



**Date:10.04.24**

**Counseling Schedule for MBA (Working Professionals)**

**Skill Department of Management Studies  
Skill Faculty of Management Studies & Research**

**Date of Counseling: 19.04.2024**

**Time: 11:00AM**

**Venue: 3<sup>rd</sup> Floor, Transit Camp, Shri Vishwakarma Skill University, Sector 44, Gurugram**

**General Instructions for Counselling for Admissions**

1. Candidate must attend the counselling physically.
2. Candidate who fails to appear as per the given schedule for counselling will not be considered for admission. No claim for seat due to late reporting or absentees will be considered.
3. The candidate must bring all relevant original documents in support of their educational qualifications, experience certificate and category as mentioned along with one set of attested photocopies of all the documents at the time counselling.
4. **LIST OF DOCUMENTS TO BE BROUGHT AT THE TIME OF COUNSELLING**
  - A. Printed Application form submitted at the time of application submission
  - B. Name of the Candidate as per the Application (Name in 10th certificate must match with the admission form)
  - C. 10th certificate for Age proof, Father's Name and Mother's Name
  - D. 12<sup>th</sup> marks sheet and certificate.
  - E. Qualifying examination pass mark sheet and certificate
  - F. Haryana domicile certificate candidate whose qualifying degree is from outside Haryana and claims for Haryana resident)
  - G. SC category certificate, if applicable (only for Haryana, consider under reservation)
  - H. BC-A/BC-B category certificate, if applicable (only for Haryana, consider under reservation)
  - I. Income certificate for BC-Non-Creamy layer
  - J. Domicile certificate (in case of J&K Migrants or Dudhola candidate)
  - K. Medical certificate for Physically Dis-abled candidates
  - L. Medical fitness certificate
  - M. Anti-ragging certificates
  - N. 05 recent coloured passport size photographs
5. **The candidate is required to deposit Rs. 56720/- (At the time of Admission: Rs. 3,360/- + Application Form Fee: Rs 2000/- (one time) + Security Fund: Rs 1000/- (refundable) Registration fees: Rs. 360/- + Fee per Semester: Rs. 50000)**
6. **Candidates will be required to deposit fee (excluding hostel fee) at the time of counselling through Online Mode Only at the time of counselling. (No other mode of payment would be accepted)**