

# SHRI RAM COLLEGE OF COMMERCE

## ADMISSION NOTIFICATION

November 28, 2013

### Admission to Post Graduate Programme in Global Business Operations

#### **Admission Batch 2014-2016**

Shri Ram College of Commerce offers admission to two-year full-time post-graduate programme in Global Business Operations of the University of Delhi for the academic batch of 2014-2016.

The brief details of the course and admission procedure is as follows:

1.	Course	:	Post-graduate programme in Global Business Operations.
2.	Duration	:	Two-year (full-time)
3.	Medium of Instruction	:	English
4.	Number of Seats	:	62
5.	Reservation available	:	SC 15% (9), ST 7.5% (5), OBC 27% (17), Physically Challenged 3% (2 supernumerary )
6.	Minimum Eligibility for Admission	:	<p>Bachelor's Degree with 50% marks from a recognised University. 5% relaxation in marks is available to candidates belonging to SC/ST/PwD category.</p> <p>Final year students of a Bachelor Degree Course, i.e. candidates who are appearing for their qualifying examination are also eligible to apply.</p> <p><b>Note:</b> If final year candidates of undergraduate degree programme qualifies for admission and takes admission, he will be required to submit his/her result of passing the undergraduate degree programme on or before 30.09.2014, failure to do so will result in cancellation of their admission without any further reference. <i>Before filling the application form, the candidate should ensure his/her eligibility for admission.</i></p>
7.	Course Fee	:	About Rs.75,000/- (appox) per semester. (Fees is subject to revision)

8.	Admission Procedure & Selection Criteria	:	<p>Each candidate would be required to appear &amp; qualify the following :</p> <p><u>1. A written test comprising of following components:</u></p> <p>a. Verbal Ability b. Quantitative Ability c. Logical Ability d. Data Interpretation</p> <p><u>2. Group Discussion and Personal Interview (GDPI)</u></p> <p><u>NOTE:</u> The written test will be in held in English language. Each of the above section in part (1) will have 40 questions each with four multiple-choice answers. Candidates will have to mark one answer in the OMR sheet with ballpoint pen. Each question will carry 4 marks. Full marks will be awarded to the correct answer and 1 mark will be deducted for the wrong answer. The duration of test will be 2 hours. Limited number of candidates will be invited for the GDPI of order if merit under each category. Candidates with overall negative marking in the written test will not be eligible for the GDPI. Appearing in GDPI is a mandatory requirement for consideration of candidate in the Final merit list.</p> <p>Final merit test will be drawn on the basis of aggregate marks secured by the candidate in the written test and GDPI. The written test will have 75% weightage and GDPI shall have 25% weightage; of which GD shall have a weightage of 10% and PI shall have a weightage of 15%.</p>	
9.	Entrance Test Date	:	<p><b>Sunday, 16<sup>th</sup> February, 2014.</b> Timings: 10.00 a.m. to 12.00 noon.</p>	
10.	Entrance test & GDPI venues	:	<p><u>Entrance Test Venue:</u> Bengaluru, Chandigarh, Dehradun, Delhi, Guwahati, Indore, Jaipur, Kolkata, Lucknow, Mumbai.</p> <p><u>GDPI Venue:</u> Bengaluru, Delhi, Kolkata &amp; Mumbai.</p> <p><i>(The college can withdraw a center for the Entrance Center and/or GDPI in case insufficient number of candidates are for such center. Candidates of such center would be shifted to the center opted by them in order of preference given in the application.)</i></p>	
11.	Application Process	:	<p><u>Candidate can apply by filling the hard copy of the application form</u> or through on line admission process.</p>	
12.	Date of the Opening & Closing of Application <b>Downloadable &amp; Online</b>	:	<p><u>Opening Date</u> November 28, 2013</p>	<p><u>Closing Date</u> January 15, 2014 (4.00 p.m.)</p>

