



## **On the Spot Admission for BBA-Retail Management**

The details of on the spot admission has been uploaded on University website ([www.svsu.ac.in](http://www.svsu.ac.in)).

Venue: 4<sup>th</sup> Floor, Shri Vishwakarma Skill University, Plot No.147, Sector 44, Gurugram/Dudhola

### **General Instructions for Counselling for Admissions: 2020-21**

1. The candidate must read the prospectus 2020-21 carefully before attending the counselling and insure your eligibility (Criteria Uploaded on university website)
2. The merit list will be prepared on the basis of marks obtained in qualifying exam (academic marks) and Personal Interview (PI) with partner industry subject to meeting all eligibility conditions as stipulated in the prospectus of 2020-21.
3. The name of applicant in the provisional list does not entitle him/her for admission. The final admission will be made after original document verification at the time of counselling.
4. The candidate must bring all relevant original documents in support of their educational qualifications and category as mentioned in the prospectus along with one set of attested photocopies of all the documents at the time counselling.
5. List of documents to be brought at the time of counselling
  - I. Printed Application form submitted at the time of application submission
  - II. Name of the Candidate as per the Application  
(Name in 10th certificate must match with the admission form)
  - III. 10th certificate for Age proof, Father's Name and Mother's Name
  - IV. Qualifying examination pass mark sheet and certificate
  - V. Haryana domicile certificate (as per Annexure-I) (candidate whose qualifying degree is from outside Haryana and claims for Haryana resident)
  - VI. SC category certificate (as per Annexure-II) if applicable (only for Haryana, consider under reservation)
  - VII. BC-A/BC-B category certificate (as per Annexure-III) if applicable (only for Haryana, consider under reservation)
  - VIII. Income certificate for BC-Non-Creamy layer (as per Annexure IV)
  - IX. Domicile certificate (in case of J&K Migrants or Dudhola candidate)
  - X. Medical certificate for Physically Dis-abled candidates (As per Annexure-V)
  - XI. Medical fitness certificate (as per Annexure-VI)
  - XII. Anti-ragging certificates (As per Annexure VII and VIII)
  - XIII. Character Certificate from the Head of Institution last attended
  - XIV. Academic Year-Gap (If any) affidavit (As per Annexure IX)
  - XV. Migration Certificate (Except for Board of School Education Haryana)
  - XVI. Aadhar Card (optional)
  - XVII. Bank Pass Book (For SC, BC-A/BC-B/OBC/EWS Candidates only)
  - XVIII. 05 recent coloured passport size photographs



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6. Admission and semester fee as per prospectus 2020-21-page no.20

Candidates will be required to deposit fee (excluding hostel fee) at the time of counselling through DD in favour of **SHRI VISHWAKARMA SKILL UNIVERSITY**, Payable at Gurugram or POS/Online at the time of counselling. (No other mode of payment would be accepted)

**Note: Only those Candidates who have cleared the qualifying examination for their respective programme will be allowed to appear in the counselling.**