

Session: July 2011

LAST DATE OF RECEIPT: 19<sup>th</sup> June, 2011

PTU's

GIAN JYOTI SCHOOL OF  
TQM & ENTREPRENEURSHIP



Application Number

# APPLICATION FORM

## Master of Business Administration (Executive)

(For Office Use)

Student Id:

Univ. Roll No.:

Affix attested  
passport size  
photograph & attach  
3 unattested photos  
in a small envelope.

**Note: Please read the instructions given at the end carefully before filling in this form.  
Please tick mark the applicable box.**

### A. PERSONAL (TO BE FILLED IN BLOCK LETTERS)

Signature of Candidate

Name of the Applicant:  
(As Per Matric Certificate)

Father's Name:  
(As Per Matric Certificate)

Mother's Name:  
(As Per Matric Certificate)

Date                      Month                      Year  
Date of Birth: 

--	--	--	--	--	--

Blood Group: \_\_\_\_\_

**(Please submit proof for date of birth)**

Sex :  Male  Female

Marital Status :  Married  Single

Nationality :  Indian  Others

If others, specify \_\_\_\_\_

Category :  General  Schedule Cast  Schedule Tribe

### Permanent Address

### Mailing Address

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

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

City: \_\_\_\_\_ Distt.: \_\_\_\_\_

City: \_\_\_\_\_ Distt.: \_\_\_\_\_

State: \_\_\_\_\_ PIN: \_\_\_\_\_

State: \_\_\_\_\_ PIN: \_\_\_\_\_

Phone No\*: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email Id\*\*: \_\_\_\_\_

\* Pre-fix STD Code      \*\* It is compulsory to provide email address

## Educational Details

Qualification	Name of School/Institute	Subjects	Year	University / Board	% Marks
Class X					
10+2					
Graduation					
Any other					

## B. EMPLOYMENT

- Current Employment Status (Please tick)  Employed  Self-Employed
- Work experience (as on date of enrolment) After completing degree.  Years  Months
- Attach your detailed resume describing your professional experience in terms of:  
(a) Roles and responsibilities (b) Achievements (c) Professional training undergone (d) Any other information

### Employment Summary (Starting from the current organisation):

Name of organisation	Designation	Department	Experience		
			From	To	Total (Months)

## Present Employer

Orgn. Name \_\_\_\_\_  
and Address: \_\_\_\_\_  
(Where posted) \_\_\_\_\_

PIN: \_\_\_\_\_

Phone No1\*\*: \_\_\_\_\_ Extension No: \_\_\_\_\_

Phone No2\*\*: \_\_\_\_\_ Website: \_\_\_\_\_

\*\* Pre-fix STD Code and mention Extension No.

## Certificate from present employer

This is to certify that Mr/Ms \_\_\_\_\_ is employed with us  
as \_\_\_\_\_ (Desig.) \_\_\_\_\_ (Dept.) since \_\_\_\_\_ (Date of  
joining).

**Authorised Signatory (With Seal)**

Place: \_\_\_\_\_ Name of Authorised Signatory: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ /2011 Designation : \_\_\_\_\_

**(Self-employed professionals may certify on their own behalf but they should attach attested copies of their company's Memorandum / Certificate of Incorporation)**

**Note:** In case period of current employment is less than 2 years, please submit experience certificate of previous organisations where you have worked.

## C. GENERAL

### Income Details

From salary/profession (p.m.) : Rs. \_\_\_\_\_ From any other sources (p.m.) : Rs. \_\_\_\_\_

### University Details

Have you ever been a student of Punjab Technical University, Jalandhar? (Please tick)  YES  NO

**If Yes**, please provide following details:

Registration No.: \_\_\_\_\_

Name of Course: \_\_\_\_\_

Year of Passing: \_\_\_\_\_

### Migration Certificate

\*Please submit an attested copy of your migration certificate issued by the last Board/University attended. In case you do not have the migration certificate, this may be submitted within 2 months of joining the Programme.

