

JOINING REPORT

To,

The Principal and Dean
ASPEE Agribusiness Management Institute
Navsari Agricultural University,
Navsari.

Submitted with respect through : The major Guide

Respected Sir,

I the undersigned Shri. _____
admitted for MBA (ABM)/ Ph.D (ABM) degree course in the subject
_____ under Dr./Prof. _____ at your college as per
admission memo No. _____ dated. _____. I have to join the
course on or before Date _____.

I have paid all the required fees for the first semester of the academic
year. _____ on _____.

Yours faithfully

Signature of student
(Name of the candidate)

Copy F.W.Cs To :-

The Principal and Dean, AABMI,NAU, Navsari for information

Shri. _____ has joined MBA (ABM)/ Ph.D
(ABM) study programme under my guidance on date: _____.

Date :

SIGNATURE OF THE MAJOR GUIDE
(WITH DESIGNATION & NAME)

UNDERTAKING

I Mr./Msresidence
ofMobile No.....admitted in MBA (ABM)/ Ph.D (ABM).
in the discipline ofReg.No..... at Navsari Agricultural University,
Navsari during the academic year..... hereby declare that at present I am not doing
any full time or part time job in any of the Government/Cooperative/Private organization. I
am aware that Post Graduate study in Navsari Agricultural University is a full time residential
course and I will not join any service during my P.G. study in this University. I know that
concealing such information is indiscipline under PG study rules of the University and my
P.G. registration is liable to cancel.

Place :Navsari

Date:

Signature of student

Signature of Major Advisor
(with Name & Designation)

Signature of Professor & Head
(with Stamp)

NAVSARI AGRICULTURAL UNIVERSITY
ASPEE AGRIBUSINESS MANAGEMENT INSTITUTE, NAVSARI

APPLICATION FORM FOR REGISTRATION AS A POST – GRADUATE STUDENT

(Please read the instruction carefully, before submitting the application to the registrar's office)

Sir,

I request you to register my name as a post graduate student leading for the _____* degree of the Navsari Agricultural University, I intend to offer myself as a candidate for the Examination for that degree in the Year _____.

I further declare that my name has not been registered as Post – graduate student for any other degree or for any other branch of the same degree.

The Registration fee of ` _____ is remitted by M.O. / Paid in cash under Receipt No. _____ dated _____.

I give below particulars about myself.

Yours faithfully

Date :

(Signature of the applicant)

(1) Name in full

(As per school
leaving certificate
copy attached

Personal Particulars

Surname: _____

Name: _____

Father's Name: _____

* MBA (ABM)/ Ph.D (ABM) _____.

(2) Full address for correspondence : _____

(3) Nationality : _____

(4) Particulars regarding the degree examinations passed :

Name of the examinations	Date of passing	Class obtained	Name of the college and the university	Subject offered

P.T.O

(5) Details about a terms if any, kept at any other college in the state of Gujarat.

(6) (i) The date of application for the certificate of eligibility.

(ii) The number and the date of provisional eligibility certificate issued.

(7) The major subject of study for the post – graduate degree for which the candidate is applying for registration. _____

(8) Admission details :-

1) Admitted for degree :-

2) Admission letter / Memo No. and Date :-

3) College / Campus admitted :-

(9) The name of major Advisor under whom the applicant proposes to study of Work: _____

(10) The name of the institution where the applicant proposes to study of work :

(11) (i) Whether the fee prescribed by the University has been paid :
Yes / No _____

(ii) The date of Payment: _____

(iii) The amount paid: ` _____
(Rupee _____)

(iv) Receipt No. and date.

Certified that the above information is correct

Place :

Date : (Signature of the applicant)

I declare that the student named above is permitted by me / us to work under me/us.

Place :

Date :

(Signature of Major Guide
with Name & Designation)

(Signature of the Head of the Deptt.)

Remarks

(To be filled in by the University Office)

The application is in order. The applicant may be registered MBA (ABM)/Ph.D
(ABM)

Registration Certificate may be issued.

