

Application No. _____

Place of Admission _____

A DIVISION OF MS EDUCATION ACADEMY[®]**FOR WOMEN***Transforming Talent, Exploring Opportunities*

Affiliated to Osmania University
Tolichowki, Charminar, Malakpet, Masabtank

Admission Application Form FOR THREE YEARS UNDERGRADUATE COURSES

(BEFORE FILLING THE APPLICATION, PLEASE READ THE RULES & REGULATIONS FOR ADMISSION)

FOR OFFICE USE ONLY:		
GR No.	Admission No.	Hall Ticket No.

Please tick against the Course opted by you;

- B.Sc.** B.Sc. (ANZC)
- B.Com** B.Com (General) B.Com (Computer Applications)
- B.A.** B.A. (P.L.P.) **B.B.A.**

SECOND LANGUAGE: Arabic Urdu Hindi

Affix here
Latest Photo
of Student

Signature

Examination Passed: IPE CBSE ISC Others _____

Group/Subject Passed	Name of the College & Address	Year of Passing	Marks Obtained/Percentage

1. Name of the Student : _____
(in block letters)

2. Father's Name/Guardian Name: _____ Phone No.: _____
Occupation: _____ Annual Income: _____

3. Mother's Name: _____ Phone No.: _____
Occupation: _____ Annual Income: _____

Date of Birth	Nationality	Religion	Mother Tongue	UID (Aadhaar Card)	Blood Group
DD / MM / YYYY					

4. Marital Status: Married Unmarried

5. Caste: ST/BC/BCE/SC/OC: Special Category if any _____

6. Marks of Identification: i) _____
ii) _____

7. Medical History, if any: _____

8. Address:

PRESENT	PERMANENT
H.No./Street_____	H.No./Street_____
Locality/Area_____	Locality/Area_____
City/Town_____	City/Town_____
District_____ Pin Code_____	District_____ Pin Code_____
Mobile 1)_____	Mobile 1)_____
Phone: Office_____	2)_____
Email Address: Student_____	Email Address: Student_____

9. Educational Courses Details passed: Previous Exam Details:

Name of the Board	English	Hindi/Urdu	Telugu	Social Studies	G. Science	Maths	Month & Year of Passing	Total	Percentage
X									
Group	English	Arabic/ Hindi/Urdu	Maths A/ Civics/Botany	Maths B/ Economics/ Zoology	Physics / Commerce	Chemistry	Month & Year of Passing	Total/ Percentage	
XII									

10. Have you achieved any distinction in the field of Sports or Cultural activities or Extra-curricular activities?

If so, please give details: _____

11. Have you availed any Scholarship previously? If so, please give details: _____

12. What would you like to become in future? _____

13. Undertaking by the Student:

I will follow the rules, regulation and discipline of the college and strictly adopt anti-ragging policies. In the event of my misbehavior, I will not question the action whatsoever taken by the authorities of the college, as a part of discipline, including my expulsion. I am informed by the management that electronic items like Mobile Phones, Tablets, I-Pod's, FM Radios, Laptops, Video Games, etc., should not be brought into the college premises.

14. Undertaking by the Parents:

- I will abide by the rules and regulations mentioned in the admission form.
- I know that the fee once paid is not refundable or adjusted or transferred to another student under any circumstances.
- If my ward or any of my relative including me misbehave or create any disturbance in and around college premises, the ward concerned will be either transferred to other branch or she will be suspended from the college or will be terminated from the college.
- I know that the college will not bear any kind of responsibility for my ward's behaviour outside the college.
- I know that if my ward leaves the college without obtaining prior permission from the administrative authorities of the college, the college authorities are not held responsible and I myself will take up the responsibility of my ward.
- I know that fee structure and concession may vary from branch to branch. The course fee does not include course material.
- I know that the management reserves the right to shift the students from one section to another section.
- Carrying mobile phone or any communication device/electronic gadgets like Mobile Phones, Tablets, I-Pod's, FM Radios, Laptops, Video Games, etc., to the college is strictly prohibited. If any student is found carrying such devices, she will be dealt seriously and may result in a short time suspension or cancellation of admission. The devices obtained will be seized permanently, and any concession in fee, if offered, will also be cancelled.
- I know that the concessions awarded to my ward will be adjusted against any Scholarship/Fee Reimbursement awarded to my ward for education by any Government or Non-Government bodies or Individuals.
- I know that if my ward is awarded a "Free Seat" in the "Meritorious or Deserving Category", the management reserves the right to adjust any Scholarship/Fee Reimbursement awarded to my ward for education by any Government or Non Government bodies or Individuals.
- I know that if there is any change of address or phone number I shall immediately notify it to the college, if not college will not be responsible for future communications about my wards progress or problems.

