

Form No :



CHARUTAR VIDYA MANDAL'S
SEMCOM
What We Think, Others Don't
NAAC ACCREDITED "A"
ISO 9001: 2008 Certified



SARDAR GUNJ MERCANTILE CO OP. BANK LTD (ANAND)
ENGLISH MEDIUM COLLEGE OF COMMERCE AND MANAGEMENT (Self-Financed)
Vallabh Vidyanagar 388 120

ADMISSION FORM : 2011 - 12

Name : Mr/Ms _____
(As per class XII Marksheet)

Address for : _____

Correspondence : _____

City : _____ State : _____ Pincode : _____

Contact No. (with STD Code) : _____ Email ID : _____

Please affix your latest passport size photograph

I wish to apply for, (mark ✓ any one) **FY BBA** **FY BBA (Hons) IT Management**

ACT Seat No: _____ Date : 22 May 2011 Time : 9 am to 1 pm / 2 pm to 6 pm

Panel No: _____ Session: Morning / Afternoon

FOR OFFICE USE ONLY

Provisionally Admitted

Admitted

Not Admitted

Remarks : _____

Admission Incharge _____ Principal _____

Date: _____ Date: _____

Fees Amount Rs. _____

Receipt No. : _____

Accountant _____ Date : _____

Checklist :

1. Original Marksheet of HSC Examination or its equivalent examination.

2. Original School Leaving Certificate.

3. Four attested true copies of above mentioned originals and two attested true copies of SSC Marksheet.

4. One attested true copy of HSC attempt certificate.

5. Two latest passport size and two stamp size photographs.

6. SC/ST Certificate with attested true copy wherever necessary issued by competent authority.

7. Hostel Form.

Verified by : _____

Date : _____

FAMILY DETAILS

Father's / Guardian's Full Name : Mr/Ms _____

Permanent Address : _____

City : _____ State : _____ Pincode : _____

Occupation : _____ Annual Income in Rs. _____

Contact No. : (R) _____ (O) _____ (M) _____
(with STD Code)

Email ID: _____

PERSONAL DETAILS

Date of Birth : _____ Place of Birth : _____

Religion : _____ Caste (SC/ST/General) : _____

Nationality : _____ Mother Tongue : _____

Gender : _____ Blood Group : _____

Passport No. (If having) : _____

Expiry Date : _____

Passport Issuing Authority : _____

ELIGIBILITY CHECK

BBA (General) / BBA (Hons) IT Management :

1. Class XII % : _____

2. Subjects	Marks	Subjects	Marks
A. English	_____		
B. Mathematics	_____	OR Statistics	_____
OR Elements of Book-keeping	_____	OR Elements of Accountancy	_____
OR Computer	_____	OR Computer Applications	_____
OR Computer Science	_____	OR Botany	_____
OR Zoology	_____	OR Geography	_____
OR Foods & Nutrition	_____	OR House Keeping	_____
OR Economics	_____		

3. Provisional Eligibility Certificate No. _____

(not required for GSEB students)

For office use only

Eligible

Not Eligible

Indian

Foreign National

Verified by : _____

Date : _____

ACADEMIC DETAILS

Name of the School Last attended : _____

Address of School : _____

Particulars of the examinations appeared and passed :

Examination	Name of Board/ Institution	Marks Obtained	Total Marks	Month and Year of Passing	Percentage	No. of Attempts
SSC						
HSC or Equi.						

IMPORTANT NOTES

1. A candidate must come in person for admission.
2. Incorrect information given in the application form will lead to cancellation of admission.
3. For particulars of Co-curricular activities, Hobbies & Interest, attach separate sheet.
4. The student will have to abide by the rules laid down by the College/Charutar Vidya Mandal and the University relating to attendance, class-work assignments, test performance, general discipline and other things, failing which he/she will not be allowed at the University examination.
5. Any other course / college you have applied for : _____
6. In case of any dispute, the jurisdiction of courts at Anand will prevail.
7. **Fees once paid will not be refunded under any circumstances.**
8. The institution will not enter into any further correspondence and will not be subjected to any litigation whatsoever regarding entrance test, personal interview and admission.
9. The student is required to pay the fees for the whole course, in case the admission is cancelled for any reason.
10. Hostel is compulsory for the students residing beyond 25 kilometers.
11. Taking private coaching is prohibited.
12. Bringing / using the Mobile phones in the college and hostel is prohibited. If a student is using Mobile phone in college/hostel, he/she can be dismissed from the college.
13. Only those programmes will be held in the college which are approved by the College / University.
14. **Ragging of any kind in the college and hostel is strictly prohibited.**

UNDERTAKING

I, the undersigned hereby submit my undertaking as a student of the college/ institute that I shall :

1. stay at Vallabh Vidyanagar during my study.
2. stay in the hostel managed by Charutar Vidya Mandal.
3. undergo Medical check-up after my admission.
4. attend regularly (a) Lectures (b) Tutorials (c) Practice tests (d) Orientation Programs (e) Guest lectures (f) NCC/NSS/PT and (g) all other extra curricular activities organized by the college.
5. note that the fees / charges once paid will not be refunded under any circumstances, even if
 - (a) I am provisionally admitted and fail to produce final eligibility certificate of Sardar Patel University.
 - (b) My terms are not granted by the University.
 - (c) Admission is cancelled at my request or by the authorities.
6. note that in the event of cancellation of my admission at my request or otherwise, I am required to pay the fees for the whole course. Only the caution money deposit will be refunded on surrendering all the original receipts. No photocopies will be accepted for the purpose.

7. take prior permission from the Principal/Class Counselor for the leave of absence from the Institute.
8. submit the medical certificate issued by the Registered Medical Practitioner for the period for which I may be sick, within ten days of the recovery, along with the letter from my parents and if possible telephonic confirmation from the Parents/Guardians to that effect.
9. observe general discipline code of the college and will not be a party to any misdemeanour in the Institute.
10. refrain from using unfair means in all the examinations and I shall not be aiding or abetting in using unfair means in the examinations.
11. carry my Identity Card in the Institute premises and produce it whenever any authorized Institute's/CVM's person asks for it, failing which I am liable for disciplinary action against me.
12. submit certificate stating absence due to participation in sports or co-curricular activities within ten days of completion of the event.
13. note that granting of leave of absence does not mean that I shall be absolved from completing the required number of days of attendance in theory and practical for certification of the journal.
14. note that taking private coaching is prohibited.
15. inform immediately the change of my address and/or telephone number to the office.
16. not bring/use the Mobile phones in the college and hostel. If I am found using Mobile phone in college / hostel, I am aware that I will be dismissed from the college.
17. adhere to Sardar Patel University rules for minimum 80% attendance in the classes during an academic year. For attendance below 80%, I shall be solely responsible and shall face the consequences.
18. act on any legal matter in Anand jurisdiction.
19. attend only those programmes which are approved by the college / University.
20. **not indulge in ragging of any kind in the college and hostel.**

I have carefully read in detail the Prospectus of the institute. I agree to abide by all the rules and regulations of the institute in force as well as those that will be made applicable thereafter. I shall also endeavour to enhance the reputation of the institute. I shall also observe all the rules of discipline in and outside the institute. I also undertake to attend all the periods/practical in all the subjects regularly from the very first day of each term. I also agree to abide by all the rules of the institute and the university with respect to class-room attendance, work-assignments and test performances.

I have read the above rules and I agree to abide by them.

Date : _____

Place : _____

Student's Signature

Parent's/Guardian's Signature