



FORM NO. :

**MAHATMA GANDHI MISSION'S  
INSTITUTE OF MANAGEMENT STUDIES & RESEARCH**

M.G.M. Educational Campus, Sector - 18, Kamothe, Navi Mumbai - 410 209.

**ADMISSION FORM FOR THE ACADEMIC YEAR 20\_\_ -20\_\_**

**MMS Batch (20\_\_ - 20\_\_)**

**Shift :- 1<sup>st</sup> / 2<sup>nd</sup>**

Recently  
Passport Size  
Colour  
Photograph

<b>Type of Admission :-</b>	Cap Round	Admitted Against Cap	Institute Quota
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**1) Student Details :-**

a) Surname :-

Name :-

Middle Name :-

**b) Entrance Exam Details :-**

CMAT	Registration Number	Date of Exam	Number Score	Merit No
Other Exam	Registration Number	Date of Exam	Number Score	Merit No

c) Seat Type :- \_\_\_\_\_ Admission Round :- \_\_\_\_\_

d) Date of Birth :- \_\_\_\_\_ e) Gender : Male / Female

f) Nationality :- \_\_\_\_\_ g) Domicile :- \_\_\_\_\_

h) Category :- \_\_\_\_\_ i) Caste & Sub-Caste :- \_\_\_\_\_

j) Religion :- \_\_\_\_\_ k) Blood Group :- \_\_\_\_\_

l) Aadhar Card No.: \_\_\_\_\_

<b>Category :-</b>	SC	ST	NT-1	NT-2	NT-3	SBC	OBC
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(Applicable for Maharashtra State Candidate only)

m) Graduation :- \_\_\_\_\_ n) Percentage : \_\_\_\_\_

o) University :- \_\_\_\_\_ p) Are you from Non Creamy layer : Yes / No

q) Have you attached copy of Caste & Caste Validity Certificate :- Yes / No

r) Is your father Domiciled in Maharashtra State :- Yes / No

s) Communication Address :- \_\_\_\_\_

State : \_\_\_\_\_ PIN : \_\_\_\_\_ Mobile No.:- \_\_\_\_\_ / \_\_\_\_\_

e-Mail ID :- \_\_\_\_\_

t) Permanent Address :- \_\_\_\_\_

State : \_\_\_\_\_ PIN : \_\_\_\_\_ Telephone No.:- \_\_\_\_\_

Mobile No.:- \_\_\_\_\_ / \_\_\_\_\_

**2) Details of Father:**

- a) Full Name : \_\_\_\_\_  
b) Designation / Occupation : \_\_\_\_\_  
c) Name of Organisation : \_\_\_\_\_  
d) Office Address :- \_\_\_\_\_  
e) Telephone No (Off.) :- \_\_\_\_\_ Resi :- \_\_\_\_\_  
f) e-mail ID :- \_\_\_\_\_  
g) Mobile No. :- \_\_\_\_\_ Fax No. :- \_\_\_\_\_

Recently  
Passport Size  
Colour  
Photograph  
of father

**3) Details of Mother:**

- a) Full Name : \_\_\_\_\_  
b) Designation / Occupation : \_\_\_\_\_  
c) Name of Organisation : \_\_\_\_\_  
d) Office Address :- \_\_\_\_\_  
e) Telephone No (Off.) :- \_\_\_\_\_ Resi :- \_\_\_\_\_  
f) e-mail ID :- \_\_\_\_\_  
g) Mobile No. :- \_\_\_\_\_ Fax No. :- \_\_\_\_\_

Recently  
Passport Size  
Colour  
Photograph  
of mother

**4) Details of Local guardian if different from parents:**

- Relation with Student :-** \_\_\_\_\_  
a) Full Name : \_\_\_\_\_  
b) Designation / Occupation : \_\_\_\_\_  
c) Name of Organisation : \_\_\_\_\_  
d) Office Address :- \_\_\_\_\_  
e) Residential Address :- \_\_\_\_\_  
f) Telephone No (Off.) :- \_\_\_\_\_ Resi :- \_\_\_\_\_  
g) e-mail ID :- \_\_\_\_\_  
h) Mobile No. :- \_\_\_\_\_ Fax No. :- \_\_\_\_\_

