

## APPLICATION MATERIAL

### Admission Modalities

The Admission Modalities are with reference to the campus-based BBA / BCA / BTTM / BHM / BA (Eco) / MBA / MCom / MTTM and MCA Programs offered by the ICFAI University Meghalaya at Tura & Shillong campuses. The medium of instruction is English.

#### UG Programs (BBA, BCA, BHM, BTTM, BA (Eco))

##### Eligibility

- Pass in 10+2 with aggregate 40% and above (any discipline).
- Final year 10+2 students awaiting results are also eligible to apply.

Final year students of 10+2 who have not received the original certificates from the Board by **July 15, 2016** will be admitted provisionally. Their admission will be confirmed subject to their passing the qualifying examination and obtaining minimum 40% marks. The registration of the candidates not meeting the criteria by **September 15, 2016** will be cancelled and admission fee will be forfeited and only 50% of the semester fee will be refunded after notifying the cancellation of the seat by the University.

#### PG Programs (MBA / MCA / MCom at Tura & Shillong Campuses and MTTM at Shillong Campus)

##### Eligibility

- Graduation in any discipline with 45% and above aggregate marks.
- Final year degree students awaiting results are also eligible to apply.

For the purpose of determining eligibility based on aggregate percentage of marks, the procedure used by the respective university in award of the degree will only be taken into consideration. All applicants should have completed a minimum of 15 years of formal schooling by **July 15, 2016**. Applicants who have completed their graduation on a one-time sitting basis or on a 2-year basis are not eligible for admission to the MBA/MCom/MTTM/MCA Programs.

Students in their final year bachelor's degree course are also eligible to apply, provided they complete their graduation requirements including practical examinations/viva assignments before **July 15, 2016**. Such applicants will have to produce a certificate to that effect at the time of admission. The admission of applicants will, however, remain provisional until they produce marksheets and

#### ADMISSION CALENDAR

Particulars	UG / PG Programs
Last Date for Submission of Completed Application Form	<b>June 19, 2016</b>
Interview and Admission Decision	<b>June 23, 2016</b>
Last Date for Payment of Admission Fee	<b>June 29, 2016</b>
Reporting at the ICFAI University for submission of Certificates and Verification by producing originals and registration	<b>June 29, 2016</b>
Payment of First Semester Fee	<b>July 10, 2016</b>
Commencement of Preparatory Classes	<b>July 01, 2016</b>
Commencement of Regular Classes	<b>July 15, 2016</b>

a degree certificate establishing their eligibility. The registration of the candidates not meeting the criteria / non-submission of graduation transcripts by **September 15, 2016** will be cancelled and admission fee will be forfeited and only 50% of the semester fee will be refunded after notifying the cancellation of the seat by the University.

##### Admission Criteria (For UG & PG Programs)

The selection of applicants into the Program is made through screening of application and interview. While evaluating students for admission, due weightage is given to their academic distinction, awards in sports/cultural events, debates, quizzes and other extra co-curricular activities.

Original certificates and Domicile certificate should be produced for verification at the time of payment of first semester fee. The original certificates will be returned after verification.

##### Special Reservation

There shall be a special provision for admission of students belonging to the State of Meghalaya in any course of ICFAI University, Meghalaya, which shall not be less than 25 (twenty-five) per cent of seats in each course / discipline subject to the students meeting the minimum qualifying requirements referred to above.

Seats remaining unfilled under special reservation may be filled up by allotting the same to students belonging to Open Category.

# Guidelines on how to Complete the Application Form

The applicants are advised to read the guidelines carefully before completing the Application Form for Admission.

## Application Form

- Please make sure that you meet the eligibility criteria before filling up the form.
- Fill the Application Form in Capital Letters.
- Provide all the available information under appropriate sections.
- Make sure to sign the Application Form.
- Retain a photocopy of the completed Application Form.
- DD for ₹ 300.

## Attested Copies of Certificates

Applicants have to enclose attested copies of the following certificates (Attestation should be done by any Gazetted Officer/Principal of the College).

- Date of Birth Certificate/Class X Certificate.
- Marksheet of Class XII/Degree certificate (as may be applicable).
- Domicile Certificate.
- Any other certificates pertaining to academic and other activities.
- Please paste your recent passport size colour photograph on the Application Form given on next page.

## Submission of Application Form

The completed Application Form for Admission along with a DD for ₹ 300 (drawn in favour of 'The ICFAI University, Meghalaya - Fee Collection A/c') may be submitted to:

**The Admissions Officer, The ICFAI University, Meghalaya,**  
Danakgre, (Near BSF Camp), P O Araimile, Tura-794001,  
West Garo Hills District, Meghalaya. 9436716440, 8794778103,  
Shillong: Ph: 0364-2220057 / 8794250646.

E-mail: [admissions@iumeghalaya.edu.in](mailto:admissions@iumeghalaya.edu.in)

Website: [www.iumeghalaya.edu.in](http://www.iumeghalaya.edu.in)

## Fee

Fee comprises of Admission Fee and Program Fee.

