



Dr. MPS
GROUP OF INSTITUTIONS

COLLEGE OF BUSINESS STUDIES & HOTEL MANAGEMENT

• AGRA • NEW DELHI



APPLICATION FORM



Dr. MPS GROUP OF INSTITUTIONS COLLEGE OF BUSINESS STUDIES

AGRA CAMPUS

DELHI CAMPUS



FORM NO.

ROLL NO.

*Creating
Leaders*

IMPORTANT INSTRUCTIONS TO FILL UP THE APPLICATION FORM:

1. Write in **BLOCK CAPITALS** and use Blue/Black ball point only.
2. Leave a **Blank Space** between words.
3. Fill int the Form taking help given at the page one & two of **admission procedure** and as per instructions mentioned.
4. Scribbling/ Overwriting is not allowed. Incomplete forms will be rejected.
5. **Do not use** prefixes like Shri /Smt./Mr./Mrs. Before Name / Father's name / Mother's Name.

COURSE APPLIED FOR:

CHOICE OF CAMPUS :

AGRA ☐

DELHI ☐

Paste Recent
Passport Size
Photograph
(Not earlier
than 3 months)

PERSONAL INFORMATION

Name (In Capital Letters):

Date of Birth:

Nationality:

Gender: M ☐ F ☐

Father's Name:

Father's Occupation:

Father's Phone No.

Correspondence Address:

Residence Phone No.
(with code)

Mobile:

Emergency Phone No.

E-mail Address:

EDUCATIONAL QUALIFICATION

	Board/University	Year of Passing	School / College	Per. %	Division /Grade
Class X					
Class XII					
Graduation					
Post Graduation					
Diploma / Other					

RULES & REGULATIONS

1. The management reserves the right to change the venue of hostel / room of any hosteller if any such kind of need arises due to the circumstances prevailing at that time and even to evict any hosteller immediately if his / her stay causes disciplinary or any other problems such as misbehavior with warden / authorities / staff / other students, non payment of hostel fees/dues etc.
2. No hosteller shall be allowed to stay out without written request letter from the local guardian and permission of Incharge or Warden. Decision of the Incharge / warden will be final in such cases.
3. The hostellers are advised not to keep any valuable article in the hostel. For any theft or loss of such things, hostel management will not be responsible at all.
4. Any damage to the property shall have to be paid in cash individually or the group responsible or jointly by all the hostellers.
5. Any hosteller if found guilty of misconduct, breach of rules or showing disrespect to the authorities shall immediately be expelled from the hostel without any notice.
6. In case of any personal injury suffered / loss / damage of personal belongings of the resident(s) due to reasons beyond the control or any natural calamities of any type such as Fire / earthquake / heavy rains / electric short circuit, the hostel will not be responsible in any manner whatsoever.
7. Parent / Guardian are not allowed to go in the room of their ward. They can meet their ward in the office of hostel / visitor's room only.
8. The students should mention in the admission form if they are already suffering from any acute disease. They should bring their life saving drugs with them.
9. Consumption of intoxicants / Alcohol / Smoking is strictly prohibited.
10. In any case if any matter has to go to the court, only Delhi / Agra court shall have jurisdiction to decide such matters.

Signature of Applicant

Signature of Parent/Guardian

Date: _____

Place: _____

11. Please tick () in the appropriate box.

- a) Marital Status : Married ☐ Unmarried ☐
- b) Have you undertaken any formal course/training in computers : Yes ☐ No ☐
- c) Hostel Accomodation needed : Yes ☐ No ☐
(To be allotted on first come first served basis)
- d) Transportation Facility required : Yes ☐ No ☐

12. How do you come to know about our College.

Newspaper ☐ Hoarding ☐ Through Friend / Relations ☐

Seminar ☐ Consultant ☐ Cable T.V. ☐

Others (pls. Specify): ☐ _____

DECLARATION:-

- * I hereby acknowledge receipt of Prospectus of Dr. MPS College of Business Studies and certify that I have read and understood all the provisions indicated therein.
- * I hereby certify that all the particulars stated in this application are true to the best of my knowledge & belief. In the event of suppression or distortion of any fact like educational qualification, nationality, study period etc. made in my application form, I understand that my admission is liable to be cancelled.
- * I certify that I am qualified for the course as indicated in the prospectus for admission and will produce the original certificate when asked for.
- * I understand that CBS has the right to add/ delete / change the syllabi, course structure, course fee, rules & regulations as and when required.
- * I understand that FEES once paid will not be refunded under any circumstances.

Signature of the applicant: _____ Place _____ Date _____

TO BE FILLED IN BY PARENT/GUARDIAN

I, Mr. / Mrs. _____ Parent/Guardian of
_____ hereby declare that the above particulars furnished by my son/daughter are true to the best of my knowledge & belief and I have no objection in his/her seeking admission. I also agree to abide by the rules of the MPS-CBS in this regard.

Signature of the applicant: _____ Place _____ Date _____

FOR OFFICE USE (NOT TO BE FILLED BY THE CANDIDATE)

Fees Amount _____ Demand Draft / Cheque / Cash _____

DD/Cheque No. : DD/Cheque Date :

Cash : DD MM YYYY

Admission Confirmed Yes ☐ No ☐ Enrollment No _____ Date _____

Hostel Allotted Yes ☐ No ☐

CONCESSION/SCHOLARSHIP(If any)

1. MERIT	
2. SC/ST	
3. ANY OTHER	



Dr. MPS GROUP OF INSTITUTIONS COLLEGE OF BUSINESS STUDIES

FORM FOR HOSTEL (BOYS & GIRLS)

PERSONAL DETAILS

Name: _____

Father's Name: _____

Permanent Address: _____

Parents Phone No.: (Office) _____ Residence: _____

Emergency Contact No.: _____

Local Guardian: _____

Address: _____

Phone: _____ Office: _____ Residence: _____

PLEASE GIVE HISTORY OF SERIOUS ILLNESS IN THE PAST, IF ANY

Signature of Applicant :

Signature of Parent/Guardian

Note :-

Send this form along with the application form If Hostel accommodation is required.

