ETHIRAJ COLLEGE FOR WOMEN (Autonomous), CHENNAI
MBA and MCA DEPARTMENT

ADMISSIONS 2025

ONLINE REGISTRATION OF APPLICATION FORM

Online application forms are available for admission into MBA/MCA programme for the academic year 2025-2026 from 30th April 2025.

STEP 1 –

Enter into College website https://ethirajcollege.edu.in (Use Mozilla Firefox to login into college website)

STEP 2 –

Click on "Admissions", then hover on "APPLY NOW"

STEP 3 – Click on either

MBA APPLICATIONS

MCA APPLICATIONS

STEP 4 –

Register with Name, Email id & Date of Birth

STEP 5 –

MBA Applications
•General Instructions
• MBA 2025 Prospectus
•MBA Application Form

MCA Applications
•General Instructions
• MCA 2025 Prospectus
•MCA Application Form

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

STEP 6 –

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

STEP 7 –

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

STEP 8 –

After uploading documents, click on proceed to pay. After successful payment of the registration fees, download application form and save a copy for future reference.

Guidelines for 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 mobile number.

- Scanned image of photograph (with name mentioned) 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.

- For uploading documents/certificates the candidates should be ready with the following:

i. Parent Signature
ii. Student Signature
iii. 10th certificate
iv. 12th certificate
v. All semester mark sheets in a single pdf file
vi. Photograph (Name printed on the photograph) vii. Community Certificate
viii. TANCET hall ticket
ix. TANCET mark sheet

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 up to Rs.25000/-. If it exceeds Rs.25000/-, net banking facility should be obtained well in advance.