Issued Reg. Cert. No. _____ Date _____

Date of Registration _____ (Signature of the Clerk)

(Signature of Asstt. Registrar)

(Signature of Registrar)

(Signature of Dean P.G. Studies)

Hostel Related Forms

Application for PG Hostel Accommodation

Navsari, Date: / /20

To,
The Assistant Rector
AABMI P.G.
Boys Hostel
ASPEE Agribusiness Management Institute
N.A.U., Navsari

SUB: Request to allot room in P.G. Hostel..... Regarding

Respected Sir,
I have secured admission at ASPEE Agribusiness Management Institute, N.A.U., Navsari for MBA (ABM) / Ph.D.(ABM) Degree course during this yearin Semester. I am furnishing below mentioned information as desired by the college for hostelaccommodation. Therefore, kindly allot me the room in P.G. hostel.

Name: _____
Permanent full address: _____

Telephone No.: STD Code: _____ Phone No.: _____
Mobile: _____ E mail: _____ Blood Group: _____

Details of fees paid (Enclosed a photocopy of the Receipt & Admission Memo)

Semester in which admission secured: _____
Hostel fee receipt No. and Date: _____
Electricity deposit receipt No. and Date: _____
Mess deposit receipt No. and Date: _____

UNDERTAKING

I hereby give an undertaking that I will follow all rules and regulations of the hostel. I am abiding to face disciplinary action including even cancellation of my college admission if I will found faulty under hostel management rules.

Date: / /20

Signature of the Student

Name of the student: _____

Countersigned by Major Guide/HOD with name

For office use only
Permitted / Not permitted

Allotted Block Name: _____ Allotted Room No: _____

Assistant Rector

AABMI P.G. Boys HOSTEL
ASPEE Agribusiness Management Institute, N.A.U., Navsari

Hostel Inventory Form

Room No.: _____

Block: _____

Sr. No.	Full Name	Semester	Permanent Address	Phone number
				(M) (R) Vehicle Number*
				(M) (R) Vehicle Number*
				(M) (R) Vehicle Number*

LIST OF FURNITURE AND FIXTURE IN THE ROOM

Sr. No.	Item	Nos.	Sr. No.	Item	Nos.
1.	Fan		8.	Chair plastic	
2.	Tube light		9.	Store well	
3.	Table steel		10.	Bulb (CFL/LED/other)	
4.	Table wooden		11.	Cupboard Plastic	
5.	Bookcase wooden		12.	Bed	
6.	Chair steel		13.		
7.	Chair wooden		14.		

* Vehicle bearer should submit the vehicle undertaking to the hostel management separately in prescribed format.

Date: _____

Signature of students

1. _____ 2. _____

For Office Use Only

Signature of Care Taker

Signature of Assistant Rector

[This form is submitted to the Care Taker of the PG Hostel]

AABMI P.G. Boys HOSTEL
ASPEE Agribusiness Management Institute, N.A.U., NAVSARI – 396450 (Gujarat)

General Undertaking Form

I Mr/Ms.....resident of state of India having working Mobile No.....admitted in MBA (ABM)/ Ph.D. (ABM) Degree Reg. No..... at Navsari Agricultural University, Navsari during the academic year..... hereby declare the undertaking to the Hostel Management authority.

1. I have read the regulation for Hostel and its Management and Regulation for Discipline and Conduct for the student in Navsari Agricultural University, Navsari (Gujarat) and shall abide by them in letter and spirit. I shall also abide by the rules modified or framed in future.
2. I shall never indulge myself directly or indirectly in any type of Ragging activity.
3. I will not get involved in any Press matter/Union/Group/Forum formation in Hostel/College to challenge the NAU, Navsari authority.
4. I will not involve in any confrontation/fight/quarrel/indiscipline activity in the hostel and in the University.
5. I shall pay the accommodation charges, mess bill and other related charges up to the specified dates. If I fail to do so, I will abide by the rules and regulations about penalty.
6. I will follow all the directions given time to time by Hostel authority during my stay in hostel.
7. I understand that the decision of the Hostel administration in any of the above matters/issues will be binding on me and I shall fully respect the same.
8. In case, I fail to maintain candidature as per the aforementioned rules and Regulations for Post Graduates studies requirement, hostel management of NAU., Navsari have the right to cancel my hostel admission at any point.
9. I know that concealing such information is indiscipline under Common Academic Rules for Post Graduate studies in SAU's of Gujarat and my P.G. registration is liable to cancel.

