



Mewar Girls Business School

SECTOR-4C, VASUNDHRA, GHAZIABAD
Ph. : 2883970, 71, 72 Tele-fax : 2884997
E-mail : mgbs.in@gmail.com Website : www.mgbs.in

STUDENT'S ACADEMIC UNDERTAKING

This is to certify that myself Ms. _____, Roll No. _____ D/o Mr./ Mrs. _____, of MBA 1st/ 2nd year will fulfill the following requirements during the semesters of 2009 – 10/ 2010 –11:

1. My class attendance will be more than 75% in all the theory and practical subjects of current semester, failing which the college management may detain me from appearing in the UPTU Odd/ Even Semester examination.
2. In case my attendance is less than 75% just before the sessional exams in odd/ even semester, I may be detained in appearing in the sessional exams.
3. I will attend all the classes regularly throughout the year. In case of medical reasons or other unavoidable circumstances, I will submit the leave application alongwith supporting documents to my Registrar/ Administration Officer within 2 days of rejoining my classes.
4. I will not indulge in any ragging/ indiscipline activities inside/ outside the college campus. If found involved in any such activities, suspension/ expulsion of myself maybe undertaken by the concerned college authorities. If found involved in ragging, the college may lodge an FIR against me.
5. I will abide by the dress code rules always, otherwise I may not be allowed to enter the college premises.
6. I will not indulge in or initiate bunking classes, or else punishments deemed fitting for such activities maybe meted out to me and 2 GP marks maybe deducted for each day.
7. I will interact with my Counsellor at least twice every month and discuss relevant matters with him/her.
8. **Rules and Regulations**

Attendance

A minimum of 75% attendance is compulsory according to the University rules and regulations. Students who do not fulfill this statutory requirement shall be detained from appearing in the University examination.

Evaluation

The degree is awarded by the University after the successful completion of the course. The University's written/practical examination will be held in each subject at the end of each semester. The Internal assessment marks are awarded by the respective faculty members, which are taken into account in determining the division. The mark sheet after each semester examination is issued by the University. Internal Assessment of marks depends upon regular attendance in the class, performance in tests/viva-voce, preparation of project reports, active participation in tutorial classes, group discussion, seminars and other activities. The behavior and attitude of the students in the campus is also considered while awarding internal marks. The quarterly progress of the students regarding their studies is intimated to their parents/guardians so that they remain well informed about the activities of their wards. The faculty members and the Director of the Institute remain in close contact of the students to sort out their problems.

Scholarships

Meritorious/deserving students shall be awarded scholarships during the course of their study. In a session, scholarships for 10 months shall be given, the renewal of which in the next session will depend upon the overall performance in the previous examination. In case a student does not maintain the standards of merit, the scholarship shall not be renewed. The scholarship will be decided by a committee chaired by the Director of the Institute.

Discipline

The students will strictly adhere to the rules and regulations that the Institute may frame from time to time, regarding evaluation system, minimum standards of academic performance, discipline and attendance etc.,



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required for satisfactory completion of the programme of studies. The Institute reserves the right to expel a student from the course, if her conduct is found unsatisfactory.

The course is full-time course and students are not allowed to pursue any other full-time or part-time job or studies. Further, they are not permitted to undertake any full-time employment during the period. If any such violation is noticed, the Institute reserves the right to take necessary disciplinary action including expulsion from the course.

Uniform

The students will strictly observe the rules and regulations regarding the uniform for entering the campus.

Identity Card

Identity cards are issued to the students soon after enrolment. The card must be returned at the end of the course. On loss or mutilation, a duplicate identity card can be issued on payment of Rs.50.

9. I have fully understood the rules and regulations of this institute and promise to abide by the same.

10. Other Personal Details

Father's Name: _____ **Mob. No.** _____

Mother's Name: _____ **Mob. No.** _____

Address (Residence) _____

_____ **Pin** _____

Ph.No.(Res) STD Code _____ **No** _____

Local Address of Student: _____

Phone No _____ **Mob No.** _____ **Email** _____

Signature of Student _____ **Date** _____

Signature of Registrar _____