After I have satisfied myself with the facilities, conditions, rules and regulations of the college, I am willingly admitting my child.

Declaration by Parent/Guardian: I have read the terms and regulations mentioned above, and accept to abide by the same.

Signature of the Parent/Guardian
Name & Relation: _____

Signature of the Student
Name _____

IMPORTANT**DOCUMENTS TO BE ENCLOSED**

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> SSC Marks Memo | <input type="checkbox"/> Intermediate Marks Memo | <input type="checkbox"/> Transfer Certificate | <input type="checkbox"/> Aadhaar Card Copy |
| <input type="checkbox"/> Bonafide Certificate | <input type="checkbox"/> Caste Certificate | <input type="checkbox"/> Memo of Marks | |
| <input type="checkbox"/> Migration Certificate | <input type="checkbox"/> Four latest Passport size Photos | <input type="checkbox"/> Police Certificate for Foreign Students | |

RULES & REGULATIONS FOR ADMISSION

Parents/guardians desirous of taking application form for registration of their children for admission, are requested to note the following important rules, regulations, terms and conditions in respect of registration, admission and withdrawal.

1. One Application Form is for one student only.
2. Application for Admission will not be accepted unless complete address along with pin code and telephone number is mentioned.
3. Transfer Certificate and Original Memorandum of Marks should be submitted, if not admission will be cancelled and fee shall not be refunded.
4. The College reserves right to withdraw admission of any student on following grounds:
 - a) For indiscipline or misconduct.
 - b) Failure to pay college dues.
 - c) For not abiding by rules and regulations of the college.
 - d) For being irregular to college.
5. The tuition fee can be paid in two installments. The first installment must be paid at the time of admission, the second installment by 5th December.
6. The fees is to be paid either in cash or by demand draft. Cheques will be subject to clearance. In case of cheque bouncing, the amount will be charged to student account.
7. The college fee must be paid in time. Late fee of Rs. 100/- will be charged for the first 5 days after the due date, Rs. 250 will be charged if fee is further delayed even beyond the 5th day until the 10th day. After 10 days, the admission will stand cancelled and the student's name will be removed from the rolls.
8. Fee once paid will not be refunded or adjusted or transferred to any other student under any circumstances.
9. Those who are admitted into the college and who subsequently wish to withdraw (during the academic session) for any reason, will not only have to forfeit the entire fees paid but will also have to pay tuition fee for the remaining course of 3year.
10. In case of long leave or absence, concession given in fees will be cancelled.
11. Discontinuation without information will amount to forfeiting of the entire fees. No claim whatsoever either for admission or for refund will be entertained.
12. There will be 10% enhancement in the second & third year course existing fee.
13. Concession in fees is given only in tuition fees. There will be no concession in lab fees.
14. Absence for more than 10 days without prior permission from the principal , will require readmission.
15. In case of prolonged sickness and absence, Medical Certificate issued by a Civil Surgeon should be submitted.
16. Dress Code: Students should come to college decently dressed.
They are permitted to wear only salwar suits. Students are not permitted to wear heavy/garish make-up.
17. Wearing valuable jewellery, watches etc., also carrying heavy cash to college is not advisable. The college will not be responsible for any loss or damage or theft to your belongings.
18. In case a student want to leave early, the parents should seek prior permission from the principal.
19. If any student is found in severe breach of rules and regulations or her conduct unacceptable, her total concession will be cancelled and a final warning will be issued to that effect. In case the behaviour is not mended and indiscipline repeated, her admission will be cancelled without any prior notice or warning.
20. If any student wants to discontinue after attending some part of second/third year, she would have to pay the total second/third year fee regardless of the fact that she was given concession or not.
21. The parents/visitors list whose names are mentioned in the visitors list will only be allowed to meet the student.
22. Facilities may vary from branch to branch.
23. No celebrations on occasions like birthdays/friendship day or any other day are permitted in college.
24. Mobile number of the Parent/Guardian should be clearly mentioned. In case of change of phone number. It must be informed to the college immediately.
25. Parents must not depend on Bulk SMS/Phone Calls. They should regularly visit the college to check the wards attendance & performance.
26. Only parents should enquire about the wards performance. Other relatives are strictly not allowed in the college. If they misbehave in college, parents are solely responsible for the consequences.
27. 75% of attendance is mandatory as per Osmania University norms, students with less than 75% of attendance have to pay condonation fee.
28. All the above rules and regulations are subject to change without any prior notice.
29. All legal disputes have to be settled in Hyderabad Jurisdiction only.

