



Sadhana Centre for Management & Leadership Development

Registered Office & Campus: 392A, Mahale Plot, Deep Bungalow-Vetal Chowk Road, Model Colony P.O., Pune 411 016.

Tel.: 020 - 2567 2026 / 2027 Telefax: 020 - 6603 3796

Email: admissions@scmdl.org, admissionscmdl@gmail.com Website: www.scmdl.org

ADMISSION APPLICATION FORM

PGPEL 2012 - 13

APEL 2012-13

SCMLD office use only

SCMLD Entrance %: _____

Cash / DD Receipt No.: _____
(Prospectus)

Date: _____

Application No.: _____

Dear applicant,

Please go through the entire prospectus, this form, website www.scmdl.org and seek clarifications in case of anything not clear, before you start filling up. Fill up in block letters only.

We follow a principle that the student should choose SCMLD well informed. We do not entice anyone to join SCMLD. Its purpose, mission, processes and requirements to turn out values & ethics driven executives and / or entrepreneurs with positive habits, health and healthy minds cannot be altered to accommodate individual likes, dislikes, opinions, feelings or beliefs. Hence this detailed note and the undertaking on the last two pages. One has a choice to not come into SCMLD fold. Being there one has to follow all its rules and stipulations which are aimed at one's development to be employable and / or an entrepreneur. Therefore you may go through the contents of this form & the prospectus fully and then only submit it. Once short-listed through the entrance process, one has to visit SCMLD premises and inspect everything including placement details and only then pay the fee and take admission, if satisfied. Cancellation of admission is possible up to the 25th of April 2012 with a deduction of Rs.20,000/- from the fee paid. Any cancellation after this date will not receive any refund except the deposits.

This form duly completed must reach SCMLD, Pune at least seven days or be handed over to SCMLD's authorised representatives at different cities at least 3 days before the written test date scheduled for the centre opted by you or handed over before the written test at the venue. This is to help you save the courier / postal expenses etc.

SCMLD's **leadership** programmes are not affiliated to any university or recognised or approved by any Govt. or statutory bodies like UGC or AICTE. It is a private initiative towards developing execution / implementation driven entrepreneurial and executive leaders who will follow values, ethics and dharma 24 hours. Its focus is on attitudinal shift, inculcation of honesty and good habits, development of holistic health & well being and competency & skill building for executive employment and / or entrepreneurship for leading a happy, healthy, harmonious and meaningful life of positive contribution & wealth creation / regeneration. For employment it focuses on professionally run SMEs with growth prospects, organizations in emerging and expanding sectors / businesses like Insurance, Banking, Retail, Infrastructure, IT, Hospitality, Healthcare, Entertainment, Communication, Logistics, Education & Training, Manufacturing, Food, Agriculture, Pharma, Tourism, Financial Services, Consulting and professionally run socially impactful NGOs etc. For those who successfully complete the programme(s), SCMLD does its own certification in testimony whereof. However SCMLD is a partner institution of Indira Gandhi National Open University (IGNOU) for imparting classroom coaching for its MBA and other programmes. You can avail of this SCMLD facilitation to pursue the IGNOU MBA / Diplomas subject to IGNOU eligibility, alongside SCMLD Leadership grooming. The formal degree / diploma from IGNOU may help you pursue higher studies, employment in government, PSUs etc. Otherwise SCMLD programmes are for executive employment in private sector and / or for being a

professionally trained, values & ethics driven entrepreneur. SCMLD certification will not be valid for any further studies in universities or employment in government institutions / organizations. IGNOU MBA is recognised by AICTE.

Therefore it is important that alongside SCMLD programme(s) you may pursue the relevant IGNOU programme(s) if you want to pursue formal higher studies. While IGNOU and its curriculum give you knowledge inputs and a valid open university degree / diploma (as applicable), SCMLD facilitates business skills, understanding of entrepreneurial essentials, excavation of the leadership potential, holistic health, enlightened approaches to life & careers, employability / capability building, discipline & positive habits inculcation, thinking & learning skills etc. - the essentials for success. Integrity, human values, environmental & community sensitivity, exposure to certain eternal truths & awareness for inner & outer harmony, peace & happiness and certain techniques for tapping the intuitive wisdom & the spiritual being of oneself are the non negotiable unique aspects at SCMLD. That is, SCMLD focuses on life skills besides skill building for employment in private sector and / or entrepreneurship. A SCMLD full time student may like to pursue both SCMLD programme(s) and eligible IGNOU programme(s) for his / her own benefit. (Those who are interested only in IGNOU programmes, SCMLD will have classes in the evenings and weekends only. Hostel facility and other grooming processes will not be available to them).

