

Last Date of Submission _____

Application Form No.: _____
(For office use only)

(please note application form no. for future communication)

Application Form

Applicant to affix his/her recent passport-size photograph here

(Also, staple 2 additional passport-size photos with this form)

**MBA* + PGP in General Business Management
2012 intake**

Important instructions for filling up this Form

This Application Form is to be filled out completely, carefully and must be accompanied with required supporting documents*. Incomplete forms will be rejected. Accurate and complete answers to all questions are needed.

* COMPULSORY SUPPORTING DOCUMENTS - you have to attach self attested photocopies of (1) Marksheet of 10th std., (2) Marksheet of 12th std., (3) Graduation Marksheet, if completed, else marksheets of all completed years/semesters, and (4) Score card of Qualifying Tests. All of these to be duly self attested.

USE ONLY CAPITAL LETTERS FOR FILLING UP ENTRIES

You must keep a photocopy of this Application Form (after it is filled) for your records.

1. Candidate's Personal Details

Name Mr./Ms.: _____
(First Name) (Middle Name)

(Lastname) As it appears in School / College / University Certificates

Date of Birth: _____ Blood Group: _____ Mobile*: _____
d d m m y y y y

Sex: Male Female

Email*: _____

Parent's Name Mr./Ms. : _____

Tel (Off) _____ (Res) _____ (Fax) _____
(STD Code) - Tel. No. (STD Code) - Tel. No. (STD Code) - Tel. No.

Current Mailing Address*: _____

City State Pin

Permanant Address*: _____

City State Pin

* As all Xcellon offices are fully computerized, all applicants are strongly advised to give e-mail address and mobile number for speedy communication.
 * Updating of any change in the mailing address is the responsibility of the student. The communication relating to change in mailing address has to be forwarded to mail id: admissions@xcelloninstitute.com All communications will be sent to the candidate's current mailing address only.

2. Academic Record

Please provide latest and authentic data. Marks/grades shown here must match with those in the original marksheets. Percentages should be computed by including all subjects/papers that you wrote in your exams. Those who are yet to appear for final exam should put average% of marks upto last exam conducted.

BACHELOR'S DEGREE

Bachelor's Degree Title (in full form)	Medium of Instruction	Duration (Years) Please tick	If Completed		If Pursuing		
			Month & Year of Passing	% of Marks*	Expected Month & Year of Completion of Final Examination		
		<input type="checkbox"/> 3 Years <input type="checkbox"/> 4 Years <input type="checkbox"/> > 4 Years					

* Marks as calculated by the University.

For calculating the percentage of marks scored in graduation, the University takes into account the following. Please (✓) appropriate box:

» Marks scored in all the years put together » Marks scored in the years excluding marks scored in the first year » Any other criteria

For any other criteria, please give details: _____

SCHOOL / JUNIOR COLLEGE

	Name of the institution	University/Board	Subjects with Specialisation	Medium of study	Duration		% of Marks scored overall
					From(mm/yyyy)	To(mm/yyyy)	
H.S.C.							
S.S.C.							

3. Additional qualifications - CA/CS/ICWA etc.,if any

Type of Qualification	Name of the Institute	Month & Year of Passing	% of Marks

4. Academic achievements,academic medals,honours, if any

use extra sheet if required

5. Test scores

Please accurately enter your scores for all tests which you have written, out of those listed. Scores of only the latest test taken be mentioned

Test	Registration Number	Section-wise Percentile/Percentage Scores					Final Overall Test Score		Date of Test DD/MM/YY
		Section 1	Section 2 (if applicable)	Section 3 (if applicable)	Section 4 (if applicable)	Section 5 (if applicable)	Percentile	Percentile	
CAT									
XAT									
MAT									
GMAT									
Others									

6. Computer proficiency

Please tick mark (✓) all relevant boxes to indicate your present comfort level with computers and softwares

MS Windows
 Outlook Express/Email
 Adobe PageMaker
 MS PowerPoint
 SAS/SPSS
 MS Word
 MS Excel
 Databases (Access, Oracle, MySQL, SQLServer, etc)
 Adobe Photoshop
 Adobe Flash
 Linux

7. Work experience

Mention full-time paid employment after Graduation only.(Certificates to be attached)Do not include training/project work/work done as an internal part of curricular requirement

Name of organization	Designation	Duration		Annual gross salary (cost to company)	Reasons for leaving
		From dd/mm/yyyy	To dd/mm/yyyy		

Total period of full-time work experience (in months)

8. Hobbies / Interests (Please write briefly about your current hobbies and interests)

9. Why do you want to join Xcellon's PG Program ?

10. Special Points

Any special points you wish to bring to the notice of the Admissions Committee in support of your application?
(Tell us briefly why we should select you).

