



# SYNA INTERNATIONAL COLLEGE OF MANAGEMENT STUDIES

(AFFILIATED TO RANI DURGA VATI VISWAVIDHYALAYA, JABALPUR)

NH-7, Jabalpur Road, Jhinhari, Katni, Madhya Pradesh

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E-mail: [ppl@synabschool.com](mailto:ppl@synabschool.com)

WEBSITE: [www.synabschool.com](http://www.synabschool.com)

## Enrollment Application (fill in capital letters)

Name: \_\_\_\_\_

First

Middle

Surname

Date of Birth (Day/ Month /Year): \_\_\_\_\_

Phone Number : \_\_\_\_\_

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

Father's Name : \_\_\_\_\_ Mobile No: \_\_\_\_\_

Mother's Name : \_\_\_\_\_ Mobile No: \_\_\_\_\_

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

After reading the course brochure, I would like to enroll in BBA

### Educational Qualification:

SNo	Class	Board/University	Year of passing	% of Marks

DECLARATION: I have carefully read the details regarding the admission to the courses and the rules and regulations of the College. I declare that the information given above is true and correct. In all matters regarding the admission the decision of the Academy is final and binding on me. I agree to abide by the rules and regulations that may be framed by the College from time to time. I am also aware that any request for refund of fees once paid, either in full or in part will not be entertained under any circumstances.

Place.....

Applicant's Signature

Parent / Guardian's Signature

Date.....

with Name

with Name

**SYNA INTERNATION COLLEGE OF MANAGEMENT STUDIES, KATNI**

**FOR OFFICE USE**

1. SELECTED/NOT SELECTED (in Merit / Management Quota)
  
2. REGISTRATION NO.....3. RESERVATION (If applicable).....
  
4. REMARKS.....

**RULES AND REGULATIONS**

1. Students have to produce original documents of the marks sheets of 10<sup>th</sup> & 12<sup>th</sup> classes and/or degree/diploma certificates at the time of admission.
2. All the forms will be only accepted with prescribed Demand Draft.
3. Perfect discipline must be maintained in the classroom and the campus.
4. Using mobile phones inside the Lecture Hall/ Library/ Computer Lab is totally prohibited. Camera mobile phones are strictly banned.
5. Ragging in any form is totally prohibited. Severe action will be taken against students who violate this rule as per legal regulations.
6. Students will be responsible for any damage or loss of items entrusted with them.
7. Candidates must secure 80% of attendance for appearing for the examination.
8. Any student remaining absent for more than 15 days without written prior permission shall be deemed to have dropped out and his/her name will be struck off from the rolls.
9. **Fee, once paid is not refundable under any circumstances.**
10. Decision of the management will be final in all matters.
11. Fee defaulters will not be allowed to sit in class.
12. Students expelled from the Academy on disciplinary ground or discontinues/withdraws/cancels admission at their own risk shall not have any claim for refund of fees.
13. The management has got the right to reschedule the class timings & internal examination.
14. For legal matters pertaining to the Academy, the jurisdiction will be Katni district.
15. Helmet is compulsory for students commuting by their own vehicle.

Signature of Parent / Guardian

Signature of Principal

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