

IMPORTANT INSTRUCTIONS FOR CANDIDATES APPEARING FOR MBA ADMISSIONS (AY 2021 - 22)

- The shortlisted eligible candidates are required to fill the Google Form ([Click Here](#)) for the confirmation of their presence for Online admission process. Candidates also need to submit scanned copy of documents in Single PDF file **through Google form only** , as per the following order:

1. Test score
2. 10th Marksheet
3. 12th Marksheet
4. Graduation Marksheet (for appearing candidate upload latest marksheet containing percentage obtained till now)
5. PG degree/Diploma Marksheet (if any) (for appearing candidate upload latest marksheet)
6. Experience Certificate (if any)
7. Category certificate as applicable

Please rename Single PDF of scanned documents with your Application Number.

- Size of **Single PDF file** should not exceed more than **10 MB**, please use 'Reduced Size Pdf' from Save As menu of Adobe PDF reader for compressing the file.
- Institute reserves the right to not allow candidates reporting after 30 minutes from the reporting time to appear in online process. Make sure you report well in time. Candidate will receive link for online process and its schedule in advance.
- It is mandatory for candidates whose result is yet to be declared or who are appearing in their final semester/year examination of qualifying degree to submit a certificate, signed by competent authority, from their institute in the prescribed format (Annexure 2/Annexure 3 in Admission information Brochure). In case any candidate is unable to produce a certificate to this effect, he/she will have to submit an undertaking stating that he/she will submit the certificate at the time of registration for the course, if selected.
- The caste certificate for OBC and EWS candidates should be issued by the competent authority on or **NOT EARLIER THAN APRIL 1, 2021**. In case any candidate is unable to produce a certificate to this effect, he/she will have to submit an undertaking stating that he/she will submit the certificate at the time of registration for the course, if selected.
- This admission to the selection process is provisional subject to the verification of details filled online by the candidates in their application form. In case any discrepancy is observed, the details verified from the **Scanned documents** will be considered for the merit purpose.
- Eligibility of a candidate is provisional as per information provided by the candidate in his/her application form, and is subject to verification of minimum eligibility conditions for admission to the program.
- Provisional eligibility to appear in selection process does not guarantee admission to the program.
- The Institute reserves rights to declare any candidate as ineligible at any stage of the selection process if information supplied by the candidate is found to be incorrect and/or minimum eligibility conditions are not met.