

ADMISSION PROCESS FOR MBA/ PGDM/MIB/ BBA/B.com/BCA/B.A (Mass Comm)/ M.A(Mass Comm)

1. Admissions in PGDM / MBA program are on the basis of merit of **MAT/CAT/CMAT** marks and group discussion and personal interview thereafter and for Under Graduate courses admission are provided on the basis of merit of 10th & 12th score and personal Interview thereafter. You may download the registration form from our website www.doonbusinessschool.com and attach a photocopy of your MAT score card (For Post Graduate courses), mark sheet of the last exam passed and a Demand Draft of Rs.1000 drawn in favour of Doon Business School payable at Dehradun. Later we will mail you and update you by call about the GD/PI schedule.

2. On the date of scheduled interview the student shall report at the venue on time, wherein briefing of the institute, rules and regulations etc shall be given to the students. There after the concerned students shall appear for their Group Discussion and Personal Interview.

3. If the student is opting for the GD/PI at any location other than Dehradun, the successful candidate will be conveyed through email or telephonically. However to stake his/ her claim for the seat the student will have to present him/herself for the Personal interview at the Institute / Dehradun on the prescribed date as conveyed along with the following certificates in original:

- 8 passport size photographs
- Character certificate from the last institute / college attended
- 10th class marks sheet & pass certificate
- 12th class marks sheet & pass certificate
- MAT / CAT/ CMAT scorecard in original
- Graduation mark sheets for all 3 years
- Two sets of photocopies of all the above documents.

NOTE: If any of the above mentioned documents are not available, then the admission given shall be provisional basis unless submitted. The required documents will have to be submitted latest by 30th October 2014.

4. Each student appearing for the PI/Counseling at any location shall carry with them a DD of Rs 10,000/- drawn in favour of Doon Business School and payable at Dehradun. The Demand Draft shall be deposited before PI/Counseling. The list of the successful candidates shall be displayed on the same or the next day. Those who fail to make it to the merit list shall be returned with their Demand Drafts on the same or the next day. For all the successful candidates the deposited draft amount will be adjusted in the Admission Fees of the respective course they are selected for.

5. Students confirmed for admission shall have to deposit the balance fees for the first year within next 30 days. Those students wishing to avail a bank loan and requiring extra time shall make a request within 3 weeks of confirmation of admission. Additional time to deposit the fee for 30 days or as deemed fit by the Director through a bank loan will be granted only on an additional payment of Rs 25,000/- with an undertaking that in case the fees is not deposited till the due date, the seat may be allotted to another candidate.

In case of sanction of higher loan amounts, the balance will be refunded to the students.