

**UNDERTAKINGS**

To,  
The Director,  
SUN Institute of Management Studies (SIMS) Udaipur

I have read all the Rules and Regulation of Admission and after understanding these rules thoroughly, I have filled in the application form for admission for the current year.

The information given by me in my application is true to the best of my knowledge and belief. I understand that if any of the statements made by me in the application form or any information given by me in connection with my admission is later or at any time, found to be false or incorrect, my admission will be cancelled, fees forfeited and I may be expelled from the Institute by the Director.

- a. I fully understand that the allotment of specialization course will be made to me depending on my interest & merit, order of options given by me and availability of a seat at that point of time in the stage.
- b. I understand that fees once paid will not be refunded under any circumstance.
- c. I am fully aware that the Competent Authority or its representative is not obligated to make any correspondence with me regarding admission. I am also aware that it is entirely my responsibility to see the notices on the notice boards of the Institute and relevant websites for the day-to-day notices.
- d. I hereby agree to confirm to any rules, Acts and laws enforced by Institute and I hereby undertake that I will do nothing either inside or outside the institute which may result in disciplinary action against me under these rules, acts and laws referred to.
- e. I fully understand that the Director of the Institute has a right to expel me from the Institute for any infringement of the rules of conduct and discipline prescribed by the Institute.
- f. Condition of minimum attendance: I am fully aware that, I will not be allowed for the Examination if my attendance is less than 75% for the classes of theory, practical, etc. I am also aware that I will not be allowed to appear for the examination, if I fail to submit satisfactorily all the assignments, projects, reports, etc. as specified by the Institute within the stipulated time limit.

\_\_\_\_\_  
Signature of the Parent/Guardian

\_\_\_\_\_  
Signature of the Student

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Full Name

Tel. No.: Off. : \_\_\_\_\_

Mob. \_\_\_\_\_

Res. : \_\_\_\_\_

Mob. : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

- ▲ PLEASE GIVE CONSIDERABLE TIME AND THOUGHTS TO PROVIDE THE ANSWERS.
- ▲ BE HONEST IN THE WAY YOU PRESENT YOURSELF.

**A. What are your personal and professional goals and how MBA will help you achieve them?**

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**B. Strengths**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Weaknesses**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**C. Explain in not more than 200 words, why do you want to join SIMS for a Business Management Program?**

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www.suneducation.org,  
info@suneducation.org



**APPLICATION FORM**  
(USE CAPITALS ONLY)

PLEASE AFFIX  
RECENT COLOUR  
PHOTOGRAPH  
HERE

Course Applied for \_\_\_\_\_

**PERSONAL DETAILS**

Name of the student \_\_\_\_\_

Date of Birth

Correspondence Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permanent Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. (with STD code) \_\_\_\_\_ Mobile No: \_\_\_\_\_

E-mail \_\_\_\_\_ Nationality \_\_\_\_\_

Passport No. \_\_\_\_\_

Place of issue \_\_\_\_\_ Date of expiry \_\_\_\_\_

**ACADEMIC RECORD**

| EXAM. PASSED | YEAR | BOARD/UNIVERSITY | DURATION | RESULT/GRADE/PERCENTAGE |
|--------------|------|------------------|----------|-------------------------|
|              |      |                  |          |                         |
|              |      |                  |          |                         |
|              |      |                  |          |                         |
|              |      |                  |          |                         |

**PARENTS' INFORMATION**

Father's Name Mr: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

\_\_\_\_\_

Telephone No. (with STD Code) \_\_\_\_\_ Mobile No. \_\_\_\_\_

Mother's Name Mrs. \_\_\_\_\_

Occupation: \_\_\_\_\_

Address \_\_\_\_\_

Tel. no. (with STD Code) \_\_\_\_\_ Mobile No. \_\_\_\_\_

Reference: Please give the Name and Address of the Person who can be contacted in case of emergency