Place: Navsari

Date: / /20

Signature of student

Signature of Major Advisor
(With Designation & Name)

[This form is submitted to the Assistant Rector of PG Hostel]

AABMI P.G. Boys HOSTEL
ASPEE Agribusiness Management Institute, N.A.U., NAVSARI – 396450 (Gujarat)

Vehicle Undertaking Form

I Mr./Ms.....
resident of state of India having working Mobile No.....
admitted in MBA (ABM)/ Ph.D. (ABM), Reg. No..... at Navsari
Agricultural University, Navsari during the academic year hereby declare the undertaking to the
Hostel Management authority pertaining to the possession of Vehicle in NAU campus. I am
rightful owner and user of the following vehicle in and outside the NAU Campus agree to abide
by the following Campus Vehicle rules:

Details of Vehicle:

Vehicle Type: Two/Four wheeler/Any other type (Mention type: _____)

Make (Manufacturer): _____ **Model:** _____

Registration Number: _____

1. I have a valid Indian Union driving license Number: _____,
Expiry date: _____ and Year: _____ Issued by RTO:
_____ for the class of vehicle that I own and use inside and
outside NAU, Navsari.
2. I own a standard crash helmet (applicable to two wheeler owners) and agree to use it as
prescribed in the Law whenever driving a vehicle.
3. I agree to wear seat belts (applicable for four wheeler users) while driving as prescribed
by the law.
4. My vehicle has a valid insurance as required by the Law.
5. My parents/legal guardian is fully aware that I own the above vehicle/s and have
permitted me to use the vehicle/s at NAU., Navsari at my own risk.
6. I agree to drive very cautiously inside the campus and not to exceed a speed of 40 Kms
Per Hour while driving inside the campus.
7. I agree to park my vehicle in an orderly manner in the designated parking area of my
hostel.
8. I agree to report to the hostel authorities, even the smallest of accidents/mishaps
involving my registered vehicle.
9. I will strictly maintain the seating capacity of my vehicle category while carrying pillion

PTO

riders/ passengers as lawfully permitted for my vehicle category.

10. I agree to participate in any traffic safety meeting/training/workshops conducted by the University.
11. I agree to remove my vehicle from the campus in case I am denied permission to keep my vehicle due to non-compliance of rules mentioned in this document as decided by the Hostel management.
12. I agree to abide by any amendments to this document as notified from time to time by the NAU., Navsari.
13. I will use my vehicle responsibly for its intended use and not engage in any rash driving (including dangerous driving by doing stunts, etc) in and outside the campus that may endanger my safety and the safety of other people and engage in any action that disturbs the peace and tranquility of the campus (like excessive use of horns, etc).
14. Further, I would like to state that the above information provided by me is correct to the best of my knowledge. In the event that the above information is found to be incorrect and if I am found violating the above stated rules, the Hostel Management can withdraw permission to keep/use vehicle in the campus or take appropriate action as deemed fit by the competent authority of the University.

Place: _____

Date: _____

Attachments:

1. Self attested photocopy of vehicle RC Book
2. Self attested photocopy of driving license of student

Name and Signature of Student

Witness thereof Name & Signature
(Major Guide with contact number)

Note: Vehicle bearers are instructed to re-submit the same form to authority if vehicle changed/owner changed/any related change.

Application for Residence at Outside PG Hostel

Navsari, Date: / /20

To,
The Principal
ASPEE Agribusiness Management Institute, N.A.U., Navsari

SUB: Permission to reside at outside PG Hostel reg.....,

Respected Sir,

I undersigned is the student of ASPEE Agribusiness Management Institute, N.A.U., Navsari admitted during academic yearto I am furnishing below mentioned information as desired by the college. Therefore, kindly issue the relevant certificate to me. Thanking you.

