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ADMISSION FORM

SP COLLEGE

Aff: Mohanlal Shukhadia University, Udaipur /Approved by Raj Govt.



Sarvadham Campus, Opp. Police Lines, Sirohi (Raj.)-307001

**For office use only**

Form No. University Enrollment No. Admission SR. No

**(Please fill up for in Block Letters) Applicant Name** (in English) **:**

**Applicant Name** (in Hindi) **:**

**Date of Birth : Blood Group:**

**Father’s Name : Mother’s Name : Correspondence Address :**

Affix

your Passport size latest photograph here with Signature

**Permanent Address :**

**Pin Code:**

**Pin Code:**

**Mobile No. of Student** : **Father’s Mobile No: Phone No.: E-Mail ID: Nationality : Medium:** English ( ) Hindi ( )

**Category:** General ( ) SC ( ) ST ( ) OBC ( ) PH ( ) Minority ( ) **Specify Caste**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S No.** | **Class** | **Name of Board** | **School Name** | **Year of**  **Passing** | **Main Subject**  **(Stream)** | **Marks Obtained (%)** |
| **1** | **10th** |  |  |  |  |  |
| **2** | **10+2th or equivalent** |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |

**Extra Curricular activities** in which the applicant is interested:

**Note: Please attach photocopies of all documents/certificates/mark-sheets as stated above duly self attested.**

**Courses Offered:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **B.C.A.** ( ) | | | | **B.B.M.** ( ) | | | |
| **B.SC.** ( ) | | **B.COM** ( ) | | | | **B.A.** ( ) | |
| **M.COM** | ABST ( ) | | EAFM ( ) | | | | Banking ( ) |
| **M.SC.** | PHYSICS ( ) | | CHEMISTRY ( ) | | | | MATHS ( ) |
| BIO. TECH. ( ) | | | | INFO. TECH. ( ) | | |
| **MBA** | FINANCE ( ) | | | | HR ( ) | | |
| MARKETING ( ) | | | | INFO. TECH. ( ) | | |
| **MCA** ( ) | | | | | | | |

**Placement Cell:**

Compulsory for the students of B.C.A, B.B.M , B.COM II Year and III Year, M.COM, M.SC., MBA, M.C.A. This cell will be organize special certificate course in the month of May and June of every year. This will help the students getting a job. The separate fee will be charge for this.

**Reference Name** :

**List of Enclosures:**

1. Mark Sheet of Class X Original + 3 Photocopies

2. Mark Sheet of Class XII Original + 3 Photocopies

3. Mark Sheet of Graduation (for PG) Original + 3 Photocopies

4. Transfer Certificate Original + 3 Photocopies

5. Migration Certificate (if applicable) Original + 3 Photocopies

6. Gap Certificate (if applicable) Original + 3 Photocopies

7. Passport Size Photographs 4 Colored Passport Size

8.

9.

Signature of Applicant

UNDERTAKING

“I hereby solemnly affirm and declare that the information provided by me in the admission form is correct and I have not concealed any relevant facts. I undertake to abide by all the rules and instructions of the University, State Govt. and the College. I am taking admission in the college provisionally at my own risk and responsibility subject to the confirmation of my admission by the University and the State Govt. If any stage, I am declared that if my admission in cancelled by the College/University State Govt. I will have no claim, whatsoever, in any court of law, against the College/University/State Govt.

Signature of Applicant

DECLARATION & UNDERTAKING BY PARENT/GUARDIAN

It is certified that the information given by me in this admission form is true and I will be solely responsible for his/her activities and will pay attention towards his/her progress. I will be responsible for the payment of his/her college fee and dues in the given time period failing which fine may be charged by the college. He/ She will fulfill the minimum attendances as required by the university rules which he/she will not have any right to appear in examination. I am aware of the law regarding ragging as a cognizable offence and shall abide by the punishment given out of my ward in case he/she is found guilty of ragging.

Signature of Parent/Guardian

**DECLARATION BY THE APPLICANT/PARENT/GUARDIAN**

I hereby declare that I will strictly abide the rule & regulations mentioned below, failing which my candidature shall stand or liable to be cancelled and I shall not legally be entitled to any of whatever fee paid by me to the college in near future.

