

# ADMISSION FORM



## Suryadatta Institute of Business Management & Technology (SIBMT)

Campus & Admin Office : Shri Ganesh, Sr. No. 342, Bavdhan, Pune 411021, Maharashtra, INDIA

Ph. Nos. (020) 67901300, 9881490036, 9763266829 Fax No. : 020-67901333

E-mail: admission@suryadatta.edu.in, support@suryadatta.edu.in Website : www.sibmt.org, www.suryadatta.org



HOLOGRAM

To  
The Director,  
Suryadatta Institute of Business Management & Technology  
Shri Ganesh, Sr. No. 342,  
Bavdhan, Pune 411021  
Maharashtra, India

Application No. : \_\_\_\_\_

Sir,

I have gone through the prospectus of Suryadatta Institute of Business Management & Technology and I am interested in taking admission in \_\_\_\_\_ Course for the academic session commencing from \_\_\_\_\_. I am submitting my application as under.

Specialization : \_\_\_\_\_

Affix your  
photograph

### A) GENERAL INFORMATION :

(IN BLOCK LETTERS) (Name of the applicant should be as per Degree Certificate attached. In case of name change, attach the required document.)

Full Name \_\_\_\_\_  
First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Students Contact No : \_\_\_\_\_ Alternate No : \_\_\_\_\_

E-mail ID : \_\_\_\_\_

(Ensure your contact no. is correctly recorded as Suryadatta sends many important messages via SMS. Any change in Address / Contact No. / Email must be communicated to Suryadatta immediately.)

Date of Birth : \_\_\_\_\_ Age \_\_\_\_\_ Gender : Male  Female  (Tick Appropriately)  
D D M M Y Y Y Y

Blood Group : \_\_\_\_\_ Nationality : \_\_\_\_\_ Religion : \_\_\_\_\_

Father's / Guardian's Name : \_\_\_\_\_

Professional Background of Father/Guardian : \_\_\_\_\_ Designation : \_\_\_\_\_

Mobile No (Father): \_\_\_\_\_ Residence No. \_\_\_\_\_  
(including STD Code)

Mother's Name : \_\_\_\_\_

Professional Background of Mother : \_\_\_\_\_ Designation : \_\_\_\_\_

If Married, Spouse Name & Occupation : \_\_\_\_\_

Family's Yearly Income : \_\_\_\_\_ Sources of Income : \_\_\_\_\_

Do you have any Brother(s), Sister(s). If so, their name & present occupation : \_\_\_\_\_

Languages Known : \_\_\_\_\_

Hobbies & Interest : \_\_\_\_\_

### B) DETAILS TO BE FILLED BY FOREIGN STUDENTS

Passport No. : \_\_\_\_\_ Passport Issued : \_\_\_\_\_ Valid Till : \_\_\_\_\_

Visa No. : \_\_\_\_\_ Visa Type : \_\_\_\_\_ Valid Till \_\_\_\_\_

Nationality : \_\_\_\_\_ Country \_\_\_\_\_

Any Relative in Pune / India : Name \_\_\_\_\_ Relationship \_\_\_\_\_

Contact No. : \_\_\_\_\_ Email ID : \_\_\_\_\_

Address : \_\_\_\_\_

University Exam given : \_\_\_\_\_

**C) POSTAL ADDRESS**

(IN BLOCK LETTERS) Please use spaces and / or commas wherever applicable.

Communication Address : (Students should take utmost care in writing complete address so as to receive all communication)

\_\_\_\_\_ City : \_\_\_\_\_  
 \_\_\_\_\_  
 Pin : \_\_\_\_\_ State : \_\_\_\_\_ Country : \_\_\_\_\_

**Permanent Address :**

\_\_\_\_\_ City : \_\_\_\_\_  
 \_\_\_\_\_  
 Pin : \_\_\_\_\_ State : \_\_\_\_\_ Country : \_\_\_\_\_

**D) ACADEMIC DETAILS (DEGREE / DIPLOMA)**

It is mandatory to mention your academic details, without which, your form will not be processed.

