# ETHIRAJ COLLEGE FOR WOMEN (Autonomous), CHENNAI

## MBA/MCA DEPARTMENT

### **ADMISSION 2024**

#### **ONLINE REGISTRATION OF APPLICATION - PROCESS**

• Enter into College website (https://www.ethirajcollege.edu.in)

Step 2
• Click - "MBA / MCA Admissions"

• Click on \*MBA Admissions 2024 \*MCA Admissions 2024

• Register with Name, Email id & Date of Birth

• MBA Admission
• General Instructions

\*MCA Admission
• General Instructions

\*MCA 2024 Prospectus

•MBA 2024 Prospectus

\*MCA Application Form

•MBA Application Form

\*MCA Application Form

•Note: Read the general instructions and prospectus carefully before filling the Application Form.

•Click Proceed

Step 5

•Enter details given in the application form and upload latest passport size photo.

• After entering details in application form, upload the following documents:

- 1. Upload parent signature
- •2. Upload student signature
- •3. Upload 10th standard mark sheet
- •4. Upload 12th standard mark sheet

•4. Upload 12th standard mark shed

- •5. Upload UG semester marksheets (all marksheets as single pdf)
- 6. Community Certificate
- •7. Upload TANCET hall ticket
- •8. Upload TANCET mark sheet

Declaration

- View Application Form in PDF
- Step 8 Confirmation of Details
  - •Submit & proceed to pay

### **General instructions for candidates filling application form:**

- Read the general instructions and prospectus carefully before filling the Application Form.
- At the time of filling application form, candidates must provide valid e-mail ID and mobile number. All communication in connection with admission will be sent only to this email ID and/or mobile number.
- Scanned image of photograph taken recently (file size 100 kb; jpg/gif format) with a dimension of 125 x 165 pixels (4.4 X 5.8 cm) must be uploaded. Please note that selfie photos will not be accepted.
- Applications may be filled by paying the prescribed fee through online mode only. Online payment can be made through Net banking, Credit or Debit cards using payment gateway.
- Fill the application form carefully. Check the filled in details before saving application form. Application form once saved, cannot be edited.
- After successfully filling application form, uploading all necessary documents and making payment, a unique application number will be generated and the same will be notified by SMS and email provided by the candidate.
- Application submitted should be complete in all aspects.
- Only completed application forms will be considered for processing after verifying the payment made.
- Request for change / correction in the application form shall not be entertained under any circumstances after submitting the application form.
- College will not be responsible for any consequence arising due to furnishing incorrect/incomplete details or failure to provide the required details.
- Submitting the application does not guarantee admission into the course of the college.
- Candidates seeking Hostel accommodation should submit the Hostel Application Form after making the College fees payment.
- For uploading documents/certificates the candidates should be ready with the following:
  - i. Parent Signature
  - ii. Student Signature
  - iii. 10<sup>th</sup> certificate
  - iv. 12<sup>th</sup> certificate
  - v. UG certificate All semester marksheets in a single pdf file
  - vi. Photograph (Name printed on the photograph)
  - vii. Community Certificate
  - viii. TANCET hall ticket
  - ix. TANCET marksheet

### General instructions for candidates admitted into MBA / MCA course:

- Payment of fees for selected candidates is through ONLINE only.
- Mode of payment: Net banking of any bank, Debit / Credit card of any bank.
- Payment limit through debit card is only upto Rs.25000/-. If it exceeds Rs.25000/-, net banking facility should be obtained well in advance.

#### IMPORTANT CRITERIA & DATES TO BE NOTED

- Sale of Online Application Form from: 24th May 2024
- Last date for Sale and Submission of Online Application Form: 09th June 2024
- 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:

Application numbers	Date
MBA24M001 to MBA24M050	10 <sup>th</sup> June 2024, 10 a.m.
MBA24M051 to MBA24M100	11 <sup>th</sup> June 2024, 10 a.m.
MBA24M101 to MBA24M150	12 <sup>th</sup> June 2024, 10 a.m.
MBA24M151 and above	13 <sup>th</sup> June 2024, 10 a.m.

• Kindly check college website for any information /communication.