# ANNEXURE 1

**List of documents required to be submitted along with Admission Form**

|  |  |
| --- | --- |
| 1 | CAP Allotment Letter |
| 2 | Marks sheets &Certificate of passing of 10th, 10+2 |
| 3 | Graduate Degree Certificate along with Mark Sheets |
| 4 | Caste Certificate, Caste Validity &Non Creamy Layer, if applicable |
| 5 | Migration certificate, if applicable |
| 6 | Leaving Certificate |
| 7 | Gap Affidavit, if applicable |
| 8 | Undertaking of Institute regarding Anti Ragging |
| 9 | Medical Fitness for Handicapped (LD) (if applicable) |
| 10 | 2 Passport size Photo |
| 11 | Copy of Aadhar & PAN for Scholarship purpose |
| 12 | Copy of Bank Passbook for Scholarship purpose |
|  | (All Originals to be produced for verification) |

**ANNEXURE 2**

**Application for Admission Cancellation**

From: (Full Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To

The Director,

MGV’s Institute of Management & Research,

Panchavati, Nashik-422003

Dear Sir,

I would like to cancel my admission to the MBA Programme for the reason stated below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The details of fees paid are given below

Receipt No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount;\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thanking you,

Yours faithfully

(Signature)

(For Office Use)

Application received on : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Refund Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registrar Dy. Director Director

# ANNEXURE 3

**Application form for students to request bank loan assistance**

From:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Admission Form No.\_\_\_\_\_\_\_\_\_\_\_

Application ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

To

The Director,

MGV’s Institute of Management & Research,

Panchavati, Nashik-422003

**Sub: Letter for Bank Loan**

Sir,

I am seeking admission to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ course during the academic year 20\_\_\_\_\_\_\_\_\_ to 20\_\_\_\_\_ forRs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at your institute. I am seeking Educational Loan from a Bank for funding my fees.

Kindly issue me a letter addressed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Branch to enable me to obtain educational loan.

Thanking you,

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the student)