### For UG Programs

**Admission Fee:** Admission Fee of ₹ 5,000 is to be paid by all the selected candidates immediately after the admission decision is announced. The last date for payment of admission fee is **June 29, 2016**.

**Program Fee:** Students have to pay the program fee at the beginning of each semester, as per the due dates which will be indicated in the Student Handbook. The first semester fee is to be paid on or before **July 10, 2016**.

Fee Particulars	BBA (6 semesters)		BCA (6 semesters)		BTTM (8 semesters)		BHM (8 semesters)		BA (Eco) (6 semesters)	
	Domicile	Non-Domicile	Domicile	Non-Domicile	Domicile	Non-Domicile	Domicile	Non-Domicile	Domicile	Non-Domicile
Fee per semester (₹)	11,500	17,500	16,800	24,300	11,500	17,500	12,750	18,750	10,200	11,500
Total Program Fee (₹)	69,000	1,05,000	1,00,800	1,45,800	92,000	1,40,000	1,02,000	1,50,000	61,200	69,000

*Domicile: Students from State of Meghalaya. Non-Domicile: Students from States other than Meghalaya.*

### For PG Programs

**Admission Fee:** Admission Fee of ₹ 10,000 is to be paid by all the selected candidates immediately after the admission decision is announced. The last date for payment is **June 29, 2016**.

**Program Fee:** Students have to pay the program fee at the beginning of each semester, as per the due dates which will be indicated in the Student Handbook. The first semester fee is to be paid on or before **July 10, 2016**.

Fee Particulars	MBA (4 semesters)		MCom (4 semesters)		MTTM (4 semesters)		MCA (6 semesters)	
	Domicile	Non-Domicile	Domicile	Non-Domicile	Domicile	Non-Domicile	Domicile	Non-Domicile
Fee per semester (₹)	48,500	59,500	20,000	25,000	30,000	37,500	30,000	37,500
Total Program Fee (₹)	1,94,000	2,38,000	80,000	1,00,000	1,20,000	1,50,000	1,80,000	2,25,000

*Domicile: Students from State of Meghalaya. Non-Domicile: Students from States other than Meghalaya.*

All payments should be made by way of Demand Draft in favor of "The ICFAI University, Meghalaya - Fee Collection A/c" payable at Tura, Meghalaya.

## Application Form for Admission (2016)

Please submit the completed Application Form to:

Danakgre, (Near BSF Camp), P O Araimile, Tura-794001, West Garo Hills District, Meghalaya.  
Tura: 9436716440, 8794778103; Shillong: Ph: 0364-2220057 / 8794250646.

**Last date for receipt of duly filled in Application Form is June 19, 2016**

Please tick (✓) the program and campus you wish to enroll:

Tura Campus  BBA  BCA  BTM  BHM  BA (Eco)  MBA  MCom  MCA  
 Shillong Campus  BBA  BCA  BTM  BHM  BA (Eco)  MBA  MCom  MCA  MTTM

Before filling in the particulars, applicants are advised to read the Admission Modalities and Guidelines.  
Please submit the completed Application Form at the ICFAI University, Meghalaya.

1. **PERSONAL DETAILS**

Name : Mr/Ms _____ <small>(Use capitals) (As it appears in Official Records, Underline Surname)</small>		Paste a recent color photograph of size 3.5 x 4.5 cms. Photograph must not be larger than this box. Do not sign the Photograph and do not staple	
Gender: _____			
Parent's/Guardian's Name : Mr/Ms _____			
Address _____ <small>(Use capitals)</small>			
Nearest Land Mark: _____			
_____ <small>(City)</small>	_____ <small>(State)</small>		_____ <small>(Pin)</small>
Tel. (Off.) _____ (Res.) _____ <small>(City Code) – (Area Code) - Number (City Code) – (Area Code) - Number</small>			
Fax: _____ Mobile : _____ <small>(City Code) – (Area Code) - Number</small>			
E-mail*: _____		Date of Birth**: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Date Month Year</small>	

\*All applicants are mandatorily required to give e-mail address and Mobile number for speedy communication.  
\*\*Please attach an attested photocopy of proof of Date of Birth

2. **ACADEMIC RECORD**

Examination Level	Group / Major Subjects	School/ College / Board	Medium of Instruction	Marks (%) / Grade	Year of Passing
X Class					
XII Class					
Bachelor's Degree (For PG Programs)					
Others					

3. **DOMICILE STATUS**

Please Tick (✓)  Domicile of Meghalaya\*  Non-Domicile

\* If you are a Domicile student of Meghalaya, a certificate from the appropriate authority must be enclosed.

4. **SOURCE OF CONTACT** (Please tick [✓]) Please mention how you came to know about ICFAI

News paper Article  News paper Advt.  Social Media  Website  Electronic Media  Educational Fairs  Friends  
 Others (please specify) \_\_\_\_\_

Please cut here and submit at the ICFAI University

