



Application Form No. \_\_\_\_\_

**SINHGAD INSTITUTES**  
Sinhgad Technical Education Society's  
**GRADUATE PROGRAMMES IN BUSINESS ADMINISTRATION & COMMERCE**  
**Admission Form 2018-19**

Self -  
Attested  
Photo

Approved by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University  
{First Year to B.B.A / B.B.A (CA)/ B.B.A (IB) / B.Com/ B.Sc (Regular), B.Sc (Computer Science),  
B.Sc (Biotechnology)}

- Sinhgad College of Science, Ambegaon (Bk.), Pune-41, ☎:020 24341730, ✉principal.scos@sinhgad.edu  
 Sinhgad College of Arts & Commerce, Narhe, Pune-41, ☎:020 65237575, ✉principal\_scoac@sinhgad.edu  
 Sinhgad College of Commerce, Kondhwa (Bk), Pune-48, ☎:020 2693363, ✉principal.scoc@sinhgad.edu  
 NBN College of Commerce, Kusgaon, Lonavla - 410401, ☎02114 673412/29, ✉principal.nbncc@sinhgad.edu  
 Smt. Kashibai Navale College of Commerce, Erandawane, Pune- 04 ☎020-25434315, ✉principal.sknc@sinhgad.edu

- I) B.B.A       II) B.B.A (CA)       III) B.B.A (IB)       IV) B.Com       V) B.Sc (Regular)   
VI) B.Sc (Computer Science)       VII) B.Sc (Biotechnology)

1. (A) Full Name of Candidate: Mr. / Miss. \_\_\_\_\_  
(In Block Letters)                      (Surname)                      (Middle Name)                      (Father's / Husband's Name)  
(B) (In Devnagari Script): \_\_\_\_\_  
(C) Mother's Name: \_\_\_\_\_  
(D) Gender: Male / Female / Transgender
2. (A) Full Name of Father \_\_\_\_\_  
(B) Full Name of Guardian (For non-localites) \_\_\_\_\_  
(C) Relationship of Guardian with the Candidate: \_\_\_\_\_
3. Permanent Address of Parents/Guardian: \_\_\_\_\_  
\_\_\_\_\_ Ph. \_\_\_\_\_
4. Parent's / Guardian's Information (A) Occupation & Designation: \_\_\_\_\_  
(B) Office Address: \_\_\_\_\_  
(C) Parent's/ Gauradian's Mobile No.: \_\_\_\_\_ (D) Candidate Mobile No.: \_\_\_\_\_  
(E) Telephone No. (With STD Code): \_\_\_\_\_ (F) E-Mail ID \_\_\_\_\_
5. Full Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_ Ph. \_\_\_\_\_
6. Date of Birth : (i) Date: \_\_\_\_\_ (ii) Month: \_\_\_\_\_ (iii) Year: \_\_\_\_\_
7. Place of Birth: \_\_\_\_\_ State: \_\_\_\_\_
8. Nationality: \_\_\_\_\_
9. Domicile of (Father/Mother) Maharashtra / Other State: \_\_\_\_\_  
(Attach a Copy of Certificate)
10. Is your Father a Central Government Employee? Yes  No   
If yes, attach a copy of proof showing transfer / joining date in Maharashtra
11. State your caste / category with tick marks in appropriate block (duly supported by attested copy of certificate)  
SC/ST/DT/NT-B/NT-C/NT-D/OBC/SBC/VJ/OPEN

12. Details of Result:

Arts/ Commerce/ Science/ Any other _____	Year of passing	Mark Obtained / Total Marks	Percentage	Board
Std. X (10 <sup>th</sup> )				SSC / CBSE Any Other _____
Std. XII (12 <sup>th</sup> ) equivalent examination				HSC / CBSE Any Other _____

**DOCUMENTS REQUIRED AT THE TIME OF ADMISSION (Original + 3 Attested Copies)**

1. Statement of Marks of H.S.C or other examination considered equivalent by the Board and having passed in minimum of five subject with English as one of the subjects.
2. School / College Leaving Certificate (duly counter signed the by Principal/College Authorities)
3. Passing Certificate of H.S.C or equivalent Examination
4. Migration Certificate
5. Caste Certificate
6. Caste Validity Certificate
7. Domicile Certificate
8. Any Other (Please Specify)
9. Total No. of Documents (s) Submitted

Note: Admission will be finalized only after submission of all documents & full payment of fees.

I hereby agree that, I have attached copies of only mentioned documents to my application and understand that my application will be approved on the basis of above documents supplied by me at the time of submitting this application.