For IGNOU MBA and Diploma programmes, a minimum of 40 percentage score in CAT, MAT or CET of any state government obtained anytime during eleven months prior to July 2012 or OPENMAT Aug. 2011 or Feb. 2012 is a must. Also 50% (45% for reserved category students) marks in graduation is a must for IGNOU MBA / PG Diplomas. Those who have less than 50% in graduation can pursue the Diploma in Management (DIM) first and then MBA / PG Diplomas in specialisations like Marketing, HR, Finance, Operations etc. of IGNOU spread over 2012-14 provided they have minimum 3 years of supervisory / managerial / professional work experience. The cutoff in the above entrance tests for IGNOU programmes and to admit or not to admit a student to any IGNOU programme is an IGNOU decision. SCMLD only coaches its students for IGNOU curriculum under Partner Institute MoU (Convergence Scheme).

SCMLD entrance test is a must for SCMLD full-time programmes - Post Graduate Programme in Executive Leadership (PGPEL) and Advanced Programme in Executive Leadership (APEL) (alongside the above IGNOU eligibility conditions if you are interested in IGNOU Programmes as well.)

Those who are admitted to PGPEL (2012-13) can pursue Advanced Programme in Executive Leadership batch 2013-14 provided PGPEL is cleared & certified with 3.5 CGPA out of 5, and separate admission is taken. However certain tests to check certain skills may be done for students with less than 3.5 CGPA in PGPEL out of 5. One has to clear this with 65% or above to be eligible for APEL. PGPEL is open for any graduate who scores 65% or above in SCMLD entrance test. Those who score 50% or above but less than 65%

can take admission in PGPEL through the bridge programme. After PGPEL those who wish to take up employment must inform the placement cell for assistance. Even on taking up employment if one still wants to pursue APEL can do so subject to its eligibility and admission, by attending evening and weekend classes & submitting weekly assignments etc. provided the number of such students is viable to have such classes. During APEL also students can take up employment any time before they pass out, on the above conditions. That is, during APEL one can study as well as work and earn. To help them earn and learn we have provisions for exam on demand, weekly assignment submissions, Sunday classes etc. This is also to help them recover their APEL fee as well, if one chooses so. Placement facilitation is available to all students whether working or not.

Admission to Advanced Programme in Executive Leadership is allowed without entrance test for any former SCMLD student of PGPEL provided he / she has cleared the PGPEL with minimum 3.5 CGPA overall, and for earlier students of PGDM of SCMLD as well. This is to help those who took up employment after PGPEL and later want to come back and do the advanced programme. That is, there is enough flexibility to clear the programmes as one desires / needs, in his / her own pace.

Subject to clearing SCMLD entrance 2012, and a 30 day residential Bridge programme in May 2012, admission to APEL 2012 - 13 is also open for Post Graduates in Psychology, Applied Psychology, Economics, Statistics, Quantitative Techniques / Mathematics, Law, Sociology, Social / Labour Welfare or Commerce; Candidates with Post Graduate diplomas in any functional areas like Marketing, Finance, etc; CAs, CFAs or ICWAs and for Bachelor Degree holders in Medicine or Law; or graduates with minimum 3 years work experience in Supervisory / Executive levels in HR, Marketing, Finance, Production, Procurement, Logistics, Insurance, Banking, Financial Services, Family Business, Health Care or in NGOs. This is to help such students to acquire leadership skills.

Diploma programmes of IGNOU include DIM, Post Graduate Diploma in Management and other PG Diplomas in Marketing, Finance, HR and Operations.

Bridge programme: Bridge programme is a must for candidates seeking direct admission (without PGPEL) to Advanced Programme in Executive Leadership (2012-13) and for those who score less than 65% in entrance test 2012 seeking admission to PGPEL - 2012-13. Cost of this 30 day residential programme is Rs.32,000/- which includes tuition fee and charges for yoga, pranayama, workout, a 3 day camp outside, boarding, lodging, study materials, books etc. and Service Tax. This fee of Rs.32,000/- is not included in the programme fee structure of PGPEL / APEL in the prospectus as it is not applicable to all. (Those who score 65% or above in SCMLD entrance need not do Bridge Programme.)