	<b>Prospectus &amp; Application form</b>		December 09, 2013	January 15, 2014 (4.00 p.m.)
13.	On-Line Application Procedure	:	Candidates can submit application online through college website <a href="http://www.srcc.edu">www.srcc.edu</a> or <a href="http://admissionhelp.com/srcc">admissionhelp.com/srcc</a> for which on line processing charges of Rs.100/- would be payable in addition to Rs.1,500/- (for general category) or Rs.1,000/- (for reserve categories) towards examination fee and other incidental fee for selection process. The payment can be made by using all Master and VISA Credit or Debit Cards/ITZ Cash Card / Net Banking and also cash at selected branches of AXIS Bank and CBS branches of Post Office. <u>For on line applications candidates can call at for help. 0120-41608880, 0120-4160881.</u>	
14.	How to obtain application form	(A)	<p><b><u>In Person</u></b> : Prospectus containing Application Form can be purchased from the office of <u>Section Officer (Admin.), Shri Ram College of Commerce, Maurice Nagar, Delhi - 110 007</u> <b>between 9.00 a.m. to 1.00 p.m. &amp; 2.00 p.m. to 4.00 p.m. (Monday to Friday)</b> on cash payment of Rs.1,500/- (Rs.1,000/- for OBC/SC/ST/ PwD candidates).</p> <p>The amount of Rs.1,500/- and Rs.1,000/- includes examination fee and other incidental charges for selection process.</p>	
		(B)	<p><b><u>By Post</u></b> : If required by Post in India, send a Bank Draft of Rs.1,600/- (Rs.1,100/- for OBC/SC/ST/ PwD candidates). This includes Rs.100/- for dispatch charges of Prospectus.</p> <p>The Draft should be drawn in favour of <b><u>Principal, Shri Ram College of Commerce</u></b>, payable at <b><u>Delhi</u></b> and should be send to <b><u>The Principal, Shri Ram College of Commerce, Maurice Nagar, Delhi - 110 007.</u></b></p> <p>Candidates are advised to write their <u>name, address &amp; Mobile No.</u> on the back of the Bank Draft.</p>	
		(C)	<p><b><u>From Website</u></b> : Candidates can also download application form &amp; other related documents from the College website <a href="http://www.srcc.edu">www.srcc.edu</a> / Delhi University website <a href="http://www.du.ac.in">www.du.ac.in</a> and use it for applying for the course as per instructions given in <b>15 (A) (ii)</b> of this notice.</p>	

