MASTER OF BUSINESS ADMINISTRATION ONLINE ADMISSION PROCESS 2020-21

(CANDIDATES ARE REQUESTED NOT TO COME TO THE COLLEGE IN PERSON FOR ADMISSION)

MBA online Admission 2020-21 will be held on 02.12.2020 (Wednesday).

➢ For further information, kindly contact the following telephone number & e-mail id.
   Tel : 044 – 2235 8476 / 2235 8477
   E-mail id : cegdeanoffice@gmail.com
### One Time Fees (Payable at the time of Admission)

<table>
<thead>
<tr>
<th>Ste No</th>
<th>Details</th>
<th>General candidates amount (Rs.)</th>
<th>SC candidates amount (Rs.)</th>
<th>ST candidates amount (Rs.)</th>
<th>SC/ST candidates amount (Rs.)</th>
<th>General candidates amount (Rs.)</th>
<th>SC candidates amount (Rs.)</th>
<th>ST candidates amount (Rs.)</th>
<th>SC/ST candidates amount (Rs.)</th>
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### Caution Deposit (Refundable)

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### Semester Fee (Payable Every Semester)

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<td>Library Fee</td>
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<td>Computer Charges</td>
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<td>Laboratory Contingency Charges</td>
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<td>Internet Society Fee</td>
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<td>Sports and Games Fee</td>
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<td>9</td>
<td>University Cultural and Professional Society Fee</td>
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<td>10</td>
<td>Student Accident and Medical Relief Fund</td>
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<td>11</td>
<td>Registration and Enrolment Fee</td>
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<td>Institutional Charges</td>
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### Grand Total: Amount to be paid through Online

<table>
<thead>
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<th>Ste No</th>
<th>Details</th>
<th>Amount (Rs.)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Amount to be paid Through Online</td>
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</table>

* Post matric scholarship is only applicable for MBA - Tourism Management programme for SC/ST students.

The following documents are to be uploaded before the admission without fail:

- 1st EC/Equivalent Mark Sheet
- 2nd EC/Equivalent Mark Sheet
- Transfer Certificate
- Allotment Order
- TAN/CIT Examination Mark Sheet
- Community Certificate (if applicable)
- Income Certificate (if applicable)
- Adhar Card
- Recently Taken Photo of the Student
- Signature of the Student
- Bank Passbook (if applicable)
- 12th Mark Sheets
- 13th Professional Degree Certificate
- Anti-Ragging Undertaking
- Undertaking Form
- Joint Declaration Form
- Medical Fitness Certificate
- Differences-Aided Certificate (if applicable)
- Nativity Certificate (if applicable)

(Limited Hostel Accommodation Only Available)
I. Procedure for Registering Mobile Number

Important Note:

The mobile number registered here will be used for all communications in future. This mobile number will be printed on the SMART CARD. DO NOT register temporary mobile number. After registration, if you want to change the mobile number, you have to apply through the Dean of the college.

Step 1: Go to https://www.aukdce.edu.in and select "services menu" and select "DataSheet" submenu.
(Google chrome is the preferred browser but all latest browsers are supported.)

Step 2: Enter application number, Date of Birth and select admission year.

Step 3: Enter Captcha and Click Login.

Step 4: Select Registration menu and select Mobile registration submenu. Enter the mobile number to be registered.

Step 5: Click “Get OTP” if OTP is not received, wait for 30 seconds before you click "Regenerate OTP".

Step 6: Enter the OTP, you have received in your mobile and click verify OTP.

Check the message displayed on the screen.

II. Procedure for Registering E-Mail Id

Important Note:

The e-mail id registered here will be used for all communications in future, along with an e-mail id to be provided by the University. Mail id will be registernumber@annauniv.edu.in. DO NOT register temporary e-mail id.

Step 1 : Go to https://www.aukdce.edu.in and select "services menu" and select "DataSheet" submenu.
(Google chrome is the preferred browser but all latest browsers are supported.)

Step 2: Enter application number, Date of Birth and select admission year.

Step 3: Enter Captcha and Click Login.

Step 4: Select Registration menu and select Email registration submenu. Enter the Email id to be registered.

Step 5: Click “Get OTP”.

