Ref. Adm/MBA /2023-24/2nd Round/1   **Date: 13.06.2023**

Admission Helpline

Email: *admissions@bitmesra.ac.in*, *hod.mgt@bitmesra.ac.in*

Tollfree No.: 18003457057, 18003457058,

Mobile: 9508050840, 9871768849, 9431161402

Guidelines for applicants shortlisted for Group Discussion and Personal Interviews for Admission (2nd Round) to MBA Program 2023

1. All applicants are advised to check their shortlisting status online by clicking on ERP Application portal(https://admission.bitmesra.ac.in/default.aspx).
2. Please enter your application number and password created during filling the online application form.
3. Click on the **"Notification(s)"** tab and see your shortlisting status.
4. The Group Discussion and Personal Interviews of the shortlisted applicants will be conducted on **14th and 15th June 2023** through video conferencing **(Over Google Meet)**. All applicants are therefore advised to download the **Google Meet App** in advance. Intimation will also be sent through email a day before the GD & PI.
5. You may join the GD & PI from your **Computer, Tablet or Smartphone** by using the link which will be shared with you by email any time during the time slot given. All applicants are advised to keep the following supporting documents (original or photocopies) ready with them during the GD & PI process.
    a) Pass certificate / Marksheet of Class 10
    b) Marksheet(s) of Graduation / Marksheet(s) of Graduation upto pre-final year (for applicants who are appearing).
    c) Valid Score card of CAT/ XAT/ MAT etc., if any
6. In case an applicant is unable to join during the allotted interview slot, he/she may approach us through email at **admissions@bitmesra.ac.in** and **hod.mgt@bitmesra.ac.in** with proper justification, within an hour of his missed time slot. In that case, their interviews will be conducted at the end of the day.
7. Applicants will be allowed to appear for the Group Discussion and Personal Interview only after online verification of their documents. In case if any information / document provided by the applicant is found incorrect/inaccurate/false, his/her application will be ipso facto null and void and punishable under the relevant provisions of the Indian Penal Code. The candidature of such applicants will be liable to be cancelled at any stage during the admission process and all fees paid by the applicant will be forfeited.
8. All shortlisted applicants will be called to appear for the 'Group Discussion and Personal Interview' process on purely provisional basis, subject to their eligibility being verified at the time of admission. Merely being allowed to appear for the Group Discussion and

Personal Interview process through video conferencing will not be considered as a ground for being eligible for admission.

9. Physical verification of documents will be conducted before the commencement of regular classes. The exact dates for the same will be notified in due course.

10. Provisional selection list along with necessary instructions will be notified on the Institute website once the Group Discussion and Personal Interview process is over. All applicants are therefore advised to keep visiting our website for regular updates pertaining to admission.

11. **Fees payable:**
    If selected, all applicants will be required to pay the requisite fee for the 1st semester by the due date.

12. **Refund rule:** Institute refund policy will be applicable in case applicants join the program and withdraw at a later stage.

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Dean (AAC)