

Joint Application Form

(To be given with prospectus)



Fill in all the columns. Write 'NOT' or 'NIL' if not applicable. Use capital letters.

Course Applied: BBA/BCA/B.COM (P)/MBA (Please circle)

Last Degree Obtained: 10+2 (CBSE/PB/ICSE/National Board of country/Others)/Graduation (Please circle)

Part A: Personal detail:

1. Name:

2. Date of Birth (dd/mm/yy):

3. Gender: Male Female

4. Father's Name:

5. Mother's Name:

6. Mailing Address:

7. Email Address:

8. Mobile Nos.:

Self:

Father's:

Mother's:

Landline:

(country code) (city code) (phone number)

9. If Admitted how would you commute to institute: (Tick applicable)
 Walking/ cycles/ two wheeler/ four wheeler/ institute bus.

If Bus: Boarding place:

Charges per month: Rs. _____
 (Payable for ten months in a year which would include commuting to examination centre)

Part B: Academic Detail:

10.

Examination passed	Passing year	Subjects	Marks%	Aggregate Percentage	School Name	Board

11. Any others qualification / vocational course completed: _____

Part C: Documents to be submitted at the time of application / admission

Photo copies (Xerox) only (self attested)

- a. Passport size photo: One
- b. Residence Proof
- c. Character Certificate
- d. Higher Secondary School Certificate
- e. Higher Secondary (X) Mark sheet
- f. Migration Certificate (if applicable)
- g. Senior Secondary School Certificate
- h. Senior Secondary (X+2) provisional mark sheet
- i. SC/ST/Backward class certificate, if any, (optional)
- j. Graduation degree, certificate mark sheets

The following original documents shall be sent to the University for Verification for enrolment registration and hence to be submitted in original to the admission controller Dr. Harpreet Kaur.

- a. Higher Secondary School Certificate
- b. Higher Secondary (X) Mark sheet
- c. Senior Secondary School Certificate
- d. Senior Secondary (X+2) provisional mark sheet
- e. Passport size photograph(six)
- f. Graduation degree, certificate mark sheets

Part D: Declaration and undertaking

I _____ seeking admission in BBA / BCA / B.COM (P) / MBA do hereby state all the above facts and details are true to my knowledge. I also undertake that all the original certificates referred above shall be submitted by me to the admission coordinator.

I also undertake and do hereby confirm that I shall pay my balance fee on or before the due dates of installments that if I fail to pay, the management may be levy fine and struck of my name from the roll.

I also undertake that I shall abide by all the rules / regulation, notices, office order of the institutes brought to my notice from time to time.

I also undertake that if any damage is caused by me to the institute property moveable or immovable, I shall reimburse the damage cost with in the time of demand.

Signature

Date

Place

Part E: For office use no column should be filled by the candidate.

1. Ms/Mr. _____ admitted to the BCA / BBA / B.COM(P) / MBA
2. Initial fees as stated in information book received vide CR/No. _____.
3. She/He use the institute bus and shall board form _____ and shall pay Rs. _____ per month and she/he has been explained that during academic calendar she/he has to pay for 10 months bus charges.
4. She/He has submitted Xerox copies/duly self attested of all the desired certificates which has been find to be in order.
5. She/He is a compartment case in (subject name) _____, _____ which she/he is hopeful to clear before the last date of university enrolment date for the course.

**Signature of faculty
admitting**

**Signature of admission
coordinator**

Signature of Dy. Director

Date

Date

Date

