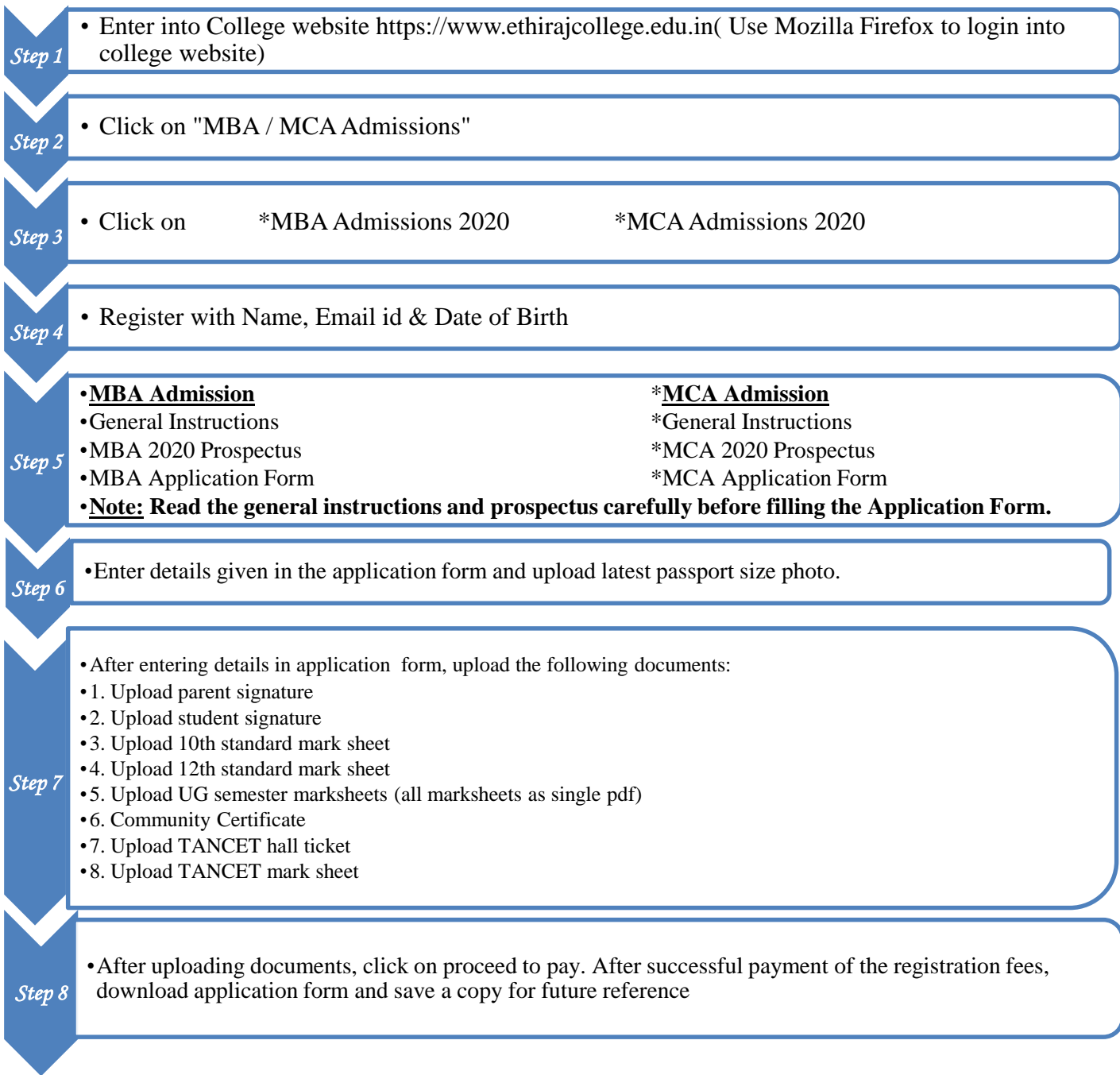


**ETHIRAJ COLLEGE FOR WOMEN (Autonomous), CHENNAI**  
**MBA / MCA DEPARTMENT**  
**ADMISSIONS 2020**

**ONLINE REGISTRATION OF APPLICATION FORM**

**Online Application for admission into MBA and MCA programme for the academic year 2020-2021 is available from 12<sup>th</sup> October 2020. Last date for the submission of filled in online application is on or before 27<sup>th</sup> October 2020 5.00 p.m**



## **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. 10<sup>th</sup> certificate
  - iv. 12<sup>th</sup> 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 upto Rs.25000/-. If it exceeds Rs.25000/-, net banking facility should be obtained well in advance.