11. Career Goals

State briefly your career goals

13. Application Form Payment Details

To be filled by Applicant	Application Fees Amount to be paid Rs. 200/-
To be paid by	<input type="checkbox"/> Cash <input type="checkbox"/> DD

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If DD (to be made in favour of "Xcellon Education Limited", payable at Ahmedabad.)

DD No. _____ Date _____

Bank _____ Branch _____

Declaration

I certify that the information presented in this Application Form is accurate, complete and honestly presented. I understand and agree that any inaccurate information, misleading information or omission will be a cause for the withdrawal of any offer of admission or for disciplinary action, dismissal or revocation of diploma, certificate, or any award if discovered at a later date. I agree to honour the Xcellon Code of Ethics in letter and spirit. I understand that all admissions are based strictly on merit and declare that I will not violate the rules against canvassing directly or indirectly to seek admission into Xcellon and/or to seek any undue/special favours outside the framework of rules in force from time to time. I hereby understand and accept that the decision of admission at Xcellon Campus by the Admissions Committee is final and binding on me.

I understand and agree that :

- The academic and administrative rules and regulations of Xcellon as applicable to the PG Program as given in the prospectus, application material and those given overleaf including the legal aspects are binding on me.
- I agree to indemnify, defend and hold Xcellon harmless from and against any and all loss, damage, liability and expense arising out of any third party claim, actions or proceedings by me or by my agents.
- The complete set of academic rules, to be given to me at the start of each Term / year, will be binding on me.
- The admission given for the applicants who are in the final year of graduation is provisional only, subject to their completing the graduation requirements with 45% marks (or above) as per the rules followed by respective university and submitting the degree certificate and marks list to Xcellon on before September 30, 2012.
- The number of seats per specialisation, and internal structuring of various programmes and specialisations will be at the sole discretion of the Institute.
- I declare that I am medically fit to study in Xcellon School of Business.
- The jurisdiction for all the disputes (if any) relating to Xcellon School of Business is Ahmedabad (Gujarat)
- Xcellon reserves the right to change/modify the Regulations from time to time without advance notice to the students.
- I have read the Disclosure, Legal Aspects and Regulations and agree to abide by the same.

My signature below certifies that I have read, understood and agreed to all the terms and conditions of Xcellon, given in the application and overleaf.

Place: _____

Applicant's Signature : _____

Date : _____

Name : Mr./Ms. _____

Countersigned by Parent/Guardian :

Place: _____

Signature : _____

Date : _____

Name : _____

Relationship: Father Mother Guardian

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Evaluation

Total Score: _____

Selected

Wait Listed

Rejected

Signature of Admission Committee: (1) _____ (2) _____ (3) _____

If Selected, Admission Fee paid by DD to be made in favour of "Xcellon Education Limited", payable at Ahmedabad

DD No. _____

Amount _____

Date _____

Bank _____

Branch _____

Authorized Signature _____

CHECK-LIST

I have provided / enclosed

- Three color photographs with form no. written at the backside of each photograph
- Landline telephone number (Residence and office)
- Mobile number
- Permanent address
- Current mailing address with PIN No.
- Email ID
- Self attested copy of Academic record of Class X, XII, Bachelors and other qualifications
- A self attested photocopy of CAT / MAT / XAT / GMAT / Other score card (if applicable).
- Self attested copy of work experience certificate (if applicable).
- Duly filled and signed the Declaration Form along with my Parents / Guardian.

Terms & Conditions

Xcellon Institute is a part of "Xcellon Education Ltd." incorporated under the companies act 1956, having its registered office at Bodakdev, Ahmedabad.

All the applicants of the PG Program are advised to read the Disclosure, Legal Aspects and Regulations given below carefully and understand the contents clearly. If they need any clarifications, they should contact the Xcellon headquarters, at admissions@xcelloninstitute.com.

Provisional Admission: All admissions are treated as provisional until they are duly confirmed. The admission of candidates who are in the final year of graduation will be treated as provisional only, subject to their completion of graduation requirements by July 2012 with 45% aggregate marks (or above) as per the rules followed by their respective university. The last date for submission of the proof of graduation is September 30, 2012 failing which the provisional admission may be cancelled.

