



# VIVEKANANDA SCHOOL OF POST GRADUATE STUDIES

Established in 1987. Affiliated to Osmania University. Approved by Govt. of A.P.  
Beside UTI Bank, Srinagar Colony Main Road, Hyderabad 500 073.

## APPLICATION FORM FOR ADMISSION TO M.C.A / M.B.A COURSE

Application No.

Registration No.

For office use only

Admission is granted subject to submission of following  
Certificates in Original

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Degree Certificate   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Degree Bonafide  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. 10+2 Transfer Certificate                                  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4. 10+2 Marks Memo  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 5. 10+2 Bonafide Certificate                                  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 6. SSC Marks Memo   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 7. SSC Bonafide Certificate                                   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 7. Caste, Income, NCC, Sports,<br>PHC, Migration Certificates | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Admin. Asst.

AAO

Director

Name:

Note: Read the instructions carefully before filling up the form.

Course:

M.B.A

M.C.A

1. Full Name

(In block letters as per SSC Certificate)

2. Sex Male  Female

3. Father's / Guardian's / Husband's Name

4. Mother's Name

5. a) Occupation of Father/Guardian/Husband   
B) Occupation of Mother

6. Local Address for Correspondence

7. Contact Telephone No. & email if any)

8. Permanent Address

9. Parents' Annual Income Rs. : Father  Mother  Total

10. Place of Birth

11. Date of Birth  (DD/MM/YY)  
(As per SSC Certificate)

12. Nationality :

13. Religion :

14. Mother Tongue :

15. Do you belong to Minority Community: Yes  No

(If yes, please mention the Minority Community)

16. Tick the category to which you belong (Enclose the certificate from the competent authority as per the guidelines issued by the University wherever applicable)

| SC |   |   |   | ST |   |   |   | BC |   |   |   | NCC<br>NSS<br>Sports | CAP | PHC | General |
|----|---|---|---|----|---|---|---|----|---|---|---|----------------------|-----|-----|---------|
|    |   |   |   |    |   |   |   |    |   |   |   |                      |     |     |         |
| A  | B | C | D | A  | B | C | D | A  | B | C | D |                      |     |     |         |

(In case of SC, ST or BC if you fail to mention the group to which you belong, you cannot claim the benefit of reservation and you will be treated in the General category.)

17. Particulars of School and College Education:

I) SCHOOL

(a) School Name:

(B) Board

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |

(c) Year of Passing :  (d) Division secured :

(e) Marks obtained :  Max. Marks:  %:

(Enclose copy of Marks Memo)

II) Intermediate Education:

(a) College Name:

(B) Board:

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |

(c) Year of Passing :  (d) Division secured :

(e) Marks obtained :  Max. Marks:  %:

(including II Language)

|           |     |      |     |     |       |
|-----------|-----|------|-----|-----|-------|
| (f) Group | MPC | BiPC | MEC | CEC | Other |
|           |     |      |     |     |       |

III) Graduation

(a) College Name:

(b) University :

|           |     |      |     |     |       |
|-----------|-----|------|-----|-----|-------|
| (C) Group | MPC | BiPC | MEC | CEC | Other |
|           |     |      |     |     |       |

(c) Year of Passing :  (d) Division secured :

(e) Marks obtained :  Max. Marks:  %:

(including II Language)

### **DECLARATION BY THE STUDENT**

I promise to abide by the Rules, Regulations and Orders of the College and the University. I declare that the statements I have made in this application are correct and complete. I fully understand that my admission will stand cancelled if it is found that the information furnished by me is false.

I will be regular and punctual in attending the College. I will not absent myself from the College without prior permission of the concerned authorities and I am liable for payment of fine, if any, imposed on me for my being absent without satisfactory reasons.

I will not be absent from any of the terms / pre-final examinations without obtaining prior permission from the College authorities.

I further undertake to put 75% attendance in each subject failing which I realize that I will not be permitted to sit for the examination as per the University Rules.

Date:  (DD/MM/YY)

Signature of the Candidate

### **DECLARATION BY THE PARENT / GUARDIAN**

I agree to the applicant's admission to the first year MCA/MBA

I shall be responsible for the payment of all fees, charges and good conduct of my son / daughter / ward

(Name:  ) during the period of his/her college

Place:

Date:  (DD/MM/YY)

Signature of the Father/Mother/Guardian

### **Instructions to the Candidate:**

1. Incomplete Application is liable to be rejected.
2. The College reserves the right to cancel the admission of the candidate at any stage, if it is found that the admission is against the rules. All the fees paid will be forfeited
3. Separate application forms should be submitted for different Courses.
4. Candidates belonging to other Universities should submit their original Migration Certificate along with the form.
5. Admission to foreign students shall be granted subject to approval by the University.
6. Admission is granted as per University norms.