



## **Admission Process | Two Year PGDM**

1. Receiving of Application Form with Application Fee
  - Through VSB Website
  - Through Shiksha.com Portal
2. Upon Receiving of Application Form with Application Fee
  - Assessment of candidate's profile. And post careful assessment / study; processing for Pre-Qualifying Test and Personal Interview.
3. Pre-Qualifying process and PI round
  - All Pre-Qualifying Written Test will be conducted at Vidyalankar Campus with line-up of at-least minimum 5 Candidates
  - Pre-Qualifying form must be filled with all the required details and NO FIELDS to be left blank.
  - All PI's would be through Video Calls ONLY (In-case of Lockdown / Partial Lockdown) OR at Vidyalankar Campus in-case travelling is possible for students.
4. Post Personal Interview - Admission Process for selected candidates
  - Offer Letter to be issued with Deadline Date for securing admission, which could be 2 – 3 Days from the date of offer letter.
  - Offer Letter will also mentions Deadline Date for payment of First Year Fee, which could be 2 – 3 Months from the date of offer letter, but not later than the date of batch commencement date.
  - Admission and Documentation process will compulsorily happen at Campus only.
  - All Original Documents along-with Photocopies and Photographs to be submitted at campus and at the time of admission.
  - Admission Confirmation Letter will be issued to those students only who have paid Rupees One Lakh towards Admission Fee and submitted all the PDC's towards First Year Fee.
  - Provisional Admission Confirmation Letter will be issued to those students who have paid less than Rupees One Lakh and with the clause of automatic Cancellation of Admission, due to non-payment of Full Admission Fees within stipulated / specified time.

#### 5. First Year Fee Payment

- First Year Fee Payment to be paid as per deadline date mentioned in the offer letter.
- PDC's to be submitted by the candidate who would like to pay the First Year fee in instalments. Maximum 4 or 5 Months of instalments to be offered for the payment of First Year Fee. This is purely on EXCEPTIONAL cases.
- The payment of First Year fee is to be completely paid before batch launch.
- In-case of Education Loans;
  - It is the student responsibility to apply for Education Loan in the bank immediately after receiving Provisional or Confirmed Admission Letter from VSB.
  - The institute does not have any role to play in getting loan sanctioned from the bank. However, institute will assist in furnishing all documentations required to submit in Banks for educational loan viz; Provisional Admission Letter, Admission Confirmation Letter, Fees Structure. Students availing Bank Loan should note that, they need to abide by the fees payment timeline mentioned in the offer letter. Upon sanctioning and disbursement of the bank loan and after crediting of fees in VSB bank account, any fees paid by the student towards First Year Fee Instalments will be adjusted / reimbursed to the student.
- If the First Year Fee is not paid as per deadline date mentioned in students offer letter, irrespective of loan cases; the admission confirmation letter stands automatically void and the said student admission stands cancelled with immediate effect.

**Admissions Office**  
**admissions@vsb.org.in**