	Academic Level	School /College / Institute	Board / University	Year of Completion	Degree & Specialisation	Final Grade / Marks in %
A	Std. X					
B	Std. XII					
C	Graduation / last year					
D	Post Graduation					

**Other Examinations (Please specify)**

	Course Title	School /College / Institute	Board / University	Year of Completion	Degree & Specialisation	Final Grade / Marks in %

(Mark sheet copies to be attached) Attach Your Transfer Certificate &amp; Migration Certificate if you have completed your graduation.

Computer Literacy : \_\_\_\_\_

**E) FULL - TIME INDUSTRY WORK EXPERIENCE IF ANY**

Sr. No.	Position Held (Designation)	Nature of Work	Name of Organization with Address	Duration		Total Year/Month	Total Pay (Rs./Month)
				From (mm/yy)	To (mm/yy)		

**F) EXTRA-CURRICULAR ACTIVITIES**

This is not a compulsory part. Only those claims which can be substantiated with legitimate certificates need to be mentioned here. Attach separate sheet if required. List not more than three significant achievements in extra-curricular activities.

Sr. No.	Achievements	Level	Year	What personal traits/qualities do you believe were instrumental in this achievement?

**Eligibility :** Graduate from any discipline from recognized University (Final year students can also apply) with 50% marks in Graduation / Previous year, (45% for reserved category students within Maharashtra only) and valid entrance test score. For MBA : CMAT / CAT / MH-CET & other exams as per DTE guidelines. Students who have not taken Entrance Test but are planning for the same in the near future are also eligible to apply.

**ENTRANCE EXAM**

Name of the Exam : CAT / XAT / MAT / ATMA / CMAT / State CET / SCAP / GATE / Any other \_\_\_\_\_ (Please tick appropriate exam)

Appeared in the month &amp; year \_\_\_\_\_ percentile \_\_\_\_\_ composite score \_\_\_\_\_

Preferred Mode of Payment : Own Source  Education Loan  Whether hostel facility required : Yes / No

Note : No Original Degree / Diploma Certificate need to be attached at this stage. Original Certificates are required at the time of admission. Those students who are in the final year of Degree course should meet the eligibility criteria on the completion of the course. Those not meeting the eligibility criteria of the Institute will attract cancellation of admission.

## G) OTHER DETAILS

- a) Are you from OPEN / SC / ST / OBC / NT / SBC category (please tick appropriately) :  
If from reserved category attach Non Creamy Layer, Caste Validity Certificate from competent Govt. authorities. 

Yes	No
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- b) Are you attaching your Domicile & Nationality Certificate : 

Yes	No
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- c) Are you a physically handicapped candidate : If yes, attach disability certificate from competent authorities. 

Yes	No
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- d) Are you an Industry sponsored candidate : If yes, attach copy of sponsoring company's letter signed by authorised signatory. 

Yes	No
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- e) Are you outstanding performer in Academics (Medalist or Rank Holder) in the University  
If yes, attach supporting document signed by competent authorities 

Yes	No
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- f) Are you a candidate for Management quota? 

Yes	No
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- g) Have you passed your Bachelor's Degree from a recognized University? 

Yes	No
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- h) Are you studying in the final year of Bachelor's Degree Now ? 

Yes	No
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- i) Do you have any gap in your continued education. If yes, attach your gap certificate State reasons for the same. 

Yes	No
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### Your source of information about our Course : (Please tick wherever applicable)

- a) Newspaper advertisements 

Yes
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No
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 b) Magazine 

Yes
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No
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If Yes, specify the name of the Newspaper : \_\_\_\_\_ Name of Magazine : \_\_\_\_\_
- c) Internet 

Yes
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No
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 d) Alumni 

Yes
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No
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If Yes, specify the name of the website : \_\_\_\_\_ Name of Alumni : \_\_\_\_\_
- e) Current Students 

Yes
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No
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 f) Parental Reference 

Yes
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No
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- g) Any other source : \_\_\_\_\_

### Valid Proof of Address (Submit Photocopy of any one of the following document)

- a) Driving Licence  b) Passport  c) Voter's ID  d) \*Aadhaar Card No.   
e) Ration Card  f) Electricity Bill  g) Any other Govt. Authorised Documents : \_\_\_\_\_