## D. SPONSORSHIP

Who will pay your fees? (Enter a, b or c in the box)

(a) Full fees by employer                      (b) Partly employer & partly self                      (c) Full fees by self

If you enter 'b' for item above, please indicate the amount of semester fees (Rs. 29,500 per semester) that would be paid by your employer \_\_\_\_\_

**In case it is either (a) or (b), please complete the following :**

In recognition of the benefit to our Organisation, of **Punjab Technical University's Master of Business Administration (Executive)** programme, offered by PTU's Gian Jyoti School of TQM & Entrepreneurship, we confirm that we will contribute Rs. \_\_\_\_\_ per semester on behalf of Mr./Ms./Mrs. \_\_\_\_\_ towards his/her fees for joining the programme which commences in July 2011.

**Authorised Signatory (With Seal)**

Place: \_\_\_\_\_

Name of Authorised Signatory: \_\_\_\_\_

Date: \_\_/\_\_/2011

Designation: \_\_\_\_\_

## E. PAYMENT DETAILS

Submit cash or demand draft of Rs.5500/- (Rs.6000/- for Web Application) as Application Processing & Registration fee drawn in favour of **"PTU's Gian Jyoti School of TQM & Entrepreneurship"**, payable at Mohali / Chandigarh.

**Cash**     **Demand Draft**     If Demand Draft please fill . . .

DD No. \_\_\_\_\_ dated \_\_\_/\_\_\_/\_\_\_\_\_ drawn on Bank \_\_\_\_\_

## F. HOW DID YOU COME TO KNOW ABOUT US?

Newspaper Advertisement: \_\_\_\_\_ Poster/Brochure: \_\_\_\_\_

Seminar: \_\_\_\_\_ Any other: \_\_\_\_\_

Reference: \_\_\_\_\_

### DECLARATION BY THE APPLICANT

I declare that I have read the prospectus and understand the conditions of eligibility for Punjab Technical University's Master of Business Administration (Executive) programme and fulfill the eligibility criteria. I confirm that all the information furnished in this application is true and correct. In case any information is found incorrect, the School/Punjab Technical University is free to cancel my candidature at any time and I shall not be entitled to any refund of the fee paid.

Place: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_/\_\_/2011

(Applicant's Signature)

## CHECK LIST FOR ATTACHMENTS

**Important:** Please ensure that you have enclosed the following documents/ information in the serial order specified, without which your application will be considered as incomplete. On the top right hand corner of each attachment, you must write your Application No. and Attachment Serial No. (except in case of DD).

S. No.	List of Items/Documents you have enclosed with Application	Please (✓)
1	One attested photograph (3.80 cm x 5.10 cm) at the specified space.	(✓)
2	Three unattested passport size photographs (with your Name and Application No. written on the reverse of the photographs).	
3	Demand Draft for Rs.5500/- (Rs.6000/- for web application) in favour of "PTU's Gian Jyoti School of TQM & Entrepreneurship," payable at Mohali / Chandigarh (With your Name and Application No. written on the reverse side of DD).	
4	Attested photocopy of degree issued by University for your educational qualification.	
5	Attested photocopies of all marksheets of degree mentioned in point number 4 above. (In case of provisional certificate.)	
6	Attested photocopy of class Xth / Matriculation / Secondary school leaving Certificate for date of birth verification.	
7	Attested photocopy of Migration Certificate issued by last Board / University attended.	
8	Detailed resume describing your professional experience in terms of : <b>a)</b> Role and responsibilities <b>b)</b> Achievements <b>c)</b> Professional training undergone <b>d)</b> Any other information	
9	Any other document. Please Specify:  a) _____ b) _____ c) _____	

**Acknowledgement Slip**  
**Master of Business Administration**  
**(Executive)**

**Session: July 2011**

**Application  
Number**

(To be sent with the application form. Also attach self addressed envelop with appropriate postage)

**To be filled by the candidate**

Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Application Processing & Registration Fee of Rs.5500/- (Rs.6000/- for Web Application) **Mode : Cash/DD**. If DD, Please fill DD

No. \_\_\_\_\_ DD Date \_\_\_\_\_ Drawn on Bank \_\_\_\_\_

The candidate is informed that his/her application has been received and is under process.