Received parents copy of Undertakings, Rules & Regulations.

Signature of Parent/Guardian_____

For Office Use Only

Application: Accepted / Rejected

Date of Admn. _____				GRN No. _____
	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	Transfer
Total Fee Rs.: _____	Rs.: _____	Rs.: _____	Rs.: _____	To _____
Concession offered (if any): Rs.: _____	Rs.: _____	Rs.: _____	Rs.: _____	(Branch)
Concession Reason _____	_____	_____	_____	
Fee Payable Rs.: _____	Rs.: _____	Rs.: _____	Rs.: _____	Date: _____
Note: Total fee and concession offered are clearly explained to me by the counsellor.			PRINCIPAL	
Sign. of Parent/Guardian with Date				

Enquiry Details

Date of Enquiry _____	Branch: _____ (Form Issued)
Enquired by _____	
Course _____	Counselled by _____

Fee Details

Fee Details: First Year Rs. _____

Authorised Signatory/Principal

Amount		
Receipt No. Date		

Fee Details: Second Year Rs. _____

Authorised Signatory/Principal

Amount		
Receipt No. Date		

Fee Details: Third Year Rs. _____

Authorised Signatory/Principal

Amount		
Receipt No. Date		



FOR WOMEN

Seven Tombs Road, Tolichowki, Hyderabad. Tel: 2356 2322
Shahalibanda Road, Charminar, Hyderabad. Tel: 2456 7723
Nalgonda X Road, Malakpet, Hyderabad. Tel: 2441 1222
Asifnagar Road, Mehdipatnam, Hyderabad. Tel: 2353 5322

Name of the student: _____

Father/Guardian's Name: _____

Admitted in: _____ Date: _____

UNDERTAKING BY THE STUDENT & PARENT (PARENTS COPY)

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Signature of the Parent/Guardian
Name & Relation: _____

Signature of the Student
Name _____

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 - b) Failure to pay college dues.
 - c) For not abiding by rules and regulations of the college.
 - d) For being irregular to college.
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9. Fee once paid will not be refunded or adjusted or transferred to any other student under any circumstances.
10. Those who are admitted into the college and who subsequently wish to withdraw (during the academic session) for any reason, will not only have to forfeit the entire fees paid but will also have to pay tuition fee for the remaining course of 3 year.
11. In case of long leave or absence, concession given in fees will be cancelled.
12. Discontinuation without information will amount to forfeiting of the entire fees. No claim whatsoever either for admission or for refund will be entertained.
13. There will be 10% enhancement in the second & third year course existing fee.
14. Fee concession, if offered, will be valid for First Year of study only. Concession in Second & Third Year will be given only on the basis of merit.
15. Concession in fees is given only in tuition fees. There will be no concession in lab fees.
16. Absence for more than 10 days without prior permission from the principal, will require readmission.
17. In case of prolonged sickness and absence, Medical Certificate issued by a Civil Surgeon should be submitted.
18. Dress Code: Students should come to college decently dressed.
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Name & Relation: _____

Signature of the Student
Name _____