

CAMPUS :

Velachery - Tambaram Road,
Jaladampet, Chennai- 600 100.

PHONE :

044- 22460216, 22461418,
22460032, 22460138 (Dir.)

E - MAIL :

amima1997@gmail.com
mcaasan@gmail.com

No.

APPLICATION FORM

Course Applied for :

M.B.A

M.C.A

(Please fill in the application form carefully and tick mark the appropriate information wherever necessary)

1. **NAME IN BLOCK LETTERS** (initials after the name) :

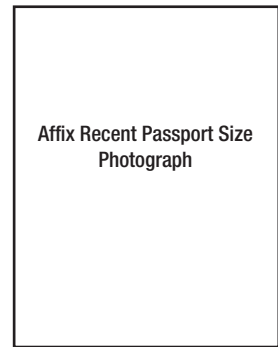
(a) English

(b) Tamil

2. **EXPANSION OF INITIALS :**

(a) English

(b) Tamil



3. **AGE & DATE OF BIRTH**

(as entered in SSLC certificate) :

Age	Date	Month	Year

4. **GENDER :** M F

5. **COMMUNITY :** OC / BC / MBC / SC / ST

6. (a) **NATIONALITY :** (b) **RELIGION :** (c) **MOTHER TONGUE :**

7. (a) **FATHER'S NAME :** **OCCUPATION :**

(b) **MOTHER'S NAME :** **OCCUPATION :**

8. **ANNUAL INCOME OF THE FAMILY Rs:**

9. **MAILING ADDRESS :**

..... **PIN CODE :**

PHONE NO. WITH STD CODE: **E- MAIL :**

10. **NAME AND ADDRESS OF LOCAL GUARDIAN (for outstation candidates only) :**

..... **PIN CODE :**

PHONE NO. WITH STD CODE: **E- MAIL :**

11. ARE YOU SON / DAUGHTER OF EX- SERVICEMAN OF TAMILNADU ORIGIN? IF YES, GIVE TROUPE NO. & RANK :

ARE YOU A FOREIGN NATIONAL? (Attach Passport & Visa Details):

12. FACILITY REQUIRED: Hostel Transport (✓ as applicable) if college bus, specify the place of boarding approximately

13. ACADEMIC QUALIFICATION : (Attach Photocopy of Academic Certificates)

Qualifying Exam	Year of Completion	Branch / Discipline	Name of the Institution	Name of the Board / University	Class / Grade / Percentage
SSLC / X					
10+2 / XII					
Graduation (BE/B Tech/ BSc/BCom/BA/BCA/BBA/Others)					
Post Graduation					

14. ENTRANCE TEST SCORES:

Name of the Test	Registration Number	Overall Percentage / Score

15. WORK EXPERIENCE (if any): _____ YEARS (as per details below) :

Name of the Organization	Designation	Period of Employment	
		From	To

16. ACHIEVEMENTS, IF ANY, IN SPORTS / GAMES / CO-CURRICULAR/ EXTRA- CURRICULAR ACTIVITIES :

DECLARATION BY THE APPLICANT

I,, do hereby confirm that the information provided above is true and correct. Further, in the event of my taking up admission, I agree to abide by all the rules and regulations that may be in force at the institution.

Station:

Date :

Signature of the Applicant

UNDERTAKING OF THE PARENT/ GUARDIAN

I guarantee that my son/ daughter/ ward will strictly abide by the rules, regulations and Standing Orders of the Institute/College. In particular, I undertake to meet the authorities on my own to seek periodical information about attendance, progress, and conduct of my son/ daughter/ ward and ensure that my son/daughter/ ward does not participate in or organize activities prejudicial to the interest of the Institute. I also promise to abide by the rules and regulations of the Institute in force. I will not claim back the fees already paid to the Institute under any circumstances.

Station:

Date :

Signature of the Parent / Guardian

CHECKLIST

Documents to be attached along with the application:

1. Xerox copies of the following
 - a. Statement of marks (SSLC ,HSC, UG mark statements and Provisional)
 - b. Conduct Certificate / Migration / Transfer certificate
 - c. Community certificate
 - d. Recent Passport Size photo 3 Nos.
2. A self- addressed envelope of size (10 X 4 inches) duly stamped.
3. Students from Colleges / Institutes affiliated to other University (other than University of Madras) must obtain the Eligibility Certificate directly from the University of Madras and should submit the same at the time of admission.

INSTRUCTION TO THE APPLICANTS

1. All Certificates must be submitted in original at the time of admission. They will not be given back till the end of final year. Students are advised to take sufficient number of Photostat copies of all certificates before submission of originals.
2. Parent/ Guardian should accompany the student at the time of interview.
3. Fees once paid will not be refunded under any circumstances.
4. The Management reserves the right to expel a student on grounds of serious irregularity of attendance, disobedience, examination malpractice or any other act of indiscipline or misconduct in college in order to maintain the fair name of institution. Decision of the college authorities in this regard will be final.
5. Withdrawal of admissions shall be entertained if there is no due in the fees for that academic year.

FOR OFFICE USE ONLY:

RECEIVED & REGISTERED ON.....

INTERVIEW DATE

FEES PAID

CERTIFICATES VERIFIED:

HSC MARKS/ DEGREE MARKS/ PROV. / DEGREE	COMMUNITY	TRANSFER CERTIFICATE
CONDUCT	SPL. CATEGORY	ELIGIBILITY CERTIFICATE

FOR OFFICE USE ONLY:

PASSPORT	VISA
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(Enclose Copies)

SIGNATURE OF THE STAFF
(Admission Incharge)

NOT ADMITTED

PROVISIONALLY ADMITTED

ADMITTED

DIRECTOR

PRINCIPAL