



## MIR CENTER FOR MANAGEMENT EXCELLENCE

Admission to :

Duration :

Name: First name/ middle name/ surname: (Mr/Ms)  
(Please fill all details as per your SSLC/book)

Age / DOB

Name of Father/ mother/Guardian

Contact phone: (O) ®

Current Address

Permanent Address

Contact Phone: ® (Cell)

Marital Status: single/married/separated

### **Educational qualification:**

Course	School/college	University	Year of passing	Grade/class	Register no

**Work Experience:**

Designation	Organization	From	To	Reason for leaving

English competency in writing/ reading/ speaking

- Excellent
- Good
- Fair
- Poor

Would require additional classes in English; yes/no

**References:**

1. Name

Designation  
Organization  
Phone (O)  
Cell

2. Name

Designation  
Organization  
Phone (O)  
Cell

Candidate's application No:

Councilor report:

I recommend that the applicant be

1. Accepted >> >>
2. Conditionally accepted
3. Not accepted

Registration No: allotted:

For the above applied course.

Name and signature of the councilor:

Date:

Physical profile:

Name:

MCME registration No:

Height:

Weight:

Reach:

Complexion:

Visible distinguishing marks, if any:

(For cabin crew, the candidate is to provide 3 PPP and 1 full length PCP  
Students of other study streams to provide 3 PPP)

#### PHOTOGRAPH FORM

PLEASE NOTE THE INFORMATION SUBMITTED BELOW WILL BE USED TO  
PRODUCE YOUR STUDENT ID.  
ENSURE ALL DETAILS ARE CORRECT.

FIRST NAME

SURNAME

DATE OF BIRTH DD/MM/YY

BLOOD GROUP

ADDRESS

EMERGENCY PHONE NO:

AFFIX PPP

WITH WHITE  
BACKGROUND

I CONFIRM THAT THE DETAILS GIVEN ABOVE ARE CURRENT AND CORRECT.

SIGNATURE OF CANDIDATE

DATE

**STUDENTS DECLARATION:**

1. I CONFIRM THAT ALL INFORMATION PROVIDED IN THE ABOVE FORMAT IS TRUE AND CORRECT.
2. I UNDERSTAND THAT AS A MCME STUDENT I AM REQUIRED TO ABIDE BY THE RULES, REGULATIONS AND PROCEDURES AND POLICIES LAID DOWN BY MCME MANAGEMENT
3. I ACCEPT LIABILITY OF PAYING MY FEES AS PER THE SCHEDULE PROVIDED TO ME .
4. I AGREE THAT MCME MAY USE MY PERSONAL DATA GIVEN ABOVE FOR PLACEMENT RELATED ACTIVITIES.
5. I UNDERSTAND THAT MCME WILL ENDEAVOUR TO DELIVER COURSES AND PROGRAMME OF STUDY AS INFORMED TO THE STUDENTS, IT IS POSSIBLE HOWEVER THAT CERTAIN CHANGES MAY OCCUR FOR UPGRADING THE SYLABUS TO MEET INDUSTRY NEEDS,MCME RESERVES THE RIGHT TO MAKE APPROPRIATE CHANGES IN THE INTEREST OF COURSE ACCEPTANCE BY THE RELEVANT INDUSTRY,OR TO DISCONTINUE A COURSE OR INTRODUCE NEW COURSES IF AT ANY TIME THE MANAGEMENT FEELS SUCH ACTION NECESSARY.
6. I CONFIRM THAT I HAVE READ AND UNDERSTOOD ALL RULES, REGULATIONS OF MCME, AND HAVING FULLY UNDERSTOOD THE SAME I APPLY FOR ENROLLMENT TO THE ABOVE PROGRAM. ANY NON COMPLIANCE OF THE STATED RULES AND CONDITIONS BY ME WOULD INVITE DISCIPLINARY ACTION AGAINST ME.

NAME OF THE STUDENT\_\_\_\_\_

SIGNATURE\_\_\_\_\_

DATE\_\_\_\_\_

## RULES & REGULATIONS

1. The students shall follow the rules & regulations of the institute, action will be taken against any one violating the rules.
2. The students are requested to be punctual & attend the classes on time.
3. No students shall take unauthorized leave or be absent from the class without proper reason, prior permission in writing duly signed by the parents or guardian.
4. The students shall follow the dress code & grooming standards strictly in the institute.
5. Ragging, eve teasing of any kind is prohibited in the institute & it will be taken as severe misconduct, any student involving in such kind activities shall be dismissed from the institute.
6. No damage should be done to the institute property, furniture's, fixtures, equipments or building, if so the student has to repair it to proper working condition or replace it.
7. The course fee has to be remitted on or before the specified date announced by the institute; fine or removal from classes for the duration of non payment of fees would be imposed.
8. No students shall be absent from class tests, examinations & should submit the assignments & records on time instructed by the respective faculties.
9. The institute timing is from ----10am to --6pm.
10. Mobiles should be switched off inside the institute.
11. During class hours no out side telephone calls will be entertained for the students, unless there is an emergency.
12. Students when asked to report to a hotel for training or familiarization will do so with a written authorization from the Institute. Once instructed to report to an hotel, the student would ensure that he/she report to the hotel on the time and date specified.