**Date:**

**Place:**

**Signature of Applicant**

**DECLARATION TO BE SIGNED BY THE CANDIDATE & PARENT / GUARDIAN AT THE TIME OF ADMISSION TO COLLEGE**

1. I have read the Rules of Admission for the year 2018-19 and I have consulted my father / guardian and after understanding these rules, I have filled in the application form.
2. The information given by me in this application is true to the best of my knowledge.
3. I have not been debarred from appearing at any examination held by any Government or Statutory examination authority in India.
4. I fully understand that I will be offered admission strictly on the basis of my merit and availability of seat.
5. I understand that no other document, other than those attached to the application form will be entertained for the purpose of claims / concession / weightages etc. in connection with my admission.
6. I hereby declare that I have read and understood all the clauses in AICTE Regulation dated 01-07-2009 on Curbing the Menace of Ragging and I also hereby give my consent for the same.
7. I hereby abide by all the Rules, Acts and Laws enforced by Government / College Principal / College Authorities of the Institute from time to time and I also hereby give an undertaking that as long as I am student of the College, I will do nothing either inside or outside the college / Institute/ Society against the

existing rules, Acts. I am fully aware that this may result into disciplinary action against me as per the Rules, Act and Laws.

8. The Institute will deal strictly with students who organize, assist or lead in strikes or any way found guilty of serious breach of discipline in or outside the College campus.
9. I fully understand that the Principal / Management of the college will have full right to expel me from College for my infringement of the rules and conduct and discipline as per the understanding given above or involvement in any illegal activities.
10. I know that my ward will not be permitted to appear for his/her college / university examination if he/she fails to satisfy the college authorities on any of the following counts:
  - At least 75% attendance at lectures and practical
  - Attendance and performance at the college examination / tutorials.
  - Good and disciplined behavior in the college premises
  - Obedience of the instruction of teachers, staff and other college authorities
  - Payment of college fees as prescribed and on time.
11. I have noted that it may not be possible for the college authorities to inform me about the progress of my ward from time to time. I shall therefore keep myself in touch with my ward and the teachers concerned about his/her attendance of lectures, practical and tutorials.
12. I am aware that in any case my ward desires to leave the college for any reason, I shall inform the college authorities in writing so as to enable him/her to cancel the admission.
13. I hold myself responsible for full payment of the fees at the time of the admission. In case any dues are not cleared within the stipulated time declared/notified by the head of the institution, the college can take the necessary action against me. I have noted that the fees may be refundable as per rules in case of cancellation.
14. I am aware that use of mobile phones is prohibited wherever academic activity is going on (Classroom, Laboratories and Library) & shall abide by the same.
15. The student should carry identity card regularly and it should be produced when demanded by the authority of the college or institute.
16. I hereby agree that I have no objection in using my pictures in soft copy and hard print form during promotions of events & advertisements and institute related activities.
17. I hereby agree that I have no objection using my academic records for academic and non- academic activities.
18. All disputes subject to Pune Jurisdiction only.

**Date :**

**Place:**

**(Signature of Parent/Guardian)**

**(Signature of Candidate)**

**Name:**

**Name:**

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#### **DECLARATION TO BE SIGNED BY THE CANDIDATE BELONGING TO BACKWARD CLASSES**

I understand that admission offered to me against the quota for reserved category is provisional and will be cancelled, if my caste claim is rejected by the Director of Social Welfare, Maharashtra State.

**Date:**

**(Signature of Candidate)**

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**DECLARATION TO BE SIGNED BY PARENTS / GUARDIANS BELONGING TO BACKWARD CLASSES**

I hereby declare that:

1. The particulars furnished by my ward in this application form are correct to the best of my knowledge.
2. I undertake and abide myself to pay on behalf of my ward such fees, charges etc. by due date which the college may declare from time to time and in the event of failure on my part and / or my ward the Principal of the college may take such action against my ward, as he may deem fit.

**Date:**

**(Signature of Parent / Guardian)**

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**INSTRUCTIONS FOR FILLING IN APPLICATION FORM**

1. This form should be filled in BLOCK LETTERS by the candidate in HIS/HER own handwriting.
2. The last date for receipt of payment is as prescribed by the Principal of the College.
3. Incomplete application form and those without attested copies of necessary certificate will not be considered.
4. A candidate who is found to have furnished false information or has suppressed any information, if admitted, will be expelled and his/her fees will be forfeited.
5. The candidate will have to produce the original copies of certificate and mark sheets at the time of scrutiny when called for the purpose.
6. **Admission Form Fee: Rs. 500/-**

Demand Draft (DD) No. \_\_\_\_\_ Dated: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_

(DD to be drawn in favour of "Sinhgad Technical Education Society" payable at Pune)

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**(FOR OFFICE USE)**

Date	Particular	Remark	Name, Designation & Signature with Stamp

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**Aspirant can directly submit admission form to the respective Institute(s) mentioned or can process through Centralized Admission.**

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**Dy. Registrar (Admissions)**  
**Sinhgad Institutes**  
19/15 Smt. Khilare Marg, Off Karve Road  
Erandawane, Pune 411004  
Maharashtra, India  
Phone: +91 20 25431001, Fax: 020 25458520  
Email: admissions@sinhgad.edu  
**Visit us: [www.sinhgad.edu](http://www.sinhgad.edu)**