From: <[admin@rajagiri.edu](mailto:admin@rajagiri.edu)>  
Date: 12 Apr 2019 5:18 p.m.  
Subject: Admission Offer Letter :: Master of Business Administration at Rajagiri Group of Institutions  
To: <[bcomc230@rajagiri.edu](mailto:bcomc230@rajagiri.edu)>  
Cc: <[admission@rajagiri.edu](mailto:admission@rajagiri.edu)>

Application ID:C1284   
Date: 12 April 2019

NEENU PRASAD   
KUNNANAT HOUSE,   
MANJUMEL, UDYOGAMANDAL P.O,   
ERNAKULAM,KERALA - 683501

Dear NEENU PRASAD

We are pleased to inform that, you are provisionally selected for **MBA** programme under **Management Quota** for the academic year **2019-2021**. You are directed to meet the undersigned with your parents on **24 April 2019** at **11:00 AM** at **Rajagiri School of Management, Rajagiri Valley, Chittethukara, Kakkanad, Kochi** with the following:

1. Original certificates/mark sheets (10th, 12th, qualifying degree (Semester wise) and CMAT/MAT/CAT/KMAT score card)
2. Transfer Certificate
3. Migration Certificate (for graduates from Universities other than M.G. University)
4. Medical Fitness Certificate – signed by a registered medical practitioner (form enclosed).
5. Undertakings by the Parent (forms enclosed)
6. Undertaking by the Candidate (form enclosed)
7. Affidavit by the Parent (form enclosed)
8. Affidavit by the Student (form enclosed)
9. Passport Size Photographs – 6 Nos.
10. Eligibility Certificate from M.G. University (for graduates from Universities outside the state of Kerala).
11. Provisional Certificate
12. Letter of recommendation (if selected in management quota)
13. Original Caste/Community Certificate plus **attested copy of the same (applicable only in the case of candidates who have claimed reservation). The certificate should have been obtained within six months from the Tahsildar concerned.**In the case of RCSC students, the Community Certificate should be from the Parish Priest.
14. Income Certificate plus **attested copy of the same (applicable only in the case of candidates belong to reservation category). The certificate should have been obtained within six months from the Tahsildar concerned.**

The amount payable (including fee and value added programmes, but excluding the hostel charges) for the **MBA** programme is Rs. **5,00,000/-** to be paid in two installments. The first installment of **Rs.3,50,000/-** is to be paid on or before the date of admission on 24 April 2019. The second installment of Rs **1,50,000/-** is to be paid between January 2020 and March 2020. Fee can be remitted either by D.D. drawn in favour of PRINCIPAL, RAJAGIRI COLLEGE OF SOCIAL SCIENCES, payable at Ernakulam or online banking transaction (NEFT/RTGS). **(SC/ST/OEC candidates are fully exempted from paying the fees. However SC/ST/OEC candidates are required to pay Rs 27,500 (Twenty Seven thousand five hundred only) towards charges for additional programmes during the course).**

**Beneficiary Name:** Rajagiri College of Social Sciences **Beneficiary Account No.**A386A11C1284

**Bank:** South Indian Bank, Rajagiri Valley, Kochi, Kerala.         **IFSC Code.**SIBL0000587

The counterfoil (plus one photocopy) must be submitted at the time of admission.

**In case you do not take admission at the fixed time, your seat will be allotted to the next person in the waiting list.**

It is to be specifically understood that candidates who fail to produce proof of successful completion of the graduate degree, will lose the provisional admission granted to them and will have to discontinue from the programme.

**Further, one of the parents has to accompany you on 24 April 2019 11:00 AM and attend the meeting,failing which the seat will be offered to other candidates in the waiting list.**

Yours truly,

**Veeva Mathew Ph. D.**

Director - Admissions

**Note:**

**1. Hostel Fee need to be paid only to the appropriate account given below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hostel Type** | **Account No.** | **Bank Name** | **Account Name** | **IFSC Code** |
| Mens Hostel | A384A11C1284 | South Indian Bank, Rajagiri Valley | Warden, Rajagiri College of Social Sciences | SIBL0000587 |
| Ladies Hostel | A383A11C1284 | South Indian Bank, Rajagiri Valley | Warden, Rajagiri College of Social Sciences | SIBL0000587 |

**2. To confirm your admission you must communicate your willingness to our offer of admission through email at**[**admission@rajagiri.edu**](mailto:admission@rajagiri.edu)**with subject CONFIRMATION OF PROVISIONAL ADMISSION by specifying the course, application ID No. by 23 April 2019**

***3. Students apply through online can download there Offer letter and the undertaking forms from the given link***

[https://fedena.rajagiri.edu/registration](https://u2138274.ct.sendgrid.net/wf/click?upn=xS-2BMl5H2C2XC5Hm6QcsSUmgvO9-2BCO6yEB8ircnu6Q8LrzUPVge1nKccY5kku2azK_nAgi-2FDF2cYt2jkoM9VvhuLE8NQXlLDbxR9Iw0N9EXgLgZkLC2-2FWYU8yTxWJrE3uSFU1gmdzGnonr55K-2F-2BnuVvyMXmX9YuoWRCc3tbizU-2BBUTK2JAM5djmGOD5K66tLrpkkmzuKXGd5qdBB0xybKWyC20dIA0wtDcg5Ig2-2Fa7Wsj1t-2FsCNgryeEJl5RZmfoKuWjAW03Jta0xOyrT3Ra0aDFuUKSL3wexw3AAg-2BW8a9qg-3D)

**4. Candidates are advised to retain the photocopies of all original certificates before submitting these to the college (keep at least 10 sets of all certificates)**

**5. Candidates are advised to keep a scanned copies of original certificates in PDF format (Both side in same size and shape) before submitting these to the college (Only for accepted PDF Format ).**

**6. Candidates must ensure that all the certificates submitted to the college bear the name of the candidate as given in the 10th Std. Certificate**

**7. CASH TRANSACTIONS ARE NOT ACCEPTED AS A MODE OF PAYMENT FOR REMITTING COURSE FEE / HOSTEL FEE.**

**P.S.: PLEASE BRING THIS LETTER AT THE TIME OF ADMISSION.**

**All communications regarding admissions must be directed to the following mail ID only:**[**admission@rajagiri.edu**](mailto:admission@rajagiri.edu)