

Note : Please read the form carefully before filling. Fill the Form in capital letters.
Attach the required documents as mentioned in point no. 16.
Incomplete forms are liable to be rejected without any intimation

Affix your recent
passport size
photograph here

Application for Admission

I. Course applied for

II. University Applied for

III. Year of Admission Batch

IV. Roll No.

1. Full Name* Mr./Ms.

*(The name should be exactly in the same **order and style** as in your Class-X Board Certificate)

2. Date of Birth : Date Month Year

3. Gender : Male Female

4. Nationality : 5. Language Known : Hindi / English /

6. Permanent Address.....

.....e-mail.....

Tel. No. (Landline)..... Mobile 1. 2.

7. Local Residential Address

Tel. No. (Landline)..... Mobile 1. 2.

8. (a) Father's Name*Signature.....
 *(The name should be exactly in the same **order and style** as in your Class-X Board Certificate)

(b) Occupation (give full details).....

(c) Office Address.....

(d) Office Tel.Mobile E-mail

9. (a) Mother's NameSignature.....

(b) Occupation (give full details).....

(c) Office Address.....

(d) Office Tel.Mobile E-mail

10. Parents Annual Income (Approx) Rs.

11. Academic Stream you belong to

i. At 10+2 Level : Science / Commerce with or without maths / Arts

ii. At Graduation Level :

12. Academic Qualifications :

Exam Passed	Board/ University	School/College	Year of Passing	Subjects	% Marks
X					
XII					
Graduation					
Any other Courses					

13. Hobbies :

14. Participation in Extracurricular Activities / Sports

Name of the Activity / Sports	Awards / Certificates

15. Reference of two persons who know you well (in Delhi).

Name	Relation	Address	Tel. No./Mobile

16. **Note the following points :**

Two attested copies of certificates listed below must be attached with the application form :

1. Marksheet and Certificate of Class X
2. Marksheet and Certificate of Class XII
3. Graduation Marksheet and Degree / Prev. Degree Certificate.
4. Character Certificate from the head of Institution last attended
5. Extracurricular activities certificates (if any)
6. Six P.P. Size Photographs **in Shirt & Tie / Business Formal Dress with White Background** in an envelope, with name & course. **Also one PP size Photo of Father, Mother and Local Guardian duly signed by them by ball pen at the back.**

17. **Total Fee** Ist Yr. Rs. IInd Yr. Rs. IIIrd Yr. Rs.

(i) Fee Schedule

Year	Instalment	Amount	Due Date for Submission of Fee
Ist Year	Ist Instal.		
	IInd Instal.		
IInd Year	Ist Instal.		
	IInd Instal.		
IIIrd Year	Ist Instal.		
	IInd Instal.		

- (ii)
- a) For BBA/BCA/B-Com late date to submit fee for III/V instalment is 10 July & for II/IV/VI is 31st Jan every year.
 - b) After due date, late fine Rs. 10/- per day will be charged in addition to university fine.
 - c) Activity fund of Rs. 2000/- is to be paid along with I/III/V installment every year.
 - d) Security Deposit Rs. 5000/- (Refundable after course completion)

Admission Incharge

Remarks

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Application for Admission

UNDERTAKING

1. I certify that the information given by me in this Admission Form is correct and complete to the best of my knowledge and belief. I understand and agree that any misrepresentation or suppression of facts shall result in cancellation of my Admission or expulsion from the Institute.
2. I fully understand that I am taking admission in BBA Distance Learning Degree Course under
 - a)
 - b)
3. I have read and understood all the terms & conditions for Admission mentioned in the prospectus & information brochure and agree to abide by them, in letter and spirit. I have understood the University terms & conditions for the eligibility for admission to the program to which I seek admission and certify that I fulfil the minimum eligibility criteria given therein.
4. I am aware that I have to pay the prescribed fee as per the schedule given by the Institute.
5. I fully understand that my admission to the said course, consequent to my registration, shall be provisional subject to final approval / confirmation by the University. In case of non approval of my candidature by the University, I shall abide to pay requisite fee for the duration of my studentship in the Institute.
6. I hereby, undertake to maintain minimum 80% attendance in all classes and will attend all the other academic/extra curricular activities organized by the Institute from time to time. I also hereby undertake to abide by all the Rules and Regulations for my good conduct and diciplined behaviour in the Institute.
7. Refund of fee on withdrawl of admission is subject to policies set by institute / admission committee.
8. Application for withdrawl for the program is to be submitted for the commoncement of classes. No fee will be refunded on its failure.

Place : New Delhi

Signature of the Parent

Signature of the Applicant

Date :

Name :

Name :