Required details for Residence at outside PG Hostel

Name of student (CAPITAL)	:	
Registration No.	:	
Degree	:	
Semester	:	
Permanent Full Address (With Pin code)	:	
Name of Guardian/relative with Corresponding Full Address	:	
Relation with Guardian/relative	:	
Annual Income	:	
Distance between college and guardian/ relative home (KM)	:	
Justification for Residence at outside PG Hostel	:	
Mobile No. (Student)	:	

UNDERTAKING

I hereby declare an undertaking that my financial condition is poor/ critical as well as the distance between guardian/relative home to ASPEE Agribusiness Management Institute, N.A.U., Navsari is also short. I shall abide by the following Hostel management Rules. I shall abide by the rules modified or framed in future. I shall attend regular as well as extra classes of Theory and Practical, and maintain attendance as per the PG academic requirements. I will not get involved in any Press matter/Union/Group/Forum formation in and outside the NAU campus to challenge the NAU, Navsari authority. I will not involve in any confrontation/fight/quarrel/indiscipline activity in and outside the NAU campus. Furthermore, all the information furnished in said application is true to the best of my knowledge and belief.

Date: / /20

Signature of the Student

Name of the student: _____

For office use only
Permitted / Not permitted

Remark: As per the authentication obtained from concern student. Therefore, his/her application shall be considered for the issue the relevant certificate.

Assistant Rector

Application for No DUE certificate (For Project report submission)

Navsari, Date: / /20

To,
The Assistant Rector
AABMI P.G. Hostel
ASPEE Agribusiness Management Institute, N.A.U., Navsari

SUB: Request for issue the No DUE Certificate (For Project report submission) reg...

Respected Sir,

I undersigned is the student of ASPEE Agribusiness Management Institute, N.A.U., Navsari going to submit the *Project report* to the office of the Principal, AABMI, N.A.U., Navsari. I am furnishing below mentioned information as desired by the college for hostel No Due certificate. Therefore, kindly issue the No Due certificate to me so that the thesis may be submitted in time. Thanking you in anticipation.

Required details for No Due certificate (Enclosed a Appendix-A)

Name of student (CAPITAL)	:	
Registration No.	:	
Degree	:	
Semester	:	
Hostel allotted Room No.	:	
Mobile No. (Student)	:	
Mobile No. (Major Guide)	:	

UNDERTAKING

I hereby declare an undertaking that I had deposited all kinds of charges and items applicable towards me to the Hostel Management Authority in prescribed format. Furthermore, all the information furnished in said application is true to the best of my knowledge and belief.

Date: / /20

Signature of the Student

Name of the student: _____

Countersigned by Major Guide with name

For office use only
Permitted / Not permitted

Remark: As per the authentication obtained from Appendix-A, nothing is DUE with the student. Therefore, his/her account shall be settled in full and final.

Any other Remark:

Assistant Rector

[This form is submitted to the Assistant Rector of the PG Hostel]

Self certificate

This to certify that I _____ Reg. No. _____
residing in room No _____ at _____ hostel, has submitted the
allotted room by critical checking to the care taker. No any type of my personnel
items/articles or study materials present inside the room.

Date: / /

Name of student:
Sign of student:

For Office use only

This is to inform that.....
Reg. No. residing in the Room No. of PG Hostel
is recommended / not recommended to get the No-Dues Certificate from the Hostel.

Date: / /

Asst. Rector, PG Hostel

Note: This form should be attached with No Due application (*Project report submission*) and submitted to the Assistant Rector the PG Hostel.

AABMI P.G. HOSTEL
ASPEE AGRIBUSINESS MANAGEMENT INSTITUTE
NAVSARI AGRICULTURAL UNIVERSITY, NAVSARI

No. NAU/College Hostel/No due/ /20
Navsari, Date: / /20

To,
The Principal
AABMI,
NAU, Navsari

No Due Certificate (Project report submission)

This is certify to Mr./Ku. _____ is the student of _____ in subject of _____, studying in MBA/Ph. D. Degree. He/She has been allotted the Room No. _____ of _____ hostel during his/her study. He/She has submitted his/her room on accounts of completion of study from this University. He/she has no any due in the hostel during study period.

Asst. Rector, PG Hostel

*****Cut here*****

AABMI P.G. HOSTEL
ASPEE AGRIBUSINESS MANAGEMENT INSTITUTE NAVSARI
AGRICULTURAL UNIVERSITY, NAVSARI

No. NAU/College Hostel/No due/ /20
Navsari, Date: / /20

To,
The Principal
AABMI,
NAU, Navsari

No Due Certificate (Project report submission)

This is certify to Mr./Ku. _____ is the student of _____ in subject of _____, studying in MBA/Ph. D. Degree. He/She has been allotted the Room No. _____ of _____ hostel during his/her study. He/She has submitted his/her room on accounts of completion of study from this University. He/she has no any due in the hostel during study period.

