

SHRI RAM COLLEGE OF COMMERCE

ADMISSION NOTIFICATION

December 14, 2015

Admission to Post Graduate Diploma in Global Business Operations

Batch 2016-2018

Shri Ram College of Commerce offers admission to two-year full-time post-graduate diploma in Global Business Operations of the University of Delhi for the academic batch of 2016 – 2018.

The brief details of the course and admission procedure is given under:

1.	Course	:	Post-Graduate Diploma in Global Business Operations
2.	Duration	:	Two-year (Full-Time)
3.	Medium of Instruction	:	English
4.	Number of Seats	:	67 (Including 5 supernumerary seats)
5.	Reservation	:	OBC 27% (17), SC 15% (9), ST 7.5% (5), Person with Disability (PwD) 3% (2 supernumerary), 5% Foreign National (3 supernumerary seats) Note: Only those OBC Category candidates will be considered for admission whose caste is listed in the updated Central list for OBC.
6.	Minimum Eligibility for Admission	:	Bachelor's Degree from a recognized University with 50% marks. Candidates belonging to OBC, SC, ST & PwD Categories are eligible for 5% relaxation in minimum eligibility. Note: Candidates who are appearing in the final semester/year of their undergraduate degree programme are eligible to take the Test, however, admission will be granted strictly on production of the result of qualification of their degree at the time of confirming admission as per admission schedule.
7.	Course Fee	:	About Rs. 80,000/- (approx.) per semester (Fees is subject to revision)
8.	Selection Procedure & Selection Criteria	:	Selection Criteria& Procedure: Admission to the course is based on objective type Written Test and Group Discussion & Personal



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Interview (GDPI).

The Candidate has to appear in the Written Test first. After declaration of Written Test result limited number of candidates will be invited for the GDPI in order of merit under each category. Candidates with aggregate negative marking in the written test will not be eligible for the GDPI. Appearing in GDPI is a mandatory requirement for consideration of candidate in the Final merit list.

Final merit List will be drawn on the basis of aggregate marks secured by the candidate in the written test and GDPI. The written test will have 75% weightage and GDPI shall have 25% weightage, of which GD shall have a weightage of 10% and PI shall have a weightage of 15%

Test Component and Details:

1. The written test comprises of the following components.

- (A) Verbal Ability
- (B) Quantitative Ability
- (C) Logical Ability
- (D) Data Interpretation

2. The Group Discussion and Personal Interview (GDPI) shall have following component.

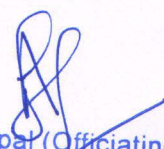
(A) **Group Discussion:** A group of 8-10 candidates will be given a topic for discussion.

(B) **Personal Interview:** Candidates will be evaluated on the parameters like personality, communication skills and general subject knowledge in management and international business.

The written test will be in held in English language.

Each of the Test Component will have 40 questions with four multiple-choice answers. Candidates will have to mark one answer in the OMR sheet with black or blue ball point pen. Each




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		<p>question will carry 4 marks. Full marks will be awarded for the correct answer and 1 mark will be deducted for the wrong answer. The duration of the Test will be 2 hours.</p> <p>Admission procedure under the Foreign National Category: Admission under this category will be based on</p> <p>I. Academic Records (Degree/Certificate and Mark sheet/Transcript)</p> <ul style="list-style-type: none"> • High School • Senior Secondary School • Graduate/Post Graduate and others till date. <p>II. Statement of Purpose (from the candidate Maximum 500 words.)</p> <p>III. Two Letters of Recommendation (from Faculty/Employer Supervisor)</p>				
9.	Entrance Test Date	: Sunday, February 21, 2016 Timing: 10.00 a.m. to 12.00 noon.				
10.	Entrance Test & GDPI Venues	: Entrance Test Venues: Ahmedabad, Bengaluru, Bhubaneswar, Chandigarh, Bhopal, Delhi, Dehradun, Guwahati, Jaipur, Kolkata, Lucknow, Mumbai and Nagpur.				
		: GDPI Venue: Delhi				
		: <i>(The college can withdraw a center for the written test in case insufficient number of candidates apply for such center. Candidates of such withdrawn center would be shifted to the center opted by them in order of preference given in the application.)</i>				
11.	Modes of Application /Registration for admission	: Candidate can apply through <u>on-line</u> or <u>off-line</u> Admission /Registration facility.				
12.	Date of the Opening & Closing of Application/Registration	: <table border="1"> <thead> <tr> <th><u>Opening Date</u></th> <th><u>Closing Date</u></th> </tr> </thead> <tbody> <tr> <td>18-12-2015</td> <td>31-01-2016</td> </tr> </tbody> </table>	<u>Opening Date</u>	<u>Closing Date</u>	18-12-2015	31-01-2016
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18-12-2015	31-01-2016					
13.	Application/Registration	: Candidates can submit application online through				




