

# GENERAL INSTRUCTIONS FOR MBA ADMISSION 2017-2018

## SELECTION AND ADMISSION PROCEDURE

- Candidates have to apply with **TANCET 2017** score.
- **Students have to take a print-out of the Application Form and carefully fill the details before submitting the Application Form. (Attach the necessary documents).**
- **Last date for submission of filled in Application Forms: 16<sup>th</sup> June 2017.**
- The completed application form should be submitted to **the MBA-MCA Section, Trust Office, Ethiraj College for Women (Autonomous) in person** along with the registration fee of Rs. 600/- in the form of DD in favor of "**Ethiraj College MBA A/C**" payable at Chennai.
- The college is not responsible for the loss of application forms sent through post/courier.
- Students applying for MBA are required to enclose a "**Statement of Purpose**" along with the application form. It should outline your vision, career objectives, personality traits, strengths & weaknesses that you feel would influence your course of study & career, purpose of the programme applied for.
- The following documents must be submitted in original at the time of interview failing which admission may be refused.

- 1. Admission Card**
- 2. Mark Sheets: 10<sup>th</sup>, 12<sup>th</sup> & UG Mark Sheets**
- 3. Transfer Certificate**
- 4. Conduct Certificate**
- 5. Community Certificate**
- 6. Medical Fitness Certificate**
- 7. TANCET score card**

- Students seeking admission from other universities (or) recognized bodies should produce the following documents.

- 1. Pass Certificate**
- 2. Migration Certificate**
- 3. Eligibility Certificate from the University of Madras.**

- An orientation program will be conducted for students admitted for the MBA program. Attendance for orientation program is compulsory for students and parents. The dates will be intimated to the admitted candidates.

### **Eligibility for Admission**

- Candidates have to compulsorily attend the Group discussion and interview to be held in the MBA Department, Campus II, Ethiraj College for Women, Chennai.
- Schedule for group discussion and interview:

<b>Reg. No. 1 to 100</b>	<b>- 20<sup>th</sup> JUNE 2017, 9.30 a.m.</b>
<b>Reg. No. 101 to 200</b>	<b>- 21<sup>st</sup> JUNE 2017, 9.30 a.m.</b>
<b>Reg. No. 201 to 300 and above</b>	<b>- 22<sup>nd</sup> JUNE 2017, 9.30 a.m.</b>

- **NO official intimation regarding schedule for group discussion and interview shall be sent from the department in this regard.** Kindly check website for further details.

**Candidates who have written the qualifying examination, but have not yet received their result / provisional / degree certificate will also be considered for selection. Such selected candidates will be offered provisional admission and they have to join the programme on the prescribed date after paying the prescribed fees. They have to produce the mark statements / provisional certificate on or before the reopening date.**