Dear Student

Heartily Congratulations to you for having provisionally selected for MBA Program offered by Pondicherry-DDE through St. Joseph's Institutions under Twinning Model for the Academic Year 2022-23.

You are expected to carry the **Printed Application form**, **Admission fees** and following **Mandatory documents** for the interview on **Sunday 18, 2022** as per the reporting slot mentioned below

1. 10 STD, 12 STD and Degree Certificates, (Original Certificates)
2. Pan Card and 2 Formal pass port size photos
3. Admission Fees - 6000/- (To be paid via online on the same day)
4. Reporting time: Slot 1: 8:15 am, Slot 2: 10:15 am, Slot 3: 12:15 pm ,
(choose any one slot of your choice).

Admission process will be done on first come first serve basis.

Seats will not be reserved for any candidates merely based on your eligibility and cut-off criteria.

You are expected to complete all the formalities with in the stipulated time

***Kindly come formally dressed.**

Wishing you all the best

Regards

Director

ADMISSION PROCESS GUIDELINES FOR ELIGIBLE STUDENTS

STEP 1

All the selected Students are expected to report at St. Joseph's Evening College. Museum Road, Ground Floor conference room on **Sunday 18th September, 2022 in any of** following Slots - **Slot 1: 8:15 am, Slot 2: 10:15 am, Slot 3: 12:15 pm** for admission guidelines

STEP 2

After the admission briefing students will be guided to documents verification Counter 1 or Counter 2 or Counter 3 in ground floor conference room.

The following documents are expected to be carried and same will be verified by the verification officers

- **Printed Application form**
- **Marks Cards / Mandatory documents -** 10 STD, 12 STD and Degree Certificates, (Original Certificates)
- **KYC - Aadhar Card and 2 Formal pass port size photos**
  And report on

STEP 3

After the verification and completeness of the candidates as mandated by the University, the verification officer will authenticate and forward the application to accounts office for College Admission Fees payment of Rs. 6000/- (To be paid via online on the same day)

STEP 4:

After the payment of College Admission fees, the students will be given 3 to 6 working days to pay the first semester fees of Rs 15500/- online in the Pondicherry University – DDE portal .

Note: Students who do not pay the first semester fees within the stipulated time will be considered has dropouts from the program and vacant seats will be allotted to wating students.