Bridge programme is to help students who are not fortunate in having education from top class schools / colleges and / or are deprived of conducive social / family circumstances and exposure to urban sophistication and thus lacking in confidence and / or competitiveness. However

students must be strong willed with fire and passion to become competitive and must be determined to improve their lives by hard work and extra stretch. They must also be willing to work in Insurance, Retail, Infrastructure, Logistics, Agro, Manufacturing, Health-care, Education, Hospitality or Tourism like sectors and SMEs and/or in Rural / Upcountry Sales etc. and must be happy to be stationed at district and taluka level towns or tier II & III cities. They must undergo the bridge programme in May 2012.

Based on all the above information you may like to choose any one of the programme or combination below (Sl. No. 1 - 3). Local students staying with their biological parents in a distance not more than 5 Kms from campus need not stay in the institute hostels for these residential programmes. All others will have to be in the hostels. Once hostel is allotted, withdrawal is not possible. Hostel charges once paid cannot be

refunded as landlords are to be paid rent irrespective of occupancy. Please go through the undertaking at the back pages of this form as well, before filling up. If you are not eligible for IGNOU programmes for whatsoever reasons, SCMLD will not be responsible in any manner as SCMLD PGPEL / APEL and IGNOU programmes are independent of each other and are stand alone programmes. All said, every applicant to take note that behavioural discipline, honesty & hard work are paramount at SCMLD and unless individual students work hard / read and do things to learn and emerge knowledgeable and skillful, employment (placement) is out of question. Simply by taking admission, SCMLD cannot offer any job. One must learn and emerge. SCMLD facilitates the willing students to learn and evolve as a professional / entrepreneur. If so employment / placement will come calling. One has to become employment fit by acquiring relevant competencies to be employable. SCMLD

programmes and processes are not for imparting just knowledge but to develop knowledge driven skills and competencies to make its students work ready / entrepreneurial and values & ethics driven. 100% attendance in each learning activity / session is a must at SCMLD unless hospitalised or when suffering from temporary illness requiring full rest if certified by M.D. level doctors. However those who for any valid or beyond control reasons absent, can do library study @ 5 hours per session missed to compensate for such absences. That is, there shall be no excuse or exemption to any student, from learning activities / sessions. If absence due to the above medical reasons exceed 15% then the rule of library work @ 5 hours per learning activity / session to compensate for academic loss applies. A person who cannot be an active and participating learner all the time should not take admission in SCMLD.

APPLICATION FOR ADMISSION

Once the form is filled up, candidate is advised to keep a photocopy of it for future reference and to follow the norms, since all information including eligibility mentioned in this form may not be reproduced in the prospectus.

To

The Director, SCMLD, Pune

Dear Sir,

After going through the SCMLD mini bulletin, advertisement, prospectus, website, the above details and the undertaking (on pages 5-6) of this application form, I hereby apply for admission to the following programme(s) offered by SCMLD / IGNOU as indicated below by choosing one out of the following.

1. Residential **Post Graduate Programme in Executive Leadership (PGPEL: 2012-13)**, (a) along with MBA / relevant Diploma Programmes of IGNOU : 2012-14. (b) Without any IGNOU programme. (c) Also subject to eligibility and interest I may apply for APEL (2013 - 14) as well. I may not apply for APEL as it depends upon me in 2013.

I know that I have to go through the bridge programme in May 2012 if I don't secure 65% overall in SCMLD entrance test 2012 including bonus marks. If I fail to score 65% or above and if I am keen for admission through bridge programme I am willing to bear the cost of the bridge programme in addition to PGPEL and IGNOU related fees and I will attend the bridge programme. I am aware that without **fully attending** the bridge programme (if I score less than 65% in SCMLD entrance test) I won't be eligible for admission to PGPEL.

I am also aware that (i) I cannot proceed to APEL without passing PGPEL with not less than 3.5 CGPA out of 5 unless I am a Post Graduate or a Graduate with work experience as required. (ii) I can pursue PGPEL or APEL with or without IGNOU programmes. (iii) SCMLD support will be available for placement / entrepreneurship inputs if I pass PGPEL and do not want to pursue APEL. (iv) I can take up a job after PGPEL, work for sometime and then seek admission to APEL in subsequent batches subject to its eligibility. (v) If some subjects are not in my interest or I am not interested in, I can substitute that with my chosen subjects to the tune of 3 credits in a trimester, subject to counselling and approval by the institute. That is, I have enough flexibility to pursue my passion / interest within the SCMLD framework. (vi) After PGPEL 2012-13 and subject to eligibility and admission, I can also work and pursue APEL 2013-14 subject to the conditions, set by the institute. That is, during APEL I can earn and learn as well to such an extent that I can even recover my fee depending upon the work I get / take up.