Candidates are advised to indicate Application No. and programme applied for in all their correspondence with the School.

**Authorised Signatory**

PTU's Gian Jyoti School of TQM & Entrepreneurship

**FOR OFFICE USE ONLY**

Mode of receipt of Application form: Courier  Post  Hand Delivery

Date of receipt \_\_\_\_\_ Receipt No. \_\_\_\_\_

Received by \_\_\_\_\_ on \_\_\_\_\_ Signature \_\_\_\_\_

Checked by \_\_\_\_\_ on \_\_\_\_\_ Signature \_\_\_\_\_

1st Stage Processing \_\_\_\_\_ on \_\_\_\_\_ Signature \_\_\_\_\_

Remarks \_\_\_\_\_

Approved by \_\_\_\_\_ on \_\_\_\_\_ Signature \_\_\_\_\_

Application  
Number

## Instructions for filling the Application Form

1. Before filling in this application form, please read the prospectus carefully and ensure that you satisfy the entry requirements.
2. Please note down the unique Application Number assigned to the application. In all subsequent correspondence with the school, make sure that you quote the Application Number. (In case of web application; number will be issued on the receipt of acknowledgment.
3. Please fill all details in your own handwriting in BLOCK LETTERS. Leave a blank box between words.
4. Enter your name and date of birth as given in your matriculation/secondary school leaving certificate or equivalent.
5. Please ensure that your name along with Application Number is duly written on the reverse of each of the three passport size photographs. It is advisable that the applicant keeps the three photographs in a separate sealed envelop with Name and Application Number duly written on the envelop, which should be properly fastened to the application.
6. Wherever telephone numbers are to be written, please pre-fix STD code.
7. Please ensure that the mailing address and permanent address are correct and complete in all respect.
8. Access to internet and email is necessary for this part-time programme. While writing your email address in the application form, you must be careful about capital/small letters, underscore, hyphen etc.
9. Cash/Demand draft of Rs.5500/- (Rs.6000/- for web application) as Application Processing & Registration fee should be sent along with the application form. Mention the application number, name and address on the reverse. Demand Draft should be in favour of "PTU's Gian Jyoti School of TQM & Entrepreneurship" payable at MOHALI / CHANDIGARH.
10. The original certificates and documents are not to be enclosed with the application form. Original Degree certificate, Matriculation certificate (proof of Date of Birth) & Migration certificate will be required at the time of final grant of admission by PTU, for which you will be intimated separately.
11. Authorities for the purpose of attestation of photocopies of various documents to be enclosed with the application are: **(a)** Gazetted officer of any state/ central govt. **(b)** Principal/Director of any recognized college/Institute.
12. Write complete name and address (BLOCK LETTERS), and affix appropriate postage on the self-addressed envelop.
13. All the attachments should be properly fastened at the end of the application form with a tag or stapled. Mark all such attachments on the check list provided at the end of the application. Make sure that all attachments are appended in the same order as in the check list. On the top right hand corner of each attachment, you must write your Application Number and Attachment Serial No. (except in case of DD, where your Name and Application No. has to be written on the reverse side).
14. Incomplete applications will not be processed.
15. The school will not be held responsible for any postal delay or loss of documents in transit.
16. All admission related queries by email should be addressed to mba@tqmbizschool.org with the name of the candidate and application number mentioned in the subject line.
17. The change of address, if any, must be intimated by the participant, mentioning his/her name and application number to the school. Otherwise, the school authorities will not be responsible for the non-receipt or late receipt of any communication.
18. All applications should be addressed to:  
*The Chairman, Admission Committee*  
*PTU's Gian Jyoti School of TQM & Entrepreneurship,*  
*B-102, Phase VIII, Industrial Area, Mohali-160059, Punjab.*

**You are strongly advised to retain a photocopy of the duly filled in application form (alongwith checklist for attachments) for your own record.**