1. I am seeking admission at my own risk and responsibility and I am submitting the proof of qualifying exam, which is required for admission to the above course failing which my candidate shall stand automatically cancelled and I will not make any claim in any court of law on this account.
2. I hereby declare that I will submit my all qualifying documents required by the college before filling up the university examination form or at the time of demanding the, college authority, otherwise my admission will automatically stand cancelled & fees paid to the college Stand forfeited. I will not claim for this.
3. I hereby declare that I will submit my fee or remaining fees and all other dues of the college otherwise the college administration would be free to take whatever actions or charges/fine, I will be responsible and personally liable.
4. 1 hereby declare that I assure you that I will regularly attend all the classes with sincerity and punctuality. I also assure that I will follow all the rules and regulations of college. In case of my negligence the college administration is free to cancellation my admission and forfeit deposited fees. I will not hold the college responsible for this.
5. I hereby declared that the information filled by me is found to be incorrect. Also, no complaints (FIR) have been lodged against me to the Police & that no criminal case is pending against me in any court of law of the Country.
6. I shall not demand any fee, deposited to the college; refunded back to me under whatsoever circumstances and I agree that, fees once paid is not refundable under any circumstances/conditions.
7. I shall come to college in college uniform with identity card, and attend minimum 75 percent of total theory and practical classes in an academic year to be eligible for appearing at the university and college examination.
8. I shall inform the college authority at least one week before in case of absenting myself from the classes.
9. I shall not cause any damage to the tangible as well as intangible assets of the college under whatsoever circumstances and if found guilty of doing this, I will pay the prescribed amount to the college.
10. I shall attend all the practical as well as theoretical examinations at the examination centre at my own cost.
11. I shall pay the requisite college and other fees regularly in time and shall not requires the college authority of any otherwise adjustment & I will produce No Dues certificate whenever required by the college. I will clear my all dues regarding college fees, library, & other matters before filling examination form, otherwise I will not be allowed to fill university examination admit card will be issued to me by college only when submit No Dues certificate, otherwise I myself will be responsible for debarring from university examinations.
12. I agree that if I am disqualified by the University later at any stage for eurolrnent/exarninabons, then admission given to me will automatically stand cancelled and will not hold the college responsible for this.
13. I shall appear at all the session examination/class tests/mid-term exams and other conditional exams conducted by the college and shall secure minimum 26% marks in all the papers, for being eligible to appear at college authorities shall have full right to debar from appearing in the university examination.
14. I have clearly read the information given in the college prospectus and I shall follow them.
15. I agree that college has all the legal rights to terminate my registration with the college for any sort of in disciplinary activities.
16. I also agree that the my ward/I will not use mobile phone at college premises, if it is found the college authority would be free to capture the mobile and also free to take whatever actions against with the student (me).
17. I shall strictly abide by all the rules and regulations instructed by the college authorities from time to time, I understand that rules are subject to change from time to time for academic and operational purpose and I shall be governed by latest rules & regulations in future.
18. I assure that was not involved in ragging earlier and I will not be involved directly or indirectly in any act of ragging in future. I am aware of the law regarding ragging and if found guilty of ragging. I will liable to be punished under the law. I know that for any incidence of ragging FIR will be filed with the local police authorities. I will not use mobile phone during college teaching hours nor I will be involved SMS, MMS traffics. I understand that if anything is found to be false in my statement I will be expelled from the college.
19. I during my stay in the college, I shall not take part in any subversive or in disciplinary activity and if found doing so, my admission is liable to be cancelled.
20. I agree that if, any time, the fee structure is revised/enhanced by the competent authority, the revised/enhanced amount would be deposited by me with the institute within ten days of such notification.
21. I am not interested to take part or contesting student union election. I will support student parliament constituted by college authority through merit or university examination Performance.
22. Right of the admission reserved to college management.
23. I agree that the college management decision in ail -matters Concerning my admission, studies, college attendance, discipline and conduct etc. will be final and banded by me.

Date:

Place:

Signature of Parent/Guardian

(in case of guardian) Signature of candidate

Name of Parent/Guardian Relation with the student (Read Carefully before signature)

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| **CH**  1. | **FOR OFFICE USE ONLY ECK LIST**  All the entries are correctly filled. : | Yes/No |
| 2. | Photograph is pasted and duly signed by the applicant. : | Yes/No |
| 3. | Signature done at all the places. : | Yes/No |
| 4. | 3-photographs are attached along with the admission form. : | Yes/No |
| 5. | Declaration signed by both the candidate and parent/guardian. : | Yes/No |
| 6. | Subject combination is chosen properly (if applicable). : | Yes/No |
| 7. | All required documents are attached along with their attested photocopies : | Yes/No |
| 8. | Name of Course has been filled properly. : | Yes/No |
| 9. | Undertaking has been filled properly. (if applicable) : | Yes/No |

**ADMINISTRATION SECTION**

A. Application Form Received on :

All entries are filled properly : Enclosures not attached : Eligible for admission or not : Remarks : Signature :

B. Form Checked by : Signature : Name : Date :

Document deficiency if any : 1) 2)

3) 4)

**ACCOUNT SECTION:**

Signature of In-charge

C. Fee Deposited : By Cash vide receipt no. Date

**or**

By DD/Cheque No. : of Bank

: Amounting Rs. Date

Special Case (if any) : Ref: Note :

Date: Signature of Accountant Signature of Principal