2. Residential **Advanced Programme in Executive Leadership (APEL: 2012-13)**, Continuing with (i) the IGNOU MBA (2011-13) (ii) Relevant Diploma programme of IGNOU 2011-13 (iii) Along with the IGNOU MBA (2012-14) (iv) Along with IGNOU Diploma 2012-14 (v) without any IGNOU programme. I am eligible for APEL as follows (a) or (b) or (c)

(a) I am a Post Graduate in _____ / Graduate with _____ years of work experience in supervisory / executive level in the functional area of _____ (details of work experience enclosed) / I have passed the PGDBM / CA / ICWA / (any other) _____ of the institution / college (name) _____ in the year _____; and if selected I shall attend the 30 day residential bridge programme in **May 2012**. I am willing to bear the cost of the bridge programme additional to APEL / IGNOU programme fees mentioned in the prospectus. If admitted I shall pursue IGNOU MBA/Diploma programme 2012-14 as the case may be.

(b) I have cleared PGPEL (with 3.5 / + CGPA) of SCMLD batch 2008-09 / 2009-10 / 2010-11 / **2011-12** / PGDM batch 2004-06 2005-07 2006-08 and I am exempted from bridge programme

(c) I am ready to take whatever test I have to take since my PGPEL score is less than 3.5 out of 5 (aggregate) & clear it with 65% or above to be eligible for APEL.

3. **MBA / Diploma / PG Diploma in _____ of IGNOU only** (not being interested in any SCMLD programme) batch 2012-14 / 2012-13 as the case maybe by attending evening / weekend classes. I am aware that except class sessions for IGNOU curriculum, I will not be eligible for any other inputs of SCMLD and the fee I will be paying will be that prescribed by IGNOU only.

I know that IGNOU entrance OPENMAT is in **February and August every year**. Course exams are in July & December every year. Graduation mark sheets / pass certificates / degrees are essential for admission to IGNOU MBA/Diploma programmes besides the eligibility. Therefore, it is important that I must have Graduation certificates/mark sheets and one of the entrance test score cards (box on the next page) in my possession by June 2012 to get admitted to IGNOU and to take its December 2012 Semester I exams. IGNOU Semester II exams will be in July 2013, Semester III in December 2013, Semester IV in July 2014 and projects in December 2014. For all IGNOU related matters, I am bound by the IGNOU rules & standards as applicable for the time being / from time to time. I am also aware that SCMLD convocation for PGPEL is in July and for APEL it is in April every year and as such I have to clear all my exams of SCMLD as applicable by then. If I don't take OPENMAT of IGNOU I can use my CAT, MAT, or CET (of any state government) score not below as decided by IGNOU to be eligible for IGNOU MBA / Diploma programmes. I am also aware that SCMLD Programmes are for employability building / entrepreneurship, provided I am a learner and I learn and emerge matching the Employment / Entrepreneurial requirements. I accept that simply by taking admission, placement will not happen. I have to work hard and change to be fit for corporate employment.

10 During my 10+2+3+ ____ yrs. of education, the 3 subjects I liked / enjoyed most are _____
 _____ and the Teacher I respect most is _____ because he /
 she _____

11 The person whom I consider as my role model is _____
 because _____

12 My Talents which I could not express / demonstrate so far but would like SCMLD to help me bring out are _____

13 My unique talents / interest which I have already demonstrated are _____
 _____ at _____

14 As a person my strengths are _____

15 Areas I need to improve to succeed as a professional of action / entrepreneur are _____

16 Computer Proficiency

Package / Tools	Operating skill level (Tick appropriately)					
	Excellent	Very Good	Good	Average	Poor	Nil
MS Word						
MS Excel (data analysis)						
MS Powerpoint						
Others (specify) _____						

If selected, I promise that I shall master these during the first six months in SCMLD. I shall work extra for this.

17 Linguistic Proficiency

Language	Speak			Read			Write		
	Excellent	Very Good	Good	Excellent	Very Good	Good	Excellent	Very Good	Good
English									
Hindi									
Mother Tongue _____									
Others _____									

If selected, I promise that I shall master my English - conversational and writing skills during the first six months in SCMLD. I shall work extra for this.

18 Father's (if father is not alive, Mother's) Name: _____ Occupation: _____

Organisation : _____ Designation : _____

Office Address : _____

PIN Code E-Mail: _____

Telephone : (O) (STD Code _____) & No.: _____ Fax No.: _____

(R) (STD Code _____) & No.: _____ Fax No.: _____

Mobile: _____ Annual Income: Rs. _____

If your mailing address (on page no. 3) is not the residential address of your parents please write their residential address here.

