**Welcome, New Students!**

**(For MBA Programme)**

We at BMU, including the current batch, are eagerly waiting to welcome you as part of our new batch on campus.

Fortunately, the orientation programme and registration day are just around the corner.

We want to ensure that our incoming batch has a seamless and smooth registration experience. To help you prepare for the registration process, we’ve detailed the process below.

The Online registration process for the MBA programme shall commence on 17-May-2022.

To complete your registration process, you are expected to follow the given steps –

**Step-I:**Click on [**https://maitri.bmu.edu.in**](https://maitri.bmu.edu.in/) and log in to your account using the credentials previously communicated to you in the 'BML Munjal University: Hostel Registration" email. (*Please use the new password in case you performed a reset as per previous instructions).*

**Step-II:** Access the payment gateway and make payment to clear dues.

**Step-III:** Profile Update by the candidate by selecting the ***'click here to update student profile'***option.

Fill up the registration form and the following documents & undertaking should be uploaded on Maitri by the candidates of the MBA 2022 batch on or before May 30, 2022. The details are as follows:

**Registration, Educational Qualification & Other Mandatory Documents:**

1)      Admission From

2)      Seat Allotment letter/Provisional Admission Letter/Scholarship Letter

3)      Entrance Examination Score Card (As applicable)

4)      Recent colored passport size photograph

5)      Proof of Fee Payment

6)      Proof of Domicile (candidate) -if Haryana domicile is applicable

7)      Class 10th Mark Sheet & Certificate (in case of improvement both the mark sheets (Old and new should be submitted)

8)      Class 12th Mark Sheet & Certificate (in case of improvement both the mark sheets (Old and new should be submitted)

9)      Graduation Mark Sheets, Degree/Provisional Certificate

10)  Character Certificate

11)  Migration Certificate/Transfer Certificate

12)  AADHAR Card

13)  In the case of Foreign Students, photocopy of Passport, Visa, and FRRO Registration letter

14)  Income Certificate of the parents

**Undertakings & Certifications:**

a) Affidavit (In case Migration/Transfer Certificate/Other eligible documents are not available at the time of registration)- ***Annexure- 1***

b) Medical Certificate (From Regular Medical Practitioner/MBBS & Equivalent)- ***Annexure- 2***

c) Address Proof- for permanent & mailing address (Aadhar Card/Driving License/ Passport/Voter ID, etc.)

d) Scholarship Undertaking -Terms & Conditions (If applicable)- ***Annexure- 3***

e) Gap Year Certificate (If applicable) – ***Annexure- 4***

f) Undertaking by Student & Parent- ***Annexure- 5***

g) Indemnity Bond by Parents- ***Annexure- 6***

h) Acknowledgement of Students Rights & Responsibilities- ***Annexure- 7***

i) Student Code of Conduct & Learning Contract- ***Annexure- 8***

j) Waiver of Liability for Use of Sports and Gym Facilities-***Annexure- 9***

k) Undertaking by the student (If the candidate has some backlogs/repeat examinations)-***Annexure- 10***

l) Undertaking by Postgraduate Students (Regarding Hostel Rules)- ***Annexure- 11***

m) Anti-Ragging Undertaking by Student- ***Annexure- 12***

(Fill online anti-ragging affidavit also on [http://www.antiragging.in/site/affidavits\_ registration.aspx](http://www.antiragging.in/site/affidavits_%20registration.aspx))-& mention the UGC-UID no of the anti-ragging affidavit in the annexure-5, annexure-12 & 13)

n) Anti-Ragging Undertaking by Parents/Guardian - ***Annexure- 13***

o) Undertaking by Student on Sexual Harassment (Prevention, Prohibition and Redressal)- ***Annexure-14***

p) Undertaking by Parents/Guardian on Sexual Harassment (Prevention, Prohibition, and Redressal)- ***Annexure-15***

**Step-IV:**Programme Registration by the candidate by selecting the ***'click here for Programme Registration***' option:

a)  Select the programme name & session

b)  Select the Module/Semester

**Step-V:** Verification of the uploaded details & necessary annexures by the Registrar's Office. (*Document Verification and Individual timeslots for registration shall be informed to you shortly).*

**Step-VI:** Registration no & Enrollment will be issued to you if all the uploaded credentials are found to be genuine, and authentic & as per admission criteria, during the verification by the Registrar's Office.

**Step-VII:**In case of non-submission of relevant mandatory documents/any issue, you will be halted at Step-V. Related information is to be shared with the concerned authority in this case.

**Step-VIII:** After programme registration, the university`s email id & id card will be issued to you by the IT division.

**Note:**All the duly filled & signed testimonials as well as undertakings must be submitted to the Registrar's Office at the university. You will find the list of documents and other useful information on the [***New Student Information Page***](https://www.bml.edu.in/new-student-information/) on BMU website.

To help you complete the above-mentioned steps on the online registration process a webinar on the online registration process steps has been arranged for you on **21-June-2021 at 12:00 PM**.

To register for this webinar please click on [***Webinar Registration Link*.**](https://zoom.us/webinar/register/WN_RiMiDRS0RLGqcWq7pvhIUw) Our team is here to assist you through every step of the registration process.

In case of any queries, we are reachable at [***mba.admissions2022@bmu.edu.in***](mailto:mba.admissions2022@bmu.edu.in). Alternatively, you may connect **Ms. Sandhya Pathak at +919817647954 / Mr. Ankur Panchal at +918826291506**

***Note -*** It is mandatory for all students to have a laptop. The minimum configuration for laptops is recommended to be:

CPU Intel Core i5, RAM 4 GB and above DD 500 GB, Screen 14”, Brand – any with an operating system of OS Windows 10 Pro. If possible, Inter Core i7 and 500 GB SSD is preferred.