Name \_\_\_\_\_

Address \_\_\_\_\_ Relation with student \_\_\_\_\_

Tel. no. (with STD Code) \_\_\_\_\_ Mobile no. \_\_\_\_\_

**PARTICULARS OF THE LOCAL GUARDIAN FOR OUT STATION CANDIDATE ONLY.**

Name \_\_\_\_\_ Relation with student \_\_\_\_\_

Address \_\_\_\_\_

Tel. no. (with STD code) \_\_\_\_\_ Mobile No. \_\_\_\_\_

**Do you want to avail Hostel facility? (optional)**  Yes  No

**Entrance Exam appeared (Only for MBA)**

|                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Score/Percentile     | Date                 | Score/Percentile     | Date                 | Score/Percentile     | Date                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| MAT                  |                      | RMAT                 |                      | OTHERS               |                      |

**Detail of MAT Application**

MAT Form No. \_\_\_\_\_ Test Registration No. \_\_\_\_\_ Center Code No. \_\_\_\_\_

Source of Information about SIMS \_\_\_\_\_

List of Document to be Attached (Attach 3 sets of attested Xerox copies each)

| S. No. | Enclosures                                | Applicable | Available | Pending |
|--------|---|------------|-----------|---------|
| 1      | Secondary Certificate/Mark sheet          |            |           |         |
| 2      | Senior Secondary Certificate/Mark sheet   |            |           |         |
| 3      | Graduation Certificate/Mark sheet         |            |           |         |
| 4      | Post Graduation Certificate/Mark sheet    |            |           |         |
| 5      | Transfer Certificate                      |            |           |         |
| 6      | Migration Certificate                     |            |           |         |
| 7      | MAT/RMAT/Other test score card            |            |           |         |
| 8      | Present Employee Certificate              |            |           |         |
| 9      | Twenty pass port size colour Photograph   |            |           |         |
| 10     | Domicile Certificate (Proof of Residence) |            |           |         |
| 11     | Other Document, if any                    |            |           |         |

**For Office Use Only.**

Admission Status  Approved  Not Approved

Director \_\_\_\_\_ Coordinator \_\_\_\_\_ Management \_\_\_\_\_

**Details**

Mode of Payment of Admission/Semester fee cash/DD No \_\_\_\_\_

Drawn on Bank \_\_\_\_\_ Branch \_\_\_\_\_ for Rs. \_\_\_\_\_

Receipt No. \_\_\_\_\_ Date \_\_\_\_\_

Form Received by \_\_\_\_\_ Checked by \_\_\_\_\_

Remark (if any) \_\_\_\_\_

\_\_\_\_\_

**RULES AND REGULATIONS**

- ⬆ The Management reserves the right to grant admission to the students and no cause will be given on rejection of admission.
- ⬆ Fees once paid will not be refund back under any circumstance not even on interchange of any course and will not be adjusted for subsequent semester.
- ⬆ SIMS reserves the right at any time, on its discretion, to suspend any student on disciplinary ground or to postpone/cancel any course.
- ⬆ No refund of fees will be made on suspension of any student on disciplinary ground or discontinuance of any course by student on any reason.
- ⬆ SIMS reserves the right to change/add/delete the syllabus/ structure rules and regulation as and when required.
- ⬆ Students are required to maintain the decorum while attending the programmes.
- ⬆ Medium of instruction for all programmes is English.
- ⬆ It is the responsibility of the students to pay their fees within the deadline as communicated.
- ⬆ In case of delay in fees, late fees will be charged Rs. 50/- per day till 30 days irrespective of the holidays declared by the management or the government after 30 days student’s name will be removed from the roll of the institute. The student will be re-admitted at the discretion of the director on payment of a sum of Rs. 5000/-with the fees and fines due from the student.
- ⬆ It is compulsory for the student to maintain 75% attendance, otherwise in case of short attendance no student will be permitted to sit in the final semester examination.
- ⬆ The institute is not liable for postal delays or loss of any document or letter in transit.
- ⬆ Separate register for every subject must be maintained.
- ⬆ Exchange of register with irregular students is strictly prohibited.
- ⬆ Each and every student should be punctual, well disciplined and must maintain the college decorum.
- ⬆ If any misconduct is found by him/her with any student/faculty, strict disciplinary action will be taken by the administration against him/her and the student will be Expelled from the Institute.
- ⬆ you must be carrying the identity card all the time in the institute.
- ⬆ you must not use or bring mobile in the college campus in any condition. Use of Mobile Phone is restricted in Campus.
- ⬆ You must not keep excess cash and valuables with yourself and in case of any loss/damages of cash or valuable, including mobile phones, the college shall not be responsible for any kind of compensation.
- ⬆ Affiliation with any University/ Institution for awarding of Diploma/Degree shall be at sole discretion of SIMS.
- ⬆ Any dispute will be subject to Udaipur (Raj.) jurisdiction.
- ⬆ Wearing of prescribed uniform is mandatory for students on all working days.
- ⬆ Saturday activities are compulsory for every student otherwise fine has to be paid by him/her.
- ⬆ Smoking, chewing of Tobacco, Gutkha and Alcoholic drinks are strictly prohibited in the campus, hostel and in public.
- ⬆ It is compulsory for students to appear in the mid term examination & complete all assignment given to him for the purpose of internal assessment.
- ⬆ Please do not come with or allow other friends who are not the students of this college.
- ⬆ Use of unfair means, in examinations, is an offence under “Rajasthan Anti-Copying Act, 1992”. It may result in three years’ imprisonment and/or fine of Rs. 2000. So, do not use unfair means in examinations.
- ⬆ Do not approach the Principal / Staff Members / the examiner to get yourself recommended for favour of marks in sessional / practical examinations. This act will be considered as “use of unfair means”.
- ⬆ Students are advised to adhere to the college discipline strictly. A student, once suspended, may not be admitted to the college again in the next year. No consideration will be made by way of discussion/claim in this regard.