Address: _____

_____ PIN Code

(R) (STD Code _____) & No.: _____ Fax No.: _____

Next of kin (to be contacted in case of emergencies) Name: _____

Mobile: _____ Residence Tel.: _____ Place: _____

Address: _____

19 Work Experience : Attached herewith (in the separate format downloaded from SCMLD website) is the information about my work experience authenticated by the Current employer Immediate past employer. Not applicable as I have no work experience. (I know that certificate in any other format will not be accepted.)

I hereby declare that the information provided by me as stated in this application is true and correct. I have read, understood and hereby accept all the details / conditions given in this form, the advertisement, information bulletins, prospectus and the website. I agree that I will abide by the authority of the director, his / her authorised representative(s) and the rules, norms, values and the curricular & co-curricular systems of SCMLD as applicable from time to time. I shall pay the fee in time including revised fee, if and when revised. This may not be more than 10% in any year. If Service / other Taxes are applicable I shall pay the same as and when required by SCMLD. I accept that the fee once paid will not be refunded except as specified in the prospectus and that my studentship is terminable as per the details in the prospectus and the rules of the institute. I know that the value system of SCMLD is absolute and of paramount importance and as such I commit myself to go through the whole process with 100% dedication. I shall remain honest and truthful to myself, my parents and to the institute's value system and I am prepared to work very hard taking part wholeheartedly in all the learning activities including surveys, field assignments, on the job learning, out of the box activities, shared learning & action learning activities and so on. I promise that I will not indulge in any unethical / immoral act(s) or act(s) unbecoming of an SCMLD student / a good and responsible citizen. I also undertake that I shall not seek refund of fee in case I cancel my admission after the dates mentioned for the same, in the prospectus. I shall not block any seat by taking admission at SCMLD and then cancelling it after the last date for cancellation. In case of cancellation within the time prescribed I and my parents hereby accept that SCMLD can deduct Rs. 20000/- towards administrative costs and we shall expect only the rest of the amount as refund in full and final settlement of the transaction. I shall abide by all the hostel rules and codes of conduct as prescribed and modified from time to time. Once the hostel accommodation is taken, I know that I cannot leave hostel till my studentship is over or I pay for the entire period as SCMLD has to pay rent to the landlords. I am fully aware that SCMLD & its Leadership programmes are not affiliated to any university or accredited / recognised or approved by any government / body or statutory authorities like UGC or AICTE. I am joining SCMLD on my own choice to become an executive leader / employable in executive cadre in the private corporate world / an entrepreneur. I do not need any certification recognised / approved or awarded by any government or university / agency as I am more interested in gaining a private employment / starting my own entrepreneurial activity. I know that SCMLD can only provide inputs and processes of facilitation for learning and bring campus recruiters and it is my duty and effort to learn and get selected by those companies as far as employment is concerned. That is, I know that SCMLD can only bring recruiters and placement will depend on my competencies, behaviour, attitude and potential. Hence, my placement and salary expectation should be commensurate with my competencies including attitude and efforts. I hereby agree to do all assignments of meeting consumers & customers, library work, work to earn etc. very meticulously and participate in all outbound & rural camps, company & factory visits, retail / branch internships, vipassana / self discovery camps, art of living etc. for my own learning and development. I hereby promise that I will devote minimum 5 hours per day and minimum 30 hours per week for reading text books, journals and other material to enhance my functional / subject / market /

