POST GRADUATE DIPLOMA IN GLOBAL BUSINESS OPERATIONS
(PGDGBO SRCC)

SHRI RAM COLLEGE OF COMMERCE

STEP-BY-STEP INSTRUCTIONS TOWARDS ADMISSION PROCESS TO CANDIDATES SELECTED FOR BATCH 2026-28

Selected Candidates must carefully read the below instructions and follow them to ensure smooth compliance of admission formalities.

PART A
ADMISSION FORM AND DOCUMENTS RELATED COMPLIANCES

1. Kindly take a printout of the Admission Form sent along with your email of selection. The Admission Form clearly mentions the requisite documents/certificates required.

2. Read the form carefully and fill it in your own handwriting in **black ink** only.

IMPORTANT

   a. No part of the form must be left blank.
   b. In cases where the information requested is not applicable to you, please fill **"N.A."**.
   c. In cases where there is no information towards a particular column, please fill **"Nil"**.

3. Scan the **completely filled** Admission Form (***in PDF Format only***) along with the scanned documents/certificates mentioned in the Form and email it to admissions.gbo@srcc.du.ac.in only. Admission Form/Documents/Certificates sent to any other email ID will not be considered.

4. The Admission Form has to be sent as one PDF file and the other documents/certificates have to be as a separate **single consolidated PDF file** in the exact sequence of arrangement as given in the application form. Both PDF Files must be sent in a **single email** only whose subject line must be as below:

   Third List_Roll No._ Name _Category

   For example: Third__3012345_Mohan Lal_ General
   or Third_3087654_Ratan Kumar_ OBC

VERY IMPORTANT DOS' AND DON'TS

- The Name of the Candidate, Father and Mother as written in the Admission Form **should** match the spellings of the name as mentioned in all Certificates attached with the Admission Form. *For example*, if the Class XII Marksheet mentions father's name as R.C. Khaitan, please write the same in the Admission form as R.C. Khaitan. Do not write Ratan Chand Khaitan or Ratan Chand or R. Chand in the Admission Form.
- Images (JPEG/PNG/SVG etc.) are **not allowed**. Files must be in PDF Format only.
- The scanned copies should be clear, legible and must not be password protected.
- The Admission Form must be one separate PDF File and the required documents/certificates would be another separate PDF File. Documents/Certificate must be arranged in the separate PDF file in the order mentioned in the Admission Form.
- In case you do not have a Migration/Character certificate, or your EWS/ OBC certificate is not issued on or after 31st March, 2026, then write an application stating your same and upload it with your application form. Mention therein that you will submit it as soon as possible.

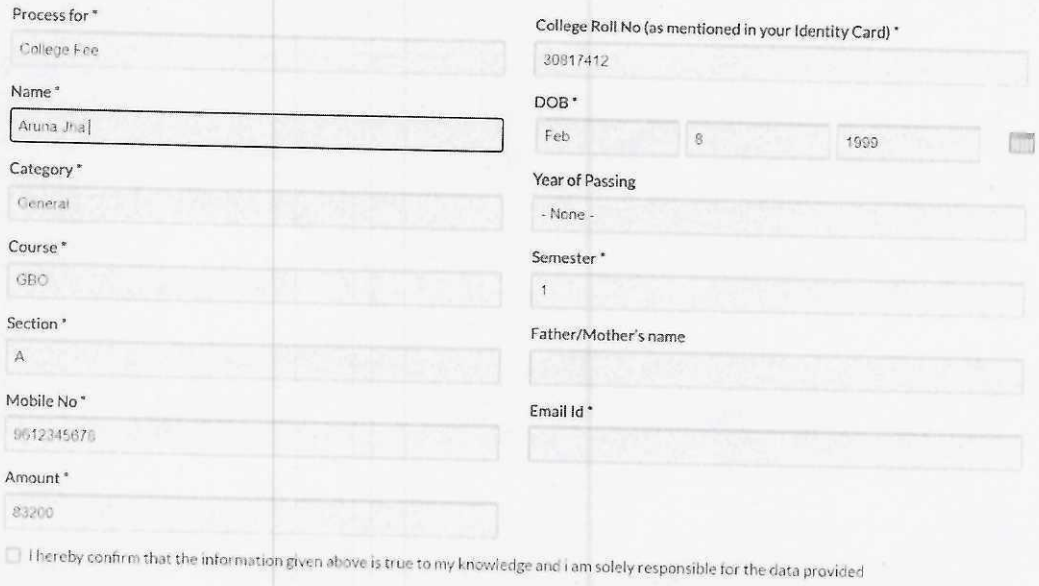
PART B
FEES RELATED COMPLIANCES

5. You will receive an email to submit Fees of **Rupees Eighty Three Thousand Two Hundred (INR 83,200/-)** towards Semester I.

6. Post receipt of the email, the following is to be done:
   a. Go to the College Website https://www.srcc.edu/ and click "**Online Payments**".
   b. Select the Process for as "**College Fee**"
   c. Fill the **Entrance Exam Roll no.** in the input field of the **College Roll No**.
   d. Fill your Name and Date of Birth
   e. Select **GBO** in the Course and Semester 1.
   f. Choose
   g. "**A**" in the Section field.
   h. **Choose applicable category. Candidates belonging to CW/DU ward quota/ Orphan Category** have to choose "General Category" in drop down panel for Category.
   i. Candidate belonging to OBC/ EWS/ Any other reserved category who have qualified as "UR" Category candidates in Merit List, have to choose "General" as their Category while making fee payment.

j. Use Entrance Roll No. in College Roll No. Column.

k. The below screengrab is an example:


Process for *
College Fee
Name *
Aruna Jha|
Category *
General
Course *
GBO
Section *
A
Mobile No *
9612345678
Amount *
83200
College Roll No (as mentioned in your Identity Card) *
30817412
DOB *
Feb 8 1999
Year of Passing
- None -
Semester *
1
Father/Mother's name
Email Id *
I hereby confirm that the information given above is true to my knowledge and i am solely responsible for the data provided

l. On completing the form, click the confirmation check box and click on **Submit** button.

m. Please verify the details and proceed to payment.

7. Post payment, kindly email the scanned copy of the fees receipt at admissions.gbo@srcc.du.ac.in **only** with the below subject line mentioning the Transaction Reference Number:

Subject: Third List_Roll No._ Name _Category_ Reference Number

IMPORTANT

Candidate selected must complete the above steps of the online admission process between the Six-days period from **Friday , June 19th , 2026** to **Wednesday, June 24th , 2026.**

- The last date for receipt of the Admission Form is **Wednesday , June 24th , 2026, 2:00 PM.**
- The last date for payment of fees **is Thursday June , 25th , 2026, 5:00 PM.**

Incomplete Admission Forms, Admission Forms without the required documents or non-illegible non-comprehensible Admission Forms may be rejected summarily.