

# Guidelines for Registrations for MBA

## Programme 2017-19

### Documents needed for Registration:- ✓ Mark

Sheets-X, XII, Degree, PG.

- ✓ A recent passport size colour photograph (light coloured background) [35mm × 45mm (width × height)] in *jpg* format which is less than 100kb size.
- ✓ Payment details (Challan copies from Bank ) ✓ CAT/CMAT/ K-MAT (Kerala)

All applicants shall register online, [www.sbmba.in](http://www.sbmba.in) for applying to the two year MBA Programme.

**Fields marked with \* are mandatory**

Registration Fee	
Candidates (General)	: ₹500/-
SC/ST/OEC Candidates	: ₹250/-

**Registration fee once remitted will not be refunded under any circumstance**

# 1. Steps for Online Registration

## a. Remittance of Registration Fee

- Download the challan from [www.sbmba.in](http://www.sbmba.in) and take a printout.
- Separate challan for general candidates and SC/ST candidates.
- Remit the required fee at any South Indian Bank branch using the challan.
- After remitting the fee, collect the challan copies from the Bank.

## b. Candidate Profile Registration

- The candidate can register online by using the “[Apply Online](#)” link.
- Candidate should enter the personal details and preference (Aided/Self-Finance).
- Then click to “[Continue](#)”.

## c. Accepting the Terms and Conditions

- Select the box for accepting the terms and conditions and click to “[Accept](#)”.

## d. Registration Fee Remittance Details

- Enter the challan details (Journal No., Date, Amount, and Branch Name), click to “[Continue](#)”.

## e. Online Application Form

- Complete the application form. using the mark lists issued by the various board/university till date.

## f. Upload Photo

- Colour photo with light background [35mm × 45mm (width × height)] in jpg format, less than 100kb.
- Select the image file using “[Choose File](#)” to upload. ➤ Click to “[Submit](#)”.

## g. Verification of the Application

- Incomplete fields (mandatory) will be notified in red at the top of the web page.
- Candidate will be prompted to recheck the data and click to “[Submit](#)”.
- A successful submission message will appear.

#### **h. Printout of the completed Application Form**

- The candidate must save the application form in pdf format.
- Click “[Print Application](#)”.
- The printout of the application form, duly signed by the candidate and parent/guardian, is to be submitted at the time of GD & Interview.

#### **g. Registration Number and Password**

- Remember the registration number and date of birth (dd/mm/yyyy), which will be the password for future use.

#### **Remember**

**Candidate should make sure that all entries are correct before final “[Submit](#)”. No further modification of data will be possible.**

If any error is noticed after registration, contact admission office:

**For technical errors: 9020748905 For course details: 0481 2411471, 9544200071, 9961399619**

**E-mail: [admission@sbcollege.ac.in](mailto:admission@sbcollege.ac.in), [info@sbmba.in](mailto:info@sbmba.in), [mail@sbmba.in](mailto:mail@sbmba.in).**

If the candidate is sending an e-mail, please mention the name, online registration number and date of birth.

## **2. Management Quota**

Candidates who wish to be considered in the management quota must collect the management quota application from the College office on payment of ₹250/-. The management quota form, duly signed by the parish priest (in the case of catholic students only), along with the required documents must be submitted in the office of the Manager, Bishops House, Archdiocese of Chanaganassery on or before the last date of online registration.

### 3. Admission process

#### *Phase-I*

##### **Group Discussion & Interview (Shortlisted Candidates only)**

The list of the selected candidates for GD & Interview will be published on the website and will be mailed to the registered e-mail ID.

**The following Certificates in the original shall be produced for verification and attested copies to be submitted.**

- Printout of the Application submitted online (duly signed)
- Mark Sheets-(X, XII, Degree, PG.)
- Payment details (Challan copies from the Bank)
- CAT/CMAT/K-MAT (Kerala)

#### *Phase-II*

##### **Final Admission**

The list of the selected candidates will be published on the website and the Admission Memo will be mailed to the registered e-mail ID.

**The following Certificates in the Original must be submitted at the time of Admission.**

<p><b>Candidates are advised to keep enough number of attested copies of the certificates and mark lists before submitting them to the BIMS' Office.</b></p>
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- Admission Memo.
- Transfer Certificate (TC) from the institution last attended.
- Course & Conduct Certificate from the institution last attended.
- Original Grade Card/Mark Lists of all parts of the Degree Examination (including Languages).
- CAT/CMAT/ K-MAT (Kerala)

- Degree Certificate/Provisional Certificate .
- Challan Copy
- Eligibility Certificate from MG University, for candidates who have passed their qualifying examination from Universities outside Kerala.
- Migration Certificate for students other than MG University.
- Caste Certificate in the case of SC/ST candidates.
- Certificate from Parish Priest in case of applicants - Community Quota

#### **4. Reporting to BIMS for Admission**

The selected candidates shall report for admission to the institute on the dates and time intimated. Candidates are advised to reach the institute sufficiently early.

#### **5. Failure to Report for Admission**

Candidates who do not seek admission on the stipulated date and time will lose the claim for admission.

Signing off

Admin. Officer

Berchmans Institute of Management Studies SB

College, Changanassery.