sector knowledge. I also undertake that I shall not keep cigarettes, tobacco, liquor, narcotics or drugs etc. in the hostel or in my possession / anywhere on campus premises or smoke / use / consume such things while in the hostel or on the campus. I shall not use iron, heaters, candles, dhoop / incense sticks etc. in the hostel, to prevent fire hazards. I hereby also undertake that I shall observe the time management schedule of getting up at 5:00 am and going to sleep at 10.30 pm everyday. I know that the time between 10:30 pm and 6:30 am in the hostel is meant to be silent time. During this time I shall maintain absolute silence and mobile phones, laptops, iPods and music systems etc. will be kept switched off. I and my parents accept that mutual contact over mobile phones will be between 8:15 pm and 9:15 pm only. Further, we know that if mobile phones, laptops and other electric / electronic equipment etc. are found being misused or used whenever and wherever prohibited, the institute can confiscate them. I shall also do / meet all community work requirements including cleaning of the premises / the streets / roads in front of and around the SCMLD campuses. During all the learning processes I know that I am solely responsible for the safety of myself at all times, and others while I am in teams / groups. I shall not endanger myself or others by neglect / omission or commission of any act from my side. I also know that incase of stealing, malpractices in the examinations / tests, sexual misconducts, violence or any act endangering the safety of self or others, my studentship can be summarily terminated / suspended and I can be denied entry to the hostel / campus and / or removed from the hostel / campus. I commit that incase I notice any malpractices / unethical / illegal or any immoral / criminal act / behaviour in the hostel or in the class / exam halls / on campus or in public involving SCMLD students as victims or as indulgers, I shall report the matter to the director promptly to prevent / correct / save the person and uphold the value system of SCMLD. I know that the institute will file FIR / police case, in cases of emails, facebook postings, etc. involving offensive / obscene materials / messages are originated, transmitted or sent to the students / staff / any third party and in cases of any theft or violence on the campus / hostel premises. I am choosing to be in SCMLD for my own development in tune with the SCMLD vision, mission, processes, methods and programmes. I know that I am joining SCMLD for enhancing my employability, developing my capabilities and also for reforming my habits and these will not happen unless I go through all the processes of SCMLD including, yoga / workout, relaxation, reading, usage of library, timely lights off and strict adherence to silent time etc. I accept these processes fully. I know that as a student of SCMLD I can audit the financial accounts of SCMLD and the promises made in the advertisements, prospectus etc. and demand performance from SCMLD management if anything is found lacking. I accept that in case of any dispute it will be within the legal jurisdiction of Pune city courts only. I also acknowledge that if there is any change in IGNOU programmes' eligibility criteria, curriculum etc. I shall accept it.

I will keep my hostel room, toilet, bathroom, etc. absolutely clean and sanitised at all times. I will not argue with security guards, dhobis, cooks / waiters / peons and people below me in education, position, authority, status or circumstances. I shall maintain absolute silence in exam / test halls / rooms / meditation hall and in class rooms during reading sessions, while taking attendance & during class sessions unless teacher(s) allow(s) interactions, ask questions or I have questions to clarify the subject matter

with the teacher or it is a discussion or interaction session. I shall adhere to the dress code, personal grooming code, code of conduct, library & computer lab rules and hostel rules etc. at all times. I shall, as a part of the curriculum, do work and earn at least Rs.1000/- per month for my expenses and I shall work to earn more if I want more than Rs.1000/- per month. Hence I shall not ask for more than Rs.500/- as pocket money from my parents, per month. If any fines are imposed for violation of norms I hereby commit that I shall work, earn and pay the fines myself or do library hours / assignments / community work etc. as acceptable to the institute rather than asking for money from my parents for the same. I know that I will have no concessions in exams, attendance etc. to work to earn the fine and meet the penalty. I shall not use mobile phones, laptops, calculators and or music systems during class sessions / exams / tests / meditation time / seminars etc. unless specially permitted. I shall not carry mobile phones in classrooms or anywhere within the four walls of the campus premises. I know that if I carry offensive or obscene material or movies in my laptop, I can be banned from bringing laptops on campus. I accept that since attendance requirement is 100% in all academics and co-curriculars, I shall be debarred from writing tests / exams, if my attendance is less than 100% in any session / process / activity and other 'out of the class' learning activities and 15% attendance waiver is allowed for hospitalisation and or medically advised rest, only. Any shortfall in attendance less than 100% has to be made up by library hours @ 5 hours library reading / work per session or activity missed except for hospitalisation or illness for which full rest has been prescribed by doctor. Incase of any medical / health issues I agree to use the services of (consulting) the doctors appointed by SCMLD, at designated times, on campus. At the same time it is not mandatory that I have to consult only SCMLD doctors. I can go to any doctor of my choice, but I shall not resort to self medication. However, I know that for any medically advised rest to be accepted by the institute it has to be by the institute doctors or M.D. level specialists only. I also know that talking and creating noise in meditation hall, examination / test rooms / halls and while taking attendance in the classes etc. shall invite collective fines irrespective of who indulges unless identified by the class or identifiable by the supervisor / faculty. It is also understood that the penalties and correctional punishments will include community work, library and field assignments besides fines. I accept that the examination pattern in SCMLD will include 60% evaluation by collaborative team learning, extempore presentations & viva-voce, surprise tests etc. on continuous basis which will have no re-exams and only 40% assessment will be done on the basis of End term tests / examinations. I will ensure that I don't miss tests / exams / viva-voce, and pass in first attempt itself by scoring not less than 60% overall trimester to trimester as I know that there will be no institute initiated re-exam / test for any subject. Except for the exams I missed because of hospitalisation, that too not caused by drunkenness, drug abuse, negligence etc. I know that if I don't clear trimesters by scoring minimum 60% marks aggregate in the first attempt itself, or absent myself from exams or I am ineligible to take the exams due to absence or if I want to improve my scores or if I have failed in exam tests, I have to seek re- or improvement exam on my own initiative by paying Rs.1500/- per subject by DD / Bank slip only as improvement exam fee along with a hand written essay (in the prescribed format) covering the entire syllabus referring minimum

