

IMPORTANT INSTRUCTIONS FOR CANDIDATES APPEARING FOR MBA ADMISSIONS (AY 2025 - 26)

- The shortlisted eligible candidates are required to fill out the Google Form <https://docs.google.com/forms/d/e/1FAIpQLSeS7yIRh73DW4uIXP9tM5dOxCYP0eSKBRIHzDFj-YBoYUIF6w/viewform?usp=header> to confirm their presence in the Online admission process. Candidates also need to submit a scanned copy of documents in a 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 mark sheet containing percentage obtained till now)
 5. PG degree/Diploma Marksheet (if any) (for appearing candidate upload latest mark sheet)
 6. Experience Certificate (if any)
 7. Category certificate as applicable
 8. Undertaking for submitting category certificate EWS/OBC candidates only (Duly signed by the candidate in the format attached in email)

Please rename Single PDF of scanned documents with your Application Number.
- The size of **Single PDF file** should not exceed **10 MB**; please use 'Reduced Size Pdf' from the Save As menu of Adobe PDF reader to compress the file.
- Institute reserves the right not to allow candidates reporting after 30 minutes from the reporting time to appear in the online process. Make sure you report well in time. The candidate will receive a link for the 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). Suppose any candidate is unable to produce a certificate to this effect. In that case, they will have to submit an undertaking stating that they will submit the certificate at the time of registration for the program if selected.
- Candidates applied under EWS and OBC category should submit an undertaking through Google form stating that Category Certificate shall be submitted on or before **April 15, 2025**. The caste certificates for OBC and EWS category should be issued by the competent authority (as per the format given in the information brochure) **on or after APRIL 1, 2025**. Failure to do so will result in cancellation of admission in applied category.
- This admission to the selection process is provisional, subject to the verification of details filled online by the candidates in their application form. If any discrepancy is observed, the details verified from the **Scanned documents** will be considered for the merit purpose.
- A candidate's eligibility is provisional as per information provided by the candidate in their application form and is subject to verification of minimum eligibility conditions for admission to the program.
- Provisional eligibility to appear in the selection process does not guarantee admission to the program.
- The institute reserves the right to declare any candidate as ineligible at any stage of the selection process if the information supplied by the candidate is found to be incorrect and/or minimum eligibility conditions are not met.