Recently  
Passport Size  
Colour  
Photograph  
of guardian

**5) Intended Area of Specialisation :-**

- Finance                       Human Resource                       Information Technology   
Marketing                       Operations

**6) Educational Qualification :-** \_\_\_\_\_

Sr. No.	Educational Qualification	Year of Passing	Institute / University	Out of Marks	Marks obtained	% Percentage
1	S.S.C					
2	H.S.C. / Diploma					
3	U.G. :- _____					
4	P.G. :- _____					
5	Other :- _____					

**7) Work Experience starting from the latest :-**

Sr. No.	Employers Name & Address	Designation	Period of Employment		Total Experience
			From	To	

**8) Declaration to be signed by the student & to be endorsed by the Father/Mother or Guardian**

I Mr./Miss. .... hereby declare that I am seeking admission in first year MMS course in MGM's Institute of Management Studies & Research on my own.

- 1) I have read all the rules & regulation of admission for the year 20\_\_ -20 \_\_ & undertake to abide the same.
- 2) I have not been debarred form appearing of any examination held by Govt./University or any statutory body in India.
- 3) I hereby agree to conform to any rules, acts & laws enforced by Govt./ University/ Institute & I hereby undertake that so long as I remain student of the Institute I will do nothing either inside or outside the Institute which may result in disciplinary action against me under the rules, acts & laws.
- 4) I fully understand that the Director of MGM's Institute of Management Studies & Research will have full authority to expel me from the Institute for any infringement of the rules of conduct & discipline. Prescribed by the Institute & / or any University as per the section 95 chapter 11 of Maharashtra University Act. 1994 & / or also the Maharashtra Prevention of Malpractice of University or other specifies exam act. 1982.
- 5) I am aware that there is likely to be a change in fee structure & I undertake to pay fee, whomsoever approved by the Shikshan Shulka Samiti (M.S.).
- 6) I shall not ask for the transfer from this Institute to any other Institute.
- 7) I am aware that, I will not be allowed to appear for examination if I do not attend minimum 75% classes in theory, seminars, guest lecturers & industrial visit.
- 8) I also know that, I will not be allowed to appear for the examination if, I fail to submit satisfactorily all the assignments, project reports, case studies, presentations & reports as specified by the norms of University within stipulated time.

- 9) I am aware that if I indulge in Anti-National activities contrary to the provisos of acts & laws enforced by the Govt. & any such activity contrary to rules & disciplinary norms as stated above may result in disciplinary action without prior notice from Director & that I may expelled from the Institute due to the same.
- 10) I know that according to Maharashtra Prohibition of Raging Act. 1999, ragging of any kind physical or mental within or outside the campus is strictly prohibited by law. A student format proved accused in the same will be debarred from the course & shall not be admitted in any educational Institute for a period of 5 years from the date of his dismissal. The convicted student may be punished with imprisonment for the term up to 2 years / or penalty which may extend up to 10,000 rupees.
- 11) I am aware that if I do not submit the Scholarship / Freeship / E.B.C. / Minority Scholarship form & also related documents within stipulated time, then I have to pay the full fee immediately.
- 12) I also understand that if Scholarship / Freeship / E.B.C. / Minority Scholarship application cannot be process or will be rejected by concerned scholarship department in absence of the required documents, I will have to pay the full fee immediately.
- 13) I am aware that it is my responsibility to see the notice boards of the institute for any information relating to lectures, examinations & other institute programmes relevant to students.
- 14) I undertake to keep myself away from the following one or more acts which constitute to misconduct and / or indiscipline.
  - a) Causing damages to the property belongings to the Institute or destroying or tampering with any official record or documents.
  - b) Taking recourse to the press or giving matter for publication on behalf of the Institute without specific permission of the Competent Authority.
  - c) Any other act not specifically mentioned here in as would in the circumstance of the case be considered by the Competent Authority as an act of misconduct and / or indiscipline.
- 15) The information given by me in application the is true to the best of my knowledge & belief.
- 16) I undertake to state that if I fail to submit a Caste, Caste Validity & Non Creamy Layer Certificate within stipulated time from the date of Admission, my Admission will stand cancelled without any refund of fees. (Applicable to Backward Class Student Only)

**I have read the undertaking signed it & I agree with it.**

Place : Kamothe, Navi Mumbai

Date :