Paste Recent
Passport Size
Photograph
(not earlier
than 3 months)

Applicant Signature

RULES & REGULATIONS

1. Maintaining discipline in the college premises is mandatory for all the students. Creating indiscipline of any kind & irregular in attendance are objectionable acts & may result in serious disciplinary actions.
2. Hard work under the supervision & guidance of the respective faculty members is compulsory for all the students of CBS. If the subject teacher feels that the student is not working hard or not responding properly, a serious disciplinary action may be taken against him / her. Such students may even be expelled from the college. No fee or part of the fee will be refunded in such cases.
3. Continuous Absence for more than 03 days without prior written application or telephonic intimation shows non-sincere behavior. Students are advised to inform the college, if he /she needs leave, failing which a strict disciplinary action may be taken against the students.
4. If any type of miss-happening occurs in the college premisses because of situations beyond control or any natural calamity of any type such as earthquake, floods, fire etc., the college management shall not be responsible in any manner whatsoever.
5. Students are supposed to pay the next semester fees will in advance i.e. before completion of previous semester, failing which a late fees of Rs. 500/- will be charged (15 days grace period). Non submission of the complete fees even after the grace period may cancel his / her candidature & claim for next semester.
6. College will not be held responsible for any change in the course/program/syllabus by University during the course period.
7. College management will not responsible for any change in the Higher Education Policy/jurisdiction of University by Central Government / State Govt./ any other regulatory bodies at any time during the course period.
8. Chewing of Gutkhas / Pan masalas, spitting on the walls & smoking are strictly prohibited in the college campus. Any one found indulging in the above would be liable to face disciplinary action.
9. Students are advised to resist from indulging in ragging or harassing other students. Anyone involving in such kind of activities will be dealt strictly.
10. It is mandatory for all the college students to attend the mid term / class test / any other type of presentation or practical examinations held regularly by the college. Students absenting themselves from the examination / tests conducted by the college without prior written permission will not be allowed to appear in the University examinations.
11. Formation of associations, societies and clubs as well as holding of parties, social gatherings meeting other than those specifically and carried out as officials social activities are strictly prohibited.
12. Students are advised to keep themselves away from any mischievous / malicious activity such as damaging college property etc. Strict disciplinary action will be taken against the defaulters. The caution money of such students involved in damage of college property and infrastructure would be retained as the recovery of loss. If in case the defaulter/s are not identified, the loss would be equally recovered from the caution money of all the students falling under/using the effected division of the premises.
13. All the Students will bear the Expenses of Industrial Training if required in that Particular Course. College will only Arrange / Assist in Sending for IT But will not be Liable to day any expenses in cured on Training.
14. The College reserves the right to change the course fee, switch over to any university and at another centre without prior notice.
15. It is the responsibility of the University to conduct examinations and award marksheets / degree / diplomas to the students. We are not responsible for any delay in examinations or dispatch of marksheets / degrees by the Universities. We will only assist the students in processing their request for delay However, the final, discretion will be taken by the concerned University.
16. CBS WILL NOT ENTERTAIN ANY REQUEST FOR REFUND OF FEES UNDER ANY CIRCUMSTANCES.
17. Internal marking .criteria :
Student performance will be appraised and Internal marks will be awarded as per specified parameters:

PARAMETERS	WEIGHTAGE
Attendance (Minimum required 75%)	30%
Class Participation	20%
Class/Home Assignments	10%
18. Simulation/Model/Project/Extracurricular Activities	10%
Test Series	30%

Suspension / expulsion orders can be implemented with any student at any point of time on the following grounds:

19. (i) Non-attendance of classes as per the college norms, (ii) Willful violation of college rules and regulations,
 20. (iii) Nonpayment of college fees. (iv) Continuous absenteeism.
- No fees/part of the fees will be refunded in any of the above listed suspension / expulsion reasons.
21. Uniform is an integral part of the College of Business Studies. Students coming to college without proper uniform will not be allowed to attend classes. Disciplinary action will be taken against the students who are not adhering to proper uniform and smart turnout. Legal disputes if any shall come under jurisdiction of Agra Court only.

WE HAVE READ AND UNDERSTAND THE ABOVE MENTIONED RULES & REGULATIONS OF THE Dr. MPS GROUP COLLEGE OF BUSINESS STUDIES. WE AGREE TO ABIDE BY ALL THE ABOVE RULES AND REGULATIONS OF THE COLLEGE.

SIGNATURE OF THE PARENT/GUARDIAN

SIGNATURE OF THE APPLICANT



Dr. MPS
GROUP OF INSTITUTIONS
COLLEGE OF BUSINESS STUDIES & HOTEL MANAGEMENT
• AGRA • NEW DELHI

Y our College
our Future

Corporate HQ

Agra-Delhi Highway,
Near Naveen Sabji Mandi,
Sikandra, Agra-282007

New Delhi Campus

E-9, Ramdutt Enclave,
Old Pankha Road,
Uttam Nagar, New Delhi

Contact

9368910004
e-mail : admissions@mpsgroup.org.in
visit us at : www.mpsgroup.org.in

For More Details Call

9359090501,
9359090502,
09319969886