

# **GENERAL INSTRUCTIONS**

## **SELECTION AND ADMISSION PROCEDURE**

- Candidates have to apply with **TANCET 2017** score/other MCA Entrance Score 2017.
- **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.**
- **Date of Interview will be intimated later.**
- 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 MCA A/C**" payable at Chennai.
- The college is not responsible for the loss of application forms sent through post/courier.
- 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.**

**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.**