

## APPLICATION & INTERVIEW ASSESSMENT FORM FOR ADMISSION TO MBA

<b>NAME</b> <i>(In BLOCK letters as appearing on your school leaving certificate)</i>		Paste a recent passport size colour photograph here									
<b>APPLICATION NO.</b>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">A</td> <td style="width: 12.5%;">S</td> <td style="width: 12.5%;">M</td> <td style="width: 12.5%;">1</td> <td style="width: 12.5%;">3</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>		A	S	M	1	3				
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<b>ROLL NO.</b> <i>(Office Use only)</i>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										

This application form consists of 2 sections from page 1 to 6. Please print all the pages.

- **SECTION 1** - To be filled by **ALL** candidates
- **SECTION 2** - To be filled **ONLY** by those candidates who want to apply for Financial Assistance (FA)

### **General Instructions:**

- You are requested to report at the interview centre 15 minutes before your interview schedule.
- Please carry your photo identity card issued by Government like Aadhaar Card/Driving License/Pan Card/Passport/Voters/Election Card to the interview centre.
- Self-attested photocopies of the documents listed in page 2 under each section are mandatory, if you are applying under that section. Late submission of documents will be considered only in exceptional circumstances. Original documents to be submitted at the time of interview for verification.
- Application for Financial Assistance after the interview will not be entertained.

### **Interview Process:**

- On arrival at the interview venue, please register your name with all the relevant documents to the executive at the helpdesk, who will guide you through the process.
- All candidates will undergo one round of interview; for those candidates applying for Financial Assistance, an additional round of interview will be conducted.
- Meet the executive at the helpdesk before leaving the interview venue.

## Checklist of Documents to be submitted by candidates

Self-attested photocopy of the following documents must be brought to the interview along with the original documents for verification at the time of interview. Please tick the checkbox to indicate the photocopies of documents submitted.

### SECTION 1 (Page 3-4): To be filled by ALL candidates

#### Education related documents

- ☐ Degree Certificate **OR**
- ☐ Final year mark sheet
  
- ☐ CMAT Score Card

#### Supporting documents as applicable

- ☐ Community Certificate (merit quota candidates, if needed)
- ☐ Disability Certificate

### SECTION 2 (Page 5): To be filled ONLY by candidates applying for Financial Assistance (FA)

#### Documents to support Income Declaration:

- ☐ A Request letter from the student with name and signature of Parent / Guardian

#### For office use

*Note: After the interview, panel member(s) must sign here*

Panel 1 \_\_\_\_\_ Panel 2 \_\_\_\_\_ Panel 3 \_\_\_\_\_ Helpdesk \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_

## SECTION 1

(\* mandatory fields)

1. Name of Candidate (in BLOCK letters)\*: \_\_\_\_\_

2. A. Age and Date of Birth\*: \_\_\_\_\_

B. Sex and Marital status: \_\_\_\_\_

3. Nationality and State\*: \_\_\_\_\_

4. Mailing address (BLOCK letters) with pin code\* \_\_\_\_\_

5. E-Mail ID: \_\_\_\_\_

6. Telephone No. with STD Code\*: \_\_\_\_\_

7. Mobile Phone No.: \_\_\_\_\_

8. Religion, Caste & Community: \_\_\_\_\_

9. Are you eligible for reservation (SC/ST/OBC/Others): Yes ☐ No ☐

(If yes, certificate from the competent authorities  
to be furnished at the time of admission)

10. Whether Hostel Facility is required: Yes ☐ No ☐

11. Academic Record of the Candidate

Examination Passed	Name of Institution and Board / University	Reg. No. and Year of Passing	Marks secured with Class / Division	Total Marks	Percentage and Rank, if any
+2 / PDC / HSE			Part I Part II Part III		
Degree: Specify:..... .....			Part I Part II Part III		

(Please attach attested copies of mark lists & certificates)

12. Details of CMAT / MAT / CAT

Registration / Roll No. :

Date of Test :

Score / Result :  (Attach copy of Score Card)

13. Name of Parent / Guardian \_\_\_\_\_

Relationship with the candidate \_\_\_\_\_

Address for communication \_\_\_\_\_

Occupation \_\_\_\_\_ Contact No. \_\_\_\_\_

Briefly answer the following questions in English. Please use only the space provided below each question.

**Use of additional paper is not permitted.**

1. **Mention any work (including voluntary work) you have done, which is relevant to the programme you have applied to.**

2. **Why do you wish to pursue this Master's programme? How will this programme be useful to you?**

**3. Has any incident, experience, book, movie or person significantly influenced your thinking. Describe how.**

**4. Write about a social or educational issue of interest to you.**

## SECTION 2: Financial Assistance (FA)

(To be filled ONLY by candidates who are applying for Financial Assistance as indicated below)

### Financial support schemes available:

- ❑ **Scholarship:** Based on Rank List prepared by the Interview Panel from candidates' CMAT Score and performance in the Group Discussion & Personal Interview, tuition fee will be waived as per the rules and regulations of the Trust.
- **Educational Bank Loan:** Loans are facilitated by the University and can be availed by all students. This covers partial/full tuition and student accommodation fees. Students can avail Loan and Scholarship together and can choose the loan amount required based on their needs. (E.g.: 50 % Scholarship and 50 % Loan).

Tick the checkbox to indicate your interest

I am not interested in availing loan

I am interested in availing loan

## JOINT UNDERTAKING BY THE APPLICANT AND PARENT/ GUARDIAN

1. The information furnished herein is true and correct to the best of our knowledge. In case any information furnished is found incorrect, we agree to forgo any claim for admission and the student will forfeit the admission/seat at any stage of the course.
2. We promise to abide by all the rules and regulations of the college/ management.
3. We know that any amount paid to the institution is non refundable after admission. We undertake that we will not claim refund of the fee paid under any circumstances.
4. We agree that if the student wishes to leave the institution in the middle, we will pay the fee for the full course (all the 2 years) before the issue of the Transfer Certificate and other Certificates.

Signature of the Student

Name and Signature of the Parent/ Guardian

Place:

Date :