Mention your Strengths and Weaknesses : \_\_\_\_\_

Why do you think SURYADATTA is the best option for you? \_\_\_\_\_

Health records : Height \_\_\_\_\_ Weight \_\_\_\_\_ Any major ailment or continuing health problem \_\_\_\_\_

## H) RULES & REGULATIONS (Also given in the prospectus)

### ● Admission Rules :

- 1) Application for admission to all course must be made on the prescribed application form only. Photocopies of the form are not acceptable.
- 2) All admissions are confirmed subject to the candidate fulfilling all the prescribed eligibility criteria as decided by the competent bodies and payment of requisite fees.
- 3) Fulfilling the Eligibility criteria in itself does not assure admission to a course.
- 4) The final decision to admit a candidate rests with the institute.
- 5) Admission is not transferable to any other individual.

● **Attendance** : Consistency in attendance is a pre-requisite. Regular class attendance of minimum 80% is mandatory and a student is responsible for all the work, including tests, assignments, field work, project written work of all class meetings. Excessive unexcused absences may result in withdrawing a student from a class. Absence from test / exams / tutorials & non-submission of assignments on time disqualify the students for internal assessment.

● **Discipline** : The following rules have to be abided by all students at all times:

- 1) No student is allowed to enter the class / knock the door or leave the class once the Faculty is in the Classroom. Students cannot request the Faculty for cancellation of lectures. Peeping into classrooms, gesticulating and so on while the lectures are in progress and such behaviour are construed as acts of misconduct.
- 2) Smoking, use of mobile phones, consumption of tobacco, alcoholic drinks and drugs are strictly prohibited.
- 3) Students should conform to the prescribed decorum & always be in institute uniform. Slippers, jeans, T-shirts etc. are not allowed in Campus.
- 4) Students should keep themselves abreast of the day-to-day activities of the Institute & abide by all the communiqué put up on the notice boards.
- 5) Misbehaviour, late coming, disobedience, absenteeism, consumption of drugs & alcohol, malpractice, cheating in exams shall attract disciplinary action.
- 6) The institute Directors are empowered to impose fine for misconduct of student as and when warranted & justified.
- 7) Career Progression including Attendance, Academic Record & Disciplinary Record will be sent to the parents for information. It is expected that parents take cognizance of the same and report to the Institute & meet the Director as and when requested through Letter / Mail / Phone /SMS.
- 8) Students must carry their Identity Card all the times, in the institute premises & during official visits.
- 9) It is the obligation of every student to notify the Institute office of any change in name or address. Failure to do so can cause serious delay in the handling of the student's records and in notification of emergencies at home.

## Rules & Regulations Continued.....

10) The institute has an active placement assistance cell which assists its students to find suitable jobs within the scope of their education. The student however cannot be given any assurance about the employer firm/ company, location of the job or the compensation package. The placement assistance is offered based on student's academic and overall performance.

11) The institute authorities cannot be held responsible or liable for any loss of belongings of the students.

12) The student should not participate in any political or antisocial activities, otherwise the student will be liable to be expelled from the institute.

13) Ragging is strictly prohibited and shall attract penal action as defined by the Government / Institute rules.

14) For any breach of conduct outside or inside the institute will be liable for punishment as per the rules of the land.

15) Institute assists in admission to hostels in the vicinity of the campus. Hostel rules given in the hostel admission form must strictly be followed by the students desiring stay in the hostel.

16) The institute reserves right to demand compensation, equivalent property to the original price, for equipment, component or instrument damaged by student.

17) Student should vacate room of residence received through institute immediately after completion of the course from the Institute.

18) Admission taken for the hostel will not be cancelled for that particular academic year.

19) Students are advised to use IT facilities to the fullest extent possible in order to improve overall technical skills. Institute campus is Wi-Fi enabled and students can access their laptops sitting anywhere in the campus other than academic / lecture hours.

20) Each class will have two students selected as Class Representatives & two more students to be a part of the Institute's Discipline Committee. They are expected to report to the Faculty –in-Charge on a day-to-day basis & when necessary directly to the Director. Students who have any problem or grievances can directly approach the Faculty Members / Professors / Directors for a fair resolution.