2 books and 2 journals, for each subject spending minimum 50 hours of reading in the library per subject. I know this is to make me proactive, plan and do things being responsible. This I have to do within 30 days of declaration of the results. That is, the institute will not take initiative for re-exams. Further, even after paying the improvement exam fee and submitting the essay I still will not be eligible for improvement exam unless the faculty recommends that the essay is an original piece of work and 50 hours of effort per subject has gone into it and the student is likely to pass / score more. This means either I have to pass my exam in the first attempt or take the improvement exam as above or take the score as it is. In any case, overall if I don't score 3 CGPA (60%) I have to contend with course completion certificate only and not the pass certificate. I also accept the fact that if I do not maintain 100% attendance as specified above I shall not be eligible for 'Course Completion Certificate' or for re-exam unless I do the penal library hours @5 hours per session missed. That is, unless I participate in learning activities or read and prepare myself, I will not be considered as a student. I also know that improvement exam fee has to be earned by me and not to be taken from parents. Furthermore, I know that these improvement exams are also subject to my having actual 100% attendance in each of the processes - academic, co-curricular & extra-curricular in that trimester. I also know that improvement exam if held will only be for the 40% end term marks and not for the 60% continuous evaluation processes. That is, the continuous evaluation part will not be repeated or re-held once they are done. I know that I have to qualify in PGPEL with not less than 3.5 CGPA and / or meet other eligibility requirements to be eligible to join APEL. I know that mere joining of PGPEL will not automatically promote me to APEL since APEL has its own eligibility criteria and standards.

Further I agree that the 60% continuous evaluation will be for team / collaborative / shared learning efforts which should be presented by the team member chosen at random by the faculty. I will not question this process but work with 100% team spirit to learn collaboratively and supporting each other. Further, if the faculty or management feels that students are not really working in team to learn collaboratively he/she/it reserves the right to conduct exams for the 60% part as well and in such a case the score whichever is less between continuous (extempore) evaluation and the exams shall be the actual score for the purpose of deciding pass or fail. I accept that without

being a team player I cannot be a leader.

I fully understand that all these restrictions are to sculpt out a self disciplined & responsible leader from within me so that I emerge extra ordinary and inspirational in work, profession and life and thus become an asset to myself, my family, the organisation and the country, standing out as an example worthy of emulation. I accept that without followership of principles / following discipline, ethics, values, knowledge, rules and delivering skills etc. there cannot be leadership.

I also know that if I am short listed after the entrance process, I will have to come to SCMLD along with at least one of my parents to see and feel the atmosphere / campus and satisfy ourselves with everything and then only I need to send by DD or pay through bank, the fee to confirm my admission to the programmes / processes at SCMLD. I also know that I can take on the spot admission if I have scored 65% or more in entrance test (aggregate). Similarly if my scoring is between 50% and less than 65% then I can pay the fees on the spot provided I am willing to go through the bridge programme of 30 days. I accept that hostel and my learning groups will be re-shuffled every trimester for me to develop certain sensitivity, interpersonal & cultural skill sets etc.

In solemn acceptance of and commitment to everything mentioned herein above, in the prospectus and all the work I am to do for my own growth in tune with the SCMLD vision, mission, values, objectives, approaches and requirements, I affix herein below my signature fully knowing that the SCMLD processes will not be altered to suit my liking / feelings / disagreement/perception or views.

I also declare that I have the following medical problems now _____ . I know that if any medical / psychiatric / neurological condition / treatment is not disclosed & if it surfaces after I join SCMLD, I might lose my studentship on the grounds of non disclosure of important medical condition. I and my parents do hereby fully indemnify SCMLD that "SCMLD will not be responsible for any of my illnesses, medical problems - present or future, accident or any self hurting tendencies / acts of mine." I know that I shall not get exemption from any process, drills or activities of SCMLD. At SCMLD 'today's work has to be completed today'.

I also accept the fact that for any damage / theft / loss of properties of SCMLD including library assets, collective fines / recovery of cost to replace the properties / assets will be resorted to and I will abide by such decisions /

requirements and pay up my share. I know that this is to enforce honesty and ownership as staff & faculty concerned also will be bearing the share of such losses, damage, theft etc. No excuses, accusations and ignorance of rules & the purpose of my being here, are appreciated at SCMLD.

