

## **Instructions for Documents Verification and Counselling for MBA Admission -2024**

Candidates who have filled-in registration form for MBA Programme shall have to compulsorily attend the Verification of Documents and Counselling at any of the given centres on the undermentioned dates for seeking admission.

### **1. Dates for Documents Verification:**

For the applicant who have register through Registration Forms, document verification and counselling will be organized from:

**Slot- 1: From 4th September to 10th September, 2024. (For those who have filled-in Registration Form till 31<sup>st</sup> August, 2024)**

(Reporting Time: 11:00 am to 03:00pm)

**Slot- 2: From 18<sup>th</sup> September to 24<sup>th</sup> September, 2024. (For the applicant who have filled -in Registration Form from 1<sup>st</sup> September to 15<sup>th</sup> September, 2024 and for those who have filled-in Registration Form till 31<sup>st</sup> August, 2024 and were unable to come for verification in the First Slot)**

(Reporting Time: 11:00 am to 03:00pm)

### **Centres for Documents Verification:**

- I. Haldwani: UOU Model Study Centre for Haldwani (16000)  
Contact Persons (Coordinators)- Dr. Vishal Sharma  
Mr. Somesh Pathak -8630128544  
Charu Chand Joshi-9639740154  
Mr. Yogesh Gururani- 9634490205  
Mr. Vinay Rawat – 9411888913
  - II. Dehradun: UOU Campus, Dehradun UCF Sadan, Vishnu Vihar, Deepnagar Road,  
Near Prasar Bharti Kendra, Ajabpurkalan, Dehradun-248001, Uttarakhand. Phone:  
0135-2666794  
Contact persons: Dr. Subash Ramola  
Mr. Brij Mohan Khati-9917712391, 9412974943
2. Candidates who have filled-in registration form for MBA Programme must bring with them;
1. Completely filled-in Admission Form.
  2. Self-attested copies of required testimonials:
    - A. Marks sheet and Certificate of Class X.
    - B. Marks sheet and Certificate of Class XII.
    - C. Marks sheet and Certificate of Graduation.
    - D. Marks sheet and Certificate of post-graduation (if claimed).

- E. Experience Certificate (if claimed).
- F. Category Certificate (if claimed).
- G. Valid Identity Proof
- H. Aadhar Card
- I. ABC I.D. Card
- J. DEB I.D. Card
- K. Affidavit (if required)

3. Originals of the above-mentioned testimonials (only for verification).
4. After the verification process is completed, a slip will be issued to the applicant by the concerned authority. The admission shall be complete only after completion of the entire process and payment of fees. Other rules and regulations of UOU, regarding admission shall be applicable as and where required.
5. Candidates are compulsorily required to bring Aadhar Card for the verification. Further, after the verification of documents, candidates who are found eligible for admission to the MBA Program are required to create an ABC ID and DEB ID for the purpose of seeking admissions. For creating ABC and DEB ID, eligible candidates should have the following:
  - a) **Aadhar Card**
  - b) **Access to their email address**
  - c) **Access to their registered phone number**
  - d) **Applicants are instructed to visit <https://uou.ac.in/abc> for ABC Id creation and <https://deb.ugc.ac.in/StudentDEBId> for DEB id creation before coming for Document Verification and Counselling.**
6. Counselling and documents verification fee shall be Rs. 500. The **Counselling and Document Verification Fee** of Rs 500 must be paid separately at the time of seeking admission. This fee can be paid through a QR code or through UOU Accounts Section using swipe Machine (at headquarters only) or Bank Challan.
7. **Learners can fill-in the admission form from 11<sup>th</sup> September 2024 to 26<sup>th</sup> September 2024 after completing document verification and counselling. The admission form will be available at <https://online.uou.ac.in/eop/ApplicationTermConditionEOP.aspx>, but please note that the link will be active starting from 11th September only. Please note that admission will only be confirmed once both the admission form is submitted and the admission fee is paid. Completing only document verification and counselling does not ensure admission. It is essential for learners to complete all the required steps to secure their admission.**

8. **The candidate needs to fill the admission form online in order to ensure his/her candidature. However, a soft copy of the admission form (which is to be filled online) is also provided along with guidelines. Applicants should bring a filled hard copy of the admission form to avoid any issues while entering details online.**

So, learner needs to come prepared accordingly.

**Do refer the University's Website for further details. For any query, you can write to [som@uou.ac.in](mailto:som@uou.ac.in).**

Documents Verification for MBA Admission is from 4 Sep to 10 Sep 2024 (Ist Round). Please visit University's website <https://www.uou.ac.in/announcement/2024/09/4383> for details.