THE BANGALORE JESUIT EDUCATIONAL SOCIETY – ST. JOSEPH'S INSTITUTIONS AND PONDICHERRY UNIVERSITY DIRECTORATE OF DISTANCE EDUCATION PROGRAM

MBA TWINNING PROGRAM – ADMISSION GUIDELINES

GREETINGS

We take immense pleasure in congratulating all the candidates who have registered online for MBA Twinning Program for the AY 2021-22.

Kindly take note of following steps to ensure your admission process is successfully completed

STEP 1: REGISTRATION PROCESS

All the candidates interested to purse MBA Twinning Program are required to compulsorily register by logging to our website www.sjput.in. Register yourself by paying Rs 100/- and filling all details in the admission link https://sjput.collegephins.com/admreg/

STEP 2: MINIMUM ELIGIBILITY AND CUTOFF CRITERIA

- X STD PASS, XII STD PASS and 3 Years any UG Degree Program or Any Equivalent Diploma recognized by UGC
- Candidates with minimum of 50% (Aggregate) and above in any UG Degree Program or Any Equivalent Diploma recognized by UGC

Specialization wise qualifying criteria (* Overall percentage will be taken into consideration)

MBA Finance	MBA HRM	MBA General	MBA International Business	MBA Supply Chain Management	MBA Marketing	MBA Tourism
75% & Above	65% & Above	60% & Above	60% & Above	55% & Above	55% & Above	50% & Above

STEP 3: ANNOUNCEMENT OF SELECTED, WAITING AND REJECTED LIST

Selected List: Candidates who have been selected with above minimum eligibility, cutoff criteria will be announced specialization wise on the website. Interview schedule will be published in the admission segment separately

Waiting List: The admission committee has taken a special step to provide MBA seats for aspiring and deserving candidates who have not fulfilled the minimum eligibility and Cutoff criteria in respective specialization by following process mentioned below

- All interested candidates not fulfilling the minimum eligibility and Cutoff criteria in respective specialization are expected to pay Rs 2500 and appear for qualifying examination
- Qualifying examination schedule will be announced on the website
- Examination Pattern:
  a) 25 MCQ Questions to check domain knowledge
  b) Personal Interview to check your general aptitude
  c) Micro presentation for 2 minutes on specialization area to check the proficiency
  d) Weightage will be given for work experience in their domain area

Rejected list: Candidates who have not fulfilled the minimum qualification as per the University/UGC will rejected and no query will be entertained

STEP 4: ONLINE APPLICATION FORM

Candidates who have registered online are expected to login to our website (www.sjput.in) and visit admission menu. Kindly pay application form fee of Rs 500/- through online portal and fill University and College application forms correctly. Print the application forms and carry the same on the day of interview with supporting documents as stated below.

STEP 5: DOCUMENTS TO BE CARRIED ALONG WITH APPLICATION FORM

Students are expected to compulsorily carry the following documents for scrutiny and interview

- Original and two photo copies of X STD marks card
- Original and two photo copies of XII STD marks card
- Original and two photo copies of 3 Years UG Degree Program or Any Equivalent Diploma marks cards
- Original and two photo copies of UG Degree Course completion certificate or Provisional certificate (*Provisional certificate will be accepted only from candidates who have completed their degree during the AY 2020-21)
- 2 Formal recent passport size photographs (Hard Copy)

STEP 6: SCRUTINY OF APPLICATION FORMS, VERIFICATION OF ELIGIBILITY AND CUTOFF CRITERIA

All the selected candidates are expected to assemble in Conference Room (Ground Floor), St. Joseph's Evening College Campus as per the scheduled date and time uploaded on the website for scrutiny of application forms, verification of eligibility and cutoff criteria.

Completed applications forms with all documents will be verified with respective originals by designated admission officers and staff for further interview process. Candidates not complying to the set requirements will rejected instantly

*Kindly adhere to the allotted schedule

STEP 7: PERSONAL INTERVIEW AND ISSUE OF FEE CHALLANS

Candidates who have fulfilled all the set requirements will be interviewed by the admission officers for finalization of the admission and successful candidates will be issued fee challans

STEP 8: PAYMENT OF FEES AND SUBMISSION OF PAID FEE CHALLANS

University fee challan will be issued to successful candidates and they are expected to pay

- College Admission Fees of Rs 6000/- to be paid online using UPI / Paytm/ Google / Phone Pay/Debit/Credit Card
- First installment Semester Fees of Rs 15500/- to be paid at Indian Bank (Any Branch) after filling the challan provided by the College
- Both payments are expected to be paid within 3-5 working days and bank acknowledged Challans (College/University copies) to be submitted at MBA office for the completion of admission process
- Note: Students who do not pay and submit Challans will forfeit their seats. College will not entertain any further communication

STEP 9: PROVISIONAL ADMISSION

Candidates who have fulfilled the required admission process, paid fees and submitted challans are provisionally admitted. Permanent register number and section allotment will be uploaded on website. Identity card and hand book will be issued on the first day of college. Issue of MS Teams Login Credentials will mailed to successful candidates to their respective email id provided in the application

Director   **Coordinator**