Commencement of Classwork: Programs will commence from July 2012 onwards. All selected candidates have to attend classwork at respective Xcellon Campus from July 2012 onwards. However, the candidates are expected to start preparatory work as soon as they receive the information. This will enable them to cope with class-work from July 2012.

Financial Responsibility: Xcellon requires prompt payment of fees and other charges as stated. If payment is not made on time, Xcellon may impose penalties, which include but are not limited to the following:

- **Not permitting registration into the succeeding academic Term/ semester.**
- **Withholding results, gradesheets, transcripts, placement facilities, etc., of students whose accounts are in arrears stated in the fee to be paid, governed as per the fee for PG Program.**
- **Penalties for the delayed payment.**

Xcellon's post graduate programs are certificate courses made up of two independent modules of 11 months each. They are non professional, non technical programs designed for an Individual's executive development. The MBA degree is offered through distance education by an UGC/Govt. of India/AICTE approved university. Xcellon merely extends academic support and placement assistance to students interested in pursuing the MBA.

Details of the PG Program may be modified by the institute from time to time for academic, legal, regulatory and operational reasons. The students will be governed by the latest regulations applicable to them during the relevant academic year. Neither Xcellon, nor any third party assumes any liability of any kind to any person for providing this information, whether or not such persons rely on it and even if they inform the Xcellon of their reliance on it.

The documents may contain forward-looking statements like, but not limited to, general market, macro-economic, governmental and regulatory trends, technological developments, court decisions, legislative developments, award of certificate/ diplomas, scope for further studies, career opportunities for students from the Xcellon are subject to market requirements and risks.

Enrollment Agreement: The "Application Form" constitutes the Enrollment Agreement (hereinafter referred to as the Agreement) between the candidate and the Xcellon.

Entire Agreement: This Agreement constitutes and expresses the entire agreement and understanding between Xcellon and the students of Xcellon in reference to all matters herein referred to, all previous discussions, promises, representations, and understandings relative thereto, if any, had between the parties hereto, being herein merged.

Interpretation: The masculine, feminine or neutral gender and the singular or plural number shall be deemed to include the other gender or numbers where the context so indicates or requires. Unless otherwise expressly provided, references to days, months or years are to calendar days, months or years. Person or persons include individuals, partnerships, corporations, government agencies or other entities. Section headings are included for convenience only and are not to be used to construe or Interpret this Agreement.

No Third Party Beneficiaries: Enrollment of any candidate, shall not entitle any person (including, without limitation, members) to any rights as third party beneficiary.

No Obligation to Services, etc.: Xcellon has no obligation to render any services to the students beyond the period of study after the date of enrollment. To clarify further, no obligation of Xcellon shall survive beyond 22 months after the date of enrollment.

Limitation of Liability: The liability of Xcellon towards the students is limited only to the extent of the fee paid by them to Xcellon. To clarify further, Xcellon shall not be liable to the students for punitive, exemplary, special, indirect, or consequential damages, including, without limitation, lost profits. Xcellon shall also not be liable to fee paid to other organizations.

Assignment: The students of Xcellon cannot assign this Agreement or any part thereof. Xcellon may, without necessity of the students' consent assign its rights and obligations under this Agreement to a successor organization.

Force Majeure: Xcellon shall not be liable for delay or failure in performance of any of its obligations under the Agreement when such delay or failure arises from events or circumstances beyond the reasonable control of Xcellon (including, without limitation, acts of God, fire, flood, war, explosion, sabotage, terrorism, embargo, civil commotion, acts or omissions of any government entity, supplier delays, communications or power failure, equipment or software malfunction, or labor disputes).

Indemnity: A student of Xcellon agrees to indemnify, defend and hold Xcellon harmless from and against any and all loss, damage, liability and expense (including reasonable attorneys' fees and costs) arising out of any third party claim, action or proceeding arising directly or indirectly on the acts of omission or commission by the member or his/her agents, the breach or alleged breach or failure to comply with any applicable laws or regulations, concerning the practice of profession of management.

Arbitration: All disputes relating to or arising out of this Agreement shall be settled by reference to arbitration only and not by recourse to the courts of law, as per the applicable Indian Law including the Arbitration and Conciliation Act of 1996. Arbitration shall be conducted by an arbitration tribunal consisting of a single member only. The institute's nominee shall be the 'persona designata' as an arbitrator. The venue of arbitration shall be Ahmedabad, India. The arbitration clause shall however not apply if the Institute and/or the authorized agent decides to prosecute any student for any criminal offences, including but not limited to dishonor of postdated cheques and defaults of payments.