILL BE FORFEITED.**
4. At the time of registration, you are required to produce the following documents IN ORIGINAL for verification along with their self-attested copies:
 - a. MBA entrance test (CAT/GMAT/CMAT/XAT/MAT)
 - b. **All original copies of certificates and marks-sheets** of educational qualifications - including matric, 10+2, graduation – all semesters, etc. In case the result for the qualifying examination has not been declared till the date of registration, you may be permitted to submit the results till September 15, 2017, failing which the admission will stand cancelled. However, the candidate must have completed all the requirements of the qualifying degree on the date of registration. The admission will remain provisional until the candidate submit the results indicating successful completion of the requirements of the qualifying degree and other requirements.
 - c. A Certificate of Medical Fitness issued by Medical Officer or any rank above it from any Central/State Government Hospital/Dispensary/Medical College in the prescribed format (in prescribed format as attached at the end of this document).
 - d. The PD (Persons with Disability) candidates must bring original of Medical Deficiency Certificate, issued by Chief Medical Officer (as specified in the Admission Information Brochure).
 - e. The SC/ST candidates must bring original of Category/Caste Certificate, issued by a competent authority (as specified in the Admission Information Brochure).

- f. The OBC candidates must bring original of Category Certificate, issued by a competent authority on prescribed format (as specified in the Admission Information Brochure) issued not before April 01, 2017. **CANDIDATES WITHOUT VALID CATEGORY CERTIFICATE MAY BE DENIED ADMISSION.**
- g. In case the candidate has not received the degree or the result of qualifying examination a Certificate from the College/University wherefrom he/she has appeared for the qualifying degree examination be submitted in the format specified in the Information Brochure.
- h. For registration on the Institute ERP and creation of your login credentials, you are required to bring scanned/soft copies (in a PEN DRIVE only) of:**
- File 1:** Recent photograph (size 30KB in JPEG format)
- File 2:** The following documents in the order indicating below in a single file (PDF format):
- Provisional Offer letter by the department (copy of offer letter email).
 - Photo ID proof (Aadhar Card/Voter ID/DL etc.)
 - Class X (High School) Board Certificate as proof of date of birth
 - Mark sheet of Class XII
 - Graduation Mark sheets and Degree Certificate (Qualifying Degree) in chronological order
 - Migration/Transfer Certificate
 - Character Certificate (from the Director/Dean of Students Affairs of the Institute from where the candidate has graduated.
 - Course completion certificate (by result awaiting candidates).
 - Certificate of category (OBC / SC / ST), (Central Govt. Format) if applicable, issued by the competent authority. (OBC certificate issued not earlier than April 01, 2017).
 - Undertaking by the candidate regarding OBC status in required format.
 - Certificate for Persons with Disabilities (PWD), if applicable
 - Medical Certificate (as per prescribed format).
5. You are entirely responsible for proving your eligibility for claiming reservation under any category applied for, to the satisfaction of the Institute's authorities. The Institute reserves the right to withhold the result/cancel the admission at any time during your stay at the Institute, due to your submission of false information/facts.
6. Your acceptance to join the Institute will be construed as the acceptance to abide by all conditions stated above and also the rules, regulations and standing orders issued by the Institute authorities from time to time. The PG Rules and Regulations are available online on the Institute's website. Non-observance of any of these conditions or rule, regulations, orders, etc. can lead to disqualification/termination from the Institute.
7. It may please be noted that this offer is purely provisional and contingent to your meeting all the requirements and conditions for admission to the program as stipulated in the Information Brochure, or any other rules/regulations/decisions of the Institute in this regard.

The candidates are strongly advised to submit their acceptance of offer and pay fees as per schedule to avoid any inconvenience or cancellation of offer.

CERTIFICATE OF MEDICAL FITNESS

The certificate must be from the Medical Officer or any rank above it from any Central/State Government Hospital/Dispensary/Medical College must be brought by the candidate at the time of interview.

1. Application Form No. :
2. Name of the Candidate :
3. Father's Name :
4. Mother's Name :
5. Sex : (Male/Female)
6. Height :
7. Weight :
8. Identification Mark :
9. Chest Measurement :
10. Heart and Lungs :
- Piles, Hydrocele,
Hernia etc.
11. Vision :
12. Colour Blindness :
13. Hearing :



Certified that the candidate possesses the medical standards given below and is medically fit for the engineering profession.

Place:

Date:

Signature & Designation with seal of the
Authorised Medical Officer

MEDICAL STANDARDS

Height: Not less than 1.5 m for male candidates and not less than 1.4 m for female candidates.

Weight: Minimum 41 kg approximately for male candidates and 37 kg approximately for female candidates.

Chest Measurement: Not less than 69 cm. with satisfactory limits of expansion and contraction for male candidates only

Heart & Lungs: No abnormality.

Hernia, Hydrocele, Piles, etc.: Presence of any of these is a temporary disqualification to be rectified before joining the course of study.

Vision: Normal. Where defective, it must be corrected to 6/9 in the better eye and 6/12 in the worse eye. Eye should be free from congenital and other diseases.

Hearing: Normal. Where defective it must be corrected.