Signature of Parent

Signature of Student

**INFORMATION TO BE FILLED BY THE PARENT/GUARDIAN**

1. Name of Parent/Guardian : \_\_\_\_\_
2. Relation with student : \_\_\_\_\_
3. Occupation : \_\_\_\_\_
4. Phone No.(With STD Code) : (O) \_\_\_\_\_ (R) \_\_\_\_\_ (M) \_\_\_\_\_
5. Office Address : \_\_\_\_\_
6. Residential Address : \_\_\_\_\_

PLEASE AFFIX  
PARENT/GUARDIAN  
COLOUR  
PHOTOGRAPH  
HERE

**DECLARATION BY THE CANDIDATE’S PARENT / GUARDIAN:**

I undersigned Mr/Ms \_\_\_\_\_ Parents/Guardian of Mr/Ms \_\_\_\_\_ have permitted my Son/Daughter/ Ward to seek admission in your institute for the course applied for and conducted by your institute .The information given by him/her in this form is true and I am aware of the same . I have gone through the prospectus carefully and I have understood the contents therein including the rules and regulations of the institute. I give this undertaking that my Son/Daughter/ Ward shall abide by the rules and regulation laid down by the institute and institute authorities are free to take any action against him/her in the event of misbehavior in the institute as well as outside the institute.

I Hereby declare that \_\_\_\_\_  
1) The particulars furnished by my son / daughter/ ward in this application form are correct to the best of my knowledge and I hereby authorize the institute to take action against my son / daughter/ ward if such information given is found incorrect and misleading.  
2) I also undertake and bind myself to pay on behalf of my son / daughter/ ward such fees, charges etc with the SUN Institute of Management Studies, Udaipur to which he/she is finally admitted, may levy from time to time by the due date and in the event of failure on my part and /or on the part of my son / daughter/ ward, the Director of the institute may take such action against my son / daughter/ ward as it may deem fit. I am aware that the fees paid by me are not refundable or transferable under any circumstances whatsoever.

Date : \_\_\_\_\_ (Signature of the Parent/ Guardian)

Place : \_\_\_\_\_ Name of the Parent/ Guardian

**DECLARATION BY THE STUDENT**

I, \_\_\_\_\_ have carefully read the academic and administrative Rules & Regulations on SIMS/University as given in the prospectus and application material and agree to abide by the same. I Understand that these rules are only indicative. I also Understand that SIMS/University reserved the right to change/modify the rules and regulations from time to time and I agree to abide by the same. I here by declare that the information provided by me in the application is true and correct to the best of my knowledge.

Date : \_\_\_\_\_ Signature of the Student

Place : \_\_\_\_\_ Name of the Student