

Enclosures

Enclosures for those who have completed 15 months management training	Put a tick mark	Enclosures for those who are exempted from undergoing management training	Put a tick mark
1. Application form in the prescribed format.		1. Application form in the prescribed format.	
2. Copy of Final / Professional programme passing certificate		2. Copy of Final / Professional programme passing certificate	
3. Copy of Institute's sponsorship letter for undergoing training 15/12/24/36 Months Training and Specialized Agency Training.		3. Copy of the exemption letter from the Institute.	
4. Copy of Training Orientation Program / Executive Development Programme completion certificate.		4. Passport size photograph – 1	
5. Copy of Academic Development Programs / Professional Development Programmes completion certificate.		5. Fee: Cash / DD Cash Receipt No. : [or] DD Details :	
6. Copy of the 15/12/24/36 months management Training Completion Certificate and Specialized Agency Training.			
7. Passport size photograph – 1			
8. Fee: Cash / DD Cash Receipt No. : [or] DD Details :			

PS: Rules regarding refund & Transfer of MSOP fee

: If a candidate gives 3 (three) working days notice in advance about his/her inability to attend the programme for which the student has enrolled himself/herself, then there shall be no forfeiture of MSOP fees and lunch cost (if any).

If candidate does not give minimum 3(three) working days notice in advance about his/her inability to attend the programme, his/her 50% fees shall be forfeited. The same will not be applicable if any candidate is taking transfer of his candidature from one RC/Chapter to another for which the concerned RCs & Chapters have agreed. The remaining 50% MSOP fees which is to be returned/refunded to the candidate, shall have to be refunded by the respective Regional Council/ Chapter within 15(fifteen) days from the date of the withdrawal of the candidature.