

Warm greetings from University School of Management and Entrepreneurship, Delhi Technological University. Based on your application in the special spot round for admission in our prestigious MBA program, you have been shortlisted for an online counseling to be held on 8th October. Instructions of counseling are given below. Please read all instructions carefully. The university shall not be responsible for any error or omissions on the part of the candidate.

### **Steps**

**1) Attendance:-** Attendance will be taken through Google meet link to join the video meeting, click this link: <https://meet.google.com/fim-swny-skf> You are required to mark your attendance through a Google sheet. The sheet will be shared at 10 AM on 8th October through Google meet link. In case you find any difficulty in joining Google meet/marketing attendance, please contact us through 09818448793. No Candidate will be allowed to mark his/her attendance after 11AM.

**2) Merit list generation:-** A merit list of all available candidates (those who marked their attendance) will be prepared on the basis of their graduation percentage. In case results are declared in the form of CGPA, students are required to produce a document depicting their universities' conversion formula. In case such conversion formula is not provided, DTU's conversion formula, i.e.,  $\text{Percentage} = \text{CGPA} * 10$ , will be used.

**3) Document verification and seat allotment:-** Candidates will be called for document verification and seat allotment on the basis of their rank in the merit list. You are required to produce originals of application form, graduation marksheet, graduation certificate, tenth certificate, and category certificate i.e., SC/ST/OBC-NCL/EWS/defence. Since you are required to showcase your documents through Google meet, please make sure that you have a functional webcam. In case appropriate category certificates are not available, you may be considered against general category seat. The decision of chairman, admission committee will be final and binding here. Please note that original documents will be reverified as and when university resumes physical classes and any discrepancy will lead to cancellation of admission without any refund of fee.

**4) Fee payment:-** Students admitted through counseling are required to pay fee through their online portal by 12th October 2021, 5PM. Please note that no request for extension of this time will be entertained. In case you find any difficulty in payment of fee, please feel free to contact us through **09818448793**.

**5) Commencement of classes:-** Mr. Anurag Chaturvedi, Program Chair, MBA, will send you details regarding commencement of the classes.

We wish you all the very best for counseling process.

Chairman  
MBA- Admission committee