21) The rules & regulations of local / State / Central Government bodies & that of the institute should be strictly adhered to. The rules laid down by competent authority such as AICTE, DTE, UGC, University & the Institute authority shall be applicable from time to time & shall be binding on all the students.

22) Institute / College reserve the right to amend, modify and change all norms, rules and regulations from time to time.

23) In case of disputes, the decision of the respective institute / college head shall be treated as final. All litigations are subject to Pune jurisdiction only.

● **Medical Fitness** : Students are directed to submit medical fitness certificate & meet the following medical requirements.

1) All students should vaccinate themselves against common diseases such as Hepatitis, Chicken pox and Typhoid prior to entering the College and take adequate care to prevent Dengue, Malaria, Swine Flu & common health problems.

2) It is in the interest of the students that if anyone has any serious health problems, they should not take admission in our Institute because the Institute is not liable for their medical problems. However, if anyone develops this kind of illness during the Course, it should be brought to the notice of the Institute Doctor Immediately.

3) Any medical emergency if arises is likely to be managed with hospitalization. Students are expected to take care of themselves supported by their roommates if they are residents of the institute's hostels. If brought to the notice of the Institute, the Institute will render all assistance as required and possible but the hospitalization charges will have to be ultimately borne by the students / parents.

● **Submission of Degree Certificates** : Students should submit certified marksheets of the qualifying degree examinations as per the date given by competent authorities on time failing which the allotted admission stands cancelled automatically. In case any University has not declared the results by then, the Principal of the College where the student studied should personally write to the Director of the Institute explaining the correct situation and the Director will take appropriate decision in the interest of the applicant. No refund fees will be permissible in such cases. In case, any discrepancy is found at any stage of document / marksheet verification by institute / authorities, the admission of the student will be cancelled.

● **Compliance by the students belonging to reserved category** : In case of the Students belonging to Government declared reserved category, if the fee concession / scholarship cannot be availed due to insufficient documents / late submission of the documents / non compliance with provisions of prevailing acts and rules & regulations of government bodies / changes in the government rules regarding eligibility criteria for such fees concession or scholarship, the students will have to pay the full fees of the course in which they have taken the admission. Non payment of full fees will automatically result into cancellation of the admission of the student and further deemed suitable disciplinary action will be taken against the students by the institutes.

● **Fees Structure and Rules** :

1) All fees are payable by Demand Drafts / Account Transfer / Card Swap / NEFT. Cheques are NOT accepted.

2) Please Refer our introduction letter for course details & fees structure.

3) Fees once paid will be refundable as per the rules of the competent authorities.

4) Prospectus & Registration Charges paid will not be refunded.

5) Full fees are to be paid before joining the Institute. After registration, change of course / transfer / cancellation is not allowed.

6) Students must clear all dues, monetary or otherwise, prior to the semester exams, otherwise he/she may be debarred from appearing for the exam.

7) Once admission is confirmed & course has commenced, student is liable to pay the entire course fee as per the schedule. Late fees is applicable, shall be charged for delays.

8) No capitation fees is charged for admission to any course offered by Suryadatta.

■ It is recommended for all the Outstation students to avail the hostel facility for the first year.

## I) CERTIFICATE OF UNDERTAKING : I DECLARE AND UNDERTAKE THAT -

1) I have read, understood and accepted all the codes for discipline, academic standards, rules & regulations & mandatory information as mentioned in the admission prospectus, website, undertaking of the Institute & I shall take note of all communication put from time to time.

2) I am aware that ragging is strictly prohibited in all Educational Institutes as per the Supreme Court Order & Govt. rules & I will not indulge myself in ragging and activities of similar nature, failing which I shall be liable for punishment / disciplinary action.

3) I have read & understood details about the course for which I have taken admission & I have signed the undertaking after consulting my parents / guardian & after reading all rules & regulations pertaining to the course for which I have taken admission.

I hereby declare that the above given information is correct and true to the best of my knowledge and belief.

We assure that who has filled up above form with our consent, will abide by rules & regulations of the institute and local authorities.

No information pertaining to my / our ward be parted with, to any person unless expressly authorised by me/us.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature of the Applicant

Signature of the Parent / Guardian