Asst. Rector, PG Hostel

Application for Opening Bank Account

Navsari, Date: / /20

To,
The Assistant Rector
AABMI P.G. Hostel
ASPEE Agribusiness Management Institute
N.A.U., Navsari

SUB: Request for Hostel Resident Certificate for opening bank account...Reg.

Respected Sir,

I undersigned is the student of ASPEE Agribusiness Management Institute, N.A.U., Navsari doing MBA (ABM)/Ph.D. Degree. Sir, I am furnishing below mentioned information as desired by the college for Hostel Resident Certificate. Therefore, kindly issue the same certificate to me. Thanking you in anticipation.

Required details for Hostel Resident Certificate

Name of student (CAPITAL)	:	
Registration No. & Year	:	Reg. No. Academic year:
Degree	:	
Month and Year of admission in Hostel	:	
Name of Bank with IFSC Code	:	
Hostel allotted Room No.	:	
Mobile No. (Student)	:	

UNDERTAKING

I hereby declare an undertaking that all the information furnished in said application is true to the best of my knowledge and belief.

Date: / /20

Signature of the Student

Name of the student: _____

Countersigned by Major Guide with name

For office use only
Permitted / Not permitted

Remark:

Assistant Rector

Application for Hostel Resident Certificate

Navsari, Date: / /20

To,
The Assistant Rector
AABMI P.G. Hostel
ASPEE Agribusiness Management Institute
N.A.U., Navsari

SUB: Request for Hostel Resident Certificate.....Regarding

Respected Sir,

I undersigned is the student of ASPEE Agribusiness Management Institute, N.A.U., Navsari doing MBA (ABM)/Ph.D. Degree. Sir, I am furnishing below mentioned information as desired by the college for Hostel Resident Certificate for the below mentioned purpose. Therefore, kindly issue the same certificate to me. Thanking you in anticipation.

Required details for Hostel Resident Certificate

Name of student (CAPITAL)	:	
Registration No. & Year	:	Reg. No. Academic year:
Degree	:	
Month and Year of admission in Hostel	:	
Justification for the Hostel Resident Certificate	:	
Hostel allotted Room No.	:	
Mobile No. (Student)	:	

UNDERTAKING

I hereby declare an undertaking that all the information furnished in said application is true to the best of my knowledge and belief.

Date: / /20

Signature of the Student

Name of the student: _____

Countersigned by Major Guide with name

For office use only
Permitted / Not permitted

Remark:

Assistant Rector

Application for Reimbursement of Mess Deposit

Navsari, Date: / /20

To,
The Assistant Rector
AABMI P.G. Hostel
ASPEE Agribusiness Management Institute
N.A.U., Navsari

SUB: Request for Reimbursement of Mess Deposit reg...,

Respected Sir,

I undersigned is the student of ASPEE Agribusiness Management Institute, N.A.U., Navsari has completed/left out MBA (ABM)/Ph.D. Degree programme during academic year.....
I am furnishing below mentioned information as desired by the college for reimbursement of food deposit. Therefore, kindly do the needful as early as possible.

Required details for reimbursement of food deposit

(Enclose photocopies of fees receipt, bank passbook and degree notification)

Name of student (CAPITAL)	:	
Registration No.	:	
Degree	:	
Personal Bank A/C Number	:	
Name of Bank with IFSC Code	:	
Mobile No. (Student)	:	
Any other Mobile No.	:	

UNDERTAKING

I hereby declare an undertaking that I had deposited all kinds of charges and items applicable towards me to the Hostel Management Authority in the prescribed format. I am abiding to face disciplinary action including even cancellation of registration, ceasing the academic procedure, if I will found guilty under Hostel Management rules. Furthermore, all the information furnished in said application is true to the best of my knowledge and belief.

Date: / /20

Signature of the Student

Name of the student: _____

Countersigned by Major Guide with name

For office use only

Permitted / Not permitted

Remark: As per the authentication obtained from Hostel staff, nothing is DUE with the student. Therefore, his/her amount shall be paid in to his account.

Any other Remark:

Assistant Rector