**Sign. of the Parent**

Name :- \_\_\_\_\_

**Sign. of the Student**

Name :- \_\_\_\_\_

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**\* Declaration to be signed by the Parent / Guardian :**

I \_\_\_\_\_ declare that the particulars furnished by my son/daughter/ward in this application form are correct to the best of my knowledge. I undertake and bind myself to pay on behalf of my son/daughter/ward such fees, charges, etc., as approved by the Shikshan Shulka Samiti or any other authority appointed by the Govt. of Maharashtra or/and University of Mumbai may levy from time to time by due date and in the event of the failure on my part and/or on the part of my son/daughter/ward, the Director of the Institute may take such action against my son/daughter/ward as he/she may deem fit. I have carefully read and understood the rules & regulations I assure you that my ward will positively obey all the rules.

Place : Kamothe, Navi Mumbai

**Sign. of the Parent**

Date :

Name :- \_\_\_\_\_

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**UNDERTAKING FROM RESERVE CATEGORY STUDENTS  
For Social Welfare Scholarship/ Freeship/EBC Scholarship/Minority Scholarship**

**A) Undertaking from Reserve Category Students applying for Scholarship / Freeship**

I the undersigned Shri/Smt/Kum. \_\_\_\_\_ student of M.G.M's, Institute of Management Studies & Research for **First Year MMS** Course during the academic year 20 - hereby declare that, I belong to SC /ST /DT /NT /SBC / OBC /EBC Scholarship / Minority Scholarship Category and I am willing to apply for Government Scholarship/Free-ship. I further declare that my annual family income during the financial year 20 -20 is Rs. \_\_\_\_\_ from all income sources. In case if my scholarship/free-ship application form is not accepted and sanctioned by the Govt. authorities then I am ready to pay entire fees prescribed for the course within stipulated time.

Place : Kamothe, Navi Mumbai

Date :

**Sign. of the Parent**

**Sign. of the Student**

Name :- \_\_\_\_\_

Name :- \_\_\_\_\_

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**B) Undertaking only for Students not applying to Govt. Freeship / Scholarship**

I the under signed Shri/Smt/Kum. \_\_\_\_\_  
student of M.G.M's, Institute of Management Studies & Research for **First Year MMS** Course  
during the academic year 2011-12, hereby declare that, I belong to SC /ST /DT /NT /SBC  
/OBC /EBC Scholarship / Minority Scholarship Category and **I am not willing to apply for  
Government Scholarship/Freeship.** I further declare that **I am ready to pay fees prescribed for the  
course willingly and I will not claim Govt. Scholarship / Freeship at any time during or after the  
course.**

Place : Kamothe, Navi Mumbai

Date :

**Sign. of the Parent**

Name :- \_\_\_\_\_

**Sign. of the Student**

Name :- \_\_\_\_\_

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**DETAILS OF DOCUMENTS REQUIRED AT THE TIME OF ADMISSION**

Kindly attach Original certificates along with the 6 set of attested Xerox copies. The documents are to be attached in the following order.

1. Score Card – CMAT, MAT/XAT/ATMA etc.
2. Allotment Letter (CAP)
3. ARC Receipt – cum – Acknowledgement
4. SSC Mark sheet & Passing Certificate
5. HSC Mark sheet & Passing Certificate
6. Graduation Statement of marks for all years / Semester
7. Graduation Convocation / Passing / Provisional Passing Certificate of Passing issued by the Respective University
8. Leaving Certificate / Transfer certificate from Last Attended College
9. Certificate of Indian Nationality, Domicile certificate in the name of candidate.
10. Caste / Tribe Certificate
11. Caste/Tribe Validity Certificate
12. Non -Creamy Layer Certificate (applicable for NT / VJ/ DT / SBC / OBC)
13. Migration Certificate from Last University (applicable to other than Mumbai University)
14. Gap Certificate (If applicable) on Rs.100/- Stamp paper
15. Undertaking for Caste Validity (DTE prescribed format)
16. Undertaking for Nationality / Domicile (DTE prescribed format)
17. District change certificate
18. Income Certificate from Competent Authority / Form 16
19. Birth Certificate / Age(Domicile)Cert / School Leaving Cert
20. Address Proof – Ration Card, Telephone Bill / Electricity Bill / Agreement / Rent Receipt
21. 6 Photographs

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