

**Admission 2013-14**

**Instructions to the candidates called for counseling for admission to  
M.B.A. during the academic year 2013-14**

1. The candidates should report IN PERSON to the Deputy Registrar (Academic & Exams) on the date, time and the place specified in the Notification. No proxy will be permitted to attend to the counseling and complete the admission formalities if granted.
2. On verification of the certificates and other related documents, if the admission is offered, the candidates should complete the admission formalities on the same day. No extension of time will be permitted for any reason/s. Therefore, the candidates are advised to obtain the signature of their parent/guardian in the enrollment form and in the undertaking and keep them ready with them for submission at the time of admission.
3. At the time of admission, the candidates should submit the following documents in original along with a set of attested copies. Candidates are therefore, advised to keep sufficient number of attested/photo copies of certificates for their personal use before submitting their original certificates to the University.
  - a. Mark sheets from Matriculation onwards
  - b. Pass Certificate of the qualifying examination
  - c. Transfer Certificate / Migration Certificate
  - d. Latest Caste Certificate issued by the competent authority (in case of SC, ST) and OBC certificate issued on or after 1.4.2012 by the Competent Authority in Govt of India (GOI) format
  - e. Physical Fitness certificate obtained from a qualified Medical Practitioner
  - f. Medical Certificate issued by a Civil Surgeon of a Govt. Hospital (in case of candidates with Disabilities only)
  - g. Certificate from a competent Authority of the Defence Department in case of Wards/dependents of Defence personnel (DP)
  - h. Certificate of Competent authority in case of candidates selected under Migrants of Jammu & Kashmir quota.

The original certificates (except Transfer Certificate/Migration Certificate and income certificate) shall be returned to the respective students only after the final verification of the Certificates by different agencies or on submission of No Dues Certificate to the University on withdrawal from the course. The University shall retain the Transfer Certificate/Migration Certificate and income Certificate.

4. The candidates have to fill the following forms (enclosed) and submit the same at the time of admission:
  - a) Enrolment Form
  - b) Medical Declaration Form

One passport size photograph, should be pasted in the Enrolment Form and another in the Medical Declaration Form at the space provided

5. After verification of all the certificates and if the candidates are found eligible for admission in all respects, then only they will be permitted to pay the prescribed fee (as given in the admission notification) in the Bank.
6. The prescribed fee for all the candidates except SC/ST candidates from the state of Andhra Pradesh is Rs.46050/- The SC/ST candidates from the State of Andhra Pradesh whose parental annual income is less than Rs.2.00 lakh and who are eligible for GOI Post-matric Scholarship will be permitted to complete the admission on payment of the admission fee of Rs.2360/- and refundable deposit of Rs.3085/- as given in the notification.

The tuition and other fees shall be adjusted after receiving their scholarship amount from the Social Welfare Department, Govt. of A.P. Such candidates who want to avail this facility, should submit the latest income certificate issued by a competent authority for the year 2013-14 (1.4.2012 to 31.3.2013) and a certificate from the Principal / Head of the Institution last studied that the candidate was in receipt of GOI Post-Matric Scholarship. However, if the Social Welfare Department does not sanction the scholarship and fees on any grounds, the student is responsible for clearing all the dues.

Further, candidates of these categories who leave the course prior to the sanction of the Scholarship by the Social Welfare Department, Govt. of Andhra Pradesh should pay the fees and clear all their dues, failing which they will not be given T.C. and other original certificates.

7. OBC Candidates should submit the latest certificate(obtained on or after 1.4.2012) in the prescribed format (enclosed) in support of their claim issued by a Competent Authority without which they shall not be considered for admission under OBC category.
8. Candidates admitted to the above course are not allowed to pursue any other course or take up any job during the period of their study. Those employed, if selected have to obtain necessary leave, for the duration of the course and furnish a copy of the leave order, relieving order, conduct certificate and ' NO OBJECTION CERTIFICATE' from their employers at the time of admission.
9. Candidates medically unfit shall not be admitted.
10. After completion of admission formalities, the students should collect the "Admit Card" from the Automated Admission Office located in the Office of the Controller of Examinations and the same should be submitted in the office of the Dean, School of Management Studies.
11. Classes will commence from 15-07-2013.
12. 75% attendance in each course is compulsory. Participation in seminars, Sessionals and practicals as prescribed to the satisfaction of the School is a must, failing which they shall not be allowed to appear in the semester-end examinations. **The names of students shall be removed from the rolls of the University if they abstain from classes continuously for 10 days.**
13. **Refund of deposits and fees:**
  - a) If, after having paid the fees, a candidate desires his/her admission to be cancelled, he/she shall be refunded all fees and deposits except Tuition fee for one month and Admission Fee provided his/her application for withdrawal in the prescribed format is received by the **Controller of Examinations** through proper channel along with the **NO DUES CERTIFICATE (NDC)** before the prescribed date for commencement of classes of the programme/course for the academic session concerned i.e., 15-07-2013.  
  
**Note:** There is no need to obtain NDC if they withdraw their admission before the commencement of classes of the programme/course for the academic session concerned. However, in the case of students started staying in the Hostels before commencement of classes such students should submit the "No Dues Certificate" from the Chief Warden.
  - b) Applications for withdrawal is received after the prescribed date of commencement of classes of the programme/course for the academic session concerned, a student would be entitled for the refund of the amount of the refundable deposits only.
14. No student can claim the Hostel seat as a matter of right. The Hostel accommodation is very limited and is not assured. The hostel accommodation is provided subject to availability based on the distance from their present place of residence with sufficient proof on first come first serve basis. Students belonging to SC/ST/OBC categories should produce their caste Certificate at the time of Hostel admission. The accommodation is provided for the duration of the course. No hostel accommodation shall be provided to the students from the places within the limits of Greater Hyderabad Municipal Corporation (GHMC).
15. The students should bear the expenses related to visits/educational tours etc., if arranged and considered essential for the programme.
16. The students should register in the beginning of each semester, by applying for the same in the prescribed form (available in the Office of the School/Dept/Centre).

Dated:

DEPUTY REGISTRAR  
(Acad & Exams)

Note: RTC bus routes to reach the campus:

From Koti, Nampally and Mehdiapatnam: 216, 216U and 217

From Secunderabad Station: 218, 219& 226 up to Lingampally and from Lingampally: 216 & 217

By Local Train: MMTS Trains are available towards Lingampally from all major stations located in twin cities. The University Campus is located approximately 4 kms away from Lingampally Railway Station. One can reach the campus from Lingampally Station by boarding on any 216 and 217 Bus Numbers or by Sharing Auto.