

2) Father's Information :

- A) Full Name : _____
B) Father's Designation or Occupation : _____
C) Name of organization : _____
D) Office Address : _____
E) Telephone (Off.): _____ Mobile : _____
F) E-mail ID : _____

Recent Passport
Size Colour
Photograph

3) Mother's Information :

- A) Full Name : - _____
B) Mother's Designation or Occupation : _____
C) Name of organization : _____
D) Office Address : _____
E) Telephone (Off.): _____ Mobile : _____
F) E-mail ID : _____

Recent Passport
Size Colour
Photograph

4) Details of local guardian if different from natural parents :

* Relationship with Student : _____

- A) Full Name : - _____
B) Guardian Designation or Occupation : _____
C) Name of organization : _____
D) Office Address : _____
E) Telephone (Off.) : _____ Mobile : _____
F) E-mail ID : _____

Recent Passport
Size Colour
Photograph

5) Intended Area of Specialisation :

- Finance Human Resource Information Technology
Marketing Operations

6) Educational Qualifications : _____

Sr. No.	Educational Qualification	Year of Passing	Institute/ University	Total Marks	Marks Obtained	Percentage / Grade
1.	S.S.C./ Equivalent					
2.	H.S.C./Diploma/Equivalent					
3.	U.G.: _____					
4.	P.G.: _____					
5.	Other : _____					

continued ... 3/-

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 & regulations of admission for the year 20__ - 20__ & undertake to abide by the same.
- 2) I have not been debarred from appearing for 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 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 at University, Board and other specified Examinations Act 1982.
- 5) I am aware that there is likely to be a change in fee structure & I undertake to pay fee, as approved by the Fees Regulating Authority (FRA), Maharashtra State.
- 6) I shall not ask for 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 and guest lectures.
- 8) I also know that, I will not be allowed to appear for the examination if, I fail to complete all the assignments, project reports, case studies and presentations specified by the norms of University within stipulated time.
- 9) I am aware that if I indulge in Anti-National activities contrary to the provisions 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 for the same.
- 10) I know that according to Maharashtra Prohibition of Ragging Act. 1999, ragging of any kind physical or mental within or outside the campus is strictly prohibited by law. A student guilty proved 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, convicted student may be punished with imprisonment for the term up to 2 years / or penalty which may be extend up to Rs.10,000.

Anti Ragging Undertaking Reference No. _____

continued ... 4/-

- 11) I am aware that if I will not submit the Scholarship / Freeship / E.B.C. / Minority Scholarship form & also related documents within stipulated time, I am liable to pay entire fee.
- 12) 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 me.
- 13) 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 and belongings of 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.
- 14) The information given by me in application is true to the best of my knowledge & belief.
- 15) I undertake to state that if I fail to submit a Caste/Tribe, Caste/Tribe Validity & Non-Creamy Layer Certificate within stipulated time from the dated Admission, my Admission will stand cancelled without any refund of fees. **(Applicable to Backward Class Student Only)**

I have read the undertaking signed by my word & I agree with it.

Place : Kamothe, Navi Mumbai.

Date : / /20

Parent Signature

Student Signature

Name : _____

Name : _____

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

I _____ declare that 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., approved by the Fees Regulating Authority (FRA) 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 be deem fit. I have carefully read and understood the rules & regulations and I assure you that my ward will positively obey all the rules.

Place : Kamothe, Navi Mumbai.

Parent Signature

Date : / /20

Name : _____

UNDERTAKING FROM RESERVED CATEGORY STUDENTS

For Social Welfare Scholarship/Freeship/EBC Scholarship/Minority Scholarship

➤ **Undertaking from Reserved 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__ - 20__ hereby declare that, I belong to SC / ST / DT / NT / VJ / SBC / OBC / EBC Scholarship / Minority Scholarship Category and I am willing to apply for Government Scholarship / Freeship. I further declare that my family annual income during the financial year 20__ -20__ is Rs. _____ from all income sources. I assure you that I shall submit all the required documents for Scholarship/Freeship/EBC Scholarship / Minority Scholarship as displayed on the Notice Board of the college from time to time. If I do not submit the application form within the prescribed time, I will be responsible for my Scholarship/Freeship/EBC Scholarship / Minority Scholarship getting cancelled.

VERY IMPORTANT NOTE PLEASE READ CAREFULLY

- **If the Govt of Maharashtra social welfare / scholarship department credits any amount towards tuition fees / development fee to my (Student) account, I hereby undertake to transfer the same to institute A/C (as applicable) within 7days or the time limit specified in the govt notification if I fail to do so, I understand that I will be responsible for any fine/ legal action taken against me by the authorities.**
- **In case if my Scholarship/ Freeship Application Form is not Submitted / Accepted & Sanctioned by the Govt. Authorities then I am ready to pay entire fee (OPEN CATEGORY FEE) prescribed for the course within stipulated time.**
- **In this connection college will not be responsible for my fee concession.**

Place : Kamothe, Navi Mumbai.

Date : / /20

Student Signature

Name : _____

I understand and accept all the above mentioned rules and regulations.

Parent Signature

Name : _____

continued ... 6/-

**DETAILS OF ORIGINAL DOCUMENTS TO BE SUBMITTED ALONGWITH 4 / 5 SETS OF XEROX COPIES
IN FOLLOWING ORDER**

Sr. No.	Name of the Documents	
1	FC Verification Report / ARC Confirmation Report	
2	CAP Allotment Letter	
3	CET / CAT/ MAT/ATMA Score Card	
4	S.S.C./Equivalent Marks Sheet	
5	H.S.C./Diploma/ Equivalent Marks Sheet	
6	Graduation Marksheet : (if applicable in Sem wise)	1 st Year Sem - I
		1 st Year Sem - II
		2 nd Year Sem - III
		2 nd Year Sem - IV
		3 rd Year Sem - V
		3 rd Year Sem - VI
		4 th Year Sem - VII
4 th Year Sem - VIII		
7	Passing / Provisional Passing Certificate of Qualifying Examination	
8	Leaving / Transfer Certificate from the last attended Institute	
9	Certificate of Nationality or Birth Certificate (Mention Indian Nationality)	
10	Domicile Certificate	
11	Caste /Tribe Certificate in prescribed format on Executive Magistrate/Sub Divisional Officer (If applicable)	
12	Caste / Tribe Validity Certificate issued by the Divisional Caste / Tribe Validity Scrutiny Committee (Maharashtra State)	
13	Non Creamy Layer Certificate valid for the current year (for NT-B1, NT-C, NT-D, VJ, DT, SBC, OBC) Students Only	
14	EWS Certificate / Income Certificate (TFWS) (If applicable)	
15	Migration Certificate (other than Mumbai University students)	
16	Gap Certificate (if applicable) on stamp paper Rs.100/- duly notarized	
17	Aadhar Card	
18	Address Proof	
19	Colour Passport size photograph (4)	
20	Parents Photo	