Further, if I am opting for Finance Specialisation, I will have no problem in accepting employment / placement involving Business Development / Sales / Customer Relations functions / roles as employment opportunities are mostly for such functions / roles.

I also declare that once admitted I shall not seek exemption from any process of SCMLD including meditation / vipassana, yoga, pranayama, work-out, jogging, morning walk, getting up at 5.00 am, field work, company visits, sales assignments, seminars, sessions, camps, payment of fees, late fees, etc. under any circumstances as I have option not to join SCMLD.

Also, if I am not staying with my biological parents within 5 kms of the campus, I shall be staying in the hostel accepting all hostel rules, as SCMLD programmes are residential programmes. I accept that once the communication is put on the notice board, e-mailed to me or communicated in open house it will be deemed to have been communicated to me. I cannot feign ignorance. Also whenever I absent from any session / activity, I shall keep record of all such absences and also do library work immediately @5 hours per session / activity absented. If I want to avoid re-exam and its fee the only way is that I attend fully all learning sessions / activities and clear the trimesters with overall 60% aggregate which I can easily do if I am committed and do not waste time. I understand that the institute does not charge any fee for any continuous evaluation / tests and the institute scheduled end-term exams although it costs money. Therefore I have to pay for re-exams / improvement exams since I have the option to attend the classes and do right first time itself and clear the exams.

I accept all the above because I understand that leadership demands discipline, responsibility, team work, good habits, right thinking and appropriate actions, being transparent, dutiful, healthy, purposeful, truthful, ethical and inspiring 24 hours and only then I will be emerging extraordinary.

And if I want to remain the way I am now, why take admission? Naturally I want to really change myself positively and that is why I am seeking to be in SCMLD.

Date : _____

Signature : _____

Place : _____

Name : _____

COUNTERSIGNED BY PARENTS

We agree on everything mentioned above including the indemnity and if our/my ward has coping difficulties or not willing to go through the processes, we will withdraw the admission but will get refund only of the money remaining after deducting all expenses/cost incurred by SCMLD and Rs. 20,000/- as administrative charges. We will pay service tax as required and applicable - present or future. **We will contact our ward over mobile phone between 8:15 pm and 9:15 pm only.** For emergencies or otherwise we will contact SCMLD office or its director or his nominees. We also requests that night-outs be allowed only on our written request and strict action be taken if any student including our ward is found taking / having possession of, alcoholic drinks, drugs or smoking. We agree that our ward should get up at 5.00 am and go to sleep at 10.30 pm and engage in reading at least 30 hrs a week. We also fully agree that there must be restrictions on mobile phone and laptop usage, as both these and the internet, facebook etc. are fast becoming addictions which should be avoided.

Father's Signature : _____ Mother's Signature : _____

Date : _____ Place : _____

I (applicant/student) came to know about SCMLD programmes from News paper, namely _____
 Friends of mine Relatives Pamphlet / Letter I got from SCMLD Existing SCMLD students Ex-SCMLD students Coaching Institute, namely _____
 SMS from _____ E-mail from _____
 Facebook MBA Universe Pagalguy.com any other _____

ENCLOSED Institute's portion of the admit card. Five passport size latest colour photographs Work Experience Certificate (only if applicable). Attested photo copy of score card(s) of CAT MAT XAT CET OPENMAT. Mark sheets of 10th & 12th Std. Graduation Post Graduation Other Degrees, namely _____

CERTIFICATE OF WORK EXPERIENCE

Appln. No.
(SCMLD office use only):

Mr. / Mrs. / Ms. _____

(A) **Length of Experience (Total)** In months

(B) **Industry / Organisation: (latest)** _____

(C) **Details:** _____

	Name of Organisation(s) & Address(es) <small>(Starting with latest)</small>	Position / Designation	Period <small>(from - to)</small>	Responsibilities	Major Tasks / Activities handled	Products / Services	Annual Gross Salary <small>(or Annual Turnover if own business) (in Rs.)</small>
1							
2							
3							
4							
5							

Work experience - Latest facts as above authenticated by: Current Employer Immediate past employer

Place: _____ Date: _____

Certifying company's :

Telephone: (O) (STD Code _____) & No.: _____

Fax No.: _____ Mobile No.: _____

E-Mail: _____

Certified that the above are true

Signature: _____

Name: _____

Designation: _____

Company: _____

COMPANY SEAL