15.	How to fill application form, attach required documents and submit duly completed application form.	: (A)	<p><b><u>How to fill Application Form and attach other documents:</u></b>  <b><u>Physically Purchased Prospectus &amp; Form</u></b></p> <p>(i) (a). The Application Form, Admit Cards and other required enclosures are placed in the prospectus. Fill information in the form and other enclosures neatly &amp; carefully. Avoid cuttings.  (b). Paste your latest colour passport size photograph at appropriate places – one in the Application Form and remaining two in the Admit Cards.  (c). Arrange &amp; staple forms and other enclosures in the following sequence:</p> <ol style="list-style-type: none"> <li>1. Application Form (Duly filled-in and signed)</li> <li>2. A write-up – “Statement of purpose” in your handwriting in about 500 words.</li> <li>3. Photocopy of category certificate <i>(those who are applying under any reserved category)</i></li> <li>4. Address sticker slips</li> <li>5. Envelope</li> <li>6. Admission Tickets (Both the cards – 2A &amp; 2B)</li> <li>7. Acknowledgement Card</li> </ol> <p>(ii) <b><u>Downloaded Application Form</u></b>  The downloaded Application Form must be accompanied with a draft of Rs.1,500/- (Rs.1,000/- in case of OBC, SC, ST &amp; PwD candidates) towards examination fee and other incidental fee for selection process.  The Draft should be drawn in favour of <b><u>Principal, Shri Ram College of Commerce</u></b>, payable at <b><u>Delhi</u></b>.  The following must be attached with the downloaded application form(arranged &amp; stapled in following sequence):</p> <ol style="list-style-type: none"> <li>1. Duly filled in <b><u>Application Form</u></b> along with passport size photograph at appropriate places.</li> <li>2. A write-up – “Statement of Purpose” in your handwriting in about 500 words.</li> <li>3. Photocopy of category certificate. <i>(those who are applying any under any reserved category)</i></li> <li>4. Address slips with complete address for communication.</li> <li>5. <u>Self addressed envelop affixed with Rs.5/- postage stamp for acknowledgement of application.</u></li> <li>6. Admit card (both copies) duly filled in with photographs pasted at appropriate places.</li> <li>7. Bank draft of Rs.1,500/- or Rs.1,000/- as applicable.</li> </ol> <p>Candidates are advised to write their <u>Name, address &amp; Mobile No. on the back of Bank Draft.</u>  Application Form by post or courier should be addressed to and send to:  <b><u>The Principal, Shri Ram College of Commerce, Maurice Nagar, Delhi – 110 007.</u></b></p>
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		(B)	<p><b><u>How to deposit/submit Application Form :</u></b>  <b><u>In person</u></b> : The application form can be deposited with the College between 9.00 a.m. to 1.00 p.m. &amp; 2.00 p.m. to 4.00 p.m. on all working days (Monday to Friday) from <b>28.11.2013</b> to <b>15.01.2014</b>.  Do not attach Acknowledgement Card with the Application Form. You can get acknowledge on the card at the time of submitting the form.</p> <p><b><u>By post or courier</u></b> : Application form by post or courier should be addressed to and send to:  <b><u>The Principal, Shri Ram College of Commerce, Maurice Nagar, Delhi - 110 007.</u></b></p> <p>Insert application form and other required documents in 9 x 6 inch printed envelop provided with the prospectus.</p> <p>Send application form and other enclosures preferably by registered post or through any reliable courier as per your choice. The college will not be responsible for non delivery of application by post or courier.</p>
16.	Writer for Candidates under PwD Category	:	<p>Candidates belonging to the category of Persons with Disability (PwD) who are unable to write on their own, in case require help of a writer for taking the written test, must send a request along with their application form citing the reasons thereof and certificate from the competent authority of Government Hospital. Such candidates would be required to pay for the writer. No extra time will be given to the candidates belonging to PwD category for taking written test, with or without writer facility.</p>
17.	Declaration of Result	:	<p><b><u>Written Test</u></b>  The written test result will be declared within three weeks of the date of entrance test. The result will be displayed on the website and notice board of the College. No personal intimation of the result will be given to any candidate.  The list of candidates selected for the GDPI will also be displayed with the result of the written test. The dates of the GDPI shall be displaced simultaneously. The candidates for the GDPI shall be intimated through speed post or registered post.</p> <p><b><u>Final Result</u></b>  The final selection list will be declared within two weeks of the GDPI which will be displayed on the College website and notice board with other important details.</p>
18.	Admit Card for the Written Test	:	<p>The candidates will get their admit card by February 4, 2014 by speed post or registered post. A list of candidates with their Roll No. and Test Centre shall also be displayed on the College website by February 4, 2014 so that the applicants know their Roll No &amp; Test Centre in advance.</p>

			<p><b>Candidates are advised to retain the copy of their Admit Card till completion of final Selection/Admission process.</b></p> <p>In case candidates do not receive their Admit Card by February 4, 2014. They should contact the college at numbers given at column No. 20 or send email at <a href="mailto:gbo@srcc.edu">gbo@srcc.edu</a> citing his/her Application Form No./Name/Category, Address, Mobile No., Online Control No. (if applied online).</p>
19.	Cancellation of Admission and Refund of Fee	:	<p>A student is required to apply in writing for cancellation of admission. In case a student get his/her admission cancelled on or before the start of session, only Rs.1,000/- towards processing charges will be deducted. After start of the session, the first term fee will deducted on proportionate basis till 16.08.2014. In addition to processing charges: thereafter only the security amount will be refunded from the first term fees.</p>
20.	Inquiries	:	<p>All admission inquires can be made at following numbers: 011-27662319 or 9868206357</p>

**PRINCIPAL**