

ONLINE SELECTION PROCESS
Oral Communication & Personal Interview

Instructions for Applicants

1. **Online Oral Communication and Personal Interview (OC & PI) will be held on May 2, 3, 5, 6, 7 & 8 2025.**
2. **Cut-offs** of CAT / XAT / CMAT / GRE / GMAT for selection of candidates are declared on our website **on April 21, 2025. Individual slot for interview will also be uploaded on website for shortlisted candidates.**
3. The selection process will be conducted using '**Cisco WebEx Meeting**', applicants are required to **keep the app installed** on their laptop / mobile / Notepad so as to join the Meeting at a short notice.
4. Applicants should wear **formal attire** for the online selection process.
5. **Any One** of the following documents (with colour photo identity) is mandatory for Identification of the applicant :
 - a. **Aadhar Card (preferred)**
 - b. Passsport
 - c. Election Card
 - d. Latest College Identity Card
6. Applicant is required to keep the following documents with them during the selection process and display the same to panel members, if asked for:
 - a. Original CAT / XAT / CMAT /GMAT score sheet
 - b. Graduation Certificate / Final Marksheet (if available)
 - c. Post Graduation Certificate / Final Marksheet (if available)
 - d. Work experience, extracurricular activities, sports, etc.
7. Candidates belonging to SC/ST/NC-OBC, PwD and EWS shall produce the certificate issued by the competent authority.
8. In case interview panel members or applicants face any technical difficulty during the selection process applicants may please follow the instructions given by the interview panel and cooperate with them.
9. In case candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by

the university/institution from where they have obtained the bachelor's degree. In case the university/institution does not have any scheme for converting CGPA into equivalent percentage, the equivalence would be established by dividing the candidates CGPA by the maximum possible CGPA and multiplying the result with 100.

10. If selected for provisional admission, candidates who are appearing for the final year of Bachelor's Degree/equivalent qualification examination and those who have completed degree requirement and are awaiting results, should produce a letter from Principal/Head of dept./Registrar/Director of the University/Institution stating that the candidate is currently in the final year/is awaiting final results and has obtained at least 50% marks or equivalent based on latest available grades/marks. Admission of such candidates will be provisional and subject to their completion of all the eligibility requirements of the Programme as mentioned by the Institute and AICTE.

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