

# MODERN COLLEGE OF MANAGEMENT & I.T.



**MODERN COLLEGE OF  
MANAGEMENT & INFO. TECHNOLOGY**  
Ph: 09302184783, 07759-246104

## ADMISSION FORM

For the Academic Session .....

Passport Size Photo

Kindly fill the form carefully in **BLOCK LETTERS**

Date : .....

Enrollment No : .....

Name :

Date of Birth :       Course Selected :  Year :

Gender :  M  F Blood Group:  Category SC/ST/OBC/General :

Current Address :

City :  Pin Code:

Phone :  Mobile :

Father's Name :

Father's Occupation :

Permanent Address :

City :  Pin Code:

Phone :  Mobile :

Academic Details :

	Year of Passing	Stream	School/Institute	Examination Board/University	Percentage
10th Standard					
12th Standard					
I - Year					
II - Year					

About yourself : 1. Why do you want to join this course at MCMIT ?

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# Rules & Regulations For the Students

## General :-

1. The college reserves the right to reject an application without assigning any reason.
2. In all matters concerning the conducting of the courses the decision of the management shall be final and binding for all the students.
3. Students not sporting their identity card will not be allowed to attend classes. Students coming late will not be allowed to attend classes.
4. Below 80% attendance students will not be allowed to appear in Final exam.

## Admission :-

1. It is compulsory for the parents to be present during admission, so that they too can be made aware of the college rules and regulations and their responsibilities as parents.
2. Parents must be available for meeting with the subject teacher and the principal whenever required.

## Payment System :-

1. Registration fees and admission fees are not refundable in any circumstances.
2. Fees can be deposited in cash or by DD in the name of Modern College of Management & Information Technology, Korba.
3. Students wanting to withdraw their admission in between the course will have to deposit the entire course fee before applying for withdrawal.
4. Payment schedule of installments of fees must be followed. All payment must be paid according to fee plan on time. Late fee will be Rs. 500/-.

## Leave Rule :-

1. No leave will be granted unless applied in advance having adequate reasons. Leave on medical ground must be supported with medical certificate from a registered medical practitioner.
2. Absentees without notice for fifteen (15 consecutive) Days will be treated as dropout re-admission against dropout will be charged rupees five hundred ( Rs. 500/- only) as re-registration charges.

## Application :-

1. The student will solely be responsible for rejection, if he or she offers any false information in this form.
2. Authenticity / originality of all testimonials / certificates mark sheets is the sole responsibility of students.

## Conduct :-

1. The college has strict criterion for attendance and by seeking admission student agrees to confirm to it.
2. The college has its strict code of conduct and discipline policy and by seeking admission student agrees to confirm to it.
3. A student will be liable for disciplinary action, if found involved in any action which is against the interest of the institution or against the interest of any other student.

## Book / Study Materials :-

1. Books / study materials being augmented by the university will be made available to students only when the same is provided to college. The college will not bear the responsibility for delayed supply of books / study materials.

Any legal matter will be settled within the jurisdiction of Korba only.

## Declaration

I hereby declare that the above mentioned information is true to the best of my knowledge. I further confirm to follow all the terms and conditions in letter and spirit.

Signature of the Candidate : \_\_\_\_\_ Date : \_\_\_\_\_

Name of applicant : \_\_\_\_\_ Place : \_\_\_\_\_

Signature of Parents/Guardians: \_\_\_\_\_