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	Procedure and Fees	<p>college website www.sccc.edu or www.scccbo.edu.in by clicking tab "On-line Admission Portal – for PG Diploma in GBO 2016-18" at the home page of the website. The payment can be made by different modes using all Master and VISA Credit or Debit Cards/ ITZ Cash Card/Net Banking.</p> <p>Candidates should carefully read Guidelines to fill on-line application form given in the Portal before starting on-line application.</p> <p>Candidates will be required to pay fees of Rs.1,800/- (for General & Foreign National Category) and Rs.1,100/- for (OBC, SC, ST and PwD Categories.)</p> <p>In addition, candidates will have to bear processing fees of Rs. 8/- to Rs. 25/- depending upon the mode of payment, for processing on-line admission/Registration fees.</p>
14.	Off-Line Application/Registration Procedure	<p>(1) <u>How to obtain Application Form:</u> <u>In Person:</u> Prospectus containing Application Form can be purchased from Administrative Office, Shri Ram College of Commerce, Maurice Nagar, Delhi -110007 between 09:00 a.m. to 01:00 p.m. & 02:00 p.m. to 04:00 p.m. (Monday to Friday) on cash Rs.1,800/- for General & Foreign National category candidates; Rs.1,100/- for OBC/ST/ST/PwD Candidates.</p> <p>The amount of Rs.1,800/- and Rs. 1,100/- includes Testing fee and other incidental charges for the selection process.</p> <p>(2) <u>By Post:</u> If required by Post in India, send a Bank Draft or Rs.1,900/- (for General) & Rs.1,200/- (for OBC/SC/ST/PwD candidates). This includes Rs. 100/- for dispatch charges of Prospectus.</p>




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The Demand Draft should be drawn in favour of "**Principal, Shri Ram College of Commerce**" payable at Delhi and should be send to The Principal, Shri Ram College of Commerce, Maurice Nagar Delhi - 110007

Candidates are advised to write their name, address & Mobile No. on the back of the Bank Draft.

(3) How to fill Application Form and attach other documents:

- (i) The Application Form, Admit Cards and other required enclosures are placed in the prospectus. Fill information in the form and other enclosures neatly & carefully. Avoid cuttings.
- (ii) Paste your latest passport size colour photograph at appropriate place.

(i) Arrange & staple forms and other enclosures in the following sequence:

1. Application Form (Duly filled-in and signed)
2. A write-up - "Statement of purpose" in your handwriting in about 200 words.
3. Photocopy of category certificate (those who are applying under any reserved category)
4. Address sticker slips
5. Envelope
6. Acknowledgement Card.

(4) How to deposit/submit Application Form:

- (i) **In Person:** The application form can be deposited with the College between 09:00 a.m. to 01:00 p.m. & 02:00 p.m. to 04:00 p.m. on all working days (Monday to Friday)



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from 18-12-2015 to 31-01-2016.

Do not attach Acknowledgement Card with the Application Form. You can get acknowledge on the card at the time of submitting the form.

(ii) **By Post:** Candidates can send application form by post or reliable courier as per their choice. Candidate should note that application received after the last date will be rejected. Address for sending application by post/courier is - **The Principal, Shri Ram College of Commerce, University of Delhi, Maurice Nagar Delhi-110007.**

(5) Admit Card:

Candidates who submit off-line application will get their login ID and Password through email and SMS to download admit card from the college website through on-line admission portal accessible by clicking "**On-line Admission Portal-for PG Diploma in GBO 2016-18**" at the home page of the college website.

Candidate **must give** their email ID and mobile number in the application form.

16.	Writer for Candidates under PwD Category :	Candidates belonging to the category of Persons with Disability (PwD) who are unable to write on their own, in case require a writer (scribe) for taking the written test, must send a request with their application citing the reasons thereof and certificate from the competent authority of a Government Hospital. Such candidate would be required to pay for the writer (scribe). No extra time will be given to the candidate belonging to PwD category for taking written test, with or without writer (scribe) facility.
17.	Future communication & Updates :	All candidates are hereby notified that no personal communication will be given to any candidates with respect to the admission test and selection process. Candidates are informed that all information will be uploaded on the Online Admission Portal accessible through the College website. All important notices with



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		respect to the test and admission can be accessed by clicking tab Recent Notices given in the Portal . The candidates will also be provided information through their email , however, candidates must refer to the Recent Notice tab for all important information.
18.	Inquiry/Help Desk	: For all queries with respect to the test, course or difficulty in registration, admit card etc. please contact at 011-27662319, 9555858481 Monday to Saturday, 09:00 a.m. to 05:00 p.m.

Maya
Course Coordinator



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