Step 6: Enter OTP, you have received in your mail and click verify OTP.
Check the message displayed on the screen.

III. Procedure for filling the student smartcard data sheet through online

Important Note : Scan the original documents with 75 DPI resolution. The size of a single file should be less than 150 kb. DO NOT scan the documents using cam scanner or mobile. All the documents except photo, should be in PDF format only. Photo should be less than 50 kb and in JPEG only.

before proceeding to pay admission cum term fees, student have to fill the data for smartcard.

Step 1: Go to https://www.aukdce.edu.in and select "services menu" and select “DataSheet” submenu.
(Google chrome is the preferred browser but all latest browsers are supported.)

Step 2: Enter application number, Date of Birth and select admission year.

Step 3: Enter Captcha and Click Login.

Step 4: View existing data using Dashboard menu.

Step 5: Fill personal, academic details using “Add/Edit Data Sheet” submenu of "Data Sheet" menu

Step 6: Click "Add" button to save.

Step 7: Check the entered details on the screen. To make corrections use “Edit” button make correction and click "Update".

Step 8: Select “view/confirm Data Sheet” submenu of "Data Sheet" menu, and Click “View PDF” to Generate PDF file with "Tentative Report" water mark. Check all the details entered are correct. If all data are correct, complete the data entry by clicking "Confirm" button at the end of the PDF file. If "No" is selected, close and edit the data again.

Step 9: Upload all the necessary Original certificate’s scanned copy in the format prescribed.

Step10: Verify each uploaded files for readability and relevance.

Step11: Confirm each uploaded certificate.

IV. Procedure for paying admission cum term fees through online using Internet Banking

All allotted candidates must pay the admission, semester fee through online payment only.

Step 1: Go to www.aukdce.edu.in, Knowledge Data Centre website (Google chrome is the preferred browser but all latest browsers are supported.)

Step 2: Select (Click) "Student Portal / Fees"

Step 3: Enter the Registration / Application Number. Date of Birth and press login button and set password (Set Password according to the mentioned requirements. Enter the same password in confirm password. "Click set password". Check the message displayed on the screen). The respective student’s particulars will be displayed on the webpage. If all the shown information is correct then press "Pay Fees".

Step 4: After clicking Pay Fees, the user will be requested to select a bank for payment on the webpage and proceed to the respective bank’s website for payment (if internet banking enter the login name, password and proceed).

Step 5: On successful completion of the transaction, the candidate can take a temporary receipt of the payment for further reference. A signed copy of the receipt will be available in the same portal within 48 working hours.

NOTES:

1. The signed receipt copy must be produced at the time of admissions.

2. For making payment, at zero transaction charges, the candidate may require an Internet Banking Account in any one of the following banks:
   (I) State Bank of India (II) Indian Overseas Bank (III) Indian Bank.

3. Other mode of payments may require transaction charges as indicated in the web portal.

How to register Mobile / E-Mail / Smart Card are available in video format at www.aukdce.edu.in → FAQ → Registration

For any clarification on datashet, admission cum term fees contact 044-22357091, 044-22357092.

Also, contact through www.aukdce.edu.in/form by entering application number.

V. RULES FOR REFUND OF FEES

Sl. No. | Percentage of Refund of Fees | Procedures
--- | --- | ---
1. | Refund of fees - 100%  
* 100% of the One Time Fee***  
* 100% of the Semester Fee  
* Full refund of the refundable deposits. | 15 days before the formally - notified date of commencement of classes
2. | Refund of fees - 80%  
* 80% of the One Time Fee***  
* 80% of the Semester Fee  
* Full refund of the refundable deposits. | Not more than 15 days after the formally - notified date of commencement of classes
3. | Refund of fees - 50%  
* 50% of the One Time Fee***  
* 50% of the Semester Fee  
* Full refund of the refundable deposits. | More than 15 days but less than 30 days after formally - notified date of commencement of classes
4. | Refund of fees - 0%  
* 0% of the One Time Fee  
* 0% of the Semester Fee  
* Full refund of the refundable deposits. | More than 30 days after formally - notified date of commencement of classes

*** excluding the non-refundable processing fees such as Smart Card, Co-operative Society Membership and Recognition, Registration and Enrollment fee.

* Enrolment means the date of opening of the institution.