

**Faculty of Management Studies**  
**Dr. B. C. Roy Engineering College, Durgapur**

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**GUIDING YOU THROUGH THE APPLICATION PROCESS**

One should be very careful while filling the application form. Remember, the information provided by you on the form speaks about your merit and is an evidence of your credibility. These forms are assessed in detail before you are shortlisted for our final selection round. So make sure you do not miss out on any relevant information.

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**Creating the Right Mix**

FMS welcomes candidates from various cultural backgrounds. When people with diverse ideas and qualities converge, their creative energies are kindled. Professional experience is considered as an added qualification at FMS. Students challenging conventional wisdom in the classrooms are appreciated. People, who work as a team and are in the quest of the unexplored, walk an extra mile towards success. Ambition, determination and the urge to develop and grow are the prerequisites of a successful manager.

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**Essential Prerequisites for Admission**

1. Three year undergraduate degree from any recognised University in any discipline.
2. A good entry test score (MAT /JEMAT scores are accepted).  
However CAT / CMAT candidates can also apply subject to the decision taken by the university time to time.

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**The Critical Steps to the Final Selection**

**Step 1: Filling the form**

Complete the FMS application form attached to the prospectus. You may also download the application form directly from our website ([www.bcrec.ac.in](http://www.bcrec.ac.in)). While filling up the form please read the instructions carefully. Through this form you are promoting yourself, so give every detail about yourself including your professional experience, if any.

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**Step 2: Returning Your Application Form**

Return your completed application form along with the following enclosures:

1. 3 Stamp sized and 7 passport sized colour photographs in a mini envelope. Your name should be written at the back of each photograph.
2. Testimonials regarding date of birth and educational achievements.
3. Evidence of your professional experience, if any.
4. Copies of your entry test score card (We welcome candidates with a high test score in MAT /JEMAT).
5. Demand Draft drawn in favour of "Dr. B.C Roy Engineering College, Durgapur", payable at Durgapur.

You may submit the completed application form along with the supporting documents personally at our office or send it to our corporate office at the following address:

Mr. Rajesh Chatterjee, Jr. Executive  
Management House, Dr. B.C Roy Engineering College,  
Jemua Road, Fuljhore. Durgapur-713206  
E-mail: [info@bcrec.ac.in](mailto:info@bcrec.ac.in)

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**Step 3: Processing Your Application**

After the receipt of your application, our admissions office feeds the data into the system. On the basis of the information provided by you, we either:

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1. Offer you a call letter to appear for our Group Discussion and Personal Interview rounds on a chosen date.
  2. Contact you for further information if your application form is incomplete (it is difficult to take any decision if we do not have all the details). In such cases the information should be provided to us as soon as possible.
  3. Reject your application in case it does not fulfill our minimum standards.

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**Step 4: Final Offer**

If you successfully qualify our Group Discussion and Personal Interview rounds you will be offered a seat in our MBA program. Selected candidates will then have to get admitted within the stipulated time mentioned on the offer letter by fulfilling the necessary formalities, failing which our offer may stand cancelled. Should you have any queries at any stage of the application process, feel free to contact us with your application number.

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